****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 Zoom Meeting Webinar IDs and Passcodes
- Click Here for Zoom Meeting Instructions for Attendees (as guests)

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 | JUNE 12, 2023 | 5:30 P.M.

CALL TO ORDER: Mayor Cole

PLEDGE OF ALLEGIANCE: Mayor Cole

INVOCATION: Councilmember Rupsis

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

MINUTES:

- May 22, 2023 - Pending

COURTESIES:

PROCLAMATIONS:

COUNCIL REPORTS:

ADMINISTRATOR REPORTS - CHRIS KUKULSKI

PUBLIC COMMENT on "NON-PUBLIC HEARING" Agenda Items: 1, 3b and 5a 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. **Billings Fire Department Access Control System.** (Opened 5/16/23) Recommend Communication Resources.
2. **W.O. 20-44: WRF Nutrient Recovery Improvements.** (Opened 5/16/23) Recommend Dick Anderson Construction.
3. **W.O. 23-04: City ADA Project.** (Opened 5/2/23) Recommend rejecting bids.
4. **W.O. 23-31: Millice Park Irrigation System Replacement.** (Opened 5/2/2023) Recommend rejecting bid.
5. **W.O. 23-32: Gorham Park Irrigation System Replacement.** (Opened 5/16/23) Recommend Good Earth Works Co., Inc.

B. **Change Order No. 3, W.O. 22-01, Schedules 1 and 2: 2022 Water Main Replacement;** Askin Construction.

C. **Agreement** with Baker Tilly US, LLP for Comprehensive Cost of Services Study.

D. **Agreement** with Eide Bailly for Auditing Services.

E. **Collective Bargaining Agreement** with IAFF - Local 521.

F. **Donation** to the Parks and Recreation Department from Faith E Church for trees and clean up at Centennial Park.

G. **Donation** to the Police Department from Breakfast Exchange Club, BET Casino and Tiny's Tavern.

H. **Declaring** surplus property and authorizing the sale of Unit 4053 to Big Timber Fire Department.

I. **Perpetual Right-of-Way Easement** with First Southern Baptist Church for sanitary sewer near northwest corner of Shiloh Road and Rocky Vista Way.

J. **Final Plat** of Ridgeline Subdivision. *Quasi-Judicial

K. **Resolution** increasing Mountview Cemetery fees.

L. **Resolution** declaring an emergency and authorizing payment for W.O. 23-50: Gabel Road Reconstruction.

M. **Second/Final Reading Ordinance** for Zone Change 1023: located at Wicks Lane and Bitterroot Drive. *Quasi-Judicial

N. **Second/Final Reading Ordinance** for Zone Change 1024: located at 3100 block of Central Avenue. *Quasi-Judicial

O. **Second/Final Reading Ordinance** for Zone Change 1025: located on the north side of Rimrock Road and east of 54th Street. *Quasi-Judicial

P. **Second/Final Reading Ordinances** for Zone Change 1029: text amendments to the Neighborhood Districts, Fence Materials and Sign Code.

Q. **Second/Final Reading Ordinance** expanding Ward IV (Annexation 23-03).

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

1. May 1, 2023
2. May 8, 2023
3. May 15, 2023

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 RESOLUTION** adopting and approving the FY24 budget. Staff recommends approval.

- Presented by: Andy Zoeller, Finance Director

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve a resolution adopting and approving the FY24 budget, as recommended by staff.

3. **3648 AJ WAY:**

   a. **JOINT PUBLIC HEARING FOR ANNEXATION 23-04 AND ZONE CHANGE 1026:**

      i. **RESOLUTION FOR ANNEXATION 23-04:** located at 3648 AJ Way. Staff recommends conditional approval. *Quasi-Judicial

      - Presented by: Monica Plecker, Planning Division Manager

      Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to conditionally approve the Resolution for Annexation 23-04, as recommended by staff.

      ii. **FIRST READING ORDINANCE FOR ZONE CHANGE 1026:** located at 3648 AJ Way. Zoning Commission recommends approval and adoption of the 10 criteria. *Quasi-Judicial

      - Presented by: Monica Plecker, Planning Division Manager

      Recommended Motion: Having conducted a public hearing, considered written and spoken testimony, I move to approve the First Reading Ordinance for Zone Change 1026 and adopt the findings of the 10 criteria, as recommended by the Zoning Commission.

   b. **ANNEXATION AGREEMENT** with Department of Military Affairs. Staff recommends approval.

      - Presented by: Debi Meling, Public Works Director

      Recommended Motion: I move to approve the Annexation Agreement with Department of Military Affairs, as recommended by staff.

   c. **PUBLIC HEARING AND FIRST READING ORDINANCE** expanding the boundaries of Ward I to include recently annexed property in Annexation 23-04: located at 3648 AJ Way. Staff recommends approval.

      - Presented by: Monica Plecker, Planning Division Manager

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

4. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR ZONE CHANGE 1028:** located at 5417 Hawk Creek Avenue. Zoning Commission recommends approval and adoption of the 10 criteria. *Quasi-Judicial

   - Presented by: Nicole Cromwell, Zoning Coordinator

   Recommended Motion: Having conducted a public hearing, considered written and spoken testimony, I move to approve First Reading Ordinance for Zone Change 1028 and adopt the findings of the 10 criteria, as recommended by the Zoning Commission.

5. **PUBLIC HEARING AND RESOLUTION** creating SID 1423, Annafeld Subdivision, 4th Filing, Streetlights. Staff recommends approval.

   - Presented by: Debi Meling, Public Works Director

   Recommended Motion: Having conducted a Public Hearing, considered written and spoken public testimony, I move to approve a Resolution creating SID 1423, as recommended by staff.

   a. **SID 1423, ANNAFELD SUBDIVISION, 4TH FILING, STREETLIGHTS.** (Opened 5/2/23) Recommend Ace Electric.

      - Presented by: Debi Meling, Public Works Director

      Recommended Motion: I move to award a contract for SID 1423, Annafeld Subdivision, 4th Filing, Streetlights to Ace Electric, as recommended by staff.

6. **PUBLIC HEARING AND RESOLUTION** creating SILMD 331. Staff recommends approval.

   - Presented by: Debi Meling, Public Works Director

   Recommended Motion: Having conducted a Public Hearing, considered written and spoken public testimony, I move to approve a Resolution creating SILMD 331, as recommended by staff.

7. **PUBLIC HEARING AND RESOLUTION** establishing collection, disposal, and landfill fees for FY2024. Staff recommends approval.

   - Presented by: Jennifer Duray, Public Works Deputy Director

   Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve the Resolution establishing collection, disposal, and landfill fees for FY2024, as recommended by staff.

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.

~ ~ ~

City Council Regular

Date: 06/12/2023
Title: Billings Fire Department Access Control System
Presented by: John Caterino, Facilities Manager
Department: City Hall Administration
Presentation: No
Legal Review: Yes
Project Number: N/A

RECOMMENDATION

Staff recommends that City Council approve and award a contract for purchase, install, and commissioning an Access Control system for the Fire Department to Communication Resources for $107,914.00.

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

Fire Stations #1-8 currently have keypad locks that require a code to access the fire station. The existing system requires manual updating at each keypad, has a limit on how many codes can be stored, and is no longer a viable solution to managing access at the stations. The existing system does not have the same robust functions and capabilities as cloud-based options such as centralized database and credential management, analytics, reporting, scheduling, alerts, and integrations.

Communication Resources will purchase, install, and commission the Verkada Access Control system at Fire Stations #1-8, create an employee database, and enroll one fob for roughly 180 Fire Department employees. At the end of the commissioning phase, the Verkada database will be turnkey and handed over to the Facilities Division who will maintain the database for the Fire Department. Verkada access control is currently used at these locations: Billings Operations Center, Yellowstone Valley Animal Shelter, and PD3.

The bidding schedule was base bid (hardwired system with HID Singo iClass readers), and alternate #1 (wireless system with Schlage AD-400 hardware). Base bid for hardwired system is being accepted.

The Facilities Division advertised an Invitation for Bid (IFB) on 4/21/2023 and 4/28/2023 in *Yellowstone County News* and on the City's Website.

Four (4) bids were submitted by 5/16/2023. Communication Resources was the lowest responsible bidder.

	TelNet Systems	High Tech Solutions	Communication Resources	Pine Cove Consulting
Base Bid	$117,579.76	$229,386.00	$107,914.00	$116,337.54
Alternate #1	$191,477.53	$53,929.00	$147,475.00	$140,780.69

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

The cost of the prime contract for the Access Control System at the Fire Stations will be funded by the Fire Department Operations and Maintenance account.

Attachments

Contract

SERVICES AGREEMENT

THIS AGREEMENT is made and entered into _____, by and between the **CITY OF BILLINGS, MONTANA,** a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as "**CITY**," and **COMMUNICATION RESOURCES, LLC**, of 5340 Momont Rd, Missoula, MT 59808 hereinafter referred to as "**CONTRACTOR**."

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

1. **PURPOSE: CITY** agrees to hire **CONTRACTOR** as an independent contractor to perform the services of purchasing, installing, licensing, and commissioning an Access Control system described in the Scope of Work attached hereto as Exhibit "A" and by this reference made a part hereof.

2. **EFFECTIVE DATE:** This **AGREEMENT** is effective upon the date of its execution and will terminate on December 1, 2023. The parties may extend this **AGREEMENT**, by mutual concurrence, for ninety days, in writing prior to its termination.

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

4. **INCORPORATION BY REFERENCE:** All exhibits and addenda attached hereto, as well as any bid or proposal referenced, are hereby incorporated into this **AGREEMENT** and made a part hereof. If there is any conflict between such exhibits or addenda and the terms of this **AGREEMENT**, the terms of this **AGREEMENT** shall control.

5. **PAYMENT: CITY** agrees to pay **CONTRACTOR** one hundred seven thousand nine hundred fourteen dollars ($107,914) for the work described in the Scope of Work in Exhibit "A". Any alteration or deviation from the described work that involves extra costs will be executed only upon written request by the **CITY** to **CONTRACTOR** and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

   Except as otherwise specified herein, the **CONTRACTOR** shall invoice the **CITY** monthly (or on such other basis as the Parties may mutually determine for all

services rendered pursuant to this **AGREEMENT**. Such invoices shall specify the services provided to the **CITY** during the preceding month and identify the applicable fees, and shall be accompanied by reasonable documentation or other reasonable explanations supporting such charges.

Except as otherwise specified herein, the **CITY** shall pay, net of applicable withholding tax, if any, the **CONTRACTOR** for said invoice within thirty (30) days after receipt.

If partial payment is requested by **CONTRACTOR**, it shall be made upon invoice and said estimate being proportioned to the work completed by the **CONTRACTOR**. **CITY** shall deduct five percent (5%) from each 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 invoice by the **CITY**, and determination has been made by the **CITY** that the scope of work has been satisfactorily completed.

The prices established in this **AGREEMENT** may be extended to other political subdivisions within the State of Montana solely at the **CONTRACTOR'S** discretion.

6. **LIQUIDATED DAMAGES:** If **CONTRACTOR** does not complete the work by the designated contract date(s), liquidated damages will be assessed in the form of a daily charge for each day, except Saturdays, Sundays, and legal holidays which exceed the contract date.

   The daily charge(s) are stipulated to be reasonable quantifications of the damages incurred by the **CITY**:

   - Liquidated damages for failure to complete project: $150.00 per day.
   - The charge(s) will be deducted from money due the **CONTRACTOR**.

7. **INDEPENDENT CONTRACTOR STATUS:** The parties agree that **CONTRACTOR** is an independent contractor for purposes of this **AGREEMENT** and is not to be considered an employee of the **CITY** for any purpose. **CONTRACTOR** is not subject to the terms and provisions of the **CITY**'s personnel policies handbook and may not be considered a **CITY** employee for workers' compensation or any other purpose. **CONTRACTOR** is not authorized to represent the **CITY** or otherwise bind the **CITY** in any dealings between **CONTRACTOR** and any third parties.

8. **INDEMNITY:**

The **CONTRACTOR** SHALL:

A. Indemnify and hold **CITY**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any

intentional or negligent act on the part of **CONTRACTOR** or its agents or employees.

B. Not indemnify and hold the **CITY** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful or negligent acts, error or omission of the **CITY** occurring during the course of or as a result of the performance of the **AGREEMENT**.

C. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CITY** and the **CONTRACTOR**, the **CONTRACTOR** shall indemnify and hold the **CITY** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, to the extent caused by the **CONTRACTOR'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CONTRACTOR'S** performance pursuant to this **AGREEMENT**.

The **CITY** SHALL:

D. Indemnify and hold **CONTRACTOR**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional or negligent act on the part of **CITY** or its agents or employees.

E. Not indemnify and hold the **CONTRACTOR** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful or negligent acts, error or omission of the **CONTRACTOR** occurring during the course of or as a result of the performance of the **AGREEMENT**.

F. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CONTRACTOR** and the **CITY**, the **CITY** shall indemnify and hold the **CONTRACTOR** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, to the extent caused by the **CITY'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CITY'S** performance pursuant to this **AGREEMENT**.

9. <u>INSURANCE</u>:

A. The **CONTRACTOR** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **CONTRACTOR** shall furnish the **CITY** with proof of insurance in accordance with this Section.

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 liability assumed under an insured agreement and personal injury coverage's -- $750,000 per claim and $1,500,000 per occurrence.
3. Automobile liability -- $1,500,000 per accident.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the **CITY** prior to cancellation.

The **CITY** shall be listed as an additional insured on all policies except Worker's Compensation Policies.

CONTRACTOR shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.

CONTRACTOR shall maintain workers' compensation insurance coverage for all members and employees of **CONTRACTOR's** business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

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

CONTRACTOR shall furnish an approved Performance Bond and a Labor and Materials Payment Bond, each in the amount of one hundred percent (100%) of the contract amount.

10. PERMITTING AND INSPECTIONS:

A. **CONTRACTOR** to obtain all required permits before beginning construction. Cost of permits shall be billed to the **CITY** as a reimbursable expense with no mark-up.

B. **CONTRACTOR** to obtain all required inspections during construction and at final completion.

11. EQUIPMENT AND MATERIALS CUSTODY:

A. **CITY** shall not be responsible for any equipment or materials until it is installed and commissioned.

B. If materials or equipment go missing for any reason before they are installed and commissioned, they shall be replaced at no cost to **CITY**.

C. All equipment and materials shall be secured and stored by **CONTRACTOR** in a location approved by the **CITY** or offsite.

D. If arrangements are made to store onsite **CITY** shall not be responsible for any missing items.

E. **CITY** will not take delivery of any equipment or materials.

F. All equipment and materials must be brought onsite by **CONTRACTOR**.

12. EQUIPMENT AND MATERIALS INVENTORY:

A. A detailed inventory list shall be provided by **CONTRACTOR** to **CITY** upon **CONTRACTOR** mobilization or project commencement.

B. Inventory list to include material information (make, model, etc.), and quantity.

C. When an item is installed and commissioned it shall be deducted from the inventory list.

13. WARRANTY: CONTRACTOR warrants that all services and work will be performed in a good workman-like manner. **CONTRACTOR** acknowledges that it will be liable for any breach of this warranty for the lesser period of two (2) years from the time services are completed or any warranty described in the Scope of Work in Exhibit "A".

14. COMPLIANCE WITH LAWS: CONTRACTOR agrees to comply with all federal, state, and local laws, ordinances, rules, and regulations. **CONTRACTOR** agrees to purchase a **CITY** business license.

15. PREVAILING WAGE RATES: Unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of $25,000 for construction or nonconstruction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

In addition, unless superseded by federal law, all employees working on a public works contract shall be paid prevailing wage rates in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Montana law requires that all public works contracts, as defined in section 18-2-401,

MCA, in which the total cost of the contract is in excess of $25,000, contain a provision stating for each job classification the standard prevailing wage rate, including fringe benefits, travel, per diem, and zone pay that the contractors, subcontractors, and employers shall pay during the public works contract.

Section 18-2-406, MCA, requires that all contractors, subcontractors, and employers who are performing work or providing services under a public works contract post in a prominent and accessible site on the project staging area or work area, no later than the first day of work and continuing for the entire duration of the contract, a legible statement of all wages and fringe benefits to be paid to the employees in compliance with section 18-2-423, MCA. Section 18-2-423, MCA, requires that employees receiving an hourly wage must be paid on a weekly basis.

Furthermore, Section 18-2-417, requires allowance for a 3% annual increase in wages for a multiyear contract. (1) Any public works contract that by the terms of the original contract calls for more than 30 months to fully perform must include a provision to adjust, as provided in subsection (2), the standard prevailing rate of wages to be paid to the workers performing the contract. (2) The standard prevailing rate of wages paid to workers under a contract subject to this section must be adjusted 12 months after the date of the award of the public works contract. The amount of the adjustment must be a 3% increase. The adjustment must be made and applied every 12 months for the term of the contract. (3) Any increase in the standard rate of prevailing wages for workers under this section is the sole responsibility of the contractor and any subcontractors and not the contracting agency.

Each contractor, subcontractor, and employer must maintain payroll records in a manner readily capable of being certified for submission under section 18-2-423, MCA, for not less than three years after the contractor's, subcontractor's, or employer's completion of work on the public works contract.

The nature of the work performed or services provided under this contract meets the statutory definition of a "public works contract" under section 18-2-401(11)(a), MCA, The booklet is attached and may also be found at http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates.

16. **CONTRACTORS' GROSS RECEIPTS TAX: CONTRACTOR** understands that all contractors or subcontractors working on a publicly funded construction project, including any work requiring the installation, addition, placement, replacement, or removal of any equipment, parts, structures, or materials of any kind whatsoever, are required to pay or have withheld from earnings one percent (1%) of the gross contract price if the gross contract price is Five Thousand Dollars ($5,000) or more.

17. **NONDISCRIMINATION:**

A. **CONTRACTOR** shall, in performance of work under this **AGREEMENT**, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act,

the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **CONTRACTOR** is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by **CONTRACTOR** subjects subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. **CONTRACTOR** agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this **AGREEMENT**.

B. The **CONTRACTOR** shall state, in all solicitations or advertisements for employees to work on 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.

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.

The **CONTRACTOR** and any subcontractor shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicants may not be discharged 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.

C. The **CONTRACTOR** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation.

D. The **CONTRACTOR** shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.

E. The **CONTRACTOR** shall include the provisions of Subsections A through D of this Section in every subcontract or purchase order under this **AGREEMENT**, so as to be binding upon every such subcontractor or vendor of the **CONTRACTOR** under this **AGREEMENT**.

F. 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.

18. **CONTRACTOR PERSONNEL:** A list of personnel who will be onsite for project shall be provided by **CONTRACTOR** to **CITY** within 10 business days of contract execution, including:

A. First and last name;

B. Duration onsite; and,

C. Personnel responsibilities.

19. **SAFETY PROGRAM:** **CONTRACTOR** to provide **CITY** with safety program within 10 business days of contract execution.

20. **MEETINGS:** **CONTRACTOR** shall attend a pre-construction meeting with **CITY** representatives, as well as progress meetings as requested by the **CITY**.

21. **PROJECT SCHEDULE TIMELINE:** A project schedule timeline shall be provided by **CONTRACTOR** to **CITY** within 10 business days of contract execution.

Accepted schedule formats are Gantt chart, network diagram, critical path diagram, or sequential flow chart.

A Phase-Based Work-Breakdown Structure (WBS) by resource shall be provided by **CONTRACTOR** to **CITY** within 10 business days of contract execution and shall include a decomposed project scope consisting of phases and deliverables, tasks, and component deadlines.

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

23. **LIAISON:** The **CITY's** designated liaison for this **AGREEMENT** is John Caterino and the **CONTRACTOR**'s designated liaison for this **AGREEMENT** is Karl Moritz.

24. **GOVERNING LAW AND VENUE:** This **AGREEMENT** shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this **AGREEMENT** shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

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

26. **SUCCESSORS AND ASSIGNS:** Neither the **CITY** nor the **CONTRACTOR** shall assign, transfer or encumber any rights, duties or interests accruing from this **AGREEMENT** without the written consent of the other.

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

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

CITY OF BILLINGS, MONTANA

COMMUNICATION RESOURCES, LLC

_____
WILLIAM A. COLE,MAYOR

_____
SIGNATURE

APPROVED AS TO FORM:

_____
PRINT NAME

_____
PRINT TITLE

_____
CITY ATTORNEY'S OFFICE

ATTEST:

_____
DENISE BOHLMAN, CITY CLERK

EXHIBIT A

SCOPE OF WORK

All services to be rendered at:

Site Locations:

Fire Station 1 – 2305 8th Ave N
Fire Station 2 – 501 S 28th St
Fire Station 3 – 1928 17th St W
Fire Station 4 – 475 6th St W
Fire Station 5 – 605 S 24th St W
Fire Station 6 – 1601 St Andrews Dr
Fire Station 7 – 1501 54th St W
Fire Station 8 – 760 Lake Elmo Dr

Included in the cost of the contract are the below items:

Equipment to be purchased, installed, licensed and commissioned:

Card Readers-

- 13.56 MHZ, Wiegand, IP66 rated, IK10rated and Verkada supported Readers as designated in the table below
- Each exterior reader to have heat strip installed

Controllers-

- Verkada Controllers
  - Fire Station 1
    - One (1) AC41 4 Door Controller
    - One (1) AC62 16 Door Controller
  - Fire Station 2
    - One (1) AC41 4 Door Controller
  - Fire Station 3
    - One (1) AC41 4 Door Controller
  - Fire Station 4
    - One (1) AC41 4 Door Controller
  - Fire Station 5
    - One (1) AC41 4 Door Controller
  - Fire Station 6
    - One (1) AC41 4 Door Controller
  - Fire Station 7
    - One (1) AC41 4 Door Controller
  - Fire Station 8
    - One (1) AC41 4 Door Controller
- Each controller will have an Altronix supplemental power. AI600ULACM 6Amp 8 Outputs 12/24VDC

- Each controller will have a ¾ inch plywood backing covered with an intumescent paint that is ASTM E-84 certified and E-119 compliant

Cable, Pipe, Wire, Battery-

- Conduit
- EMT for cables in vehicle bays
- Cat 6 cable, 22/6 shielded stranded
- Provide all miscellaneous items such as cables, cable wire mold, couplers, jacks, fasteners, sealants, caulk, etc.,
- Verkada battery backup

Hardware-

- HES Mortise or Cylindrical strikes-outdoor rated as designated by the table below
- HES Rim Strikes-outdoor rated
- Key systems
- Exit devices
- Quantity 200 HID iClass fobs, Format; H10301, Facility Code 125. Verify with City of Billings on format and card range before ordering

Fire Station & Door	HES Strike Style	Exit Hardware	Controller Location	HID Signo
FS1 Basement				
#1 Supply Room Door	CYLINDRICAL		Network Room	40k single gang
FS1 Ground Level				
#1 Office Door	MORTISE		Network Room	40K single gang
#2 Front FF Access Door	CYLINDRICAL		Network Room	20K mullion
#3 Font Door	CYLINDRICAL		Network Room	40K single gang
#4 Side Door	CYLINDRICAL		Network Room	20K mullion
#5 Alley FF Access Door	CYLINDRICAL		Network Room	40K single gang
#6 Inner Door	CYLINDRICAL		Network Room	40K single gang

#7 9th Ave. Access Door		Yes	Network Room	40K single gang
#8 Bureau Exterior Entrance Door		Yes	Network Room	40K single gang
#9 Bureau Interior Entrance Door		Yes	Network Room	40K single gang
#10 Bureau Interior Office Door	CYLINDRICAL		Network Room	40K single gang
FS2				
#1 Office Door	CYLINDRICAL		Captain's Office	20K mullion
#2 Kitchen Door	CYLINDRICAL		Captain's Office	40K single gang
#3 Back Door	CYLINDRICAL		Captain's Office	40K single gang
FS3				
#1 Front Door	CYLINDRICAL		Captain's Office	40K single gang
#2 Back Door	CYLINDRICAL		Captain's Office	40K single gang
#3 Patio Door	CYLINDRICAL		Captain's Office	20K mullion
FS4				
#1 6th Street Door	CYLINDRICAL		Telecom Room	40K single gang
#2 Parkside Door	CYLINDRICAL		Telecom Room	40K single gang
#3 SCBA Room Door	CYLINDRICAL		Telecom Room	40K single gang

FS5 Main				
#1 24 ST West Door	CYLINDRICAL		Next to Telecom Equipment	40K single gang
#2 Parking Lot Door	CYLINDRICAL		Next to Telecom Equipment	40K single gang
FS5 Shop				
#1 Front Door	CYLINDRICAL		Next to Telecom Equipment in FS5	40K single gang
FS6				
#1 St. Andrews Door	CYLINDRICAL		Telecom Room	40K single gang
#2 Parking Lot Door	CYLINDRICAL		Telecom Room	20K mullion
#3 Back Door	CYLINDRICAL		Telecom Room	40K single gang
FS7				
#1 54th ST Door	CYLINDRICAL		Garage (Vehicle Bay)	40K single gang
#2 Parking Lot Door	CYLINDRICAL		Garage (Vehicle Bay)	40K single gang
FS8				
#1 Lake Elmo Door	CYLINDRICAL		Telecom Room	40K single gang
#2 Front Door	CYLINDRICAL		Telecom Room	40K single gang
#3 Back Door	CYLINDRICAL		Telecom Room	40K single gang

Licensing and Programming Services to be provided:

- Verkada 1-year license
- 1-year warranty on installation
- Create employee database in Verkada and enroll one fob per employee and assign random 4-digit access code for roughly 180 Fire Department employees

Items to be Delivered to Owner:

- Project Schedule
- Fully functional employee database in Verkada
- Status Reports at regular intervals
- Final reports and information for closeout and warranty

City Council Regular

Date:	06/12/2023
Title:	W.O. 20-44, WRF Nutrient Recovery Improvements, Bid Award
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends the City Council award a construction contract for Schedules I, II, III, and IV of the W.O. 20-44 WRF Nutrient Recovery Improvements project to Dick Anderson Construction, Inc. in the amount of $4,071,000.

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

The W.O. 20-44: WRF Nutrient Recovery Improvements Project includes four work schedules. Schedule I of the project ($2,333,000) will install a new volute press, pumps and supporting facilities to produce phosphorous-rich thickened waste activated sludge (TWAS) cake and thereby remove the phosphorous from the Water Reclamation Facility (WRF) treatment processes. The City plans to blend this cake with compost produced at the planned City landfill facility, thereby providing a beneficial use opportunity for the phosphorus recovered from the treatment processes at the WRF. Schedule II of the project ($1,050,000) adds a second volute press and supporting facilities to provide the equipment redundancy needed to produce the TWAS cake continuously in the event of short-term or extended equipment maintenance. In addition to the beneficial use of recovered phosphorous as a nutrient additive to compost produced at the landfill, removing phosphorous from the treatment process benefits the WRF in other ways. Removal of phosphorous decreases struvite scaling and grit accumulation in digested sludge, the centrifuges, and centrate which reduces maintenance costs and extends equipment life. Removal of phosphorous also assists the WRF in meeting MPDES Discharge Permit requirements for phosphorous which are especially stringent from August through October and are likely to get more stringent in the future.

Schedule III of the project ($616,500) includes all work associated with the supply and installation of new Surface Waste Activated Sludge (SWAS) pumps, piping, valves, electrical, instrumentation, controls and ancillary elements. This increased pumping capacity removes more scum and foam from the surface of the bioreactors which improves the performance of the biological treatment process in both the bioreactors and digesters. Also included in this schedule is work to install new air piping and accessories for the AFT saturation tanks and demolition of the control cabinet and concrete pad in the operation level of the AFT area.

Project Schedule IV ($71,500) includes all work associated with modifications needed to improve the performance of the existing AFT scum collection system by raising the collection beaches into better contact with the scum skimmers.

Bid Alternate A ($200,000) would include all equipment and work to add a new liquid emulsion polymer system to serve the volute dewatering presses. During pilot testing of the volute presses, the City's current dry polymer system performed well in the production of TWAS cake; therefore, while a liquid polymer system provides staff with more options and flexibility in selecting a polymer offering the highest possible performance, this work is not currently needed for project success.

This project was advertised on April 14, April 21, April 28, May 5 and May 12 in the *Yellowstone County News* and on the City's website. Bids were opened on May 16 and one bid was received by Dick Anderson Construction. Staff reviewed the bid and bid schedules appear reasonable and are within the project cost estimates.

ALTERNATIVES

City Council may:

- Approve W.O. 20-44: WRF Nutrient Recovery Improvements Project award (Schedules I, II, III, IV) to Dick Anderson Construction, Inc. in the amount of $4,071,000. or;
- Not approve the award of a contract. If the project is not awarded, the City will not take advantage of an opportunity to recover and beneficially use phosphorous, a valuable natural resource, from the treatment process at the WRF. Removing phosphorous from the process streams would also reduce long-term equipment maintenance costs and improve effluent quality for more reliable compliance with the facility's current and likely

more stringent future MPDES Discharge Permit limits.

FISCAL EFFECTS

The City received one bid on the project from Dick Anderson Construction, Inc. Bids on each work schedule were lower than the engineer's estimate:

Contractor	Schedule I	Schedule II	Schedule III	Schedule IV	Total Bid	Alternate A
Engineer's Estimate	$2,905,000	$1,356,000	$742,000	$129,000	**$5,132,000**	$215,000
Dick Anderson Construction	$2,333,000	$1,050,000	$616,500	$71,500	**$4,071,000**	$200,000

A total of $4 million in sewer funds is budgeted for the project construction in FY23; however, staff has approximately $600,000 in additional funds available from FY23 projects. Staff recommends award of the four bid schedules totaling $4,071,000, but does not recommend award of Bid Alternate A.

City Council Regular

Date: 06/12/2023
Title: WO 23-04, City ADA Project, Bid Rejection
Presented by: Debi Meling
Department: Public Works
Presentation: No
Legal Review: Not Applicable
Project Number: N/A

RECOMMENDATION

Staff recommends the City Council reject all bids for WO 23-04, City ADA Project.

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

W.O. 23-04, City ADA Project, is a project consisting of Americans with Disabilities Act (ADA) accessible ramp construction on street corners where the City will soon be completing pavement overlays and chip seals. Additional ramps will be constructed on other corners at various locations throughout Billings.

The annual ramp construction project is in accordance with the City's agreement with the Department of Justice (DOJ) to install and/or upgrade ramps along streets constructed or reconstructed after 1992 and in specific areas identified by need. The miscellaneous ramp locations were selected based upon neighborhood requests. The ADA project will be on State Avenue, Colton Boulevard, and 19th Street West near Rose Park Elementary School. The City has approximately 8,500 ramps, and it is estimated that 20% of the ramps have been constructed or reconstructed to the current design standard.

The project was advertised on April 14, April 21, and April 28, 2023, on the City's Website and in Yellowstone County News. Bids were opened on May 2, 2023, and two bids were received. Both bids were higher than the estimate and project budget. Staff reviewed the bids and will change the project and re-bid in the Fall 2023 in order to obtain improved pricing.

ALTERNATIVES

The Council may:

- Reject all bids for Work Order 23-04. There is no viable alternate.

FISCAL EFFECTS

The following bids were received:

Contractor	Bid Amount
Askin Construction	$389,000
Knife River - Billings	$401,975

The project was budgeted in the amount of $250,000 in FY23 using Gas Tax funds. Staff is researching why the bid was higher than the estimate. One possible reason includes the current market of contractor workloads. The project will be evaluated to determine how to proceed to get the work completed within the approved budget.

City Council Regular

Date: 06/12/2023
Title: W.O. 23-31, Millice Park Irrigation System Replacement, Bid Award
Presented by: Pigg Michael, Superintendent
Department: Parks/Rec/Public Lands
Presentation: No
Legal Review: Not Applicable
Project Number:

RECOMMENDATION

Staff recommends the City Council reject the one bid received for W.O. 23-31: Millice Park Irrigation System Replacement.

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

W.O. 23-31, Millice Park Irrigation System Replacement, is intended replace the aging irrigation system at Millice Park. Millice Park is located at the corner of Central Avenue and 29th Street West. The new improvements include installation of an irrigation system, pump station, concrete vault, and electrical upgrades.

The existing irrigation system is aging and is operated manually. The manual irrigation system requires a park attendant to operate the system and disrupts activities during the day. An automated system will free up the attendant to focus on other duties and enable irrigation operations to occur overnight, opening up more hours during the day for recreation and activities. Furthermore, irrigating overnight will save water due to daytime evaporation.

The project was advertised on April 14, April 21, and April 28, 2023, in the Yellowstone County News and on the City's website. Bids were opened on May 2, 2022, and one bid was received. The Good Earth Works Co. Inc. submitted the lowest, responsible bid.

ALTERNATIVES

City Council may:

- Reject the bid. This project will be delayed and re-bid when additional funding is available and when the bidding environment is more favorable.

FISCAL EFFECTS

The following bid was received:

Contractor	Base Bid
The Good Earth Works Co. Inc.	$374,307.00

This project was budgeted in FY23 using Park District 1 funds. The amount budgeted for approved FY23 CIP Multiple Parks Irrigation Automation is $924,750, which will be used for other parks. There is no adequate budget to award this project once the other park irrigation projects are awarded (Gorham Park and Grandview Park).

City Council Regular

Date: 06/12/2023
Title: W.O. 23-32, Gorham Park Irrigation System Replacement, Bid Award
Presented by: Pigg Michael, Superintendent
Department: Parks/Rec/Public Lands
Presentation: No
Legal Review: Not Applicable
Project Number:

RECOMMENDATION

Staff recommends the City Council award a contract for W.O. 23-32: Gorham Park Irrigation System Replacement, to the Good Earth Works Co. Inc. in the amount of $435,723.00.

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

W.O. 23-32, Gorham Park Irrigation System Replacement, is intended replace the aging irrigation system at Gorham Park. Gorham Park is located at the corner of Miles Avenue and Gorham Park Dr. The new improvements include installation of an irrigation system, pump station, concrete vault, and electrical upgrades.

The existing irrigation system is aging and is operated manually. The manual irrigation system requires a park attendant to operate the system and disrupts activities during the day. An automated system will free up the attendant to focus on other duties and enable irrigation operations to occur overnight, opening up more hours during the day for recreation and activities. Furthermore, irrigating overnight will save water due to daytime evaporation.

The project was advertised on April 21, April 28, May 5 and May 12, 2023, in the Yellowstone County News and on the City's website. Bids were opened on May 16, 2022, and one bid was received. The Good Earth Works Co. Inc. submitted the lowest, responsible bid. The bid was reviewed by staff and the project consultant. The bid unit prices appear competitive given market labor and material conditions.

ALTERNATIVES

City Council may:

- Award W.O.23-32, Gorham Park Irrigation System Replacement to the Good Earth Works Co. Inc. in the amount of $435,723.00; or,
- Not award a contract and reject the bid. If the project is not awarded, Gorham Park will continue to be irrigated manually during the day causing large portions of the park unable to be utilized. In addition, the irrigation system will continue to be maintenance and labor-intensive.

FISCAL EFFECTS

The following bid was received:

Contractor	Base Bid
The Good Earth Works Co. Inc.	$435,723.00

This project was budgeted in FY23 using Park District 1 funds. The amount budgeted for approved FY23 CIP Multiple Parks Irrigation Automation is $924,750. There is adequate budget to award the project. Remaining funds will be used for subsequent park irrigation automation projects within other City parks.

City Council Regular

Date: 06/12/2023
Title: W.O. 22-01, Schedules 1 & 2: 2022 Water Main Replacement - Change Order 3
Presented by: Debi Meling
Department: Public Works
Presentation: No
Legal Review: Not Applicable
Project Number: N/A

RECOMMENDATION

Staff recommends the City Council approve Change Order No.3 for WO 22-01, Schedules 1 & 2: 2022 Water Main Replacement, to Askin Construction in the amount of $387,945.

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

A recent inspection of the sanitary sewer main on 10th Avenue North between North 19th Street and North 22nd Street revealed the existing sewer main has significant root intrusions and is in need of replacement. The water main for this section of 10th Avenue North will be replaced this summer under the annual water and sewer replacement program. In order to avoid 10th Avenue North from being under construction for two years in a row, avoid multiple trench patches in the street, and to take advantage of the contractor already being on-site, staff proposes to replace the sewer main in conjunction with the water main. Staff negotiated the unit prices in the change order and the prices are consistent with current sewer replacement prices on other City projects.

ALTERNATIVES

City Council may:

- Approve Change Order 3 with Askin Construction in the amount of $387,945; or,
- Not approve Change Order 3 and the sewer will have to be replaced on with a future replacement project and continue to be unreliable with ongoing maintenance problems and expenses. 10th Avenue North would be under construction a second time.

FISCAL EFFECTS

The WO 22-01, Schedules 1 & 2: 2022 Water Main Replacement change in contract price for Change Order No. 3 is as follows:

Original Contract Price	$3,795,999.00
Previous Change Orders	$55,540.78
Contract Price Prior to this Change Order	$3,851,539.78
Net Increase of this Change	$387,945.00
Contract Price with Approved Change Order	$4,239,484.78

This change order will be funded with Wastewater Funds budgeted in FY23. Adequate funds are available to fund the replacement of sewer within 10th Avenue North.

City Council Regular

Date:	06/12/2023
Title:	Comprehensive Cost of Services Study Consultant Agreement
Presented by:	Andy Zoeller, Finance Director
Department:	Finance
Presentation:	No
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends the City Council award a contract for a Comprehensive Cost of Services Study with Baker Tilly US, LLP, in the amount of $162,900.

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

City staff was tasked with conducting a Request for Proposals (RFP) process to select a consultant to prepare a Comprehensive Cost of Services Study for City operations. This study will evaluate the cost of providing public services (transportation, public parks, library, public safety, etc.) throughout the City and to support anticipated growth and redevelopment. Primary areas of focus will include police and fire services, streets, transportation network (maintenance and new construction), and public parks. Secondary areas of focus may include other public services, such as library or recreation facilities. The consultant will create a development cost of services or impact study for the assumed planning period(s) that will project the likely fiscal impacts associated with the projected growth and development of the City for the assumed planning period(s). The projected fiscal impacts will include the cost of providing services (police, fire, street infrastructure, public parks and public transit) and maintenance of infrastructure in already developed areas of the City and in areas of the City that will be developed over the planning period and the cost of constructing capital facilities to support the anticipated growth and development.

This will provide the City Council and staff with a foundation of knowledge when approving capital projects and future annexation, working from a well-informed position as it considers new development, redevelopment sites, as well as setting fair and equitable rates and fees.

The RFP was advertised on 2/10/23 and 2/17/23, with responses due by 3/17/23. One(1) response was received. Selection was based on firm experience and key project staff, available resources and consultant location, and project methodology and approach. The selection committee, made up of City staff from various Departments, evaluated the proposal, revised the scope of work and unanimously agreed to recommend Baker Tilly US, LLP for recommended award by City Council.

ALTERNATIVES

City Council may:

- Approve the agreement with Baker Tilly US, LLP, in the amount of $162,900 for a Comprehensive Cost of Services Study; or,
- Not approve the agreement and provide staff with further direction.

FISCAL EFFECTS

The contract amount is $162,900. The funding for this project will come from the Genearl Fund which budgeted $125,000 for these services in FY23. The additional $37,900 will need to be funded through FY23 General Fund reserves generated from reduced spending elsewhere in the General Fund.

SUMMARY

Staff recommends the City Council award a contract for a Comprehensive Cost of Services Study to Baker Tilly US, LLP, in the amount of $162,900.

Attachments

2023 Cost of Services Agreement with Baker Tilly

COMPREHENSIVE COST OF SERVICES STUDY

CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered into _____ by and between the **CITY OF BILLINGS, MONTANA,** a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as "**CITY**," and **BAKER TILLY US, LLP**, of 30 East 7th Street, Suite 3025, St. Paul, MN 55101, hereinafter referred to as "**CONSULTANT**."

WITNESSETH:

WHEREAS, the **CITY** desires to hire **CONSULTANT** as an independent contractor to conduct a comprehensive cost of services study, more accurately described in the Scope of Work attached hereto as Exhibit "A" and by this reference made a part hereof.

WHEREAS, the **CITY** has authority to contract for such services, and;

WHEREAS, the **CONSULTANT** represents that he/she is fully qualified to perform such services personally and is in compliance with the Montana Statutes relating to the provisions of such services.

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

1. **PURPOSE: CITY** agrees to hire **CONSULTANT** as an independent contractor to perform the services as described in the Scope of Work attached hereto as Exhibit "A" and by this reference made a part hereof. In performing these services, the **CONSULTANT** shall at all times comply with all federal, state and local statutes, rules and ordinances applicable. These services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

2. **TERM:** This **AGREEMENT** is effective upon the date of its execution and will terminate on October 31, 2023. The parties may extend this **AGREEMENT**, by mutual concurrence, for thirty (30) days, in writing prior to its termination.

3. **PAYMENT**: In consideration of the services provided by the **CONSULTANT** under this **AGREEMENT**, the **CITY** agrees to pay **CONSULTANT** a price not to exceed $162,900.
Except as otherwise specified herein, the **CONSULTANT** shall invoice the **CITY** for all services rendered pursuant to this **AGREEMENT**, pursuant to the six (6) milestones outlined in Exhibit A – Anticipated project schedule. Such invoices shall specify the services provided to the **CITY** for the completed tasks and identify the applicable fees, and shall be accompanied by reasonable documentation or other reasonable explanations supporting such charges.

Except as otherwise specified herein, the **CITY** shall pay, net of applicable withholding tax, if any, the **CONSULTANT** for said invoice within thirty (30) days after receipt.

In the event scope of work issues arise, the **CONSULTANT** shall immediately discuss them with the Project Manager for the **CITY**. It is understood that the **CONSULTANT** will not perform any work that the **CITY** deems outside the scope prior to receiving written approval from the **CITY**, and at a rate agreed upon by both parties. Any payment for work not agreed upon by the **CITY** shall be denied.

The prices established in this **AGREEMENT** may be extended to other political subdivisions within the State of Montana solely at the **CONSULTANT'S** discretion.

4. **INCORPORATION BY REFERENCE:** All exhibits and addenda attached hereto, as well as any bid or proposal referenced, are hereby incorporated into this **AGREEMENT** and made a part hereof. If there is any conflict between such exhibits or addenda and the terms of this **AGREEMENT**, the terms of this **AGREEMENT** shall control.

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

6. **INDEMNITY:**

The **CONSULTANT** SHALL:

A. Indemnify and hold **CITY**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional or negligent act on the part of **CONSULTANT** or its agents or employees.

B. Not indemnify and hold the **CITY** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful or negligent acts, error or omission of the **CITY** occurring during the course of or as a result of the performance of the **AGREEMENT**.

C. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CITY** and the **CONSULTANT**, the **CONSULTANT** shall indemnify and hold the **CITY** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, to the extent caused by the **CONSULTANT'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CONSULTANT'S** performance pursuant to this **AGREEMENT**.

The **CITY** SHALL:

A. Indemnify and hold **CONSULTANT**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional or negligent act on the part of **CITY** or its agents or employees.

B. Not indemnify and hold the **CONSULTANT** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful or negligent acts, error or omission of the **CONSULTANT** occurring during the course of or as a result of the performance of the **AGREEMENT**.

C. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CONSULTANT** and the **CITY**, the **CITY** shall indemnify and hold the **CONSULTANT** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, to the extent caused by the **CITY'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CITY'S** performance pursuant to this **AGREEMENT**.

7. INSURANCE:

A. The **CONSULTANT** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **CONSULTANT** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **CONSULTANT** shall provide the following insurance:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverage's -- $750,000 per claim and $1,500,000 per occurrence.
3. Automobile liability -- $1,500,000 per accident.
4. Professional liability in the amount of $1,500,000 per claim.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the **CITY** prior to cancellation.

The **CITY** shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

CONSULTANT 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. **CONSULTANT** shall maintain workers' compensation insurance coverage for all members and employees of **CONSULTANT's** business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

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

8. AGREEMENTS OF CONSULTANT: As an inducement to the execution of this **AGREEMENT** by the **CITY** and in consideration of the agreements to be performed by the **CITY**, the **CONSULTANT** agrees that:

A. Qualifications

The **CONSULTANT** is qualified to perform the services to be furnished under this **AGREEMENT** and is permitted by law to perform such services, and all personnel engaged in the work shall be qualified and so permitted to do the work they perform.

B. Solicitation of Agreement

The **CONSULTANT** has not employed any person to solicit this **AGREEMENT** and has not made, and will not make, any payment or any agreement for the payment of any commission, percentage, brokerage, contingent fee, or other compensation in connection with the procurement of this **AGREEMENT**.

C. Facilities and Personnel

The **CONSULTANT** has and will continue to have proper facilities and personnel to perform the services and work agreed to be performed.

D. Subcontracting

None of the work or services covered by this **AGREEMENT** shall be subcontracted without the prior approval of the **CITY**.

E. Affidavits of Compliance

The **CONSULTANT** will, if requested by the **CITY**, furnish the **CITY** affidavits certifying compliance with the provisions of this Section.

9. AGREEMENTS OF CITY:

A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the **CITY'S** portion of the project as designated in the scope of work.

B. Name a Project Manager who shall be the liaison between the **CONSULTANT** and the **CITY**. For this project, the Project Manager for **CONSULTANT** designated is Andy Zoeller, and the Project Manager for the **CITY** designated is Andy Belknap.

10. NONDISCRIMINATION:

A. **CONSULTANT** shall, in performance of work under this **AGREEMENT**, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of

1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **CONSULTANT** is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by **CONSULTANT** subjects subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. **CONSULTANT** agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this **AGREEMENT**.

B. The **CONSULTANT** shall state, in all solicitations or advertisements for employees to work on 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.

   The **CONSULTANT** 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.

   The **CONSULTANT** and any **SUBCONSULTANT** shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicants may not be discharged 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 **CONSULTANT'S** legal duty to furnish information.

C. The **CONSULTANT** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation.

D. The **CONSULTANT** shall comply with all applicable federal, state, and **CITY** laws concerning the prohibition of discrimination.

E. The **CONSULTANT** shall include the provisions of Subsections A through D of this Section in every subcontract or purchase order under this **AGREEMENT**, so as to be binding upon every such subcontractor or vendor of the **CONSULTANT** under this **AGREEMENT**.

F. The **CONSULTANT** agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

11. **PERMITS, LAWS, AND TAXES:** The **CONSULTANT** shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this **AGREEMENT**. All actions taken by the **CONSULTANT** under this **AGREEMENT** shall comply with all applicable statutes, ordinances, rules and regulations. The **CONSULTANT** shall pay all taxes pertaining to its performance under this **AGREEMENT**.

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

13. **CONFLICT OF INTEREST: CONSULTANT** shall exercise reasonable care and diligence to prevent any actions or conditions which could result **in** a conflict with **CITY'S** interest. During the term of this **AGREEMENT**, **CONSULTANT** shall not accept any employment or engage in any consulting work which creates a conflict of interest with **CITY** or in any way compromises the services to be performed under this **AGREEMENT**. **CONSULTANT** shall immediately notify **CITY** of any and all violations of this Section upon becoming aware of such violation.

14. **SUCCESSORS AND ASSIGNS:** This **AGREEMENT** and all of the covenants hereof shall inure to the benefit of and be binding upon the **CITY** and the **CONSULTANT** respectively and his partners, successors, assigns, and legal representatives. Neither the **CITY** nor the **CONSULTANT** shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.

15. **CHANGES IN WORK:** Any change in the scope of **CONSULTANT'S** services as stated in this **AGREEMENT** for whatever reason, will be negotiated between the **CITY** and the **CONSULTANT** and an amendment to this **AGREEMENT** will be issued with the appropriate change of services and **AGREEMENT** fee noted.

16. **LEGAL RELATIONS:** The **CONSULTANT** shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done.

17. **TERMINATION OF AGREEMENT:** The right is reserved by the **CITY** to terminate this **AGREEMENT** at any time upon not less than thirty (30) days written notice to the **CONSULTANT**.

    In the event the **CITY** terminates this **AGREEMENT**, the **CONSULTANT** shall be paid for the amount of work performed or services rendered to date of termination per the **AGREEMENT** fee.

18. **ENDORSEMENTS:** The **CONSULTANT** shall furnish signatures, statements, or other suitable means to signify responsible endorsement of work on all reports furnished by him.

19. **OWNERSHIP OF DOCUMENTS:** All information relating to the project and prepared under the terms of this **AGREEMENT**, including reports, data, recommendations, exhibits, analyses, and plans shall be deemed the property of the **CITY**. Reproducibles of all notes, reports, and plans shall be made available at the **CITY'S** request.

20. **PUBLIC INFORMATION:** The **CONSULTANT** shall not issue any statements, releases, or information for public dissemination without prior written approval of the **CITY**. All materials related to this **AGREEMENT** and services provided are considered public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

21. **PROPRIETARY RIGHTS:** If patentable discoveries or inventions should result from work required herein, all rights accruing from such discoveries or inventions shall be the property of the **CITY**.

22. **RECORDS:** The **CONSULTANT** shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the **AGREEMENT** term and for three (3) years from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the **CITY** and copies thereof shall be furnished if requested.

23. **ATTORNEY'S FEES AND COSTS:** That 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 the **AGREEMENT** or to give any notice required herein, then the prevailing Party or the Party giving notice shall be entitled to reasonable attorney's fees and costs.

24. **LITIGATION LOCATION:** The parties agree that this **AGREEMENT** shall be governed in all respects by the laws of the state of Montana, and the parties expressly agree that venue shall be in the Montana Thirteenth Judicial District County for Yellowstone County and there shall be no other venue for resolution of disputes arising from the **AGREEMENT** or the performance of its terms.

25. **MODIFICATION AND AMENDMENTS:** That any amendment or modification of this **AGREEMENT** or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this **AGREEMENT**.

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

CITY OF BILLINGS, MONTANA

_____

WILLIAM A. COLE, MAYOR

APPROVED AS TO FORM:

_____

CITY ATTORNEY'S OFFICE

ATTEST:

_____

DENISE BOHLMAN, CITY CLERK

BAKER TILLY US, LLP

_____

SIGNATURE

_____

PRINT NAME

_____

PRINT TITLE

EXHIBIT A

PROJECT APPROACH

CONSULTANT will create a development cost of services or impact study for the assumed planning period(s) that will project the likely fiscal impacts associated with the projected growth and development of the **CITY** for the assumed planning period(s).

The projected fiscal impacts will include the cost of providing services (police, fire, street infrastructure, public parks and public transit) and maintenance of infrastructure in already developed areas of the **CITY** and in areas of the **CITY** that will be developed over the planning period and the cost of constructing capital facilities to support the anticipated growth and development. A secondary focus will be library and recreation services.

The assumed planning period(s) impact will incorporate the following elements:

- Infrastructure to accommodate future development;
- Generally when new infrastructure will need to be in place to accommodate development;
- Identification of the annual costs of growth in the community;
- Identification of additional staffing levels needed to maintain current service levels and to maintain existing and additional infrastructure as it is built out; and,
- Identification of projected **CITY** property tax revenues and other revenues and benefits based on the proposed land uses and density ranges/types? (residential, single and multi-family and commercial including industrial, office and retail).

The **CITY** will receive a cost of services study for the assumed planning period(s) that will address all of these elements. **CONSULTANT** will be provided data relative to the land use, infrastructure, and other data needed for the fiscal impacts resulting from growth and development. This process follows.

A. <u>Task I - Gather and Review Background Information</u>

1. Review background information and study assumptions for the:
    a) **CITY**'s historical financial performance and trends for the past three years for the included funds:
        - Revenues from all sources

- Expenditures
- Staffing levels
- Levels of service and performance measures
- Capital improvements and the funding sources used for the improvements
- Housing unit development
- Population and demographics
- Tax base

b) **CITY**'s capital improvement planning process, growth assumptions and anticipated future capital improvement needs.

c) **CITY**'s current Capital Improvement Plan, including anticipated funding sources and other policies for financing capital improvements.

d) Relevant **CITY** policies in finance, planning and development, service provision and capital infrastructure investment.

e) Existing land uses in the **CITY** and in the areas to be developed, and proposed land uses over the planning period under current zoning.

f) Performance measurement information, service demand information, service level standards, and established efficiency targets/response time targets.

g) Base-line **CITY** information related to the provision of services including, but not limited to, miles of streets maintained, miles of sanitary and storm sewer mains, annual police and fire calls, development approval, building permitting and inspection, parks and recreation acreage, etc to include X density and or development types (light industrial, big box and strip commercial, mixed use commercial, high, medium and low residential density.

h) Current capacity of the **CITY** infrastructure identifying any existing deficiencies and/or excess capacity.

i) Current staffing levels in all departments and discuss anticipated additional staffing needs and increased operating costs resulting from development with department directors.

j) **CITY**'s current and projected service capacity and identify existing excess or deficiency capacity.

k) Anticipated rate and type of growth and development in the **CITY**

through the assumed planning period(s).

l) Any previous studies related to growth and development in the **CITY.**

2. Work with the **CITY**'s engineering department to develop the need and timing of capital infrastructure replacement.

3. Meet with the **CITY** to discuss preliminary findings, issues and trends.

B. <u>Task II - Develop base-line parameters</u>

1. Develop the anticipated development of the **CITY** through the assumed planning period(s).

a) Project annual residential and commercial growth and development based on current and historical trends in the **CITY** over an assumed time horizon(s).

b) Work with the **CITY**'s engineering department to identify the need and timing of infrastructure to accommodate the anticipated development on a macro-level basis.

c) Work with the **CITY**'s engineering department to develop the need and timing of capital infrastructure replacement associated with providing services to current residents and businesses on a macro level.

2. Develop the cost of providing services to anticipated **CITY** residents and businesses.

a) Analyze current **CITY** operating revenues by source to determine the amount likely to be generated by new residents and new employment through the assumed planning period(s) using the development types and densities evaluated in Task 1, Part 1 (g).

b) Analyze **CITY** operating expenditures by major category to determine the likely cost of providing services to support new residents and new employment through the assumed planning period(s) by working with relevant **CITY** departments.

C. <u>Task III - Develop initial the assumed planning period(s) analysis</u>

1. Develop the assumed planning period(s) impacts based on the **CITY**'s current land use plan and zoning, including financial, operational, and capital costs associated with the projected development, including:

a) All main infrastructure that must be in place to accommodate future development and to maintain services in the already developed areas of the **CITY**.

b) When main infrastructure will need to be in place to accommodate

development and to maintain services in the already developed areas of the **CITY** over time frame to the assumed planning period(s).

c) The annual costs of growth on the community inclusive of all demands for infrastructure, service, etc.

d) Additional staffing needed to maintain current service levels throughout the **CITY** through the assumed planning period(s).

e) Identify the projected **CITY** property tax revenue and other revenues based on the proposed mix of land uses over the planning period(s).

f) Identify other appropriate benefits, including the multiplier or spin-off economic benefits resulting from new commercial development.

2. Analyze current **CITY** operating revenues by source for the funds included to project the amount likely to be generated by new residents and new employment resulting from growth and development.

3. Analyze **CITY** operating expenditures by major category to project the likely cost of providing services for the funds included to support new residents and new employment resulting from development.

4. Develop an assumed planning period(s) impact model based in Microsoft® Excel that will enable the projection of the fiscal impacts likely to result from the anticipated development of the **CITY** over the planning period for those funds included in the cost of services model. The model will define up to eight distinct geographical areas within the **CITY**, allowing for the projected impacts for each area.

5. These projections will include the following:

a) Annual residential and commercial growth and development based on data provided for the anticipated future development.

b) Cost of infrastructure needed to accommodate the anticipated development paid for from the included funds. For example:

- Collector/arterial streets
- Parks and open spaces
- Recreational facilities
- Library facilities
- Police facilities
- Fire/emergency medical services facilities
- Administrative facilities

- Public works facilities
- Parking facilities

6. Cost of capital infrastructure replacement associated with providing services to the current residents and businesses paid for from the funds included in this study.
7. Cost of providing services to anticipated **CITY** residents and businesses from the funds included in this study.
8. Additional staffing and other costs needed to maintain current service levels throughout the **CITY** over the planning period.
9. Projected **CITY** property tax revenue based on the proposed mix of land uses over the planning period.

a) The following funds will be included in the analysis:

- General fund
- Public safety fund
- Airport fund
- Parking fund
- Capital replacement funds
- Special revenue funds
- Debt service funds
- Capital construction funds
- Enterprise funds (excepting water, wastewater, solid waste and storm sewer)
- Internal service funds

D. Task IV -— Develop the assumed planning period(s) impacts96

1. Using the cost of service impact model, **CONSULTANT** will project the likely fiscal impacts to be incurred for up to three development scenarios.

a) Identify the mix of residential (single family, multi-family) and commercial (industrial, office, retail) by type that is needed to offset the cost of providing services and maintaining infrastructure.

b) The model will be capable of varying the amount of different types of development to optimize **CITY** services and revenue impacts.

2. Meet with the **CITY** to discuss and review the identified mix of land uses needed to offset the cost of providing services and maintaining the infrastructure.

a) Identify potential changes in the mix and types of development that would be acceptable considering:

- Potential revenue generation
- Cost of providing services
- Associated capital costs for infrastructure
- Resulting operating cost impacts

3. Develop the estimates of impacts based on each alternative for the various growth scenarios using a macro approach, including:

a) Work with the **CITY**'s engineering department to identify all main infrastructure that must be in place to accommodate future development and to maintain services in the already developed areas of the **CITY** on a macro basis.

b) When main infrastructure will need to be in place to accommodate development and to maintain services in the already developed areas of the **CITY** over the appropriate time frame.

c) The annual costs of growth on the community inclusive of all demands for infrastructure, service, etc.

d) Additional staffing needed to maintain current service levels throughout the **CITY** over the course of the assumed planning period(s).

e) Projected **CITY** property tax revenue based on the proposed mix of land uses for the **CITY** under the various growth assumptions.

f) Identify other appropriate benefits, including the multiplier or spin-off economic benefits resulting from new commercial development.

4. **CONSULTANT** will meet with the **CITY** to present and review the preliminary the assumed planning period(s) analysis for each alternative scenario.

5. Based on discussion and review of the preliminary the assumed planning period(s) analysis, **CONSULTANT** will make modifications or changes, incorporating the **CITY**'s comments into the final the assumed planning period(s) analyses, as appropriate.

E. Task V - Develop Benchmarking Comparisons

1. Work with the **CITY** to develop a list of similar organizations within the State of Montana and the United States based on objective criteria such as population, service area, relevant demographics and other factors.

a) Using cost of service parameters used in Billings consult publicly

available budget and financial documents to identify cost of service in comparable organizations.

b) Document any cost or service advantages in comparable organizations.

c) Determine the source of any cost or service advantages and if approach may be replicated in Billings.

d) Quantify, if possible, likely cost savings or service improvements for Billings and articulate transition challenges to obtain the cost savings and / or service improvements.

2. Develop a written summary of benchmarking findings and how they could be applied to service delivery in Billings.

F. Task VI - Present and review draft report of findings

1. **CONSULTANT** will prepare a Draft Report of Findings containing analysis and findings. This review document will form the core of the final report. CONSULTANT will provide a copy of the report in PDF format to the **CITY** for their review and comment.

2. **CONSULTANT** will meet with the **CITY** to review and discuss the Draft Report in a workshop session.

3. Based on discussion and review, **CONSULTANT** will modify the Draft Report incorporating the **CITY**'s comments into the Final Report as appropriate.

G. Task VII - — Prepare and present final report

1. **CONSULTANT** will meet with the **CITY** in a workshop session to present the Final Report.

2. **CONSULTANT** will provide the **CITY** with a copy of the Final Report in PDF format.

H. Outcomes: CONSULTANT will deliver the following:

1. A brief summary (Executive Summary) of the study's key findings and recommendations.

2. An overview of the methodology used, the data sources, and any limitations of the study. Where possible, **CONSULTANT** will provide recommendations for cost savings or service improvements.

3. Detailed cost models for each service that was evaluated in the study. These models will include an analysis of the cost components, such as

labor, materials, and capital. The cost models will be well documented and easy to understand. Additionally, an integrated dashboard will provide graphs, charts, and other visual representations of the data that was collected as a part of the study, to easily communicate the findings of the study.

4. A comparison of the **CITY** of Billings cost of services with other similar organizations or industry benchmarks. This analysis will help identify areas where the local government may be able to improve its cost efficiency and / or improve service levels.

I. <u>Completion dates</u>: CONSULTANT will complete the work as described in this work plan within 12 – 16 weeks of receiving the notice to proceed, provided that the **CITY** staff is available to meet as needed to keep the project on schedule, and that requested data is provided timely.

J. <u>Quality control processes</u>: CONSULTANT will follow project and quality management methodologies, inclusive of interim quality review and deliverable acceptance throughout the project phases. **CONSULTANT** has established the milestones below during which acceptance is gained from the Core Team prior to moving on to the next phase of the project.

	2023				
ACTIVITY	*JUN*	*JUL*	*AUG*	*SEP*	*OCT*
Task I— Gather and review background information					
Task II— Develop base-line parameters					
Task III— Develop initial the assumed planning period(s) analysis					
Task IV— Develop the assumed planning period(s) impacts					
Task V— Present and review draft report of findings					
Task VI— Prepare and present final report					

Date: 06/12/2023
Title: Audit Services Contract
Presented by: Andy Zoeller, Finance Director
Department: Finance
Presentation: No
Legal Review: Yes
Project Number: N/A

RECOMMENDATION

Staff recommends Council award the Auditing Services contract to Junkermier, Clark, Campanella and Stevens, P.C. (JCCS) for three (3) years, with three (3) one-year options to renew, by mutual agreement. The contract amount for year one shall be a total maximum fee of $96,900, year two is $101,745, and year three is $106,830.

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

After evaluation and consideration of the proposals received, the selection committee unanimously recommends awarding the contract to Junkermier, Clark, Campanella and Stevens, P.C. (JCCS) for a period of three (3) years, with three (3) one-year options to renew, by mutual agreement.

The Finance Department initiated a Request for Proposals (RFP) for annual audit services, which was advertised in Yellowstone County News on April 7 and 13, 2023, and posted to the City's website. We received proposals from three firms: Eide Bailly, JCCS, and Maher Duessel. All firms' responses were thoroughly reviewed, and their references were checked.

During the evaluation process, the selection committee considered several factors, including the firms' ability to perform fieldwork on-site while still offering remote capabilities. We also discussed the possibility of switching audit firms to introduce a fresh approach to auditing the City of Billings' financial statements. Taking these factors into account, we assessed the pricing matrices provided by Eide Bailly and JCCS.

After reviewing the proposed pricing from both firms, it became apparent that Eide Bailly's pricing for the FY23 audit would likely range between $140,000 - $155,000, representing a significant increase compared to the previous year's audit cost. In contrast, JCCS offered a proposal that aligns more closely with our budget. Furthermore, considering the City staff's positive experience and satisfaction with JCCS's work and communication in the past, the selection committee unanimously decided to recommend JCCS for the contract award.

The contract amount for the first year will be a total maximum fee of $96,900, with year two set at $101,745 and year three at $106,830. Upon the Mayor's signature, the contract will be forwarded to the State Department of Administration for final review and execution. It is important to note that the State's standard contract allows for a three-year term. Therefore, if mutually agreed upon, a new contract will be executed for the additional renewal years.

ALTERNATIVES

City Council may award the auditing contract to Junkermier, Clark, Campanella and Stevens, P.C. (JCCS) for three (3) years, with three (3) one-year options to renew, by mutual agreement; or, not award the contract to Junkermier, Clark, Campanella and Stevens, P.C. (JCCS) and provide staff with further guidance.

FISCAL EFFECTS

As requested in the RFP process, Junkermier, Clark, Campanella and Stevens, P.C. (JCCS) has outlined their estimated hours and annual cost to the City below:

Fiscal Year	Est. # of Maximum Hours for Audit Team	Hourly Rate	Total Maximum Fee
2023	450	$215	$96,900
2024	450	$226	$101,745
2025	450	$237	$106,830
2026	450	$249	$112,175
2027	450	$262	$117,785
2028	450	$275	$123,675

The audit is a General Fund expense from the Finance Department. The FY24 budget for audit expenses is $125,000.

Attachments

JCCS FY 23-25 Audit Services Contract

DEPARTMENT OF ADMINISTRATION

STANDARD AUDIT CONTRACT

This Contract is made this _____, by and among

Junkermier, Clark, Campanella and Stevens, P.C. (JCCS), 501 Park Drive South, Great Falls, MT 59405
Certified Public Accountant
("Contractor"),

City of Billings, P.O. Box 1178, Billings, MT 59103
Governmental Entity
("Entity"),

and the **Montana Department of Administration, Local Government Services,** (**"State")**, acting under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated. **The State's mailing address, phone number and e-mail address are P.O. Box 200547, Helena, MT 59620-0547; (406) 444-9101; and LGSPortalRegistration@mt.gov.**

1. **Effective Date**: **This contract is not effective with respect to any party until it is approved and signed by the State, as required by Section 2-7-506(3), MCA. The Contractor may not begin any audit work until the State gives this approval.** If the Contractor begins work before the State's approval of the contract and the State subsequently does not approve the contract, the Contractor is not entitled to receive any compensation for the work performed.

2. **Audit Period and Payment**: This contract covers the following audit period(s):
July 1, 2022, to June 30, 2025.

   A. The Entity shall pay the Contractor for the audit work on the basis of time and necessary out-of-pocket expenses, which will not exceed:

   $96,900 for initial (or sole) audit covering 07/01/2022 to 06/30/2023 .
   $101,745 for subsequent audit covering 07/01/2023 to 06/30/2024.
   $106,830 for subsequent audit covering 07/01/2024 to 06/30/2025.

   The Entity shall pay the fees listed in Appendices A, B & C, as applicable, which are attached hereto and incorporated by reference. Any change to the audit fees requires a contract amendment.

   B. The contract payments do not include the cost of additional work that may be required if the Contractor discovers a defalcation or material irregularity. Any change in the scope of the audit services to be provided under this contract requires a contract amendment.

   C. The Contractor may submit interim bills to the Entity each month, based upon the estimated percentage of contract completion. The Entity may retain ten percent (10%) of each of these estimates until the Contractor has delivered the final audit report, at which time the Entity shall release the amount retained.

3. **Peer Review**: The Contractor shall provide the Entity with a copy of its most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the contract period.

4. **Audit Scope**: The Contractor shall perform the following:

A. The Contractor shall conduct the audit in accordance with (i) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants and (ii) the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The Contractor shall opine on the presentation of the Entity's financial statements in accordance with the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA.

If the Contractor's opinion on the Entity's financial statements is other than unmodified, the Contractor shall fully discuss the reasons with the Entity in advance of issuing a report. If, for any reason, the Contractor is unable to complete the audit or is unable to form or has not formed an opinion, the Contractor may decline to express an opinion or decline to issue a report as a result of the engagement.

B. The Contractor shall perform tests of internal control over financial reporting. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards

C. The Contractor shall perform tests of the Entity's compliance with provisions of laws, regulations, contracts, and grant agreements. The Contractor shall use the local government compliance supplement prepared by the State, as required by Section 2-7-505(2), MCA, in conjunction with Government Auditing Standards to determine the compliance testing to be performed during the audit. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards. If the Contractor becomes aware of fraud, waste or abuse, the Contractor shall report related findings in accordance with Government Auditing Standards. The Contractor shall perform tests, including but not limited to the following, to determine whether:

(1) the Entity has complied with all appropriate statutes and regulations, as required by Section 2-7-502, MCA;

(2) the Entity has complied with the provisions of each of its debt covenants and agreements;

(3) if the audit is of a county, city or town, the Entity has retained money in a local charge for services fund contrary to the requirements of Sections 17-2-301 through 17-2-303, MCA, as required by Section 17-2-302, MCA. **The Contractor shall report any findings of noncompliance with the provisions of these statutes, regardless of materiality**; and

(4) if the audit is of a county or consolidated city/county government, the Entity has complied with state laws relating to receipts and disbursements of agency or custodial funds maintained by the Entity, as required by Section 2-7-505, MCA.

If required by the State, the Contractor shall provide documentation of testing performed to comply with (3) and (4), above.

D. When applicable, the audit must meet all requirements of the Federal Single Audit Act of 1984, as amended, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). If these federal regulations are amended, the amended regulations will prevail.

E. The audit scope with regard to federal financial assistance for each fiscal year covered by this contract must be as specified in Appendices A, B and C. Any change to the audit scope with regard to federal financial assistance requires a contract amendment.

F. Except as provided below, for purposes of determining the scope of the audit, the Entity is considered the financial reporting entity as defined in the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA. This provision does not preclude the Entity from engaging a different audit firm for the audit of a segment, fund or component unit of the Entity. However, both the Entity and Contractor shall notify the State whenever the Entity elects to engage a different audit firm for the audit of a segment, fund or governmental component unit. Such additional audit must be contracted for on the State's Standard Audit Contract, and the audit firm shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State.

If this contract is for an audit of a segment, fund, or governmental component unit of the primary government, the Entity is considered to be the segment, fund or component unit.

G. Any school district audit must also include auditing procedures sufficient to provide an opinion as to whether the following supplemental information is fairly stated in relation to the basic financial statements:

(1) the school district's enrollment for the fiscal year or years being audited as reported to the Office of Public Instruction in the Fall and Spring "Student Count for ANB" reports; and

(2) when applicable, the extracurricular funds for pupil functions.

H. If the Entity is a school district or associated cooperative, the Contractor shall contact the State Office of Public Instruction and the county superintendent of schools before or during the audit of the Entity. The Contractor shall determine whether those offices are aware of potential financial or legal compliance problems relating to the Entity that could affect the scope of the audit.

I. The Contractor shall immediately notify the Entity and the State in writing of any material irregularities it discovers. If the Entity is a school district or special education cooperative, the Contractor shall also immediately notify the State Office of Public Instruction in writing. To notify the State, Contractors shall email LGSPortalRegistration@mt.gov to the attention of the Local Government Services Bureau Chief. To notify the State Office of Public Instruction, Contractors shall email OPIAuditReport@mt.gov to the attention of the OPI Auditor.

J. The Contractor shall notify the Entity of all proposed audit adjustments and, if the Entity concurs, shall obtain written acceptance of these proposed adjustments. The State reserves the right to request documentation of these proposed and accepted audit adjustments.

5. **Entity's Responsibilities**: The Entity shall be responsible for:

A. its basic financial statements, including note disclosures;

B. all supplementary information required by its applicable financial reporting framework prescribed at Section 2-7-504, MCA and by provisions of this contract;

C. establishing and maintaining effective internal control over financial reporting, including internal

controls related to the prevention and detection of fraud;

D. ensuring that it complies with the laws, regulations, contracts and grant agreements applicable to its activities;

E. making all financial records and related information available to the Contractor;

F. the schedule of expenditures of federal awards required for audits conducted under Uniform Guidance;

G. approving all proposed audit adjustments before posting, if the Entity concurs with the proposed adjustments;

H. adjusting the financial statements and accounting records to correct material misstatements and to agree with the audited financial statements; and

I. providing the Contractor, at the conclusion of the audit engagement, with a letter that confirms certain representations made during the audit, including an affirmation that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

6. **Dates for Annual Financial Report or Trial Balance of Accounts**: The Entity shall prepare its annual financial report or a trial balance of accounts no later than the dates specified in Appendices A, B and C. If the Entity is unable to prepare its annual financial report or trial balance by the date specified in the Appendices, the Entity shall notify the Contractor and the State in writing prior to the specified dates.

7. **Beginning the Audit**: The Contractor shall begin the audit field work based on the schedule established in Appendices A, B and C. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period.

8. **Completion of Audit**: The Contractor shall deliver the audit report to the Entity and the State, based on the schedule established in Appendices A, B and C. If the Contractor cannot deliver the audit report to the Entity and the State on the date specified in the Appendices, the Contractor shall notify the Entity and the State in writing of that fact, and the reason(s) for the delay. Under Section 2-7-503(3)(a), MCA, all audits must be completed and the reports issued within one year from the close of the last fiscal year covered by the audit. If the audit is conducted in accordance with the provisions of Uniform Guidance, the Contractor shall complete the audit and issue the audit report within the time period required by that federal regulation, unless a longer period has been agreed to in advance by the federal cognizant or oversight agency for audit. If the Entity has requested and received an extension of the due date of the Uniform Guidance from a federal agency, the Entity shall submit a copy of the approved extension to the State.

9. **Due Date Extension**: The State may grant an extension to the Entity for filing the audit report beyond the one- year due date provided for in paragraph 8, above. To do so, the Entity shall make a request to the State in writing and shall show good cause for the delinquency or demonstrate that the failure to meet the deadline provided for in paragraph 8, above, was the result of circumstances beyond the Entity's control. The State will determine good cause or circumstances beyond the Entity's control based on the facts of each case.

10. **Presentation of Audited Financial Statements**: The final audit report must contain basic financial statements and supplementary information consistent with the applicable financial reporting framework prescribed at Section 2-7-504, MCA. In addition, other supplementary information required by provisions within this

contract and by Uniform Guidance must also be included, if applicable.

A. The final audit report must also contain any supplementary or other information as agreed upon by the Entity and Contractor.

B. If the Entity's accounting records or other circumstances do not permit financial statements to comply with the applicable financial reporting framework prescribed at Section 2-7-504, MCA, the Contractor shall notify the State of those conditions and describe the financial statements that will be presented. The applicable auditor's reports must be modified in accordance with professional standards to reflect a departure from the applicable financial reporting framework.

C. If the audit is of a school district with separate elementary and high school district general funds, the general funds must be combined as a single major fund. All other funds must be separately considered for major fund criteria.

D. If the audit is a biennial audit covering two years, the Contractor shall present complete financial statements as specified above for each year covered by the audit. However, note disclosures for both fiscal years may be in one set of notes, with separate fiscal year disclosures as necessary. The two years must be presented under one audit report cover and opined upon in one Independent Auditor's Report.

11. **Auditor's Reports**: All audit reports must contain the following auditor's reports, which must comply with applicable professional standards in effect for the fiscal year or years being audited:

A. a report on the financial statements of the Entity;

B. a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.

C. a reference to a report disclosing any deficiencies in internal control or instances of noncompliance with provisions of contracts or grant agreements or abuse that have a less than material effect on the financial statements but warrant the attention of management or those charged with governance. This report must be referred to in the report required in 11.B. above.

D. a report on any supplementary or other information presented in the audit report. This report must be given in an "other matters" paragraph(s) of the auditor's report on the financial statements (11.A. above), and shall identify, if applicable:

(1) Any Required Supplementary Information (RSI), as required by the Governmental Accounting Standards Board.

(2) Any Supplementary Information (SI) included in the report to comply with provisions of laws, regulations, contracts, or grant agreements. For the following schedules, the Contractor shall report on whether the information is fairly stated, in all material respects, "in relation to" the financial statements as a whole, unless the condition of the financial records do not allow the auditor to render such an opinion:

a) schedule of school district "Student Count for ANB" required in paragraph 13.A.;

b) schedule of school district extracurricular fund financial activities required in paragraph 13.B.;

c) schedule of expenditures of federal awards required by Uniform Guidance and in paragraph 12.A.; and

d) Any supplementary information for financial reporting frameworks required by A.R.M. 2.4.401.

(3) Any Other Information (OI) for financial reporting frameworks required by A.R.M. 2.4.401.

(4) Any Other Information (OI) that is included in the audit report, if deemed appropriate in accordance with professional standards.

E. a report disclosing the action taken by the Entity to correct any deficiencies or implement any recommendations contained in the prior audit report. This report must be in a format that specifically identifies, by title or summary, each deficiency or recommendation contained in the prior audit report and the action taken by the Entity on each such deficiency or recommendation.

F. If the Contractor includes audit findings in the reports referenced in 11.B. and 11.C. above, the views of Entity officials and their planned corrective actions must also be included, as required by Government Auditing Standards, if they are available at the time the Contractor submits the audit report to the State. If the views and planned corrective actions are not available at that time, the Contractor shall so indicate in the reports.

12. **Single Audits**: All audit reports for single audits done in accordance with Uniform Guidance must contain the following:

A. a schedule of expenditures of federal awards, prepared by the Entity, which must contain all elements required by Uniform Guidance.

B. a report on the schedule of expenditures of federal awards. This report may be combined with other reports as provided by Uniform Guidance and professional standards. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.

C. a report on compliance for each major program and a report on internal control over compliance in accordance with Uniform Guidance. These reports must refer to the separate schedule of findings and questioned costs described in paragraph 12.D. of the contract and must comply with applicable professional standards in effect for the fiscal year or years being audited.

D. a schedule of findings and questioned costs which must include the information required by Uniform Guidance.

E. an Entity-prepared document, separate from the Contractor's findings, that describes the Entity's corrective action plan in accordance with Uniform Guidance for each current-year audit finding, if that plan is available at the time the Contractor submits the audit report to the State. This document should be submitted on Entity letterhead and should include a corrective action plan for each finding, regardless whether the finding is identified in accordance with Uniform Guidance or Government Auditing Standards.

13. **School Districts**: School district audit reports must include the following as supplementary information/schedules:

A. a schedule of the district's enrollment as reported to the Office of Public Instruction for the fiscal year or years being audited. The schedule must contain the enrollment both as reported in the Fall and Spring "Student Count for ANB" reports and as documented by the school district's enrollment records; and

B. a detailed schedule of extracurricular fund financial activities.

14. **Local Governments Reporting on Non-GAAP Financial Reporting Framework**: Audit reports of local governments that report on a non-GAAP financial reporting framework as provided in A.R.M. 2.4.401 must include any Supplementary Information and Other Information required in that administrative rule.

15. **Written Report to Entity**: The Contractor shall render a single, written report for the Entity audited, including the reports and schedules referenced in paragraphs 11 through 14 above.

16. **Exit Conference**: Before submitting the final audit report, the Contractor shall hold an exit review conference in which the audit results are discussed with those charged with governance and other appropriate Entity officials and employees. The Contractor shall ensure that all members of the governing body and key members of management are notified of this exit conference. The Contractor further agrees that before the exit conference, it will not discuss the audit findings with anyone other than the Entity or the State. Once the Contractor delivers the final audit report to the Entity, the report is deemed to be a public record.

17. **Report Distribution**: The Contractor and Entity shall file copies of the audit report as specified below:

A. The Contractor shall provide the Entity with the number of copies of the audit report specified in Appendices A, B and C. The cost of those copies is included in the total price for the engagement as set out in paragraph 2.A., above, and in the Appendices.

B. The Contractor shall submit one of the copies referred to in 17.A., above, to the attorney for the Entity.

C. Upon request by the Entity, the Contractor shall provide additional copies of the audit report at a price per copy agreed upon by the Entity and Contractor.

D. The Contractor shall provide the State with a text-searchable, unlocked, and unencrypted electronic copy of the audit report at no charge. The report must be submitted to the State at the same time when the Contractor delivers the final audit report to the Entity. Any report delivered separately to management or those charged with governance identifying findings and recommendations as described in 11.C. above must be submitted electronically at the same time the audit report is submitted. The Contractor shall advise the State, at the time of submitting the electronic report, of the date the final report was delivered to the Entity, the date of the audit report, the actual number of hours the Contractor spent conducting the audit, the total audit fee billed the Entity, and whether the audit was conducted in accordance with the provisions of Uniform Guidance.

E. If the Entity is a school district or associated cooperative, the Contractor shall provide at no additional charge copies of the audit report to the Office of Public Instruction, the county superintendent of schools, and the county attorney.

F. If the Entity is a city or town fire department relief association disability and pension fund, the Contractor shall provide at no additional charge one copy of the audit report to the city or town clerk.

G. If the audit is a single audit conducted in accordance with the provisions of Uniform Guidance, the

Entity shall provide copies of the reporting package defined in Uniform Guidance and the data collection form to the federal clearinghouse designated by OMB.

18. **Entity Response**: If not included in the audit report as provided in paragraphs 11.F. and 12.E., within 30 days after receiving the audit report, the Entity shall notify the State in writing as to what action it plans to take to correct any deficiencies or implement any recommendations identified or contained in the audit report as required by Section 2-7-515, MCA, and ARM 2.4.409. This notification must also address any findings and recommendations identified in any report to management or those charged with governance described in 11.C. above. If the audit is a single audit conducted in accordance with Uniform Guidance, this corrective action plan must also meet the requirements of Uniform Guidance. If the Entity is a school district or special education cooperative, the Entity shall also send a copy of this notification to the Office of Public Instruction.

19. **Entity's Attorney**: If requested by the State, the attorney for the Entity shall report to the State on the actions taken or the proceedings instituted or to be instituted relating to violations of law and nonperformance of duty as required by Section 2-7-515(4), MCA. The attorney shall report to the State within 30 days after receiving the request.

20. **Certification of Auditor Independence**: The Contractor certifies that, as required by generally accepted government auditing standards, it and its principals and employees are independent in all matters regarding this engagement. This contract must not include non-audit services. The Contractor shall neither arrange for nor accept other work with the Entity that could in any way impair the Contractor's compliance with professional independence standards. If required by the State, the Contractor shall provide documentation that independence has been maintained in both mind and appearance as required by professional auditing standards.

21. **Contractor and Subcontractors**: The Contractor shall not assign any rights, or subcontract or delegate any duties of the contract without the Entity's and State's prior written consent.

    The Contractor is the prime contractor and is responsible, in total, for all work of any subcontractors. Any subcontractors performing audit work shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State. The Contractor is responsible to the Entity and the State for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors or agents. There is no contractual relationship between any subcontractor and the State.

22 **State Participation in Conferences**: The State may participate in all entrance and exit conferences between the Entity and Contractor, as well as all major conferences held in conjunction with the audit of the Entity.

23. **Access to Records**: The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's work programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided at the State's offices in Helena, Montana. Access to working papers includes the right of the State to obtain copies of working papers, as is reasonable and necessary. The Contractor shall make the work programs and supporting working papers available to the State for use by the State or other public accounting firms as directed by the State in future audits of the Entity. The Contractor shall make the audit programs and supporting working papers available to the cognizant or oversight agency for audit or its designee, federal agencies providing direct or indirect funding, or the U.S. General Accounting Office, if requested. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary. The Contractor shall retain the audit report, work programs, and supporting working papers for a minimum of five years from the date of the audit report, unless the State notifies the Contractor to extend the retention period. If professional

standards or other applicable laws, rules, or regulations require a longer retention period, the Contractor shall retain the above materials for that specified period.

24. **State Review of Report**: As provided by Section 2-7-522, MCA, the State shall review the Contractor's audit report. If the State determines that reporting requirements have not been met, it will notify the Entity and the Contractor of the significant issues of noncompliance. The Contractor shall correct the identified deficiencies within 60 days of notification.

25. **Independent Contractor**: The Contractor is an independent contractor and neither its principals nor its employees are employees of the State or Entity for any purposes.

26. **Workers' Compensation**: The Contractor certifies that it carries Workers' Compensation for its employees and that it has either elected Workers' Compensation or has an approved Independent Contractor's Exemption covering the Contractor while performing work under this contract. (Montana Code Annotated, Title 39, Chapter 71).

27. **Indemnity**: The Contractor shall defend and indemnify the State and Entity, their elected and appointed officials, agents, and employees from and against all claims, causes of action, damages, liabilities, court costs and attorney fees in favor of the Contractor's employees or third parties for bodily or personal injuries, death, or damage to property arising from the acts or omissions or alleged acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors under this contract. This defense and indemnify obligation does not apply to acts or omissions arising from the sole negligence of the State or Entity under this contract. This defense and indemnity obligation survives termination or expiration of this contract.

    If the Contractor is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the Entity's intentional or knowing misrepresentation or provision to the Contractor of inaccurate or incomplete information in connection with this engagement, and not any failure on the Contractor's part to comply with professional standards, the Entity shall defend and indemnify the Contractor against such obligations.

28. **Insurance – Commercial General Liability:** The Contractor shall maintain for the duration of the contract, at its cost and expense, occurrence coverage insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, and/or its agents, employees, representatives, assigns, or subcontractors. The Contractor's insurance coverage shall be primary insurance for the Contractor's negligence with respect to the State and Entity and their elected officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State and Entity and their officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

    Insurance - Professional Liability: The Contractor shall purchase and maintain occurrence coverage to cover such claims as may be caused by any act, omission, negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.

    If occurrence coverage is unavailable or cost-prohibitive, the state will accept 'claims made' coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

The State and Entity may require complete copies of certificates of insurance during the term of this contract.

29. **Compliance with Laws**:

A. The Contractor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The Contractor is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.l. 111-148, 124 Stat. 119]. Any subcontracting by the Contractor subjects subcontractors to the same provisions.

B. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016 the Contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this contract.

30. **Work Accommodations**: The Entity shall provide the Contractor with reasonable space in which to conduct the audit and shall respond promptly to requests for information as well as for all necessary books and records. Support for clerical, equipment, reproduction services shall be agreed upon by the Entity and the Contractor as specified in Appendices A, B and C.

31. **Termination before Audit Commences**: Before the commencement of the audit, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach.

The Contractor and the Entity may agree to terminate this contract without cause before the commencement of the audit. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

The State, however, will not consent to the cancellation of an audit contract for the sole purpose of allowing the Contractor and Entity to then enter into a new contract that extends the number of fiscal years to be audited by the Contractor. Unless there are extenuating circumstances, the existing audit contract must be completed first. This provision does not prohibit the cancellation of a contract for the purpose of replacing an annual audit with a biennial audit.

32. **Termination after Audit Commences**: After the audit has commenced, but before the audit report has been issued, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach. If the Contractor is the breaching party and fails to remedy the breach, the Contractor is not entitled to the fee set out in this contract. This is the Entity's and the State's sole remedy. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the fee set out in this contract, based on the percentage of work completed at the time of termination. This is the

Contractor's sole remedy.

The Contractor and the Entity may agree to terminate this contract without cause after the audit has commenced but before the audit report has been issued. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

33. **Contractor Compliance with CPE and Quality Control Review**: The Contractor certifies compliance with the continuing professional education requirements and the external quality control review requirements as set out in Government Auditing Standards, as established by the Comptroller General of the United States. The State may require the Contractor to provide evidence that it has met the above requirements.

34. **Single Audit Act Certification**: If the audit is required to meet the requirements of the Single Audit Act of 1984, as amended, and Uniform Guidance, the Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency.

35. **Time is of the Essence**: Time is of the essence regarding all provisions of this contract.

36. **Governing Law and Venue**: This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract in which the State is named as a party must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract. The parties also agree that any litigation concerning this contract in which the State is not named as a party must be brought in the State of Montana Judicial District in the County in which the Entity is located. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract.

37. **Notice**: All notices under this contract must be in writing and will be deemed given if delivered personally, by mail, certified, return receipt requested, or by e-mail. All notices will (a) if delivered personally, be deemed given upon delivery, (b) if delivered by mail, be deemed given upon receipt, or (c) if delivered by e-mail be deemed given upon receipt.

38. **Invalid Provision**: If any provision of this contract is held to be illegal or unenforceable and the parties' rights or obligations will not be materially and adversely affected, such provision will be (a) severed from the contract, (b) the contract will be interpreted as if such provision was never a part of the contract and (c) the remaining provisions will stay in effect.

39. **Authority**: Each party represents that the person signing this contract has the authority to bind that party.

40. **Entire Agreement and Amendment**: This contract and the attached Appendices contain the entire understanding and agreement of the parties. No modification or amendment of this contract is valid unless it is reduced to writing, signed by the parties, and made a part of this contract.

Contractor, Entity, and State have executed this Standard Audit Contract on the date first above written:

Certified Public Accountant

_____
Junkermier, Clark, Campanella and Stevens, P.C. (JCCS)

By:_____ Date:_____
Authorized Representative

Governmental Entity

_____
City of Billings

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

Montana Department of Administration,
Local Government Services

By:_____ Date:_____
Approved By

APPENDIX A

Initial or Sole Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY): City of Billings

406-657-8209 (Telephone:) Address: P.O. Box 1178 (Street Address or P.O. Box)

Billings (City/Town), MT 59103 (Zip Code)

Andrew Zoeller, Finance Director – zoellera@billingsmt.gov
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR) : Junkermier, Clark, Campanella and Stevens, P.C. (JCCS),

406-761-2820 (Telephone:) Address: 501 Park Drive South (Street Address or P.O. Box)

Great Falls (City/Town), MT 59405 (Zip Code)

Tyler Bryant, CPA, Shareholder – tyler.bryant@jccscpa.com
Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

   A. This audit will cover the fiscal year(s) ending June 30 *(Month & Day)*, 2023 *(Year)* (and _____ *(Year)*).
   B. Date to commence audit work: October 1, 2023
   C. Date to submit final audit report to Entity and State: December 31, 2023

2. Time and Price for Engagement:

   A. Estimated total hours - 450

   B. Price for audit personnel $ 96,900
      Price for Travel
      Price for typing, clerical and report preparation
      Total price for this engagement $ 96,900

3. The reporting entity contains the following discretely presented component units: N/A

4. Date Annual Financial Report or a trial balance will be available: September 15, 2023

5. Number of copies of audit report Contractor will provide to Entity: 130

6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:

_____

_____

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

✓ The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of $750,000** during the fiscal year(s), or such other dollar amount that is effective for the fiscal year(s) being audited.

OR

☐ The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than $750,000** during the fiscal year(s), or such other dollar amount ($_____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

_____
Junkermier, Clark, Campanella and Stevens, P.C. (JCCS),

By: _____ Date: _____
Authorized Representative

Governmental Entity

_____
City of Billings

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

Montana Department of Administration,
Local Government Services

By: _____ Date: _____
Approved By

APPENDIX B

Subsequent Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY): City of Billings

406-657-8209 (Telephone:) Address: P.O. Box 1178 (Street Address or P.O. Box)

Billings (City/Town), MT 59103 (Zip Code)

Andrew Zoeller, Finance Director – zoellera@billingsmt.gov
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR) : Junkermier, Clark, Campanella and Stevens, P.C. (JCCS),

406-761-2820 (Telephone:) Address: 501 Park Drive South (Street Address or P.O. Box)

Great Falls (City/Town), MT 59405 (Zip Code)

Tyler Bryant, CPA, Shareholder – tyler.bryant@jccscpa.com
Contact Person(s) and E-Mail Address(es)

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1. Audit Period and Dates of Engagement:

   A. This audit will cover the fiscal year(s) ending June 30 *(Month & Day)*, 2024 *(Year)* (and _____ *(Year)*).
   B. Date to commence audit work: October 1, 2024
   C. Date to submit final audit report to Entity and State: December 31, 2024

2. Time and Price for Engagement:

   A. Estimated total hours - 450

   B. Price for audit personnel $ 101,745
      Price for Travel
      Price for typing, clerical and report preparation
      Total price for this engagement $ 101,745

3. The reporting entity contains the following discretely presented component units: N/A

4. Date Annual Financial Report or a trial balance will be available: September 15, 2024

5. Number of copies of audit report Contractor will provide to Entity: 130

6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:

_____

_____

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

✓ The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of $750,000** during the fiscal year(s), or such other dollar amount that is effective for the fiscal year(s) being audited.

OR

☐ The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than $750,000** during the fiscal year(s), or such other dollar amount ($_____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

_____
Junkermier, Clark, Campanella and Stevens, P.C. (JCCS),

By: _____ Date: _____
Authorized Representative

Governmental Entity

_____
City of Billings

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

Montana Department of Administration,
Local Government Services

By: _____ Date: _____
Approved By

APPENDIX C

Subsequent Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY): City of Billings

406-657-8209 (Telephone:) Address: P.O. Box 1178 (Street Address or P.O. Box)

Billings (City/Town), MT 59103 (Zip Code)

Andrew Zoeller, Finance Director – zoellera@billingsmt.gov
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR) : Junkermier, Clark, Campanella and Stevens, P.C. (JCCS),

406-761-2820 (Telephone:) Address: 501 Park Drive South (Street Address or P.O. Box)

Great Falls (City/Town), MT 59405 (Zip Code)

Tyler Bryant, CPA, Shareholder – tyler.bryant@jccscpa.com
Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

   A. This audit will cover the fiscal year(s) ending June 30 *(Month & Day)*, 2025 *(Year)* (and _____ *(Year)*).
   B. Date to commence audit work: October 1, 2025
   C. Date to submit final audit report to Entity and State: December 31, 2025

2. Time and Price for Engagement:

   A. Estimated total hours - 450

   B. Price for audit personnel $ 106,830
      Price for Travel
      Price for typing, clerical and report preparation
      Total price for this engagement $ 106,830

3. The reporting entity contains the following discretely presented component units: N/A

4. Date Annual Financial Report or a trial balance will be available: September 15, 2025

5. Number of copies of audit report Contractor will provide to Entity: 130

6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:

_____

_____

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

✓ The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of $750,000** during the fiscal year(s), or such other dollar amount that is effective for the fiscal year(s) being audited.

OR

☐ The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than $750,000** during the fiscal year(s), or such other dollar amount ($_____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

_____
Junkermier, Clark, Campanella and Stevens, P.C. (JCCS),

By: _____ Date: _____
Authorized Representative

Governmental Entity

_____
City of Billings

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

Montana Department of Administration,
Local Government Services

By: _____ Date: _____
Approved By

City Council Regular

Date:	06/12/2023
Title:	Approval of Collective Bargaining Agreement with IAFF - Local 521
Presented by:	Karla Stanton, Human Resources Director
Department:	City Hall Administration
Presentation:	No
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

The City Council is being asked to approve a tentative agreement for the renewal of the Collective Bargaining Agreement (CBA) between the International Association of Firefighters (IAFF) - Local 521 and the City of Billings. The contract was voted on and approved by Local 521 on June 6 and 7. If approved by City Council, then the contract will be effective July 1, 2023, through June 30, 2026.

Staff recommends City Council approve the collective bargaining agreement between the IAFF - Local 521 and the City of Billings, effective July 1, 2023.

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

IAFF - Local 521 and the City of Billings were trained on Interest Based Bargaining on March 1, 2023, by State of Montana Labor Mediator Max Hallfrisch. After completion of the training both parties agreed to use Interest Based Bargaining (IBB) instead of Traditional Bargaining to reach an agreement. In IBB, each team identifies issues, discusses options, and finds solutions without any formal written proposals. During the months the parties were negotiating, the Consumer Price Index (CPI-U) for March was 5% and for April was 4.9%.higher than the same months a year ago. Fire applicant pools have become smaller over the past few years, so both parties agreed it was more critical than ever that pay remains competitive to attract quality applicants. In addition, the City of Billings would like to make steps toward Market-based pay, so in an effort to accomplish this objective Longevity pay was negotiated out of the existing contract, effective July 1, 2023. These were the main drivers in negotiating the following contract changes.

IAFF - Local 521 and the City of Billings tentatively agreed to implement a new Market-based pay system to maintain competitive pay for Fire employees. IAFF - Local 521 and the City agreed to utilize funds dedicated to Longevity pay for firefighters to help fund the new pay system. Changes to the existing contract include:

- Effective July 1, 2023, a new Market-based pay plan proposed cost of living (COLA) increases to be offset by the elimination of Longevity pay with a net increase of approximately 4.5%.
- A 3% cost of living adjustment (COLA) for the second year of the contract, effective July 1, 2024;
- A 3% cost of living adjustment (COLA) for the third year of the contract, effective July 1, 2025;
- Longevity pay will end effective July 1, 2023;
- Deleted obsolete language as it relates to the Janus decision;
- Clarified language that probationary firefighters are excluded from grievance and arbitration procedures, and that Just Cause does not apply;
- Added language to clarify Mobile Response Teams staffing qualifications and that staffing levels for these teams are exempt from the three-person minimum;
- Added language to clarify the workweek for probationary firefighters in the recruit academy shall be 40 hours, Monday through Friday;
- Added language to clarify firefighters on Special Assignment for longer than 90 days shall not receive holiday premium pay, but instead shall receive the holiday off with pay;
- Revised the grade and step pay process when differing ranks of firefighters are promoted to Assistant Training Chief;
- Added a third vacation slot for fire employees from Memorial Day to Labor Day, beginning 2024;
- Added language for the Fire Chief or their designee to authorize the use of vacation leave for situations outside the employee's control;
- Updated obsolete language regarding Military Leave to mirror state statute;
- Deleted language regarding the workday defined as eight hours;
- Added language to clarify that probationary firefighters are not eligible for the deferred compensation benefit

provided by the City;
- Added language as it relates to tobacco use, cessation, and Presumptive Illness;
- Added language requiring Joint Labor Management Committee meetings to be held quarterly, with an option to be canceled by mutual agreement;
- Added language regarding the Engineer Development Program (EDP) and the Officer Development Program (ODP) Committees as it relates to member composition and process;
- Added language defining hours of work and working conditions for Crisis Response Unit - EMT's;
- Paramedic pay will increase from 5% of Grade 177, Step D to 6% in year 1, to 7% in year 2, and to 8% in year 3 of the contract;
- Certification pay will increase from $50 per certification to $75 per certification in year 2 of the contract, and from $75 per certification to $100 per certification in year 3 of the contract. Firefighters may be paid for a maximum of 2 certifications, and must undergo testing to ensure proficiency.

ALTERNATIVES

City Council may:

- Approve the proposed contract with the new market-based pay plan and eliminate Longevity pay, effective July 1, 2023;
- Postpone action on the contract to obtain additional information; or
- Deny approval of the contract, forcing negotiations to resume.

Staff recommends the City Council approve the collective bargaining agreement between Local 521-IAFF and the City of Billings, effective July 1, 2023.

FISCAL EFFECTS

The costs associated with implementing this contract are as follows:

- **Year 1:** Longevity pay will be eliminated for Fire employees (Local 521) effective July 1, 2023 (FY24), and will be used to fund a new market-based pay system, which will be implemented July 1, 2023. The cost to implement the new pay system is approximately $600,000. The FY24 budget already contains an assumed 3% COLA increase of $400,000. The cost to increase paramedic pay by 1% is $25,000.
- **Year 2:** A 3% COLA will cost approximately $410,000 and would be effective July 1, 2024 (FY25). The cost to increase paramedic pay from 6% to 7% is $25,000 and the cost to increase certification pay from $50 to $75 is $21,300.
- **Year 3:** A 3% COLA will cost approximately $420,000, and would be effective July 1, 2025 (FY26). The cost to increase paramedic pay from 7% to 8% is $25,000 and the cost to increase certification pay from $75 to $100 is $21,300.

Any amounts in year 1 (FY24) that exceed currently budgeted amounts (approximately $225,000) will be covered through normal vacancy savings and overtime management.

Attachments

IAFF - Local 521 CBA

AGREEMENT

LOCAL 521 IAFF

AND

CITY OF BILLINGS

EFFECTIVE DATES

JULY 1, 2023 - JUNE 30, 2026

TABLE OF CONTENTS

			Page
Preamble			1
Article I	Recognition		1
Article II	Management Rights		1
Article III	Grievance & Arbitration Procedures		2
Article IV	Non-Discrimination		4
Article V	Dues Assignment		4
Article VI	Hours of Work & Compensation		4
	A.	Work Schedule	4
	B.	Compensation	6
	C.	Overtime Pay	6
	D.	Call Back Pay	7
	E.	Standby Time	7
	F.	No Pyramiding	7
	G.	Longevity	7
	H.	Higher Classification Pay	8
	I.	Special Assignment Pay	8
	J.	Special Certification Pay	9
	K.	Deputy Fire Marshal Incentive Pay Plan	10
	L.	Assistant Training /EMS Chief	10
	M.	Comp During Light Duty	11
	N.	Training	11
	O.	Mobile Response Teams (MRT)	11
Article VII	Fringe Benefits		12

A. Leaves 12

1. Vacation Leave 12

2. Holidays 14

3. Sick Leave 14

4. Family Leave 15

a. Maternity/Paternity Leave 15

b. Emergency Leave 15

5. Funeral Leave 16

6. Unscheduled Leave 16

7. Jury Service & Subpoena 16

8. Military Leave 16

9. Leave Without Pay 17

10. General Provisions 17

11. Attendance Incentive 17

B. Insurance (s)

1. Health & Accident 17

2. As Per State Law 19

3. Liability 19

C. On Duty Injury Leave 19

D. Educational Benefits 20

E. Deferred Compensation 20

Article VIII Working Conditions 20

A. Layoffs 20

B. Association Bulletin Boards 21

C. Shift Trading 21

	D.	Uniform Allowance	21
	E.	Physical Examinations	21
	F.	General Provisions	22
	G.	Just Cause	22
	H.	Business by Union Representatives	23
	I.	Job Posting Notification	23
	J.	Promotional Priority Procedure	24
		1. Promotion Requirements	24
		2. Promotion Requirements for BC, Training Chief & Fire Marshal	24
		3. Special Assignments	25
		4. General Conditions	26
		5. Qualification Evaluation	26
		6. Grandfather Provision	27
	K.	Forfeiture of Vehicle and Maintenance Work	28
	L.	Random Drug/Alcohol and Reasonable Suspicion Policy	28
	M.	Tobacco	28
	N.	Voluntary Physical Fitness Program	28
Article IX		Association Management Committees	29
	A.	Joint Labor Management Committee	29
	B.	Promotion Committee	29
	C.	Officer Development Program Committee	29
	D.	Engineer Development Program Committee	30

Article X	Crisis Response Unit	30
Article XI	City Security	32
Article XII	Terms of Agreement and Negotiations	32
In Witness Whereof		33
Exhibit "A" - Fire Department Pay Plan		34
Exhibit "B" - Hi-C Pay Schedule		35
Appendix – Drug Policy		36

PREAMBLE

THIS AGREEMENT is made and entered into, by and between the CITY OF BILLINGS, Montana, hereinafter referred to as "EMPLOYER", and LOCAL 521 INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, hereinafter referred to as the "ASSOCIATION", for the purpose of promoting and improving understanding between the EMPLOYER, its employees and the ASSOCIATION, relative to: Employer-employee relations, standards of wages, hours and other conditions of employment, and to provide a means of amicable and equitable adjustment of differences or grievances which may arise within the terms contained herein.

ARTICLE I - RECOGNITION

The EMPLOYER recognizes the ASSOCIATION as the exclusive bargaining agent for all employees of the Billings Fire Department, except the Fire Chief, Assistant Fire Chiefs, and administrative support employees, ~~and all initial probationary firefighters.~~

ARTICLE II – MANAGEMENT RIGHTS

A. The ASSOCIATION recognizes the prerogative of the CITY to operate its affairs in all respects in accordance with its responsibilities, and the powers or authority which the CITY has not officially abridged, delegated or modified by this Agreement are retained by the CITY, and in such areas as, but not limited to the following, to- wit:

1. Directing employees.
2. Hiring, promoting, transferring, assigning, and retaining employees.
3. Relieving employees from duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive.
4. Maintaining the efficiency of government operations.
5. Determining the methods, means, job classifications, organization, and personnel by which operations of the City of Billings Fire Department are to be conducted.
6. Taking whatever actions may be necessary to carry out the mission of the City of Billings Fire Department in situations of emergency.
7. Establishing the methods and processes by which work is to be performed.
8. Establishing reasonable work rules.
9. Scheduling overtime work as required, in a manner most advantageous to the City Fire Department and consistent with requirements.

B. The **ASSOCIATION** recognizes that the **EMPLOYER** has statutory and other rights and obligations in contracting for matters relating to municipal operations. The right of contracting or subcontracting is vested in the **EMPLOYER**. The right to contract or subcontract shall not be used for the purpose or intention of undermining the **ASSOCIATION**, nor to discriminate against any of its members.

ARTICLE III – GRIEVANCE & ARBITRATION PROCEDURES

A. This article does not apply to initial probationary firefighters.

~~A.~~B. A grievance is defined as a dispute, or a difference in interpretation between an employee, or the ASSOCIATION and the EMPLOYER involving wages, hours, and all conditions of employment which are expressly provided by this contract.

~~B.~~C. The ASSOCIATION shall certify in writing to the EMPLOYER the names of all employees or others authorized to represent the ASSOCIATION in this procedure. For the purpose of this Article, persons authorized to represent the ASSOCIATION shall be known as "Stewards." A Steward may process grievances during regular working hours without loss of regular pay subject to the approval of the Fire Chief. Union representatives from the Council or International level may be called in to assist at any step during the grievance.

~~C.~~D. Departure from the established procedure, unless mutually waived by both parties:

1. By the ASSOCIATION or any person represented by the ASSOCIATION shall automatically nullify any further recourse through this procedure for the grievance.
2. By the EMPLOYER shall automatically place the grievance in the following step:

~~D.~~E. Procedure:

1. STEP 1:
   a. In the event an employee covered by this Agreement shall have a grievance, he shall notify in writing the Fire Chief and the ASSOCIATION within ten (10) business days of the grievance's occurrence. The ASSOCIATION shall investigate the grievance and, within twenty (20) business days of the receipt of the grievance, may present a grievance to the Fire Chief for resolution. The grievance shall be presented in written form containing as a minimum, the following information:
      (1) The name of the grievant(s)
      (2) The date(s) of the grievance
      (3) The nature of the grievance
      (4) The terms of the Agreement in dispute
      (5) The adjustment sought.
   b. The Fire Chief may request a meeting with the ASSOCIATION and the grievant to discuss the grievance. The Fire Chief shall attempt to resolve the grievance and shall report this adjustment in writing to the ASSOCIATION within ten (10) business days of the receipt of the grievance from the ASSOCIATION.
   c. If the grievance remains unresolved, the ASSOCIATION may proceed to the following step:
2. STEP 2:
   a. Within ten (10) business days of the date of the Department Head's reply, the Chief Steward or his designee shall present the written grievance, along with the ASSOCIATION'S reasons for non- acceptance of the Department Head's reply, to the City Administrator. The City Administrator shall meet with the

ASSOCIATION and the Department Head or his/her designee to attempt to resolve the grievance and shall respond in writing to the Chief Steward within twenty (20) business days of the receipt of the grievance.

b. If the grievance remains unresolved, the ASSOCIATION may proceed to the following step:

3. STEP 3:

a. Within ten (10) business days of the date of the City Administrator's reply, the ASSOCIATION may request arbitration. This request must be made in writing and be presented to the City Administrator.

b. The arbitrator shall be selected by use of the following:

(1) The Board of Arbitration shall be composed of three (3) members: one person to be appointed by each party and a third, acting as a chairperson, to be selected in accordance with sub-paragraph 1 and 2 of Step 3. The ASSOCIATION and the CITY individually shall pay the expenses of the member it appoints, and the two parties shall jointly share the expenses of the third member. The decision of the Board of Arbitration shall be final and binding on both parties in all matters pertaining to this Article.

(2) Within ten (10) business days of the receipt of the request, the parties to this Agreement shall mutually select a person who is not employed by the City of Billings to act as chairperson. If no such person can be found who is acceptable to act as chairperson:

(3) Within ten (10) additional business days, the party requesting arbitration shall request the American Arbitration Association to provide a list of five (5) arbitrators. The parties shall select the chairperson by the method of alternatively striking names, with the parties flipping a coin to determine who strikes the first name. The final name left on the list shall be the chairperson.

(4) The chairperson chosen will be contacted immediately and asked to start proceedings at his/her earliest possible date. During the arbitration proceedings, all evidence shall be presented to the Board. It shall have no power to alter in any way the terms of this Agreement, State law, or Federal law. Its decision shall be within the scope and terms of this Agreement, and it shall be requested to issue its decision within twenty (20) business days after the conclusion of the proceedings, including filing of briefs, if any.

4. It is understood by both parties to this Agreement that an appointed authority may replace any titled position mentioned in the above grievance and arbitration procedures, so long as the ASSOCIATION is notified in writing of such change.

5. The use of the above procedure is exclusive and shall constitute a waiver of recourse through any other procedure, except for recognized civil procedures.

6. For purposes of this Article only, a business day means all calendar days except Saturdays, Sundays, and holidays.

~~7.~~ The City and the ASSOCIATION shall follow 7-33-4124, MCA, unless the statute is repealed during the life of the contract~~.~~

ARTICLE IV - NON-DISCRIMINATION

The EMPLOYER and the ASSOCIATION accept their responsibility to ensure non-discrimination in all aspects of employment for all qualified persons regardless of race, creed, religion, color, national origin, age, mental and physical disability, sex, marital status, family relationships, membership or non-membership in the ASSOCIATION.

ARTICLE V - DUES ASSIGNMENT

A. The EMPLOYER agrees to accept and honor an employee's voluntary written assignment designating a specified amount of wages or salaries due and owing as ASSOCIATION dues or equivalent contribution.

B. The aggregate deduction will be remitted, together with an itemized statement, to the Treasurer of the ASSOCIATION within five (5) working days from the date of payroll distribution.

C. The ASSOCIATION agrees to hold harmless the EMPLOYER for any loss or damage arising from the operations of the Article due to unintentional errors.

~~D. All present employees covered by this Agreement who have not made application for membership in the ASSOCIATION, shall, as a condition of employment, pay to the ASSOCIATION an amount equal to ASSOCIATION dues as a contribution toward the administration of the Agreement. Employees who fail to comply with this requirement within 30 days after being confirmed shall be discharged by the EMPLOYER within 15 calendar days after receipt of written notice from the ASSOCIATION, unless the employee complies before his discharge.~~

ARTICLE VI - HOURS OF WORK AND COMPENSATION

A. Work Schedule

1. Fire Suppression Personnel

a. The work schedule shall be a 27-day total work cycle consisting of seven (7) consecutive work shifts of twenty-four (24) hours on duty and forty-eight (48) hours off duty, immediately followed by six (6) consecutive days off.

b. One Battalion Chief (the fourth) shall be assigned a regular work schedule as follows:

(1) The work schedule shall be a 27-day total work cycle.

(2) The work schedule shall consist of:

(a) One 24-hour shift on-duty, followed by 48 hours off-duty.

(b) One 24-hour shift on-duty, followed by 96 hours off-duty.

(c) One 24-hour shift on-duty, followed by 48 hours off-duty.

(d) One 24-hour shift on-duty, followed by 96 hours off-duty.

(e) One 24-hour shift on-duty, followed by 48 hours off-duty.

(f) One 24-hour shift on-duty, followed by 168 hours off-duty.

(3) In addition to the regular scheduled shifts, the fourth Battalion Chief shall work twenty-four (24) hours during the first twenty- (20) days of the 27-day work cycle.

(4) These work assignment periods shall be no less than eight (8) hour periods. The fourth Battalion Chief shall not be assigned work more than four (4) days in a calendar week, a regularly scheduled work assignment.

(5) The fourth (4th) Battalion Chief's work schedule may be changed by mutual agreement between the fourth (4) Battalion Chief, the Fire Chief, and the **ASSOCIATION**.

c. "Companies shall stay together at all times." – Defined

(1) Together is defined as a Captain, an Engineer, and a Firefighter assigned to the same station, except to respond on separate apparatus to the same call.

~~(1)~~(2) Exceptions will be made only for Mobile Response Teams (MRT) Staffing levels. Engines and Trucks shall remain a minimum of 3 firefighters.

d. The duty day schedule:

(1) 0000 to 0800 - Alarm Time

(2) 0800 to 1200 - Work Assignment Period*

(3) 1200 to 1300 - Alarm Time

(4) 1300 to 1700 - Work Assignment Period*

(5) 1700 to 1800 - Alarm Time

(6) 1800 to 2200 - Work Assignment Period*

(7) 2200 to 2400 - Alarm Time

(8) *Each work assignment period shall be inclusive of a 15-minute coffee break after 2 hours. Meal periods are 0700 to 0800, 1200 to 1300, and 1700 to 1800 unless interrupted by an emergency. Meal periods interrupted by an emergency situation shall be made up at the earliest opportunity. Companies shall stay together at all times. All unassigned work period hours shall be considered alarm time.

e. Alarm Time - suppression personnel must be at their assigned stations, on call, and available for all firefighting and emergency purposes during all alarm time~~,~~ unless otherwise approved by the Battalion Chief. No classes or drills, and only essential work can be included on Sundays, and holidays and such alarm time.

f. Sunday Training - Only essential fire suppression training that cannot be scheduled during normal work assignment periods may be assigned on Sundays.

2. Uniformed Day Personnel

a. The workweek for day personnel shall be forty (40) hours. It shall consist of four (4) consecutive ten (10) hour days Monday through Friday. This schedule may be changed by mutual agreement.

b. Probationary Firefighters in recruit academy.

(1) The workweek for probationary firefighters in the recruit academy shall be a maximum of 40 hours, Monday through Friday.

~~b.~~c. Uniformed Day Personnel assigned to work in the fire prevention bureau shall work as follows:

(1) The workday shall be a maximum ten (10) hour duty period, 0700 to 1730 hours.

(2) Each Bureau personnel shall work a ten (10) hour, four (4) day workweek.

(3) Each Bureau personnel would be given a number, i.e., 1,2,3,4,5. This number will serve as a mechanism for determining when the Individual Bureau person would be on their day off. The day of the week when the Bureau person would be off will change each week.

~~c.~~d. The workday for all uniformed day personnel shall include a thirty (30) minute lunch break and a fifteen (15) minute morning and afternoon break.

B. Compensation

1. Pay Status

a. All employees covered by this Agreement are non-exempt hourly employees as defined by the FLSA. As such, all employees shall be paid for all hours worked and for approved, paid leave hours.

2. Wages

a. Hourly rates of pay for the contract term shall be as shown in Exhibit A of this Agreement, which reflects annual adjustments as described below. Regular payday shall be every other Friday and the amount of pay shall be based upon the number of hours worked within the pay period. Hourly wages shown in Exhibit A do not include Special Certification pay or Paramedic pay.

b. July 1, 2023 – June 30, 2024: All hourly base wages shall be outlined in Exhibit A.

c. July 1, 2024 – June 30, 2025: All hourly base wages shall increase by an amount equal to 3%.

d. July 1, 2025 – June 30, 2026: All hourly base wages shall increase by an amount equal to 3%.

~~3. Wages~~

~~a. Hourly rates of pay for the contract term shall be as shown in Exhibit A of this Agreement, which reflects annual adjustments as described below. Regular payday shall be every other Friday and the amount of pay shall be based upon the number of hours worked within the pay period. Hourly wages shown in Exhibit A do not include Special Certification pay, which is described elsewhere in this Article.~~

~~b. July 1, 2018 – June 30, 2019: All hourly base wages shall increase by an amount equal to 2.9%.~~

~~c. July 1, 2019 – June 30, 2020: All hourly base wages shall increase by an amount equal to 2.9%.~~

~~d. July 1, 2020 – June 30, 2021: All hourly base wages shall increase by an amount equal to 2.9%.~~

~~e. July 1, 2021 Cost of Living Adjustment (COLA) only will be renegotiated for COLA only for remaining two (2) years.~~

C. Overtime Pay

1. Overtime Pay: Employees required to work in excess of their regular work schedule at the direction of proper City authority shall be compensated at a rate of 1-1/2 times the regular hourly rate for each hour of overtime

worked. This overtime shall be computed to the nearest 1/4 hour starting one minute after the one-quarter (1/4) hour begins and extending to the full 1/4 hour. The **EMPLOYER** shall determine the employees to receive the overtime work and the amount of overtime necessary to be worked.

2. Compensatory Time: At the employee's request, non-exempt uniform day personnel only, may accumulate a maximum of 80 overtime hours as compensatory time in lieu of cash payment, for actual overtime worked. Employees can cash out an unlimited amount of accrued compensatory time during any pay period, except that in which it was earned. The employee must complete the Compensatory Time Cash Out form and submit it to Human Resources. In addition, a copy of the Compensatory Time Cash Out form shall be attached to the employee's timecard. The employee's supervisor shall approve the use of compensatory time off.

D. Call Back Pay

1. The employee shall be paid a minimum of three (3) hours at one and one-half (1 ½) times the regular hourly rate of pay for each call-out. Call back pay will commence on page out, not an extension of the regular shift. In the event the call-out extends into the employee's regular scheduled work shift, the one and one-half (1 1/2) rate of pay shall be paid for only the actual time spent before the regular shift started.

2. In the event the employee asks to be excused before the work is completed, and the supervisor in charge excuses him/her, the employee will be paid only for time worked at one and one-half (1-1/2) times his/her regular rate of pay.

E. Standby Time

1. Personnel required for standby shall be compensated with pay at the rate of 10 percent of the hours of the standby time.

F. No Pyramiding

1. Compensation shall not be paid more than once for the same hour under any overtime provision of this Agreement, including overtime, callback and standby pay.

G. Longevity Pay

1. Longevity Pay will no longer be paid effective July 1, 2023.

~~1. Each employee covered by this Agreement shall receive longevity pay as follows:~~

~~a. employees with 1-14 years of service shall receive longevity pay equal to 62% (.62) multiplied by the hourly rate of a newly confirmed firefighter multiplied by the number of years of completed service, per month. Employees hired on or after July 1, 2012, shall not receive longevity pay until the beginning of his/her 6th year of employment.~~

~~b. employees with 15 and more years of service shall receive longevity pay equal to 77% (.77) multiplied by the hourly rate of a newly confirmed firefighter multiplied by the number of years of completed service, per month.~~

~~c. the total annual amount of longevity pay shall be calculated, then divided by the number of pay periods per year and paid at that amount equally for each pay period.~~

H. Higher Classification Pay

1. Any person covered by this Agreement who is required to accept the responsibilities and carry out the duties of a position or rank above that which he/she normally holds for a period for two (2) hours or more shall be paid at the rate in Exhibit B while acting. All assignments for scheduled absences for engineer or captain made under this Section shall be on basis of the senior qualified employee first. In the event of an unscheduled absence, the Battalion Chief shall select a qualified employee whose service would promote the most efficient operation of the department. Selection for filling unscheduled absences shall be made in a fair, equitable and impartial manner. Suppression employees shall Hi-C only one classification over employee's current rank. Exempt from this provision shall be any employee exchanging shifts for an employee who is absent due to attendance of **ASSOCIATION** business, as authorized by the Local and approved by the Fire Chief. Also, the water tender/brush truck will be operated by a qualified firefighter at his/her regular rate of pay.

2. Hi-C Battalion Chief - The B.C. assigned to each shift, with the approval of the Fire Chief, shall select the Hi-C B.C. to act during his/her absence. In implementing this concept, the Fire Chief and B.C.'s will not act in an arbitrary or capricious manner. Any complaints may be brought to the Joint Labor Management Committee. If a complaint is not resolved through the Joint Labor Management Committee, then it shall be resolved in accordance with Article III of the contract.

3. Suppression personnel may be required to work in a lower classification in order to maintain staffing levels. In such an event, the employee working in a lower classification shall continue to maintain his/her original rate of compensation.

4. In the absence of the Fire Marshal and the Assistant Fire Marshal, the Fire Marshal, with approval of the Fire Chief, shall select a Deputy Fire Marshal that will Hi-C to Fire Marshal. In the implementing of this concept, the Fire Chief and Fire Marshal will not act in an arbitrary or capricious manner. Any complaints will be brought to the Joint Labor Management Committee. If a complaint is not resolved through the Joint Labor Management Committee, it shall be resolved in accordance with Article III of the contract. The Deputy Fire Marshal selected as the Hi-C Fire Marshal shall be compensated at the rate of pay according to Exhibit B for the Deputy Fire Marshal assuming the duties of Fire Marshal.

5. In the absence of the Fire Chief and Assistant Fire Chiefs, the Fire Chief or in his absence, an Assistant Fire Chief may select the Fire Marshal or the Training Chief to Hi-C to the Assistant Fire Chief position. The position selected to act as Hi-C Assistant Fire Chief shall be compensated an additional 10%. The employee assigned to Hi-C Assistant Fire Chief will be paid M-F during the Assistant Fire Chief's regularly scheduled 8 or 10-hour workdays only. Call Back Pay and Standby Time shall be compensated as outlined in ARTICLE VI – HOURS OF WORK AND COMPENSATION, Section D. Call Back Pay and Section E. Standby Pay.

I. Special Assignment Pay

1. Compensation

   a. Suppression personnel who are assigned Fire Department work outside of the Suppression Division by the Fire Chief shall be paid their base salary plus fifteen percent (15%), excluding the Assistant Fire Marshal, Deputy Fire Marshals, Assistant Training Chief, and light duty assignments.

   b. Suppression personnel on a special assignment shall receive Hi-C pay for any shift they would have received, had they remained in the suppression division.

~~b.~~c. Suppression Personnel on Special Assignment for longer than 90 consecutive days shall not receive holiday pay premium (currently 4.61 hours) for the period of the special assignment. Instead, the person on special assignment shall receive the designated day off with straight pay as provided in Article VII, Sec A, Sub 2 (c) for the period of the special assignment. The Fire Chief has the discretion to extend the 90-day period.

2. Whenever the person immediately following the assigned person on the seniority list is promoted, the assigned person shall automatically receive the next pay grade plus 10 percent.

3. If the assigned person wishes to return to shift to receive a promotion and can qualify for the promotion and a vacancy occurs, he shall be placed in accordance with the promotional priority list.

4. Firefighters, except regular day personnel, that require remedial training and are assigned to days for a period not to exceed twenty-seven (27) days in a calendar year, shall be compensated at their current hourly rate. After the twenty-seventh (27) day, fire suppression personnel shall be compensated at Special Assignment Pay~~, I.~~1.

J. Special Certification Pay

1. For July 1, 2023-June 30, 2024, ~~A~~any member of the Billings Fire Department holding a certification in any of the following areas shall receive an additional $50.00 per month (except up to $60.00 for the Advanced EMT as set out below.) per certification with a maximum of three (3) paid certifications:

   a. Coordinator/Instructor, Haz Mat Technician; Rope Rescue Technician; SCBA Repair; ICC Fire Inspector I; ICC Fire Inspector II; and Advanced EMT.

   b. ~~ICC Fire Inspector II; and Advanced EMT (EMT Basic with endorsements equal to EMT-I/85 or Paramedic).~~ The Advanced EMT certification will be paid at $10.00 per ~~endorsements~~endorsement through the 6th endorsement (as approved by the Montana Board of Medical Examiners, the City of Billings Medical Director, and Fire Chief.) up to a total of $60.00. ~~If the Department functions as a licensed paramedic level service,~~

   c. Paramedics approved by the Fire Chief and the Fire Department Medical Control Physician, to provide Paramedic level care, or any member required to hold Paramedic certification as a condition of employment, will be paid an additional 6~~5~~% of ~~a confirmed firefighter wage~~Grade 177, Step D, but will not receive Advanced EMT and/or 6th endorsement certification pay.

      (1) Paramedic pay shall increase to 7% of Grade 177, Step D for July 1, 2024-June 30, 2025.

      (2) Paramedic pay shall increase to 8% of Grade 177, Step D for July 1, 2025-June 30 2026.

      (3) Upon BFD functioning with Operational Control and/or implementation of a Safety Net Ambulance, Paramedic Pay shall increase to 10% of Grade 177, Step D.

   ~~b.~~d. In addition to the certifications listed above, Association members, while in the Fire Prevention Bureau, may hold certifications in the following three (3) areas and shall receive $50.00 per month per certification with a maximum of *three (3)* paid certifications: ICC Fire Plans Examiner, ICC Certified Fire Marshal, IAAI Fire Investigation Technician or IAAI Certified Fire Investigator.

   ~~c.~~e. The Fire Chief will determine the number of people holding the certifications for Haz-Mat Technician, Coordinator/ Instructor, Rope Rescue Technician, SCBA repair, and Advanced EMT. The number of

employees holding certifications as ICC Fire Inspector I or ICC Fire Inspector II is unlimited. The $50.00 per month (up to $60.00 for Advanced EMT) will be paid for only *three (3)* certifications regardless of the number of certifications held. EMT certification pay of $30.00 will be added to the employee's base and is exempt from the three (3) certification limitation as it is a requirement for hire.

~~d.~~f. The Special Certification Pay (up to *$160 for three (3)* certifications and 6~~5~~% Paramedic pay if applicable) per month will be added to the base pay in terms of retirement calculations, however, will be separated from the base to calculate pay increases that are negotiated. Any change in the amount of Special Certification Pay will be negotiated separately.

g. Beginning July 1, 2024 – Certifications will be limited to 2 per employee. Monthly pay per certification will increase to $75 (up to $150 for (2) certifications). AEMT shall count as 1 certification upon approval of Assistant Chief of EMS.

(1) Fire Instructors shall hold an IFSAC/Proboard Fire Instructor 1 to receive Instructor Certification pay.

~~(1)~~(2) Team coordinators approved by the fire chief shall be recognized for a third certification while serving as team lead.

~~e.~~h. Beginning July 1, 2025 – Certification pay shall increase to $100 per certification (up to $200 for (2) certifications). AEMT shall count as 1 certification upon approval of Assistant Chief of EMS

K. Deputy Fire Marshal Incentive Pay Plan

1. The position of Deputy Fire Marshal shall be considered as an assignment by the Chief. All Deputy Fire Marshals shall be Grade 213. Firefighters shall enter Grade 213 at step B. Engineers shall enter Grade 213 at step C. Captains shall move into the pay range of a Grade 213 at the level immediately above their current level of pay. All ranks shall advance to step G.

2. All Deputy Fire Marshals shall be ICC Fire Inspector I certified within one (1) year from the date of assignment. If the employee does not achieve the certification, then his or her base salary will be frozen at his/her current grade and step until certification is achieved. If the Deputy Fire Marshal's rate has been frozen, then the date certification is achieved will become the employee's promotional anniversary date for step increases. If a Deputy Fire Marshal decides to return to suppression, that Deputy Fire Marshal shall return to his/her seniority position and shall be paid accordingly to his/her rank. Deputy Fire Marshals who complete certification within one year will receive step increases from the date of assignment.

L. Assistant Training/EMS Chief

1. ~~The position of Assistant Training/EMS Chief shall be considered as an assignment by the Chief. The Assistant Training/EMS Chief shall be a Grade 217. Firefighters shall enter the Grade 217 at step A and shall be eligible to advance to step G. Engineers at steps A-F shall enter the Grade 217 at step A and may advance to step G. Engineers at step G shall enter Grade 217 at step B. Captains at steps A-D shall move into the pay range of Grade 217 at step A. Captains at step E shall move into the pay range of Grade 217 at step C. Captains at step F shall move into the pay range of Grade 217 at step D. Captains at step G shall move into the pay range of Grade 217 at step E. All Captains promoted to ATO/EMS Chief may advance to step G. In the event the assigned candidate is selected from outside of the existing Billings Fire Department ranks, the assigned candidate will be classified at a starting salary of at Grade 217 step A and may advance to step G. The~~

~~Assistant Training/EMS Chief will also be paid an additional 5% of a confirmed firefighter wage, but will not receive Advanced EMT and/or 6th endorsement certification pay. In the event that the Assistant Training/EMS~~

~~1. Chief decides to return to suppression, that Assistant Training/EMS Chief shall return to his/her seniority position and shall be paid accordingly to his/her rank.~~

2. The position of Assistant Training Chief shall be considered a promotion. The Assistant Training Chief shall be Grade 216. Firefighters shall enter Grade 216 at step B and may advance to step G. Engineers shall enter Grade 216 at step D and may advance to step G. Captains shall enter Grade 216 at the same step and may advance to step G. In the event the assigned candidate is selected from outside of the existing Billings Fire Department ranks, the assigned candidate will be classified at a starting salary of at Grade 217 step B and may advance to step G. Assistant Training Chief may return to suppression with the approval of Administration. In such event he/she shall return to his/her seniority position and shall be paid accordingly to his/her rank.

M. Compensation During Light Duty Assignments

1. Suppression personnel working in a light duty assignment will be compensated at their regular rate of pay inclusive of holiday compensation. During light duty assignment, when a holiday falls on a regular staff workday, the employee shall be given that day off with pay.

~~1.~~2. Suppression personnel working in a light duty assignment longer than 90 days will move to special assignment and be eligible for all special assignment compensation and time off per ART VI, Sec I, SUB 1.

N. Training

1. Department sponsored training prioritized and approved by fire administration that cannot be attended while on shift, will be on a voluntary basis. On duty suppression personnel participating in training that precludes availability to front line duty shall have their positions backfilled. Vacancies created by training will be filled by on-shift employees utilizing HI-C personnel when available and will be done utilizing the lowest rank possible. When front-line apparatus personnel are exhausted or staffing falls below three (3) personnel per frontline apparatus, then vacancies shall be filled rank for rank and are eligible for overtime. Only Mobile Response Teams are exempt from the three-person minimum.

2. Frontline apparatus shall be defined as one (1) Engine Company per fire station and one (1) Truck Company. Management reserves the right to cross-staff Engine and Truck Companies as needed to operate additional apparatus.

3. Compensation for such training and related travel time shall be at the employee's regular rate of pay and subject to the Fair Labors Standard Act (FLSA) threshold for overtime provisions. Unscheduled time, not related to travel, will not be paid.

~~4.~~ At no time will participation in such training negatively impact an employee's scheduled earnings.

O. Mobile Response Teams (MRT)-

1. MRTs will consist of a 2 or 3-person suppression-ready crew.

2. The MRT personnel shall include a Captain--Qualified suppression-ready firefighter and should include a BFD credentialed Paramedic when available. One person of the crew may serve as both captain and paramedic if all other combinations have been exhausted. Personnel assigned to the MRTs shall follow the schedule outlined in Article VI.

section 1. subparagraph a.

3. The Paramedic shall be a suppression-ready BFD credentialed paramedic.

ARTICLE VII - FRINGE BENEFITS

A. Leaves

1. Vacation leave

a. Each employee shall earn vacation leave credits. Earned leave shall be credited for each pay period. Employees are not entitled to use any paid vacation leave until they are employed for at least six (6) months. Credits shall be earned according to the following schedule, but are taken/used at a rate equal to the actual number of hours that the employee is absent from work:

(1) Day personnel (Bureau and Training Chief)

(a) 0 through 10 years 120 hours/yr.

(b) 11 through 15 years 144 hours/yr.

(c) 16 through 20 years 168 hours/yr.

(d) 21+ years 192 hours/yr.

(2) Suppression personnel

(a) 0 through 10 years 131 hours/yr.

(b) 11 through 15 years 157 hours/yr.

(c) 16 through 20 years 184 hours/yr.

(d) 21+ years 210 hours/yr.

(3) This suppression schedule is calculated as follows and the calculation method shall be used for the number of scheduled hours per calendar year, regardless of the number of hours actually worked: number of vacation leave credit days earned according to Montana Code, 2-18-612 MCA (2005); multiplied by 8 hours per day; divided by 2080; multiplied by 2272 and rounded to the nearest whole hour.

b. Any employee who terminates employment with the City, for a reason not reflecting discredit on her/himself, shall be entitled to cash compensation of unused earned vacation leave, if the employee has worked the qualifying period. Unused earned vacation leave shall be paid at the employee's regular rate of pay at the time of termination.

c. Vacation leave may be accumulated. The total is not to exceed two (2) times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation time is not forfeited if taken within 90 calendar days from the last day of the calendar year in which the excess was accrued.

d. The date or dates when an employee may take accrued vacation shall be determined by agreement between

the employee and the chief or his designee, in the best interest of the City.

e. Vacation Selection Procedure

(1) Vacation schedule shall be offered in one (1) week time slots.

(2) Only two (2) Fire Suppression Personnel, from each shift, excluding the Battalion Chief, shall be on vacation at the same time. During the weeks from Memorial Day to Labor Day a third (3rd) slot will be offered. Shortages in the ability to take vacation will be addressed in JLMC after the 2024 Vacation Selection. No more than one (1) Officer and one (1) Engineer, from each shift, shall be on vacation at the same time.

(3) Employees may choose in order of seniority, on a rotating basis, as many one (1) week time slots as available. The Battalion Chiefs shall pick their vacation slots separately from the rest of the shift.

(4) If Kelly days become available as a result of an individual's vacation pick, those Kelly Days shall be made available for single day vacation picks. (Using the same criteria as in #2)

(5) Open one (1) week vacation time slots shall be made available for single day vacation picks.

(6) Single day vacation picks shall be in order of seniority on a rotating basis.

(7) Shift or day-off (Kelly) number changes as a result of personnel re-alignment or promotion, after vacation pick(s) are finalized, shall not affect the employee's vacation pick(s).

(8) Unused vacation leave time shall be paid at his or her regular rate of compensation to the employee or his or her heirs at the time of separation from service or death.

f. Day Personnel Vacation Selection Procedure:

(1) The vacation schedule shall be offered in one (1) or two (2) week time slots. Vacation selection shall begin after the first of the year and shall be completed by the fifteenth of January each year.

(2) No fire prevention bureau personnel shall be on vacation [one (1) or two (2) week time slots at the same time.

(3) No Training division personnel shall be on vacation [one 1) or two (2) week time slots at the same time.

(4) Employees may choose in order of seniority, on a rotating basis, as many one (1) or two (2) week time slots as available. Time slots will be offered based on the standard work week, Monday through Friday.

(5) Open one (1) or two (2) week vacation time slots shall be made available for single day vacation picks.

(6) One (1) single day vacation pick will be allowed per week during a filled one (1) or two (2) week vacation time slot provided minimum staffing in the Fire Prevention Bureau is maintained at two (2) employees for that day.

(7) Single day vacation picks shall be in order of seniority on a rotating basis.

(8) Vacations may be cancelled after the fifteenth of January.

(9) After the fifteenth of January, vacation time will be granted on a first-come first- served basis as approved by the fire marshal.

(10) The Fire Chief has the authority to approve additional vacation requests at his or her discretion.

2. Holidays

   a. Fire Department suppression personnel shall be paid at the rate of 4.61 hours per pay period as holiday compensation. This pay shall be considered as base pay.

      (1) New Year's Day

      (2) Martin Luther King Day

      (3) President's Day

      (4) Memorial Day

      (5) Independence Day

      (6) Labor Day

      (7) Columbus Day

      (8) Veteran's Day

      (9) Thanksgiving Day

      (10) Christmas Day

   b. In addition to the above holidays, Fire personnel shall be given an additional eight (8) hours of pay ~~working day pay~~ in lieu of leave for each of the following holidays in the month in which they occur.

      (1) Every day declared a legal holiday by the Mayor of Billings or the Governor of Montana.

      (2) Every day in which a general State biannual election is held throughout the State of Montana.

   c. Fire Department Day personnel shall be granted:

      (1) If any of the aforementioned holidays fall on an employee's regularly scheduled day off, the employee will be granted a day off without loss of pay the adjoining day preceding or following the referenced holiday.

      (2) The Employer reserves the right to determine the number of employees that are required to work on holidays for which the employee will be paid time and one-half, in addition to their regular day's pay.

      (3) Employees will not be charged vacation time for holidays that occur while on vacation.

3. Sick Leave

   a. Sick leave is the necessary absence from duty caused when an employee has suffered illness, injury, pregnancy, or pregnancy-related illness, exposure to contagious disease that requires quarantine, or the necessary absence from duty to receive a medical or dental examination or treatment.

   b. Each employee shall earn sick leave credits from the first day of employment. Earned leave shall be credited for each pay period. There is no restriction on the number of sick leave credits that may be accumulated. Employees will not be paid for sick leave until they are continuously employed for ninety (90) days. Credits shall be earned according to the following schedule, but are taken/used at a rate equal to the actual number of hours that the employee is absent from work:

(1) Uniformed day personnel (Bureau and Training Chief) - Sick leave credits are earned at the rate of ninety-six (96) hours per year.

(2) Suppression personnel - Sick leave credits are earned at the rate of one hundred five (105) hours per year.

c. An employee who terminates employment with the city is entitled to a lump-sum payment equal to one-fourth of the pay attributed to his/her accumulated sick leave. The pay shall be computed on the employee's rate of compensation at the time of termination. Accrual of credits for calculating the lump-sum payment begins July 1, 1971. No employee forfeits any sick leave rights or benefits accrued prior to July 1, 1971. An employee who received a lump-sum payment, and who is again employed by the City, shall not be credited with any sick leave earned during the previous service. An employee who received a lump-sum payment as a result of a layoff, who is again employed by the city, may buy back all sick leave earned during the previous service at the rate of compensation at the time of the layoff.

d. Sick leave credits will be used on a first earned, first charged basis.

e. Abuse of sick leave is cause for dismissal and forfeiture of lump-sum payment.

f. An employee, during illness, must notify the shift supervisor on duty at least one (1) hour before the beginning of the shift, each day that he/she is sick.

g. A physician's certificate may be required by an employee's supervisor to substantiate a sick leave charge. Such required physician's certificate shall be furnished by the employer's physician at the employer's expense. The employer reserves the right to select the physician and schedule the appointment.

h. Authorized medical appointments of the employee shall be charged to sick leave. Each absence shall be reported separately and authorized in advance by the employee's supervisor.

i. Maternity leave may be charged against sick leave credits. Reasonable leave is a maximum of twelve (12) weeks, as defined under the Family and Medical Leave Act.

j. Sick leave charged in excess of earned sick leave may be charged to earned and available vacation leave at the employee's request. Reasonable Leave is a maximum of 12 weeks as defined under the Family and Medical Leave Act.

4. Family Leave - Definition: Accrued leave credits are defined as sick leave or vacation leave at the employee's option.

a. Maternity/Paternity Leave: For the birth or adoption of a child, the provisions of the Family and Medical Leave Act apply. Time off will first be charged against the employee's sick accruals until it is exhausted. Once sick accruals are exhausted, then the employee will have time off charged against vacation accruals. Leave Without Pay will not be authorized until all sick and vacation accruals are exhausted.

b. Emergency Leave

(1) In the event an employee's presence is required because of an emergency caused by a major illness or injury to an employee's immediate family member, the employee may use accrued leave credits, at employee's option, to be in attendance.

(2) Emergency leave shall not exceed a total of seventy-two (72) hours per year for illness in the immediate

family that is not an FMLA qualifying event. The Fire Chief or his designee may authorize additional vacation leave credits to be used.

(3) The immediate family shall include spouse, parents, grandparents, brothers, sisters, children, grandchildren, step-relatives, household dependents, and all the same relatives of the employee's spouse in like degree.

(4) The Chief or his designee may authorize the use of vacation leave for other circumstances as requested by the employee.

5. Funeral Leave

a. In the event of a death in the immediate family, a regular employee shall be entitled to a maximum of seventy-two (72) hours to attend the funeral. Funeral leave may be charged to sick or vacation leave, at employee's option, if the employee is otherwise eligible to take sick or vacation leave.

b. The immediate family shall include spouse, parents, grandparents, brothers, sisters, children, grandchildren, step-relatives, household dependents, and all the same relatives of the employee's spouse in like degrees.

c. The Chief or his designee may authorize the use of vacation leave for other funerals as requested by the employee.

6. Unscheduled Leave

d.a. The Fire Chief or their designee may authorize the use of vacation leave for other circumstances, beyond a person's control, as requested by the employee.

6.7. Jury Service and Subpoena

a. Each employee who is under proper summons as a juror or subpoenaed as a witness shall collect all fees and allowances payable as a result of the service and forward the fees to the Employer. Juror fees shall be applied against the amount due the employee from his/her Employer. However, if an employee elects to charge his/her juror or witness time against his/her annual leave, he/she shall not be required to remit his/her fees to the Employer. In no instance is an employee required to remit his/her Employer any expense or mileage allowance paid by the court. Employees shall not lose accumulative benefits because of juror or witness service.

b. Each employee who is under subpoena as a witness for matters concerning the Employer, and that employee is off duty, the employee's time shall be treated the same as Call Back Pay with the time starting when the employee is required to be in court or for preparation time for that case.

7.8. Military Leave

a. Any employee who is a member of the organized National Guard or forces of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, or Space Force shall be given leave of absence with pay, after six (6) months of employment, for attending regular encampments, training cruises, and similar training programs, not to exceed fifteen (15) working days 120 hours per calendar year under military orders properly issued by military authorities. Such absence shall be charged against training cruises and similar training programs.

b. Inactive duty training (IDT) weekend drills are documented by training schedules rather than orders,

however, the right to time-off for training without loss of benefit applies for IDT as well as active-duty training and annual training. Reservists and Guardsman shall be given the opportunity to take vacation time to fulfill their IDT requirements. Personnel shall provide the Employer with their military training schedule.

~~b.~~c. Military leave may not be charged against the employee's annual vacation time. In addition, unused military leave must be carried over to the next calendar year but may not exceed a total of 240 hours in any calendar year.

~~8.~~9. Leave Without Pay

a. Employees may request to take leave of absence without pay for good and sufficient reasons in the best interest of the City with prior approval of the Fire Chief and the City Administrator.

b. Requests for leave of absence without pay shall be submitted in writing by the employee to the Fire Chief or his designee.

~~9.~~10. General Provisions

a. An employee may not accrue any leave credits during a continuous leave of absence without pay, which exceeds fifteen (15) calendar days.

~~b. For purposes of definition, the work "day" shall mean one eight (8) hour period.~~

~~c.~~b. All leaves covered under this Article must have prior notification and approval of the employee's supervisor.

~~d.~~c. For the purpose of calculating vacation and sick leave credits, 2080 hours shall equal one year for Uniformed Day Personnel and 2272 hours shall equal one (1) year for Suppression Personnel.

~~e.~~d. All leaves covered under this work agreement shall be charged to the nearest one-quarter (1/4) hour.

~~10.~~11. Attendance Incentive

a. Employees will be provided up to twenty-four (24) hours of additional vacation time per year depending upon the employee's attendance record. The amount of the Incentive to be awarded will be calculated at the end of each calendar year. The maximum of twenty-four (24) hours will be reduced, hour by hour, for each hour of sick leave the employee has used during each full calendar year of employment. The amount of incentive will be pro-rated for employees hired during the year.

B. Insurance(s)

1. Health and Accident Insurance

a. Contribution changes to the City's Health Insurance Plan shall be shared equally (50%/50%) between the employees and the City. Contribution changes can be either increased or decreased. Contribution adjustments can be either in dollars contributed or in modifications to the plan benefits. All modifications shall be with the approval of the Insurance Committee. It is the intent of the Committee to reach the consultant recommended reserve level over a period of time.

b. Billings Health Insurance Committee: The City of Billings has an established Health Insurance Committee to maintain a group health insurance plan for employees of the City of Billings and their dependents. The committee shall consist of 15 members appointed as follows:

(1) Three members of each employee union appointed by each union.

(2) Six members appointed by the City Administrator. One member shall be a retired city employee currently covered by the city health insurance plan.

c. The Committee will manage the City Health Insurance Plan and report directly to the City Administrator. The committee shall meet at least quarterly to:

(1) Review the existing city group health insurance plan.

(2) Review the claims experience, projections and plan problems.

(3) Maintain the plan on a sound actuarial basis.

(4) Be solely responsible for all changes in plan design, administrators or carriers.

(5) Establish plan premium rates and cost sharing by both the City and the employees.

(6) Advise the City Administrator on all other group insurance matters.

(7) Decisions will be made by a simple majority vote where all members have one vote and can vote by absentee ballot.

d. Coverage shall be extended to all insurable employees and their insurable dependents, following the period of exclusion provided by the terms of the master insurance policy. All employees and dependents' participation and coverage shall be solely governed by the terms and conditions of the master insurance contract as signed by the City and the insurance carrier. Coverage shall be extended to only those employees while in an active pay status. Employees on an approved absence without pay may elect to continue their group coverage by directly paying the city the total premium cost during their absence.

e. The dollar amount of the City's portion of the monthly health insurance premium (not including dental, vision, disability or life insurance) shall be added to employee gross pay effective January 1, 2009, subject to the limits described here. The purpose of adding the City's portion of the health insurance premium amount to gross pay is solely to increase the employee's pay for calculating retirement contributions by the employer, employee and state. The higher gross pay and retirement contributions are expected, but are not guaranteed, to produce a retirement benefit that is greater than without this additional gross pay. The employee recognizes that the added gross pay and his/her required retirement contribution may reduce net pay and may have tax implications. Adding the City's portion of the health insurance premium to gross pay for retirement purposes only does not affect and shall not be included in the computation of any other pay or benefits or the calculation of any rate of pay, including but not limited to the regular hourly rate, any cost-of-living increase, overtime, longevity, special certification pay, holiday pay, standby, callback, higher classification and special assignment pay.

f. Employees are required to purchase the City's health insurance. Employees shall contribute the employer's share of the health insurance premium, in the dollar amount identified below, and the employee's share of the health insurance premium to the City for deposit in the health insurance fund. If the employee elects, the contribution may be made before local, state or federal taxes are deducted from the employee's gross pay (pre-tax contribution). If the employee does not make this election, the contribution will be made after appropriate taxes are withheld from gross pay (post-tax contribution).

g. Regardless of tax treatment under IRC Section 125, the employer's portion of the health insurance premium that is being added to gross pay may cause the employee to pay additional taxes, fees or assessments as required by federal or state laws or regulations. Those taxes, fees or assessments may include but are not limited to unemployment insurance, workers compensation insurance and Medicare tax.

h. At the time of the annual Section 125 election, each employee shall acknowledge in writing that 1) the employer paid portion of the health insurance premium is being added to gross pay solely to increase the employee's pay for calculating retirement contributions by the employer, employee and state ("added gross pay"); 2) the employee recognizes that the added gross pay and his/her required retirement contribution may reduce net pay and may have tax implications; 3) adding the City's portion of the health insurance premium to gross pay for this retirement purpose only does not affect and shall not be included in the computation of any other pay or benefits or the calculation of any rate of pay, including but not limited to the regular hourly rate, any cost-of-living increase, overtime, ~~longevity,~~ special certification pay, holiday pay, standby, callback, higher classification and special assignment pay; 4) the added gross pay may subject the employee to additional federal, state or local taxes, fees or assessments; and (5) the added gross pay and increased retirement contributions are expected, but are not guaranteed, to produce a retirement benefit that is greater than without this additional gross pay.

i. The Association and City agree that the amount of the employer paid health insurance premium that is applied to an employee's gross pay for retirement purposes only shall be $846.00 per month for calendar year 2018.

j. For the remainder of this agreement, the City shall continue to contribute their portion of the premium not to exceed fifteen percent (15%) over the previous year's premium. All conditions and restrictions set out in this section, Article VII, B.1.e apply regardless of the dollar amount of the City's portion of the premium.

k. If any change in local, state or federal laws, regulations, determinations or rulings change the employer's costs or invalidates the intent or application of this provision, it will immediately terminate, and the Employer and Association shall meet and attempt to negotiate a new provision that complies with the changed laws or regulations. The Association and employees agree that any grievance involving this section, Article VII, B.1.e., the contribution as set forth herein or any effects of the contribution shall be subject to the grievance process set out in this agreement and shall be subject to final and binding arbitration. The Association specifically waives the right to address the substance and effect of this Article in any other forum in law or in equity except if an arbitration decision deems the grievance process to be inappropriate to resolve the dispute.

2. As per state law, entitled, "An Act to Provide Group Health Coverage for Retired Public Employees and Their Surviving Spouse and Children."

3. Liability Insurance

   a. The Employer shall provide a copy of the Employer's current liability insurance coverage to the ASSOCIATION.

C. On Duty Injury Leave

   a. Health and Accident Insurance Coverage. An employee who is injured in the performance of duty and is

receiving a combination of partial salary and worker's compensation payments shall be afforded the current level of health insurance coverage for city employees provided in the City of Billings Employees Insurance Plan until the disability has ceased, as determined by worker's compensation or for a period not to exceed one year, whichever occurs first. To qualify for full health insurance benefits the employee must require medical or other remedial treatment and must be incapable of performing his/her duties as a result of the injury.

D. Education Benefits

1. Tuition Reimbursement.

a. The City will provide $25,000 for each year of the contract to support employees wishing to pursue higher education. Any employee matriculated into a program of higher education at an accredited U.S. college or university shall be reimbursed tuition based on available funds, for all course(s) and books approved by the Joint Labor Management Committee. The Joint Labor Management Committee will review each request upon the employee furnishing evidence of satisfactory completion ("C" or better; pass) of course(s) within thirty (30) days of completion. The Joint Labor Management Committee shall award educational reimbursement based on funds available and the relevance of the degree sought compared to the department's mission. The Joint Labor Management Committee will distribute available education funds in a fair and equitable manner. If an employee receives benefits under this Section and resigns prior to the completion of his/her fifth (5^{th}) year of service, all educational benefits must be repaid to the city. If an employee receives more than the Federal IRS Guidelines for tuition reimbursement, then the amount in excess is taxable (the Current IRS Tax Free amount is $5,250.00 but subject to IRS provision changes).

2. Degree Incentive

a. An employee shall receive $25 per pay period for holding an associate degree or $50 per pay period for holding a bachelor's degree. The degree must be from an institution of higher learning recognized as accredited in the United States. If an employee holds both an associate and bachelor's degree, they shall receive pay for the higher degree only.

E. Deferred Compensation

a. With the exception of initial probationary firefighters, the City will contribute $36.54 per pay period (26 pay periods per year) for each employee into a deferred compensation (457) plan. If an employee leaves employment with the city, then the 457 contributions will be discontinued with the employee's final date of employment. Contributions will be made by the city on each employee's behalf to either Nationwide or ICMA 457 plans, whichever is designated by the employee.

ARTICLE VIII - WORKING CONDITIONS

A. Layoffs

1. Reductions in force shall be in order of seniority within the department; that is, the employee last hired in the department shall be the first released. Employees who are scheduled to be released shall be given at least fourteen (14) calendar days' notice. All recalls of employees to employment shall likewise be in order of seniority within the department in which employed; that is, the last employee released as a result of a reduction in force, shall be

the first rehired when the Employer needs additional employees. It shall be the employee's responsibility to maintain a current notification address on record with the Fire Chief or his designee. The **ASSOCIATION** shall also be notified in advance of all recall actions. An employee who is notified to report to duty but fails to notify the Employer within fourteen (14) calendar days of his intention to report to work shall forfeit his right to re-employment.

B. Association Bulletin Boards

1. The Employer agrees to provide suitable space for Association bulletin boards. Postings by the Association on such boards are to be confined to official business of the **ASSOCIATION**.

C. Shift Trading

1. Upon approval of the Battalion Chief, and Captain, subject to review by the Fire Chief or his designee, any employee will have the right to exchange shifts or trade time with any other qualified employee. The practice of exchanging shifts or trading time will be a voluntary program by the employees in order to permit an employee to absent himself, or herself, from work to attend purely personal pursuits. When an employee is absent from work under the exchange of shift policy, no other employee will be paid working out of classification or overtime pay as a result of the exchange.
2. Shift trades between personnel from different divisions, such as Suppression and the Fire Prevention Bureau require approval, in advance, by the Fire Chief.

D. Uniform Allowance

1. The clothing allowance for Fire Suppression and Day personnel shall be four hundred fifty dollars ($450.00) per year. New recruits shall be given five hundred seventy-five dollars ($575.00) for their first clothing allowance.
2. Changes in uniform style or requirement shall not be made during the terms of this agreement, unless mutually agreed upon by the **ASSOCIATION** and the Chief.
3. All working uniforms shall be of wash and wear variety with the approval of the Fire Chief.
4. Clothing allowance as set by this section shall be paid to the **ASSOCIATION** by August 1st of each year.
5. All newly confirmed firefighters will be provided, on a one-time basis, one Dress Uniform, one matching pair of pants and one "Class A" hat.
6. Every new association member will be provided wild land firefighting boots as part of their initial protective gear ensemble.
7. The employee is responsible for any applicable taxes associated with the provision of the items above.

E. Physical Examinations

1. Fire Department personnel may elect to undergo an annual physical by the city physician at no cost to the employee. This physical examination will be conducted by the designated Fire Department physician and scheduled by the employee. Physical examinations will be scheduled on the employee's day off.
2. The first physical after entrance exam shall include an electrocardiogram.
3. All personnel will receive a chest x-ray if determined to be needed by the physician contracted for service by the **EMPLOYER**.

4. An audiology test will be provided annually to uniform Fire Department personnel.

5. Employees must be able to physically and mentally perform the duties of the position. Any action taken by the **EMPLOYER** in connection with this provision, including termination shall be upon the recommendation of the City physician and the Fire Chief.

6. The employee shall be afforded a copy of his/her medical records upon request of the City's physician.

7. The employee may obtain a second medical opinion at his/her own expense if the City's physician's report may affect his/her employment status. The employee reserves the right to select the physician furnishing the second opinion and shall be afforded a pre-termination hearing.

8. The Employer shall provide all **ASSOCIATION** members with vaccinations for Hepatitis B, and subsequent booster inoculations.

9. A prostate specific antigen exam will be provided annually to all uniformed Fire Department personnel over the age of 50, and at age 45 for all personnel with a family history of prostate cancer.

F. General Provisions

1. The Employer shall provide to employees on duty:

   a. Initial badge and name plates as required by the Fire Chief.

   b. Items to maintain stations, including necessary soap and towels for dormitories as required.

   c. Furnish meals as necessary on a call-out of four (4) hours or more.

   d. Kitchen facilities for preparing meals.

   e. From the date of this contract forward, any new or replacement firefighting equipment and protective clothing as required by the National Fire Protective Association: 1500 will be supplied to firefighters on duty by the Employer.

   f. The Employer agrees that present parking facilities shall remain for the term of this Agreement; and those employees, with the approval of the supervisor, may work on their personal autos and other personal equipment during alarm time.

G. Just Cause

1. This section does not apply to initial probationary firefighters.

~~1.~~2. No employee shall be disciplined, suspended, or dismissed, except for justifiable cause.

~~2.~~3. Disciplinary Procedures. The following disciplinary procedures shall be followed in all cases where the seriousness of the infraction may warrant discharge, demotion, or suspension. These procedures may be followed, at the discretion of the **EMPLOYER**, in other cases.

   a. Employees may be disciplined or discharged for just cause. For other than serious infractions, discipline should be applied at progressive and escalating levels. The level or degree of discipline imposed shall be appropriately based on the employee's prior record of service, the severity of the offense, and the employee's prior record of discipline.

   b. Disciplinary actions or measures may include the following:

(1) Oral reprimand.

(2) Written reprimand.

(3) Suspension without pay.

(4) Demotion.

(5) Discharge.

c. The provisions of this section shall not prevent the Employer from ordering any other remedial action.

d. Prior to the imposition of suspension without pay, demotion, or discharge, the employee shall be informed in writing of the charges against him/her, of the possible disciplinary actions that may be taken, and of the time, date and place at which the employee will be given the opportunity to respond to the charges. The hearing will be held no sooner than seven (7) business days after the Notice of Intent to Take Disciplinary Action. The employee shall be required to sign the written record of discipline as an acknowledgment that he/she has read the contents of the document.

e. The **EMPLOYER** may use administrative leave with pay pending the final decision as to imposition of discipline.

f. The employee and the employee's representative with the employee's written authorizations shall have the right to inspect the full contents of his/her personnel file. No written reprimand or other written record of imposition of any disciplinary action may be placed in an employee's personnel file unless both the employee and the **ASSOCIATION** have received written notice of discipline. The employee shall be required to sign the written record of discipline as an acknowledgment that he/she has read the contents of the document.

g. An employee may request that written records of disciplinary action be removed from their personnel file after a period of four (4) years.

h. No employee shall be demoted except for just cause. Any employee who has been demoted will be eligible for promotion six (6) months from the date of demotion. Any demotion shall not cause any loss in departmental seniority.

H. Business by Union Representatives

1. The **EMPLOYER** agrees that accredited representatives of the International Association of Fire Fighters or the Montana State Council of Professional Firefighters shall have full and free access to the premises of the **EMPLOYER** at all times with the approval of the Chief. The Employer shall provide shift coverage for the Negotiating Team (the team shall consist of no more than 6 members) to attend negotiation sessions, mediation, fact-finding meetings, arbitration hearings, Joint Labor Management Committee (JLMC) meetings, and appointed Insurance Committee members.

2. The Employer shall provide two (2) hours during recruit training for a Union Representative to present a new member orientation with any new firefighter.

3. Coverage is for on-duty members only.

I. Job Posting Notification

1. The **EMPLOYER** agrees to post notice of all vacancies of positions normally assigned by the Fire Chief. A

copy of the notification will be posted on all Department bulletin boards or published by distribution of Fire Department Informational Notices.

J. Promotional Priority Procedure - On or prior to February 1 of each year, the promotional priority schedule for all grades below Battalion Chief shall be posted. The promotional priority schedule shall be the Master Work Roster.

1. Promotion Requirements - For promotion to the grades listed below, candidates must meet the listed requirements for each grade.

   a. **FIREFIGHTER:** All new uniformed members of the Billings Fire Department who have satisfactorily completed their probationary period shall be classified as Firefighter.

   b. **FIREFIGHTER 1:** All Firefighters who have completed a minimum of 18 months of satisfactory service with the Billings Fire Department and have been departmentally certified as having completed the NFPA standards for Firefighter 1.

   c. **FIREFIGHTER 2:** All Firefighter 1's who have completed 30 months of satisfactory service with the Billings Fire Department and have been departmentally certified as having completed the NFPA standards for Firefighter 2.

   d. **ENGINEER**: Firefighter 2's who have satisfactory service with the Billings Fire Department and successfully (70% minimum score) completed the written tests on the following IFSTA Manuals, plus qualification evaluation tests consisting of an operating, pumping and driving practical testing administered and evaluated by the Training Chief or his/her designee and two other randomly selected members of the department. An Engineer Development Program (EDP) will become a policy establishing the Engineer qualification and will become a requirement for promotion.

      (1) Pumping Apparatus Driver/Operator

      (2) Aerial Apparatus Driver/Operator

   e. **CAPTAIN:** Firefighter 2's or above rank who have satisfactory service with the Billings Fire Department and have passed the required IFSTA Manuals, the Officer's Qualification Test and completed the Officer Development Program (ODP). The ODP course shall be offered to members on a seniority basis, starting with the most senior member each time the course is offered.

      (1) Building Construction

      (2) Company Officer

2. Promotion requirements for Battalion Chief, Training Chief, and Fire Marshal.

   a. **BATTALION CHIEF:** The position of Battalion Chief shall be selected from personnel who have completed fifteen (15) years satisfactory service with the Billings Fire Department and who have been promoted to the rank of Captain and have completed the Battalion Chief Development program.

   b. **TRAINING CHIEF:** The position of Training Chief shall be selected from personnel who have completed five (5) years' satisfactory service with the Billings Fire Department and who are qualified to be Captain.

   c. **FIRE MARSHAL:** Shall have had at least five (5) years of service in the Billings Fire Prevention Bureau and be ICC Fire Inspector II Certified. The Fire Marshal shall obtain ICC Certified Fire Marshal certification within one (1) year from the date of promotion. If the employee does not achieve the certification, then his

or her base salary will be frozen at his/her current grade and step until certification is achieved. If the Fire Marshal's rate has been frozen, then the date certification is achieved will become the employee's promotional anniversary date for step increases.

d. **ASSISTANT CHIEF:** The position of Assistant Chief is not represented by the Association; however, Management and the Association agree that the Association shall have two (2) appointees chosen by the Association on the selection committee for Assistant Chief.

3. Special Assignment

a. The positions of Assistant Fire Marshall and Deputy Fire Marshall and Assistant Training/EMS Chief shall be considered as an assignment by the Chief.

(1) As vacancy occurs

(a) A Deputy Fire Marshal is expected to serve in that position for a minimum term of two (2) years and until a vacancy occurs in Suppression Division which allows Suppression personnel of every rank, specifically Firefighter, Engineer, and Captain, to apply for the Deputy Fire Marshal position. At that time, a DFM may submit a letter to the Fire Chief and Fire Marshal requesting reassignment. Upon submission, the Fire Chief, or his/her designee, shall have 10 business days to post a job position opening for the vacancy of Deputy Fire Marshal. The position opening shall be posted for a minimum of two (2) weeks. In the event the position remains unfilled, the position shall be posted for an additional two (2) weeks. In the event the position is still unfilled, the City shall have the right to open this position to qualified candidates outside of the Billings Fire Department who meet the equivalent position requirements including, but not limited to, fire service experience, ICC Fire Inspector 1, and education/training benchmarks as described in the job description. In the event a candidate from outside of the Billings Fire Department is assigned to this position, their seniority shall be equal to their actual service time on the Billings Fire Department.

(b) Assistant Fire Marshal Eligibility Requirements: Shall have had at least three (3) years of service in the Billings Fire Prevention Bureau and be ICC Fire Inspector II certified. The Assistant Fire Marshal shall obtain ICC Fire Plans Examiner certification within one (1) year from the date of assignment. If the employee does not achieve the certification, then his or her base salary will be frozen at his/her current grade and step until certification is achieved. If the Assistant Fire Marshal's rate has been frozen, then the date certification is achieved will become the employee's promotional anniversary date for step increases.

(c) The position of Assistant Training/EMS Chief shall be selected from personnel who have completed three (3) years' satisfactory service with the Billings Fire Department, and who are qualified for Firefighter II at Step F. A current National Registered Paramedic license/certification is required. Assistant Training/EMS Chief is required to serve in that position for a minimum term of two (2) years, and until a vacancy occurs in the Suppression division which allows Suppression personnel of every rank, specifically Firefighter, Engineer and Captain to apply. At that time, the Assistant Training/EMS Chief may submit a letter to the Fire Chief and Training Chief requesting reassignment. Upon submission, the Fire Chief, or his/her designee, shall have 10 business days to post the position vacancy of Assistant Training/EMS Chief. The position vacancy shall be posted

for a minimum of two (2) weeks. In the event the position remains unfilled, the position shall be reposted for an additional~~n~~ the event the position is still unfilled, the City shall have the right to open this position to qualified candidates outside of the Billings Fire Department that meet the equivalent position requirements including but not limited to a current National Registered Paramedic certification/license, fire service experience, and education/training benchmarks as described in the job description. In the event a candidate from outside of the Billings Fire Department is assigned to this position, their seniority shall be equal to their actual service time on the Billings Fire Department. The Assistant Training/EMS Chief may then return to suppression as per ARTICLE VI – HOURS OF WORK AND COMPENSATION, L.

4. General Conditions

   a. All promotions shall be made permanent upon satisfactory completion of a six (6) month probationary period. The Fire Chief has the right to extend the probationary period for up to an additional six (6) months. During the original probationary period, and any extension of that period, the Fire Chief has the right to demote an individual to their previous position under Article VIII, G. Just Cause, Disciplinary Procedure.

   b. CAPTAINS: All candidates for Captain shall be evaluated by Battalion Chiefs. This information shall be used as part of the six (6) month probationary evaluation.

   c. All promotions through Firefighter 2 shall be made as soon as the individual fulfills all qualifications. All other promotions shall be made expeditiously and as soon as possible after a vacancy occurs. Satisfactory service shall be based upon last year's performance evaluations and the individual's personnel file.

   d. Failure to attain Firefighter 2 prior thirty-six (36) months of employment shall be grounds for disciplinary action.

   e. In the event that more promotions are needed than can be made under the provisions of this procedure, selected requirements may be waived subject to the agreement between the representative of Local 521 and the representative of the City.

   f. Courses of instruction and materials containing the necessary information shall be provided to all personnel during work assignment periods, prior to giving tests used to determine eligibility for placement on the promotional priority schedule.

   g. Engineers shall drive and operate engines. Only qualified personnel shall drive and operate water tenders and brush rigs. Qualified Captains shall be in charge of and may operate the aerial equipment in the absence of a qualified engineer. The captain is in charge of company operations.

5. Qualification Evaluation - Selection for inclusion on the promotional list for Engineer and Captain shall be determined from those qualifications as follows:

   a. Candidates will be tested for placement on the promotional priority schedule three (3) times a year. The promotional test will be designed by a mutually agreed upon independent agency.

   b. Attaining a passing score on given tests shall be considered as qualifying the individual for placement on the promotional priority schedule. This score shall be determined by the developing agency and subject to adjustment through joint negotiation between the City of Billings, Montana, and Local 521 of the International Association of Firefighters. All Captain promotional tests shall be based on questions from the

following material:

(1) Fire Marshal's Office Handbook for Captain

(2) Rules and Regulations

(3) City and Fire Department Policies

(4) Protocols developed by the Billings Fire Department:

(a) Incident Command

(b) Hazardous Materials

(c) EMS

(d) Airport

(e) Exposure Control

(f) Confined Space

(g) Rope Rescue

(h) Fire Investigation

(i) High Rise

(j) Structure Firefighting

(k) Wild Land

(5) The manuals and new protocols may be changed by mutual consent between the Fire Chief and the **ASSOCIATION**.

c. Personnel receiving a passing score of 70% or better on all promotional examinations for engineer and company officer will be retained on the promotional list.

d. The promotional priority schedule shall list passing personnel in order of seniority. (The man with the most seniority first, the man with next most seniority second, etc.), except in cases of demotion. Any employee who was promoted and subsequently demoted during their probationary period must wait six (6) months from the date of demotion before they may again be promoted. All promotions for Engineer and Captain shall be made in accordance with this list.

e. BATTALION CHIEFS, TRAINING CHIEF AND FIRE MARSHAL: All candidates shall be evaluated by a promotional board consisting of three (3) members appointed by the Fire Chief and three (3) members appointed by the **ASSOCIATION**. This board will develop a list of no more than three (3) candidates. The Fire Chief must select the Battalion Chiefs, Training Chief, and Fire Marshal from the list of three (3) candidates presented by the Promotional Board. If the promotional board is unable to develop a list of no less than three (3) candidates, then the position will be advertised again for a minimum of two (2) weeks. If after two (2) weeks the promotional board is still unable to develop a list of no less than three (3) candidates, the Chief shall have the right to promote a qualified member of the Billings Fire Department that meets all the requirements for that position.

6. Grandfather Provision - Changes in the promotional priority procedure shall not affect the qualification requirement

for those who have been promoted or who have completed the requirements for the next promotion or grade prior to the approval of this contract.

K. Forfeiture of Vehicle and Maintenance Work

1. Members of IAFF Local 521 shall no longer perform maintenance or repair of any Fire Department vehicles or equipment while on duty. This shall include but is not limited to; Fire Department apparatus, fleet vehicles, small engines, mobile radios, emergency lighting and electrical systems, apparatus buildup, retrofit or fabrication of new or existing apparatus and equipment, lubrication and maintenance of aerial devices, annual pump testing, station generators and compressors.

2. Local 521 agrees to perform daily, weekly and monthly apparatus checks consistent with current check sheets as of this date excluding the lubrication of aerial apparatus waterway and ladder.

L. Random Drug/Alcohol and Reasonable Suspicion Policy

1. The Employer and the Union agree to promote the health, safety, and welfare of its employees and the community by maintaining an alcohol and drug-free workplace. The Employer will conduct random drug and alcohol testing of all firefighters of the Billings Fire Department in accordance with the Workforce Drug and Alcohol Testing Act of the Montana Code Annotated and the written policies issued by the Employer.

M. Tobacco

1. Compliance with MCA 7-33-1901 et seq. is mandatory; reporting and testing to meet that requirement are beneficial for firefighter health and safety as well as city compliance with Montana Code. Employee violation of MCA 7-33-1901 et seq. shall fall under the provisions of progressive discipline procedures as outlined in Article VIII Section G Sub 2.

~~M.~~N. Voluntary Physical Fitness Program – Pack Test:

1. The purpose of this program is to promote physical fitness. Fire Department employees covered by this Collective Bargaining Agreement (CBA) may voluntarily participate in the physical fitness testing process. The test shall consist of the nationally recognized standard associated with the wildland firefighting physical test known as "The Pack Test".

2. The Pack Test will be administered in the spring and fall as scheduling and equipment permit. A one (1) time payment associated with successful completion of the Pack Test will be awarded annually during the first pay period in December of each year in the amount of $300.00.

3. Fire Department employees who volunteer for the Physical Fitness Pack Test must complete the test each calendar year to be eligible for the physical fitness compensation benefit.

4. The Pack Test "Arduous" level shall be the recognized test parameters associated with the physical fitness program. The following protocol applies to the physical fitness Pack Test:

   a. The "Arduous" level test is a 3-mile hike/walk with a 45 –pound pack and must be completed in 45 minutes or less to pass the test.

   b. Testing shall be continuously monitored by the Training Chief.

c. No Jogging or running is permitted.

d. The test is Pass/Fail only.

e. All packs will be weighed before and after the test.

f. Testing will be monitored by the Training Chief, and any problems shall be brought to the Training Chief's attention.

g. The Fire Chief may, upon request, accept a Pack Test taken by an employee if it is administered by another governmental agency. The employee must provide the Billings Fire Chief with a written request in advance of the test, which includes written verification from the administering agency that its Pack Test complies with all the requirements set forth in this section. The Billings Fire Chief will then either approve or deny the request. If approved, it is the employee's responsibility to promptly provide the Billings Fire Chief with written verification of the details of the test and whether he/she passed.

ARTICLE IX - ASSOCIATION MANAGEMENT COMMITTEES

A. Joint Labor Management Committee

1. There shall be a Joint Labor Management Committee that will use the Interest-Based problem-solving process trained by a Montana Board of Personnel agent. These meetings will be scheduled quarterly, with an option to cancel such meetings by mutual agreement. If facilitation is needed, then the request will be made to the Montana Board of Personnel Appeals. Recommendations will be made by consensus. If the parties are unable to reach consensus, then the issue shall exit the Committee and each party will have the same rights and or obligations related to the issue that each had prior to the issue being submitted to the Committee.

B. Promotion Committee

1. The **EMPLOYER** and **ASSOCIATION** agree that its designated representatives shall meet to discuss the promotional priority procedure. Such meetings shall provide the parties with a forum to explore new concepts that may enhance the current promotional priority procedures. The discussions of the committee shall not be binding on either party and shall not commit the **EMPLOYER** or **ASSOCIATION** to any specific proposal should the parties mutually agree to bargain collectively concerning the promotional priority procedure in the future.

C. Officer Development Program Committee

1. There shall be an Officer Development Program (ODP) Committee composed of the following positions or their designees: Fire Chief, Assistant Fire Chief, Training Chief, Battalion Chief, ~~and~~ Fire Marshal, and a representative from the **ASSOCIATION**. The Committee is directed to study, formulate, substantiate, recommend and oversee the training/educational program for the Officer Development Program. Decisions made by the committee shall be by consensus. If parties are unable to reach consensus, then the matter shall exit the Committee and each party will retain its initial rights and/or obligations related to the matter.

D. Engineer Development Program (EDP) Committee

1. There shall be an Engineer Development Program (EDP) Committee composed of the following positions or their designees: Fire Chief, Assistant Fire Chief, Training Chief, Battalion Chief and Fire Marshal and a representative from **the Association**. The Committee is directed to study, formulate, substantiate, recommend and oversee the training/educational program for the Engineer Development Program. Decisions made by the committee shall be by consensus. If parties are unable to reach consensus, then the matter shall exit the Committee and each party will retain its initial rights and/or obligations related to the matter.

ARTICLE X – Crisis Response Unit (CRU)

For the terms of this agreement, the CRU employees shall be covered under Article XII. Unless specified otherwise in this Article, all other rights granted in the CBA shall apply. The **ASSOCIATION** and **EMPLOYER** agree that this position is new and problems that arise should be addressed in the agreed upon JLMC process.

A. Work Schedule

1. CRU employees shall work a 12-hour workday on the following schedule consisting of a 14-day work cycle that repeats at the end of each pay period: resulting in an 84 hour per pay period, or 2184 hr./year.

a. Two (2) 12-hour workdays.
b. Two (2) consecutive days off.
c. One (1) 12-hour workday.
d. One (1) day off.
e. One (1) 12-hour workday.
f. Two (2) consecutive days off.
g. Two (2) 12-hour workdays.
h. One (1) day off.
i. One (1) 12-hour workday.
j. One (1) day off.

2. The workday for CRU employees shall include a sixty (60) minute lunch break and a fifteen (15-minute morning and afternoon break. It shall also include a sixty (60) minute end-of-shift period to be out of service to complete paperwork and reporting.

B. Compensation

1. Pay Status- All employees covered by this agreement are non-exempt hourly employees as defined by the FLSA. As such, all employees shall be paid for all hours worked and for approved, paid leave hours.

2. Wages

a. CRU-EMT Probationary shall be $23.0225 per hour.
b. CRU-EMT Confirmed Step 1 (6 months) shall be $24.1737 per hour.
c. CRU-EMT Confirmed Step 2 (18 months) shall be $25.3824per hour.
d. All CRU employees shall also receive any negotiated COLA.

C. Overtime Pay

1. CRU employees are not qualified for the FLSA 7K exemption and are entitled to overtime pay at the normal 40hr per week time frame at time and one half.

D. Vacation Leave

a. Each employee shall earn vacation leave credits. Earned leave shall be credited for each pay period. Employees are not entitled to use any paid vacation leave until employed for at least six (6) months. Credits shall be earned according to the following schedule but are taken/used at a rate equal to the actual number of hours that the employee is absent from work.

b. CRU Vacation accrual

1. 0 through 10 years	126 hours/yr.
2. 11 through 15 years	151 hours/yr.
3. 16 through 20 years	176 hours/yr.
4. 21+ years	202 hours/yr.

c. This CRU schedule is calculated as follows and the calculation method shall be used for the number of scheduled hours per calendar year, regardless of the number of hours actually worked: number of vacation leave credit days earned according to Montana Code, 2-18-612 MCA (2005); multiplied by 8 hours per day; divided by 2080; multiplied by 2184 and rounded to the nearest whole hour.

d. Vacation selection shall be by mutual agreement between the ASSOCIATIOIN and the EMPLOYER

E. Holidays

1. CRU Employees are entitled to all holidays listed in ART VII Sec A 2 (a)
2. CRU Employees working on holidays shall be paid at time and one half for all hours worked for that shift.

F. Shift Trading

1. CRU Employees shall be allowed to shift trade within the CRU workforce.

G. Pre-Employment Physical

1. CRU Employees will be given the same pre-employment physical that suppression personnel receive.

H. Pension

1. CRU Employees shall be sworn members of the Billings Fire Department and as such shall be enrolled in FURS.

I. Probationary Period

1. CRU Employees' probationary period shall be 6 Months.

J. CRU Required Certifications

1. Probationary job requirements must be completed within 6 months from date of hire
   a. Mental Health First Aid
   b. Crisis Intervention Training
2. Continuing job requirements below must be completed within 18 months from date of hire.
   a. Community Integrated Healthcare Worker

3. Job requirements enacted by state or federal law shall be added as necessary, to comply with billing and reimbursement requirements and addressed through JLMC.

ARTICLE ~~X~~ XI - CITY SECURITY

The ASSOCIATION agrees to the essential nature of service provided by its members in protecting public safety. In recognition of this fact, the ASSOCIATION agrees that there shall be no work interruptions, slowdowns, or strikes at any time during this Agreement. In the event of unauthorized interruptions, the ASSOCIATION agrees it will join the EMPLOYER in requiring its members to return to work immediately. The EMPLOYER agrees that there shall be no lockout of employees during the life of this agreement.

ARTICLE ~~XI~~ XII - TERMS OF AGREEMENT AND NEGOTIATIONS

This Agreement shall become effective on the 1st day of July 2023~~2016~~ and continue in full force and effect through the 30th day of June 2026~~2018~~. Either party may open any portion or all the contract for negotiation of the next contract by giving the other party notices of its desire to modify the Agreement on or prior to April 1, 2026~~2018~~. Such notification shall include the desired modification(s) for the party to review such proposed changes prior to the first negotiation session. Existing wages, hours, and other conditions of employment rising out of this Agreement shall not be changed by the action of either party without the consent of the other during the negotiation, mediation, fact-finding, or arbitration of the next contract. Any additional cost of maintaining the items listed in this paragraph, after the expiration of this Agreement, shall be figured in the financial settlement of the next Agreement.

The parties may mutually agree to engage in collective bargaining with respect to a particular subject or matter covered or not covered in this Agreement.

If any provision of this Agreement is declared invalid by any court, only that provision declared invalid shall be affected and all other provisions shall remain in full force and effect. Any ordinance enacted during the term of this Agreement shall not abridge, abrogate, or alter any of the terms of this Agreement.

The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the areas of collective bargaining, and that all the understandings and Agreements arrived at by the parties after their exercise of that right and opportunity are set forth in this Agreement. Therefore, Employer and Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and releases the other from the obligation to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

IN WITNESS WHEREOF, the parties hereto, acting by and through their respective and duly authorized officers and representatives, have hereto set their hands and seals on this _____ day of _____, 2023.

CITY OF BILLINGS

WILLIAM A. COLE, MAYOR

_____

DENISE R. BOHLMAN – CITY CLERK

_____

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS IAFF LOCAL 521

CAMERON ABELL – PRESIDENT

_____

CHRIS MOON – VICE PRESIDENT

_____

JAKE WILKINS – SECRETARY / TREASURER

_____

CHRIS PETERSON – FINANCE OFFICER

_____

ZACH WELTON – OFFICER AT LARGE

_____

SHAWN O'BRIEN – MEMBER OF THE NEGOTIATION TEAM

_____

EXHIBIT A

Pay Matrix – Billings Fire Department – July 1, 2023 – June 30, 2026

	Title	Step	2023-2024 New Hourly Pay	2024-2025 3% COLA	2025-2026 3% COLA
SUPPRESSION PERSONNEL					
F77	PROBATIONARY FF	1	24.2343	24.9614	25.7102
177 [F77]	FF [6 MONTHS]	D(4)	28.5126	29.3680	30.2490
177 [F77]	FF I [18 MONTHS]	E (5)	29.9205	30.8181	31.7426
177 [F77]	FF II [30 MONTHS]	F(6)	31.3694	32.3105	33.2798
177 [F77]	FF II [42 MONTHS]	G(7)	32.7278	33.7096	34.7208
187 [F87]	ENGINEER	E (5)	35.6513	36.7208	37.8224
		F (6)	36.0279	37.1087	38.2220
		G(7)	36.8411	37.9464	39.0848
203 [G03]	CAPTAIN	E (5)	39.4005	40.5825	41.8000
		F (6)	40.5747	41.7919	43.0457
		G(7)	43.2092	44.5055	45.8407
218	BATTALION CHIEF	E (5)	44.3144	45.6438	47.0131
		F (6)	47.5526	48.9792	50.4485
		G(7)	50.0934	51.5962	53.3386
DAY PERSONNEL					
213 [G13]	DEPUTY FIRE MARSHAL	B (2)	37.5053	38.6305	39.7894
		C (3)	40.2660	41.4740	42.7182
		D(4)	42.2385	43.5057	44.8109
		E (5)	44.3716	45.7028	47.0738
		F (6)	46.5856	47.9832	49.4227
		G(7)	50.2767	51.7850	53.3386
216 [G16]	ASSISTANT TRAINING CHIEF	B (2)	39.3817	40.5631	41.7800
		C (3)	41.3507	42.5912	43.8690
		D(4)	43.4182	44.7207	46.0624
		E (5)	45.7035	47.0746	48.4869
		F (6)	47.9892	49.4289	50.9117
		G(7)	50.3680	51.8791	53.4354
217 [G17]	ASSISSTANT FIRE MARSHAL	D(4)	43.8357	45.1507	46.5053
		E (5)	46.1430	47.5273	48.9531
		F (6)	48.4506	49.9041	51.4013
		G(7)	52.3053	53.8744	55.4907
228 [G28]	TRAINING CHIEF FIRE MARSHAL	D(4)	49.0144	50.4848	51.9994
		E (5)	52.4499	54.0234	55.6441
		F (6)	55.0617	56.7135	58.4149
		G(7)	58.3363	60.0864	61.8890

Paramedic Pay = 6% of Grade 177, Step D in 2023-24, 7% in 2024-25, 8% in 2025-26

EXHIBIT B
HIGHER CLASSIFICATION PAY

Code	Description	Hourly Rate
HFE	Firefighter to Engineer	3.3001
HFC	Engineer to Captain	3.7336
HFB	Captain to BC	4.3434
HFD	Deputy Fire Marshal to FM	4.7850
HOE	HC Overtime Firefighter to Engineer	4.0421
HOC	HC Overtime Engineer to Captain	5.6004
HOB	HC Overtime Captain to BC	6.5151

Certification Pay:

July 1, 2023-June 30, 2024 – Employees may be paid for a maximum of 3 certifications.

_____1 Cert - $25 x 24 pay periods = $600
_____2 Certs - $50 x 24 pay periods = $1200
_____3 Certs - $75 x 24 pay periods = $1800

July 1, 2024-June 30, 2025 – Employees may be paid for a maximum of 2 certifications.

_____1 Cert - $37.50 x 24 pay periods = $900
_____2 Certs - $75 x 24 pay periods = 1800

July 1, 2025-June 30, 2026 – Employees may be paid for a maximum of 2 certifications.

_____1 Cert - $50 x 24 pay periods = $1200
_____2 Certs – $100 x 24 pay periods = $2400

APPENDIX

IAFF - LOCAL 521 RANDOM DRUG/ALCOHOL AND REASONABLE SUSPICION POLICY

PURPOSE:

The purpose of this policy is to provide an alcohol and drug-free workplace for the protection and well-being of the City of Billings, its employees, and the public it serves along with City property, equipment, and operations. Employees (IAFF – Local 521) are expected to report to work alcohol and drug free to enable safe and efficient job performance. Employees, while on-the-job, while on department premises, or in the scope and course of employment are expected to engage in activities which are appropriate for the work environment and do not compromise the City's integrity or interest in maintaining a safe, secure, and alcohol and drug free workplace.

POLICY:

The City of Billings is committed to protecting the safety, health, and well-being of all employees and the individuals with whom the employees come into contact. Therefore, the City establishes an alcohol and drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

If there are employees who have drug or alcohol problems, the city encourages affected employees to seek help through the Employee Assistance Program (EAP) and the benefits available through the City's medical plan. The city will not terminate employment, discipline, or discriminate against an employee solely because an employee voluntarily seeks treatment for an alcohol or substance abuse problem by following the City's controlled substance safe-harbor procedures prior to any drug or alcohol related occurrence, including testing notification.

The unlawful manufacture, distribution, possession, sale, transfer, or use of illegal drugs; or illegal use of a legally obtainable drug or substance; or impairment by over-the-counter drugs or misuse of alcohol is strictly prohibited. Illegal possession of drug paraphernalia is prohibited. As a condition of employment, all employees must abide by this prohibition while in any employment capacity with the City, and while on City property, in any City vehicle, or at any City office or facility. All employees are expected to be at work without being under the influence of drugs and/or alcohol, including controlled substances to enable safe and efficient job performance.

Violation of this policy will result in the discipline set out in the attached procedures.

The provisions of the Workforce Drug and Alcohol Testing Act, Sections 39-2-205 through 39-2-211, MCA, provide the basis for this policy.

DEFINITIONS:

For the purposes of this policy.

> **Alcohol** – means an intoxicating agent in alcoholic beverages, food, or medication; ethyl alcohol, also called ethanol; or the hydrated oxide of ethyl.

Controlled Substance(s) – means any drug, substance, or precursor included in Schedules I through V as defined by Section 812 of Title 21 of the United States Code (21 USC 812) or any drug, substance, or precursor included within the definition of "Dangerous Drug" in Title 50 Chapter 32 Part 2, Montana Code Annotated (for example, but not limited to: cocaine, marijuana, medical marijuana, and methamphetamine) For the purpose of this policy, the term 'controlled substance' does not include the use of prescribed drugs, which have been legally obtained and are being used in the manner and for the purpose for which they were prescribed. The term does not include distilled spirits, wine, malt beverages, or tobacco. It does include medical marijuana.

Illegally Used Drugs / Illegal use of drugs – means:

a. Any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes or in the prescribed manner.
b. Any other over the counter or non-drug substances (for example, but not limited to airplane glue) being used for other than their intended purpose.

EMPLOYEES SUBJECT TO THIS POLICY

a. All IAFF – Local 521full-time and the probationary firefighters of the City of Billings.
b. Prospective job applicants are subject to pre-employment testing prior to confirmation.

ROLES AND RESPONSIBILITIES:

A. Employees are prohibited from:
   1. Using, consuming, distributing, or possessing alcoholic beverages or illegal drugs while on duty or reporting for duty while under the influence of alcoholic beverages or illegal drugs.
   2. Use of, consumption of, distribution of, or possession of alcoholic beverages and illegal drugs by employees are always prohibited in City worksites whether on duty or off duty. The term "worksite" includes City vehicles and private vehicles while being used by employees in the performance of their duties.
   3. Use, distribution, dispensation, possession, manufacture, or sale of (illegal drugs) while off duty which adversely affects the employee's work performance, the safety of the employee or others at work, or a criminal drug related arrest that results in a conviction. This includes reporting to duty while under the influence of illegal drugs.
   4. Use of alcohol off duty that adversely affects the employee's work performance, the safety of the employee or others at work, or a criminal arrest that results in an alcohol related conviction. This includes reporting to duty while under the influence of alcohol.
B. Employees are expected to notify Human Resources of any drug or alcohol criminal conviction no later than five (5) calendar days after conviction.
C. Station Captains are required to:
   1. attend training sessions on alcohol misuse, controlled substance misuse, and the illegal use of drugs in the workplace when offered.
   2. report anything that could create Reasonable Suspicion to the Division Heads and Fire Administration.
   3. ensure confidentiality of all information regarding employee testing, disciplinary action and rehabilitation
D. Division Heads in addition to Part C are required to initiate an alcohol/drug test as described in this policy when Reasonable Suspicion is confirmed.

E. Fire Administration in addition to Part C and D are required to:

1. refer employees to the City's designated Substance Abuse Professional (SAP) under appropriate conditions for assistance in obtaining counseling and rehabilitation upon a finding of alcohol abuse, use of controlled substances or illegal use of legal drugs.
2. initiate appropriate disciplinary action upon a finding of alcohol use, controlled substance use, and/or the illegal use of legal drugs.
3. in conjunction with Human Resources, assist the SAP Administrator in evaluating employee performance and/or personnel problems that may be related to alcohol misuse, use of controlled substances or the illegal use of legal drugs.

F. Human Resources is required to:

1. direct and implement this program to ensure it is administered consistently.
2. consult with Department Head or designee in determining appropriate action for situations related to this program; and
3. ensure that all records and information of personnel actions taken against employees with verified positive test results remain confidential and only shared with individuals having a legal right to access.

AUTHORITY TO IMPLEMENT PROCEDURES

The City Administrator is authorized to develop and maintain procedures to enact this policy.

PROCEDURES

I. EMPLOYEE ASSISTANCE PROGRAM

A. Any employee needing help in dealing with drug or alcohol problems is encouraged to use the City's Employee Assistance Program (EAP) and the benefits available through the City's medical plan. Additional information regarding the City's EAP available in Human Resource's Policy Manual- Employee Assistance Program Policy. Employees who have questions or need more detailed information should contact Human Resources. The City EAP plays an important role in preventing and resolving problem alcohol and drug use by:

1. Providing confidential counseling and assistance to employees and their qualifying family members who self-refer for treatment or whose tests have been verified positive and monitoring the employee's progress through treatment and rehabilitation.
2. Providing educational materials and training to employees on alcohol & drug use issues.
3. Ensuring the confidentiality of test results and related medical treatment and rehabilitation records, which they maintain.

B. The EAP will not be involved in the collection of test samples or the initial reporting of test results. The City's designated testing professional will be responsible for such testing.

II. SAFE HARBOR REFERRAL

A. A fundamental purpose of the City's Alcohol and Drug-Free Workplace Policy and Procedures is to assist employees who themselves are seeking treatment for alcohol or controlled substance use or misuse of prescription drugs. For this reason, the City will not initiate disciplinary action against any employee regarding

the disclosure of his or her drug or alcohol related problem when the employee meets all three of the following conditions:

1. Voluntarily identifies him/herself to Human Resources as an abuser of alcohol and/or illegal drugs and/or as someone who misuses prescription drugs, as they apply to this policy, prior to being identified through other means, such as reasonable suspicion, or prior to being asked to provide a urine and/or breath sample for testing.
2. Obtains evaluation, counseling or rehabilitation from an approved facility; and
3. Thereafter refrains from using controlled substances or misusing prescription drugs and/or alcohol. The employee may be subject to a return-to-duty agreement as determined by SAP.

B. This provision is not intended to allow an employee to evade disciplinary action. The key to this provision's rehabilitative effectiveness is an employee's willingness to admit his/her problem. Since the key to this provision's rehabilitative effectiveness is an employee's willingness to admit the problem, this provision is not available to an employee who requests protection under this provision after:

1. Being identified through other means; or
2. Being asked to provide a urine sample for testing; or
3. Having a verified positive test result for alcohol and/or controlled substances pursuant to this policy.

C. Drug or alcohol related incidents that are subject to discipline and occurred prior to seeking Safe Harbor are not covered by Safe Harbor protections.

III. ALCOHOL, CONTROLLED SUBSTANCE AND/OR DRUG MISUSE

These prohibitions apply while an employee is on duty in City-owned facilities, any City-owned property, any City owned or rented vehicle and any City approved activity.

A. Employees are prohibited from consuming alcohol or controlled substances or engaging in the illegal use of drugs while on duty, during a scheduled portion of an approved activity such as training, or while on standby.

B. Employees are prohibited from reporting to work or to a scheduled portion of a city approved work-related activity under the influence of alcohol or drugs.

C. Employees are prohibited from reporting to work or to a city approved activity exhibiting signs of having consumed alcohol (such as the odor of alcoholic beverage on the breath) or controlled substances, or of engaging in the illegal use of drugs.

D. This policy includes unanticipated call-out situations. If an employee cannot meet the requirements of call-out, it is his or her responsibility to tell a supervisor or person initiating the request to return to work that he/she cannot report to work. He/she shall suffer no reprisals for doing so.

E. Alcohol is a legal substance for those ages 21 or older. Therefore, it is not the intention of this policy to prohibit employees from consuming alcohol when not on duty in paid status and the employee's performance of duties has concluded for the day. However, employees are expected to use good judgment and behave in a professional and respectable manner while attending events that are connected to their job duties.

F. Misuse of drugs/and or alcohol as set out in the attached policy and these procedures or performing any duties under the influence of drugs and/or alcohol is a violation of this policy and will result in disciplinary action as set forth herein.

G. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited.

H. The illegal use of a legally obtainable drug or substance is prohibited.

I. Use and possession of legally obtained prescription drugs when taken as prescribed and over- the-counter drugs is not prohibited by this part subject to the following:

1. Employees who must use a prescription drug or over-the-counter medication that causes adverse side effects (e.g., drowsiness, impaired reflexes or reaction time) or may affect ability to perform work in a safe and productive manner must notify his or her supervisor prior to starting work or operating City equipment.
2. A Division Head or Fire Administration, under reasonable suspicion, may relieve an employee from duty if it is determined that a medication is causing impairment to an employee's ability to perform the functions of his or her job. The employee will be required to utilize his/her accrued sick or leave time until such time that the employee is no longer impaired by the medication. If the employee runs out of leave time, he/she will then be placed in an unpaid leave status.

IV. TYPES OF TESTING

A. Reasonable Suspicion Testing

1. All employees will be tested for alcohol and/or controlled substances when there is reasonable suspicion of on-duty use or impairment. Reasonable suspicion testing may be based on, but not limited to:
   a. observable phenomena, including but not limited to direct observation of drug or alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol such as the odor of an alcoholic beverage on the breath.
   b. a pattern of abnormal conduct or erratic behavior.
   c. conviction for a drug or alcohol-related offense. An employee will be tested only once for this conviction upon return to work.
   d. evidence that the employee has tampered with a previous alcohol or drug test.
2. Although reasonable suspicion testing does not require certainty, mere hunches alone are not sufficient to meet the standard for a test.
3. If an employee is suspected of using or being impaired by alcohol, controlled substances or illegal drugs in violation of this policy, the appropriate Division Head will gather all information, facts, and circumstances leading to and supporting this suspicion. The division head will contact Fire Administration, Human Resources or other City Administration to come to the workplace for concurrence and a decision to test the individual.
4. The employee shall remain on duty but shall not be allowed to operate a vehicle or perform job functions until the circumstances are evaluated.
5. Employees who are subject to reasonable suspicion testing shall be transported to and from the collection facility identified by the City as an appropriate collection site depending on the day and time testing is needed.
6. Testing will be conducted in compliance with the selected collection site's protocols.
7. The employee's Division Head will, within 48 hours, prepare and forward to Human Resources a written report on a Reasonable Suspicion Incident Record (attached), detailing the circumstances that formed the basis to warrant the testing, This report should include the appropriate date(s) and time(s) of reported alcohol or drug-related incident(s) during the shift, reliable/credible sources of information, rationale leading to the test and the action taken. All documentation related to the determination also shall be forwarded to Human Resources.

B. Post-Incident Testing

1. Employees involved in critical incidents, on-the-job accidents, or who engage in unsafe on-duty job-related activities that pose a danger to themselves or others or the overall operation of the City shall be subject to testing. If the employee's act, or failure to act, results in:
   a. Death; or
   b. Personal injury requiring immediate emergency room or urgent care center treatment; or
   c. Damage to government or private property estimated more than $1,500; or
   d. At the request of the employee.
2. An employee subject to post-incident testing shall remain immediately available for up to two (2) hours for transportation to and from such testing, or the City may consider the employee to have refused to submit to testing.
   a. If there were extenuating circumstances that kept the employee from submitting to a test within 2 hours after the incident, Human Resources shall evaluate those circumstances and make the final determination as to whether or not it will be deemed a refusal.
   b. An employee subject to post-incident testing shall not consume alcohol or drugs, either legal or illegal, prior to the testing. Exceptions may be made for previously prescribed maintenance medications and/or medications administered to treat any personal injury.
3. If a test under this provision is not administered within two (2) hours of the occurrence, the supervisor shall document the reason(s) why it was not promptly administered. If more than eight (8) hours pass, then no alcohol test will be administered. If more than thirty-two (32) hours pass, no drug test shall be administered. If either test is not completed, Human Resources shall document the reason(s) why.

C. Random Testing

1. Random testing for alcohol and/or controlled substances will be conducted on all employees before, during or after their scheduled shift.
2. Random tests will be unannounced and will occur throughout the calendar year.
3. The random selectees will be notified by their supervisor using a lottery system conducted by an outside agency. The Random, Reasonable Suspicion and Post-Incident testing will be conducted by the same agency if possible. To ensure that all employees who have been designated for testing have an equal chance of being randomly tested, a scientifically valid random process is used.
   a. The annual number of random alcohol tests will be no more than ten percent (10%) of the average number of employees subject to random testing.
   b. The annual number of random drug tests will be no more than twenty-five percent (25%) of the average number of employees subject to random testing.
4. Human Resources will notify the employee's supervisor or designee and provide the name of the individual selected for random testing. The employee shall not be given advance notice of the scheduled testing. Upon notification by the supervisor, employees shall proceed immediately to the testing site. Employees being tested will not drive themselves to the testing site.
5. The testing facility will rRelease preliminary results positive or negative to BC and HR for expediency. The unit will be out of service until the preliminary result is communicated. Employees returning to duty will have a negative test or be put on paid administrative leave until verified result is received.

4.6. If (e-cup) is positive or being sent for further evaluation, then ~~.~~ ~~T~~the employee will be put on paid administrative leave until the test is verified. If the test is verified as positive, then leave time will be coded as~~move onto~~ sick leave retroactively.

D. Substances Tested for During Reasonable Suspicion, Post-Incident and Random Testing

1. The city will test for the following substances:
   a. Alcohol;
   b. Marijuana;
   c. Cocaine;
   d. Amphetamines;
   e. Opiates; and
   f. Phencyclidine (PCP).
2. The following cutoff concentration shall be applicable to determine whether specimens are negative or positive for the following drugs or classes of drugs utilizing the initial test procedure. The cutoff levels used by the Department's DHHS certified lab may change, and if so, those changes will be published in the Code of Federal Regulations and Federal Register and shall take precedence over the levels listed herein. All cutoff concentrations are expressed in nanograms per milliliter (ng/mL).

3. Table of cutoff concentration levels.

Type of drug or metabolite	Initial test	Confirmation test
(1) Marijuana metabolites (i) Delta-9-tetrahydrocanna-binol-9-carboxylic acid (THC)	50	15
(2) Cocaine metabolites (Benzoylecgonine)	150	100
(3) Phencyclidine (PCP)	25	25
(4) Amphetamines	500	250
(i) Amphetamine	500	250
(ii) Methamphetamine [1]		250
(5) Opiate metabolites	2000	
(i) Codeine		2000
(ii) Morphine		2000
(iii) 6-acetylmorphine (6–AM) [2]		10
(iv) MDMA[3]	500	250
[1] Specimen must also contain amphetamine at a concentration of greater than or equal to 200 ng/mL.		
[2] Test for 6–AM in the specimen. This test conducted only when specimen contains morphine at a concentration greater than or equal to 2000 ng/mL.		
[3] Methylenedioxymethamphetamine (MDMA).		

4. Employees should be aware that use of hemp oil products will not be an acceptable defense for a positive Delta-9-tetrahydrocanna-binol-9-carboxylic acid (THC) test.

5. Alcohol shall be confirmed positive if both the initial and confirmation tests reveal a breath alcohol content of greater than .04 grams of alcohol per 210 liters of breath or higher. If the initial and confirmation test is above .02 but .04 or below, the employee will not be allowed to perform safety-sensitive functions until the start of his or her next regularly scheduled duty period, but not less than eight (8) hours following administration of the test.

E. Return to Duty and Follow-up Testing

1. After a verified positive test result for drugs and/or alcohol, employees must have a negative test result before returning to work.
2. All employees referred through administrative channels that undergo counseling or rehabilitation program will be subject to unannounced drug and/or alcohol testing for a period of one year following completion of such a program.
   a. Such employees shall be tested at the frequency recommended by SAP.
   b. Return to duty testing is distinct from testing which may be imposed as a component of a rehabilitation program.
3. Confirmation of and continuing participation in a rehabilitation program, as recommended by SAP, is required of an employee returning to duty.
4. In some instances, SAP may require completion of a program prior to returning to duty.
5. SAP will notify Human Resources when an employee has completed a rehabilitation program.
6. After an employee returns to work during or following a rehabilitation program, a single positive test result for alcohol or a controlled substance or the illegal use of a legal drug or failure to successfully complete the recommended rehabilitation program will result in referral to Human Resources, and the penalty for any conduct described in this part shall be termination of employment.

V. TEST PROCEDURES

A. Drug testing will be done by the split sample method. Testing services shall be provided by a designated contractor at a designated collection site with collection personnel trained in accordance with U.S. Department of Health and Human Services (DHHS) standards and analyzed by an independent DHHS certified lab. The personnel involved in testing and processing results are not employees of the city.

B. Employees subject to testing shall comply with all requirements of the testing process and personnel. Employees will complete all requirements of initial and follow-up tests. Failure to do so will result in termination of employment.

C. Procedures for Alcohol Testing

1. All alcohol tests will be by breath testing only.
2. Upon arrival at the collection site, the employee will show photo identification. Acceptable identification includes an actual Montana driver's license or department ID.
3. Initial breath alcohol testing.
   a. Initial breath alcohol testing is performed by a Breath Alcohol Technician (BAT) who is employed by the collection facility and who is trained in the operation of an evidential breath testing device (EBT) as approved by the National Highway Traffic Safety Administration (NHTSA).
   b. The employee will receive instructions such as 'blow with a strong continuous breath until advised to stop.'
   c. If the result of the initial breath test is an alcohol concentration of .02 or greater, a confirmatory test shall be conducted.

4. Confirmation or verification alcohol breath testing
    a. Confirmation/verification tests shall only be conducted by a Breath Alcohol Technician who is employed by the collection facility.
    b. The confirmatory test may be conducted on the same EBT as the initial test.
    c. Before the confirmatory test is given, the employee shall be observed for 20 minutes prior to testing and shall be instructed not to eat, drink, or place anything in his/her mouth until the conclusion of the breath test.
    d. The employee will receive instructions such as 'blow with a strong continuous breath until advised to stop.
    e. Collection site personnel may require the employee to sign forms.
    f. If the employee has any concerns following the testing process, the employee should advise a supervisor at the collection site, the employee's supervisor, or Human Resources.

D. Procedures for Drug Testing
1. An employee will be ~~verbally~~ notified in-person by a supervisor that he/she has been chosen for a random drug test.
2. The employee will report immediately to the collection site.
3. The employee will strictly follow all directions from collection site personnel before, during, and after collection.
4. Upon arrival at the collection site, the employee will show photo identification. Acceptable identification includes an actual Montana driver's license or Departmental ID.
5. The employee will remove outer garments, such as a jacket or coat. The employee will not be required to remove clothing such as a shirt and pants and will not be required to put on a hospital gown. All personal belongings, such as a bag or purse, must remain with the outer garments. The employee may retain a small wallet.
6. An employee subject to testing for controlled substances or illegally used drugs under this policy shall be permitted to provide urine specimens in private and in a restroom stall or similar enclosure so that the employee is not visually observed while providing the sample.
7. Collection site personnel may be within hearing range so they can confirm the sample was physically produced at that time.
8. The employee is encouraged to observe the entire collection procedure.
9. Collection site personnel may require the employee to sign forms.
10. If the employee has any concerns following the testing process, the employee should advise a supervisor at the collection site, the employee's supervisor, or Human Resources.

VI. SPECIAL DRUG TESTING PROCEDURES

A. Direct Observation Testing
1. Collection site personnel of the same gender as the employee tested may observe the employee provide the urine specimen when:
    a. Collection site personnel may have reason to believe that a particular individual has altered or substituted the specimen, or
    b. the employee has previously tampered with a sample, or
    c. the employee has equipment or implements capable of tampering with or altering urine samples.
2. Direct observation shall not be the norm.

3. In addition to the procedures listed under Random Testing, the procedure will include direct inspection of the employee with shirt lifted and trousers lowered.
4. Collection site personnel will directly observe the urine leaving the body and entering the collection container.

B. Specimen Temperature Outside of Range

1. If the temperature of the specimen is outside the range of 32-38 degrees C / 90-100 degrees. For shows signs of contaminants, then there is reason to believe the donor may have altered or substituted the specimen, and another specimen shall be collected for testing under the direct observation of a representative from the collection facility.

C. Dilute Sample

1. If the Medical Review Officer (MRO) notifies the city that an employee's test was positive and dilute, the test will be treated as verified positive. The employee shall not be required to submit another test.
2. If the MRO notifies the city that an employee's test was negative and dilute, and there is no acceptable medical explanation, the following procedures will be followed. If the employee declines to complete or does not complete these procedures, it will be treated as a refusal.
    a. If the creatinine concentration of the dilute specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL, another sample will be collected under direct observation.
        (1) This test will be conducted unannounced (with the minimum possible advance notice) as soon as possible after the initial test.
        (2) The employee will be escorted by a supervisor immediately to the collection site.
        (3) The employee will be directed not to ingest anything until after the test is completed.
        (4) If the result of the direct observation test is also negative and dilute, the employee will not be required to take an additional test. The result shall be considered confirmed positive.
    b. If the creatinine concentration of the dilute specimen is greater than 5 mg/dL, another test will be collected, but shall not be conducted under direct observation, unless there is another basis for utilization of direct observation.
        (1) This test will be conducted unannounced (with the minimum possible advance notice) as soon as possible after the initial test.
        (2) The employee will be directed not to ingest anything until after the test is completed.
    c. If the 2nd specimen is positive and dilute, the test will be treated as positive.
    d. If the specimen is again negative and dilute, the following procedure will apply:
        (1) If the creatinine concentration of the second dilute specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL, another test will be collected under direct observation in the same manner as listed under C2a above.
        (2) If the result of this direct observation test is also negative and dilute, the employee will not be required to take an additional test because the result was dilute. The result shall be considered confirmed positive.
        (3) If the creatinine concentration of the second dilute specimen is greater than 5 mg/dL, the employee will not be required to take an additional test because the result was dilute. The test will be considered negative.

D. Insufficient Urine Specimen Volume

1. 45mL of urine is required to constitute sufficient testing volume. If the employee does not provide sufficient volume, the following "shy bladder" procedures will apply. If the employee declines to complete or does not complete these procedures, it will be treated as a refusal.
2. For purposes of this section, permanent or long-term medical conditions are those physiological, anatomic, or psychological abnormalities documented as being present prior to the attempted collection and considered not amenable to correction or cure for an extended period, if ever. Examples would include destruction (any cause) of the glomerular filtration system leading to renal failure; unrepaired traumatic disruption of the urinary tract; or a severe psychiatric disorder focused on genito-urinary matters. Acute or temporary medical conditions, such as cystitis, urethritis or prostatitis, though they might interfere with collection for a limited period, cannot receive the same exceptional consideration as permanent or long-term conditions.

E. Shy Bladder Procedure:
1. The insufficient specimen will be discarded. Specimens may not be combined.
2. Employees will be advised to drink up to 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. The employee may decline to drink but will still be required to provide a sufficient urine specimen.
3. The employee shall remain in the testing area under observation during the three-hour period.
4. If the employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection attempt will be discontinued, and the employer will be notified.
5. The employee will be directed to obtain, within seven calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. (The MRO may perform this evaluation if the MRO has appropriate expertise.)
6. After completing the evaluation, the referral physician must provide a written statement of his/her recommendations and the basis for those to the MRO. Detailed information on the employee's medical condition beyond what is necessary to explain the conclusion must not be in this statement. The MRO will seriously consider and assess the referral physician's recommendations in making a determination about whether the employee has a medical condition that has, or with a high degree of probability could have, precluded the employee from providing enough urine. The MRO will notify Human Resources as soon as a determination is made.
    a. If the employee refuses to obtain the evaluation, the test will be deemed a refusal.
    b. If the evaluation determines the employee has a medical condition, and the medical condition has, or with a high degree of probability could have, precluded the employee from providing enough urine, the test will be cancelled.
    c. If the evaluation determines that the employee's medical condition is a serious and permanent or long-term disability that is highly likely to prevent the employee from providing a sufficient amount of urine for a very long or indefinite period of time, the MRO will conduct a further medical evaluation to determine if there is clinical evidence that the employee is using a controlled substance or illegally using drugs.
        (1) If the medical evaluation reveals no clinical evidence of controlled substance use or illegal use of drugs, the test result shall be negative.

(2) If the medical evaluation reveals clinical evidence of controlled substance use or illegal use of legal drugs, the test result shall be cancelled. (Because this is a cancelled test, it does not serve the purposes of a negative test, i.e., the employer is not authorized to allow the employee to begin or resume duty, because a negative test is needed for that purpose).

d. If the evaluation determines that there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the employee from providing enough urine, the test will be considered a refusal.

VII. TEST REFUSAL

A. Refusals will result in administrative action the same as if the test was verified positive. In the case of a breath test refusal, administrative action will be the same as if the test was verified more than .04.

B. Employees will be considered to have refused testing if they:

1. Refuse to provide a specimen; or
2. Refuse to complete all required tests as directed; or
3. Fail to report for a required test at the scheduled time; or
4. Engage in conduct that clearly obstructs the testing process; or
5. Tamper with the test; or
6. Alter or substitute the specimen; or
7. Fail to provide adequate breath or specimen volume without a verified medical explanation.

VIII. DEFERRAL OF TESTING

A. An employee selected for random drug and alcohol testing may obtain a deferral of testing if Human Resources concurs that a compelling need necessitates a deferral on the grounds that the employee is:

1. In a leave status (sick, annual, administrative or leave without pay); or
2. In official travel status away from the test site or imminently embarking on official travel scheduled prior to testing notification.

B. An employee whose random drug and/or alcohol test is deferred will be subject to testing on his/her next regularly scheduled work shift.

IX. POSITIVE TEST RESULT PROCEDURE

A. Samples testing positive for controlled substances or illegally used drugs will undergo further testing to identify the specific type of drug(s) or substance(s) in the specimen.

B. The applicant or employee will be contacted by the MRO and can provide an explanation of a positive result, which may include providing medical documentation of lawful use of a prescription or over-the-counter medication.

C. If the MRO determines there is no justification for the positive result, such result will then be considered a verified positive test result.

D. The MRO shall notify Human Resources of a verified positive test result.

E. The MRO will notify the employee of the verified positive test result. Once notified, the employee may within 72 hours of notification request the split specimen be tested by another DHHS certified lab.

F. If the employee is unable, for a legitimate reason, to make this request within the 72-hour period, the split specimen test will automatically be conducted.

G. The employer shall pay for the additional test if the additional test results are negative, and the employee shall pay for the additional tests if the additional tests are positive.

X. FINDINGS AND ADMINISTRATIVE DISCIPLINARY ACTION

A. An employee may be found in violation of this policy based on any appropriate evidence including, but not limited to:

1. Direct observation of prohibited alcohol use or drug use including misuse of prescription medication; or
2. Evidence obtained from an arrest or criminal conviction for a drug or alcohol related offense; or
3. A verified positive test result; or
4. An employee's voluntary admission, unless the employee is meeting the requirements as outlined under the Safe Harbor Referral; or
5. Test refusal.

B. An employee who is found to be in actual and illegal possession of a controlled substance, illegally used drug, and/or related paraphernalia while on duty, in or at any City-owned facility, City-owned property, City-approved activity, or City-owned vehicle, will be investigated and may be subject to discipline up to and including termination. He/she may be prosecuted under the applicable state or federal law (refer to Federal Controlled Substances Act Title 21 United States Code, Offenses Involving Dangerous Drugs Title 45 Chapter 9 Montana Code Annotated, and Model Drug Paraphernalia Act Title 45 Chapter 10 Montana Code Annotated.)

C. Effects of Positive Drug Testing Results

1. Any employee receiving his or her first verified positive test for a controlled substance will be referred to Human Resources and will be subject to mandatory administrative action including referral to the SAP, and ten (10) hours ~~one (1) day~~ leave without pay. A second positive test indicating drugs and/or alcohol will result in termination of employment.
2. Any employee receiving his or her first verified positive test for illegally used drugs, i.e., prescription medication or over-the-counter medication, shall be referred to Human Resources and will be subject to mandatory administrative action including referral to the SAP, and to one day leave without pay. A second positive test indicating drugs and/or alcohol will result in termination of employment.
3. Successful completion of any rehabilitation recommended will be a condition of continued employment.
   a. The cost of rehabilitation will be the responsibility of the employee.
   b. Employees may be allowed to use accrued leave (Sick leave followed by vacation and/or compensatory leave) to complete rehabilitation until such leave is exhausted, at which time the employee may be allowed to go on unpaid leave.
   c. The employee remains responsible for successful completion of the SAP designated treatment program, and assertions regarding the effectiveness of a program shall not constitute either an acceptable explanation or excuse for continuing to misuse alcohol and/or drugs or a defense to disciplinary action if the employee does not complete treatment.
4. The city may initiate action to terminate an employee for refusing to obtain and complete counseling or rehabilitation through an SAP or a state licensed facility as recommended by SAP.
5. The employee must have a negative test result before returning to work.
6. The employee shall be subject to a return-to-duty agreement.
7. Following a verified positive test and after returning to duty, the employee will be subject to unannounced testing for a period determined by the SAP.

D. Effects of Positive Alcohol Testing Results

1. When an employee is found to be in violation of the alcohol provisions of this policy, he or she shall be referred to Human Resources and will be subject to mandatory administrative action, including referral to SAP and one (1) day leave without pay. A second positive test indicating drugs and/or alcohol will result in termination of employment.
2. If the employee is retained, the SAP's recommended rehabilitation will be a condition of continued employment.
    a. The cost of rehabilitation will be the responsibility of the employee.
    b. Employees may be allowed to use accrued leave to complete rehabilitation until such leave is exhausted, at which time the employee may be allowed to go on unpaid leave.
    c. The employee remains responsible for successful completion of a treatment program, and assertions regarding the effectiveness of a program shall not constitute either an acceptable explanation or excuse for continuing to misuse alcohol and/or drugs or a defense to disciplinary action if the employee does not complete treatment.
3. The city may initiate action to terminate an employee for refusing to obtain counseling or rehabilitation through an SAP or a state licensed facility.
4. The employee must have a negative test result before returning to work.
5. The employee shall be subject to a return-to-duty agreement.
6. Following a verified positive test and after returning to duty, the employee will be subject to unannounced testing for a period determined by the SAP.
7. Any subsequent positive test for alcohol use will subject the employee to termination of employment.
8. An employee with a first breath alcohol test which shows a breath alcohol content of .02 or greater but .04 or less may not return to duty for the remainder of the scheduled workday and must take sick leave for the remainder of his/her shift. The employee shall have a negative test result before returning to work.

XI. RECORDS AND REPORTS

A. The employee's privacy shall be maintained. All testing information specifically relating to individuals pursuant to this program and any intervention steps, including referral for treatment, counseling or rehabilitation programs, is confidential and shall be treated as such by everyone authorized to review or compile program records.

B. To efficiently implement this requirement and to make information readily retrievable, Human Resources shall maintain all records relating to testing, suspicion of tampering, and any other authorized documentation necessary to implement this policy. Such information shall remain confidential, with only authorized individuals who have a need-to-know having access to them.

C. The results of a test of an employee for alcohol, controlled substances, or illegally used drugs along with all information, interviews, reports, statements, and memoranda will not be disclosed to an outside entity without the prior written consent of such employee, unless the disclosure is:
    1. to the tested employee;
    2. to the MRO;
    3. to the SAP in which the employee is receiving counseling or treatment or is otherwise participating;
    4. to the Human Resources Director, the Department Director, and the City Administrator, the Assistant City Administrator or people with the legal right to access;
    5. pursuant to the order of a court of competent jurisdiction or where required by the Department to defend against any challenges of adverse personnel action by the city;

6. report information that is required by law to be reported to a state or federal licensing authority in response to inquiries relating to a workplace accident involving death, physical injury, or property damage in excess of $1,500 when there is reason to believe that the tested employee may have caused or contributed to the accident.

D. Test results with all identifying information removed may be used for data collection and other activities necessary to comply with testing requirements.

E. Information obtained through testing that is unrelated to the alcohol use, controlled substance use, or illegal use of a drug must be held in strict confidentiality by the Medical Review Officer and may not be released to the employer without the written consent of the employee tested.

XII. ADDITIONAL PROVISIONS

A. Department Educational Program: Annually, employees will be provided with information regarding controlled substances, alcohol, and illegal use of drugs. All supervisors shall receive training in compliance with 49 CFR 382.603.

B. Notification of Conviction: Any employee who is convicted of a criminal drug or alcohol related violation must notify the City within five (5) calendar days of the conviction. A conviction, a plea of guilty, a plea of no contest, receiving a suspended imposition of a sentence, and a withheld judgment will all be considered the same as a conviction. This obligation to report applies even to deferred prosecutions and deferred impositions of sentence.

C. Limitation of Adverse Action: No adverse action, including follow-up testing, may be taken by the employer if the employee presents a reasonable explanation confirmed by the MRO indicating that the original test results were not caused by the use of controlled substances, by alcohol consumption, or by the illegal use of drugs. Reasonableness shall be determined by Human Resources. If the employee presents a reasonable explanation confirmed by the MRO, the test results must be removed from the employee's record and destroyed.

D. Employee's Right of Rebuttal: The employer shall provide an employee or prospective employee who has been tested under any qualified testing program with a copy of the test report. The employee or prospective employee will be given the opportunity to provide notification to the Medical Review Officer of any medical information that is relevant to interpreting test results, including information concerning currently or recently used prescription or nonprescription drugs. The employer is also required to obtain an additional test of the split sample by an independent laboratory selected by the person tested at the request of the employee. (See Section XI.) The employee must be provided with the opportunity to rebut or explain the results of any test.

E. New Employee Notification: Applicants for City positions will be informed about the drug-free workplace policy on the vacancy announcement. During the screening process applicants will be notified of the testing requirements and that appointment to the position is contingent upon a negative pre-employment drug test. Upon hiring, new employees will receive a copy of the policy in the Employee Policy Handbook.

F. Employee Policy Confirmation Receipt: Employees will be required to sign a statement that confirms that he/she has received a copy of the alcohol and drug-free workplace policy. The statement will be maintained in the employee's personnel file.

G. Cost: Testing will be at the employer's expense: If an employee contests the verification test results, another test will be conducted. If that test is positive, the employee will be responsible for payment. If it is negative, the employer will be responsible for payment. Employees will be compensated at the employee's regular rate, including benefits, for time attributable to the testing program.

H. Unintentional Ingestion: Any employee who unintentionally ingests a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.

I. Voluntary Testing: Employees may volunteer for testing as part of a city investigation. The employee must cooperate with all parts of the test and complete all requirements of collection site personnel.

J. Union Representation: Employees subject to investigations may have a Union representative present, at his/her option during interviews. If the Union representative is not available for the interview, the Employee shall select another Union official to fill in for the absent Union representative.

XIII. RESERVATIONS

A. Employees who are enrolled in and are participating in or have completed a supervised rehabilitation program and are no longer engaging in the misuse of alcohol, use of controlled substances, or illegal use of drugs, shall be protected from discrimination and harassment in accordance with the Americans with Disabilities Act of 1990. This prohibition does not preclude follow-up testing.

B. This program is intended to carry out the City's Alcohol and Drug-Free Workplace Policy. All situations will be handled in accordance with this policy and in consultation with representatives of Human Resources.

XIV. POLICY AND PROCEDURE DEFINITIONS

A. **Adulterant** – Adulterating substance or agent aimed to corrupt, debase, or make impure.

B. **Adulterated specimen** – A urine specimen containing a substance that is not a normal constituent or containing an endogenous substance at a concentration that is not a normal physiological concentration.

C. **Alcohol** – means an intoxicating agent in alcoholic beverages, food, or medication; ethyl alcohol, also called ethanol; or the hydrated oxide of ethyl.

D. **Alcohol concentration** – means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

E. **Breath Alcohol Technician (BAT)** – A person who instructs and assists individuals in the alcohol testing process and operates an EBT.

F. **Cancelled test** – A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test. Having a cancelled test does not relieve the employee of the responsibility to provide a test that produces a measured outcome.

G. **Collection site** – A place designated by the employer where employees present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs or providing a breath same to be analyzed for the presence of alcohol.

H. **Confirmation test** - For alcohol, a second test following a screening test with a result of 0.02 or greater provides a measure of alcohol concentration. For controlled substances and illegally used drugs testing, an analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screening test and which uses a different technique and chemical principle from that of the initial screening test to ensure reliability and accuracy.

I. **Controlled Substance** – means any drug, substance, or precursor included in Schedules I through V as defined by Section 812 of Title 21 of the United States Code (21 USC 812) or any drug, substance, or precursor included within the definition of "Dangerous Drug" in Title 50 Chapter 32 Part 2, Montana Code Annotated (for example, but not limited to: cocaine, marijuana, methamphetamine.) For this policy, the term 'controlled substance' does not include the use of prescribed drugs, which have been legally obtained and are being used in

the manner and for the purpose for which they were prescribed. The term does not include distilled spirits, wine, malt beverages, or tobacco. It does include medical marijuana.

J. **Conviction** – means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug or alcohol statutes.

K. **Critical Incident** – means any incident in which someone is killed or is seriously injured.

L. **Dilute specimen** – means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

M. **Direct observation** – means an employee being directly observed while providing a urine sample. The procedure will include direct inspection of the employee with shirt lifted and trousers lowered and will include direct observation of urine leaving the body and entering the collection container.

N. **Employee** – All part-time, full-time, and seasonal employees of the City of Billings engaged in the performance, supervision, or management of work in a hazardous work environment, security position, position affecting public safety, or fiduciary position. It does not include an independent contractor. The term includes an elected official.

O. **Employee Assistance Program (EAP)** – means a contract-based counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems, and monitors the progress of employees while in treatment.

P. **Employer** – means the City of Billings.

Q. **Evidential Breath Testing Device (EBT)** – means an instrument reliable in measuring alcohol concentration in breath, which meets the National Highway Traffic Safety Administration specifications and is listed in the conforming products list of evidential breath testing devices.

R. **Hazardous work environment** includes but is not limited to positions:

1. For which controlled substance and alcohol testing is mandated by federal law, such as aviation, commercial motor carrier, railroad, pipeline, and commercial marine employees;
2. That involve the operation of or work in proximity to construction equipment, industrial machinery, or mining activities; or
3. That involves handling or proximity to flammable materials, explosives, toxic chemicals, or similar substances.

S. **Illegally Used Drugs / Illegal Use of Drugs** – means:

1. any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes or in the prescribed manner;
2. any other over the counter or non-drug substances (for example, but not limited to: airplane glue) being used for other than their intended purpose.

T. **Initial test or Screening test** – means a test for controlled substances or illegally used drugs to eliminate "negative" urine specimens from further consideration and to identify the presumptively positive specimens that require confirmation or further testing. In alcohol testing, an analytical procedure to determine whether an employee has a prohibited concentration of alcohol in his or her system.

U. **Insufficient urine specimen** – means less than the 45mL of urine required to constitute a sufficient testing volume. An insufficient specimen will prompt "shy bladder" procedures.

V. **Medical Review Officer (MRO)** –Means a licensed physician trained in the field of substance abuse.

W. **Precursors** – means a biochemical substance which can be processed or synthesized into one of the categories of drugs to be tested under this policy.

X. **Prospective employee** means an individual who has made a written or oral application to the City of Billings to become an employee.

Y. **Qualified testing program** – means a program to test for the presence of controlled substances and alcohol that meets the criteria set forth in sections 39-2-207 and 39-2-208 Montana Code Annotated.

Z. **Random testing** – means a system of drug and alcohol testing imposed without individualized suspicion that a particular employee is using controlled substances, alcohol, or illegally using drugs. The system is a statistically random sampling of such employees based on a neutral criterion, such as social security numbers.

AA. **Referral Physician** – means a licensed physician, acceptable to the MRO, who has expertise in the medial issues raised when an employee provides an insufficient urine specimen. The MRO may act in this capacity if he/she has appropriate expertise.

BB. **Return-to-Duty Agreement** – means an agreement between the city and an employee that allows an employee continued employment under stringent guidelines prohibiting use of drugs and alcohol. An employee's failure to meet the terms of the agreement, which may include successfully passing tests for alcohol and/or controlled substances and/or illegally used drugs, shall result in termination.

CC. **Sample** – means a urine specimen, a breath test, or oral fluid obtained in a minimally invasive manner and determined to meet the reliability and accuracy criteria accepted by laboratories for the performance of drug testing that is used to determine the presence of a controlled substance or alcohol.

DD. **Shy bladder procedure** – means the procedure that is followed when an employee does not provide a sufficient urine volume (45mL) for testing.

EE. **Split specimen** – means, in drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory if the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

FF. **Substance Abuse Professional (SAP)** – the City's substance abuse professional who evaluates employees who have violated drug and alcohol policies and makes recommendations concerning education, treatment, follow-up testing, and after care.

GG. **Supervisor** – means an employee who exercises supervision of one or more employees.

HH. **Unannounced test** – means a test for alcohol, control substances, and/or illegally used drugs previously scheduled and announced only to the employee just prior to the scheduled time, allowing only appropriate time for the employee to immediately proceed directly to the scheduled testing site.

II. **Under the Influence/Impaired** – When an employee is affected by a drug or alcohol or a combination of a drug and alcohol. The symptoms of influence and/or impairment are not confirmed to those consistent with misbehavior, or to obvious impairment of a physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of use, influence, and/or impairment can be established by a professional opinion, urine, blood or any other commonly used scientific valid tests and in some cases by a lay person's opinion. An employee will be presumed to be impaired and in violation of this policy whenever the presence of drugs is detected at levels determined by the testing laboratory as constituting a positive indication for drugs. An employee will be presumed to be impaired by positive indication for drugs. An employee will be presumed to be impaired by alcohol whenever the presence of alcohol is detected at a level of .04% or greater.

JJ. **Verified Positive Test Result for Alcohol** – means the presence of alcohol in the breath at a level of greater than .04 as confirmed by two tests with evidential breath testing devices and administered by a trained and certified Breath Alcohol Technician.

KK. **Verified Positive Test Result for Drugs** – means a test result that was positive for a controlled substance or illegally used drug on an initial FDA-approved immunoassay test, confirmed by a Gas Chromatography/Mass Spectrometry assay, (or other confirmation tests approved by the U.S. Department of Health and Human Services), and reviewed and verified by the Medical Review Officer in accordance with this policy and the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

REFERENCES:

Montana Workforce Drug and Alcohol Testing Act
39-2-205 through 39-2-211 Montana Code Annotated (MCA)

Procedures for Transportation Workplace Drug and Alcohol Testing Programs
Title 49 Part 40 (and Part 382) Code of Federal Regulations (CFR)

Federal Controlled Substances Act
21 United States Code (USC)

Offenses Involving Dangerous Drugs and Procedural Provisions
Title 45 Chapter 9 Montana Code Annotated (MCA)

Model Drug Paraphernalia Act
Title 45 Chapter 10 Montana Code Annotated (MCA)

Controlled Substances Codes
Title 50 Chapter 32 Montana Code Annotated (MCA)

City Council Regular

Date: 06/12/2023
Title: Donation to the Billings Parks and Recreation Department
Presented by: Pigg Michael, Superintendent
Department: Parks/Rec/Public Lands
Presentation: No
Legal Review: No
Project Number:

RECOMMENDATION

Staff recommends that the City Council accept the donation to the Billings Parks and Recreation Department.

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

The Parks Department has received a donation from Faith Evangelical Church in the amount of $5,800. Faith Evangelical Church volunteered to plant trees and do general cleanup at Centennial Park. The church generously donated the cost of the trees.

ALTERNATIVES

City Council may:

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

FISCAL EFFECTS

There is no budgetary impact.

City Council Regular

Date:	06/12/2023
Title:	Acceptance of Multiple Donations to the Billings Police Department Totaling $5,785
Presented by:	Rich St. John, Police Chief
Department:	Police
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends that City Council accept multiple donations totaling $5,785.

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

Council policy requires that any donation greater than $500 must be approved by the City Council.

1. The Breakfast Exchange club wishes to donate $5,000 to the Billings Police Department to be used for training for school resource officers.
2. The Bet Casino is donating $500 to be used at the Police Departments' discretion.
3. Tiny's Tavern wishes to donate $285 to purchase dinner for the Alcohol Enforcement Team.

ALTERNATIVES

City Council may:

- Approve donations to the Billings Police Department totaling $5,785;
- Disapprove donations to the Billings Police Department totaling $5,785 and provide further direction to staff.

FISCAL EFFECTS

There is no impact to the General Fund.

City Council Regular

Date:	06/12/2023
Title:	SALE OF SURPLUS PROPERTY: UNIT 4053-CITY OF BIG TIMBER FIRE
Presented by:	Kathy Gibson
Department:	Fire
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommendation is to sell unit 4053 (Reserve Truck 77) to Big Timber Fire Department for $20,000.00.

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

Sutphen, 1997, 104-ft aerial to Big Timber Fire Department in the amount of $20,000.00. This apparatus has been in front-line service since 1997 and was downgraded to reserve status in 2015 with the purchase of our current Truck One. It was decided then under that administration to keep it in reserve status longer for ISO purposes (having greater ladder capabilities). Now we have our newest ladder, which goes into service on June 2, 2023. After working with our Fleet division and a national search, it was determined that the value of similar equipment ranges between $15,000 and $20,000.

ALTERNATIVES

City Council may Approve; or, Not Approve sale of surplus property, 1997 Sutphen Aeriel Ladder Truck, unit 4053 to Big Timber Fire for $20,000.00

FISCAL EFFECTS

The sale of the 1997 Sutphen Aerial Ladder Truck, unit 4053 in the amount of $20,000.00. The salvage amount in the ERP is $13,800. Once the vehicle was due for replacement and the decision was made to keep it in reserve status (2015), the salvage value was 10% of the purchase price and now has depreciated to its current value of $13,800 or approximately 3% of the original purchase price.

SUMMARY

Sell unit 4053 to City of Big Timber (Sweetgrass County) for $20,000.

City Council Regular

Date:	06/12/2023
Title:	Acceptance of Perpetual Right-of-Way Easement from First Southern Baptist Church
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends that City Council accept the perpetual right-of-way easement from First Southern Baptist Church.

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

The First Southern Baptist Church (Emmanuel Baptist Church) owns Tract 1, COS 3358. This property is located on the northwest corner of the Shiloh Road and Rocky Vista Way intersection. The City is proposing to extend a sanitary sewer main to the west along the southern boundary of the property. This trunk sewer, which is being designed and constructed under WO 23-07, will continue further west toward 48th Street West, providing gravity sewer service west of Shiloh Road between King Avenue and Central Road. The sewer main extension project is planned for construction in FY24. The perpetual right-of-way easement will allow for construction and maintenance of the sanitary sewer system.

ALTERNATIVES

City Council may:

- Accept the perpetual right-of-way easement; or,
- Not accept the easement. If the easement is not accepted, the City would not be able to construct the sanitary sewer in the planned location.

FISCAL EFFECTS

There is no cost to the City for acceptance of the easement.

Attachments

Easement Document

Return To:

City of Billings
Public Works Dept
2224 Montana Ave
Billings, MT 59101

PERPETUAL RIGHT-OF-WAY EASEMENT

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged on this ____ day of _____, 20____, the undersigned,

Steven Lortz, Executive Pastor (Title), of First Southern Baptist Church of 328 South Shiloh Road, Billings, MT 59106, hereinafter called "Grantors", hereby grant and convey unto THE CITY OF BILLINGS, a municipal corporation and political subdivision of the State of Montana, of the address of City Hall, Billings, Montana 59101, hereinafter called "Grantee", a perpetual easement and right-of-way over, across, under and through real property as shown on the attached Exhibit A to construct, maintain, and access a sanitary sewer utility, more particularly described as follows, to-wit:

An area being variable in width along the centerline of the proposed sanitary sewer pipeline, said area's southern boundary being approximately 25' north of the mid-section line of Section 10, T1S, R25E, PMM, northern boundary being 45' north of said southern boundary, western bounds of said area being the west boundary line of Tract 2 of Certificate of Survey 3358 (Document No. 3469097) and the eastern bound being a line approximately 422.07' east of said western boundary. Said area is generally 15' north and 30' south of the proposed sanitary sewer pipeline until its intersection with the existing 20' Perpetual Water and Sewer Right-of-Way Easement (Document No. 3493569). The existing 20' Perpetual Water and Sewer Right-of-Way Easement (Document No. 3493569) shall be abandoned west of this easement following execution. Said area as depicted in attached Exhibit A.

Said Perpetual Easement area containing 19,451 square feet or 0.446 acres, more or less.

This Perpetual easement to Grantee is for the purpose of constructing, reconstructing, maintaining, operating, servicing, repairing and replacing drainage ditches, storm and sanitary sewers and/or water lines over, across, under and through the said real property, together with the right of free ingress and egress at all times for the purpose of constructing, reconstructing, maintaining, operating, servicing, repairing and replacing said drainage ditches, storm and sanitary sewers and/or water lines and appurtenances, and adding additional storm and sanitary sewer and/or water lines.

Grantors shall continue to have the right to use and enjoy the above-described property, except as to the rights herein granted, subject to the following restrictions:

1. Grantors and their successors agree not to construct, nor cause to be constructed, within the easement right-of-way, any type of building or structure, such as, but not limited to, houses, garages, sheds, kennels, fences, nor any other fixed objects of any kind, shape or form, except as many be licensed by Grantee.

2. Grantors agree not to plant, nor cause to be planted within the easement right-of-way, any trees, bushes, shrubs, hedges nor any other plantings of a similar nature, except as may be licensed by Grantee. Grantors agree that authorized representatives of the City of Billings can freely travel within the easement right-of-way with their equipment in the performance of their duties at any time, day or night, regardless of outside weather conditions.

3. Grantors agree to obtain the permission of the Public Works Department or Grantee prior to placing or removing any fill dirt within the easement right-of-way and, in addition, in the event such permission is granted, the Grantors agree to perform any work necessary to modify the existing drainage ditches, storm and sanitary sewers and/or water lines and appurtenances, which work may be required prior to placing or removing any fill dirt within the easement right-of-way and all such work shall be done at the Grantor's expense and without expense to the City.

4. Grantors agree that the sole responsibility of the City of Billings for any surface restoration due to any construction, replacement, repair or service work to the drainage ditches, storm and sanitary sewer and/or water lines by the City of Billings, shall be limited to trench backfill compaction and placement of backfill material to existing grade by the City of Billings.

5. HOLD HARMLESS AGREEMENT:
    - Grantors agree that the owner or owners of the above described property shall at all times fully relieve and save harmless the City of Billings and its authorized representatives for any and all damages of property that may be caused within said easement right-of-way, such as, but not limited to, ruts or deep tracks in lawns, gardens, or flower beds, broken or crushed shrubs, bushes, hedges, trees or any other type of plantings; crushed, cracked split or otherwise damaged, irrigation piping and appurtenances; and, any other damage to any other type of object, material or equipment located within the easement right-of-way which cannot, with a minimum of human effort and within a few minutes time period, be removed from easement right-of-way by authorized representatives of the City of Billings in exercise of any of their rights under this easement right-of-way.

    - Grantors agree the owners of the above-described real property shall reimburse the City of Billings for any and all damage claims paid by the City for damages of any type or nature to any and all persons and entities in the event such damage results from or was caused to happen by such owner's failure to comply with any portion of the rights, restrictions, obligations or responsibilities contained in this agreement.

6. The restrictions, Covenants and Hold Harmless Agreements herein contained shall attach to and run with the land and shall bind the parties hereto and all persons claiming thereunder.

Steven Lortz
Grantor, First Southern Baptist Church

Title: Executive Pastor

STATE OF MONTANA)
) ss.
County of Yellowstone)

On this 4th day of May, 2023, before me, the undersigned, a Notary Public for the State of Montana, personally appeared _____ to me known to be authorized agent for First Southern Baptist Church, a Domestic Non-Profit Corporation, the person whose name is subscribed to the within instrument and acknowledged to me that she/he executed the same.

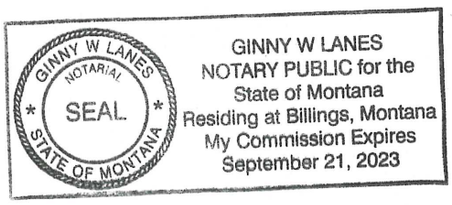
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Ginny W Lanes
Signature of Notary

(SEAL)

Ginny W Lanes
Printed name of Notary

NOTARIAL SEAL * STATE OF MONTANA
RESIDING AT BILLINGS, MONTANA
MY COMMISSION EXPIRES Sept. 21, 2023



ACKNOWLEDGMENT AND ACCEPTANCE OF CONVEYANCE

The Mayor and City Council of the City of Billings acknowledges receipt and hereby accepts the property interest conveyed through this instrument.

_____
Mayor, City of Billings

ATTEST: _____
City Clerk

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 _____ and _____ , known to me to be the Mayor and City Clerk of Billings, respectively, and acknowledged to me that they executed the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

_____
Notary Public in and for the State of Montana

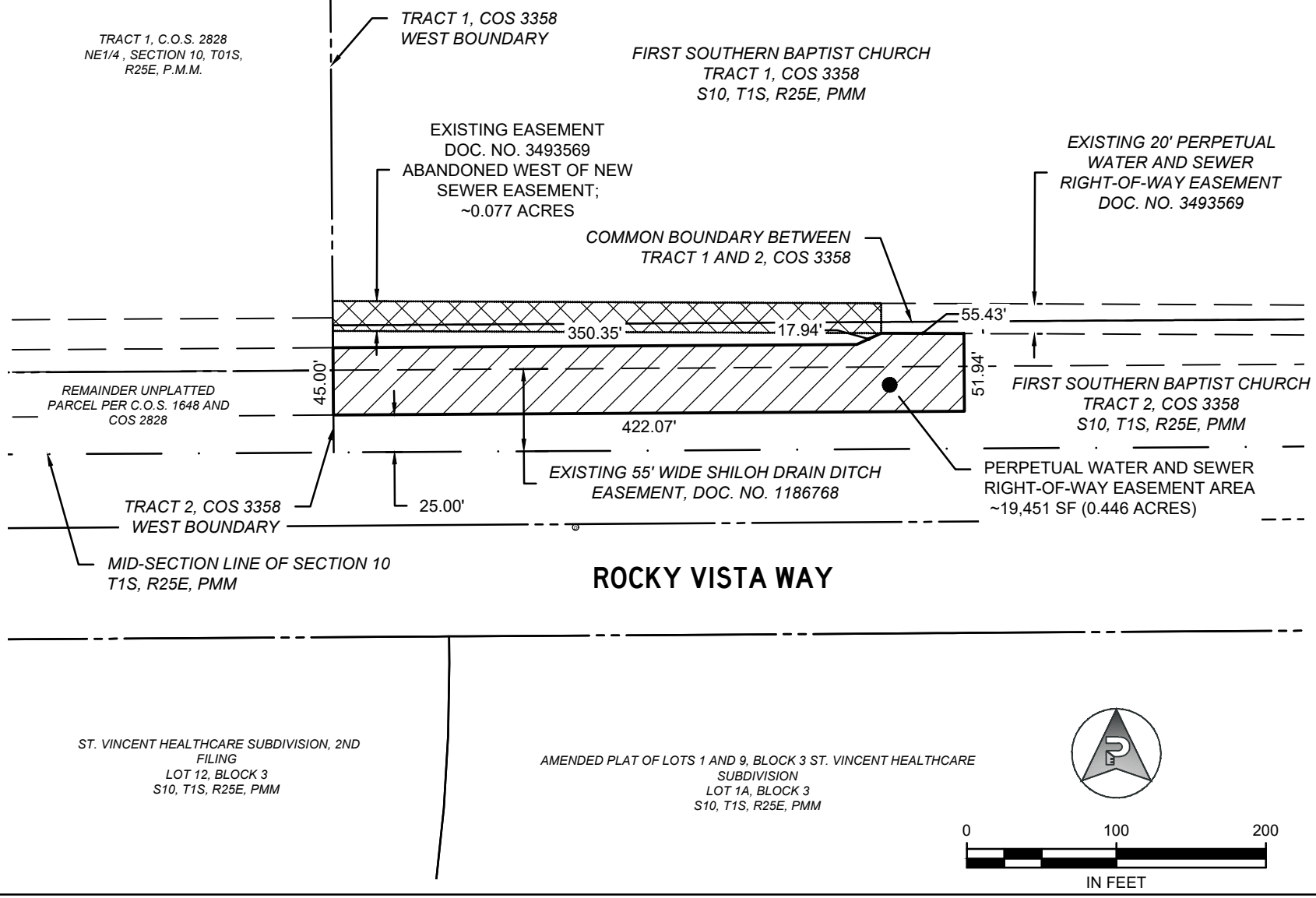
EXHIBIT A

PERPETUAL WATER AND SEWER RIGHT-OF-WAY

GRANTOR: FIRST SOUTHERN BAPTIST CHURCH

GRANTEE: CITY OF BILLINGS

PREPARED BY: PERFORMANCE ENGINGEERING



City Council Regular

Date:	06/12/2023
Title:	Ridgeline Subdivision - Major Final Plat
Presented by:	Monica Plecker
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Not Applicable
Project Number:	NA

RECOMMENDATION

Staff recommends to the City Council that the Final Plat of Ridgeline Subdivision be approved.

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

On May 17 , 2023, Performance Engineering, applied for final major plat approval of Ridgeline Subdivision. The proposed subdivision creates 14 lots for development.The subject property is generally located North of King Avenue West and east of South 48th Street West. The property is a Planned Development with phased annexations. With the phased annexations, part of the subdivision is still in the County. For this reason once the proposed plat has gone through the City Council it will go to the Board of County Commissioners as it is a dual jurisdiction subdivision. The land is currently v acant and was formerly farm land. Staff has reviewed the application and determined that the proposed plat has met all the conditions of approval and is forwarding a recommendation of final approval to the City Council. Upon City Council and Board of County Commissioners approval, these documents are appropriate as to form for filing with the Clerk and Recorder.

STAKEHOLDERS

A public hearing is not scheduled for the City Council or the Board of County Commissioners meeting; however nearby property owners may attend the City Council and Board of County Commissioners meeting. At this time, the Planning Division has received no public comments or questions regarding the proposed subdivision.

ALTERNATIVES

The City Council may approve or disapprove the final plat of Ridgeline Subdivision. If the City Council chooses to deny the final plat, the denial must be because the criteria in Section 76-3-611, MCA are not met. The criteria are as follows:

MCA 76-3-611. Review of final plat.

1) The governing body or the agent or agency designated by the governing body shall examine each final plat, and the governing body shall approve the plat only if:
   (a) it conforms to the conditions of approval set forth on the preliminary plat and to the terms of this chapter and (local) regulations adopted pursuant to this chapter; and
   (b) the county treasurer has certified that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid.

Staff finds the final plat meets the criteria outlined in 76-3-611 above.

FISCAL EFFECTS

The final plat of this subdivision will have no financial impact on the Planning Division.

Attachments

Final Plat
Final SIA
Conditions of Approval

PLAT OF

RIDGELINE SUBDIVISION

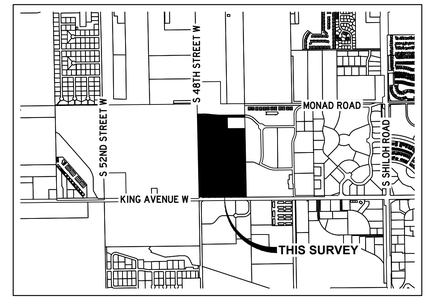
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PREPARED FOR : TKJ DEVLOPMENT, LLC

PREPARED BY : PERFORMANCE ENGINEERING, LLC

TOTAL AREA OF SUBDIVISION : ± 65.329 ACRES

MARCH 2023



VICINITY MAP
NOT TO SCALE

CERTIFICATE OF DEDICATION

I, the undersigned owner, do hereby certify that I have cause to be surveyed, subdivided, and platted into lots, blocks, roads, and other divisions and dedications, as shown on this plat hereunto included, a tract of land more particularly described as follows:

Four (4) tracts of land being Tract 14 of Certificate of Survey No. 983 amending Tracts 2B & 13 (Doc. No. 1266982), Tract 2-C of Certificate of Survey No. 983 (Doc. No. 1119356), Tract 2 Amended and Tracts 2-G-1 and 2-H-1 of Amended Tracts 2G and 2H of the plat Amending Tract 2-F of Certificate of Survey No. 983 (Doc. No. 3948933), located in the SW 1/4 of Section 10, Township 01 South, Range 25 East, P.M.M., City of Billings, Yellowstone County, Montana.

Said tracts contain a gross area of 65.329 acres and a net area of 55.271 acres, more or less.

The above-described tract of land is to be known and designated as RIDGELINE SUBDIVISION in the City of Billings, Yellowstone County, Montana and the lands included in all streets, avenues, alleys and parks or public squares shown on this plat are hereby granted and donated to such use of the public forever.

The tract of land shown as "LOT: A" on the foregoing plat is hereby granted and conveyed to the Montana Department of Transportation, as described in Bargain and Sale Deed recorded in Book _____, Page _____ in the records of the Clerk and Recorder's Office in Yellowstone County, Montana.

The undersigned hereby grants unto all utility companies, as such are defined and established by Montana Law, and cable television companies, an easement for the location, maintenance, repair, and removal of lines over, under, and across the areas designated on the plat as "Utility Easement" to have and hold forever.

Parkland dedication has been met pursuant to 76-3-621(1), MCA.

This survey is not subject to review by the Department of Environmental Quality pursuant to 76-4-130(2), MCA, as the "deviation consists solely of connection to municipal or county water and/or sewer district facilities."

TKJ Development, 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 _____ of *TKJ Development, LLC*, known to me to be the person who signed the foregoing instrument and who acknowledged to me that they executed the same. Witness my hand and seal the day and year herein above written.

_____
Notary Public in and for the State of Montana
Printed Name_____
Residing at_____
My commission expires_____

CERTIFICATE OF CITY COUNCIL APPROVAL

STATE OF MONTANA)
:ss
County of Yellowstone)

We hereby certify that we have examined the plat of RIDGELINE SUBDIVISION and find that said plat conforms with the requirements of the law of the State of Montana and the Yellowstone County Board of Planning, It is therefore approved and the dedication to public use of any and all lands shown on this plat as being dedicated to such use are accepted.

IN WITNESS WHEREOF, we have set our hands and the seal of the City of Billings, Montana this ____ day of_____, 20_____.

CITY OF BILLINGS, MONTANA

By:_____
Mayor

Attest:_____
City Clerk

NOTICE OF PLANNING BOARD APPROVAL

STATE OF MONTANA)
:ss
County of Yellowstone)

This plat has been approved for filing by the Yellowstone County Board of Planning and conforms to the recommendations of this board.

Dated this _____ day of _____, 20_____.

_____
President

_____
Executive Secretary

CERTIFICATE OF CITY ENGINEER'S OFFICE

I hereby certify that I have examined the annexed plat and find that it conforms with Section 76-4-125(1)(d), MCA, since said plat is inside a master planning area and is provided with municipal facilities for the supply of water, disposal of sewage, storm drainage, and solid waste.

Dated this _____ day of _____, 20_____.

_____
City Engineer's Office

ERRORS AND OMISSIONS REVIEW

I hereby certify that I have examined the foregoing plat for errors and omissions in computations and drafting.

Dated this _____ day of _____, 20_____.

_____
Reviewed by

CERTIFICATE OF CITY ATTORNEY

This document has been reviewed by the City Attorney and is acceptable as to form:

Dated this _____ day of _____, 20_____.

_____
Reviewed by

CERTIFICATE OF COUNTY COMMISSIONERS APPROVAL

STATE OF MONTANA)
:ss
County of Yellowstone)

We hereby certify that we have examined the plat of RIDGELINE SUBDIVISION and find that said plat conforms with the requirements of the law of the State of Montana and the Yellowstone County Subdivision Regulations. It is therefore approved and the dedication to public use of any and all lands shown on this plat as being dedicated to such use are accepted.

IN WITNESS WHEREOF, we have set our hands and the seal of Yellowstone County, Montana, this _____ day of _____, 20_____.

BOARD OF COUNTY COMMISSIONERS YELLOWSTONE COUNTY, MONTANA

By:_____
Commissioner

By:_____
Commissioner

By:_____
Chairman

Attest:_____
Clerk and Recorder

CERTIFICATE OF COUNTY ATTORNEY

This document has been reviewed by the County Attorney and it is acceptable as to form:

Dated this _____ day of _____, 20_____.

Reviewed by _____

CERTIFICATE OF CITY/COUNTY HEALTH DEPARTMENT

This subdivision Plat has been reviewed and approved by the Riverstone Health Department and the State Department of Environmental Quality.

Dated this _____ day of _____, 20_____.

_____
Health Officer or Authorized Representative
Riverstone Health

CERTIFICATE OF COUNTY TREASURER

I hereby certify, pursuant to Section 76-3-611, MCA, that the accompanying plat has been duly examined and that all real property taxes and special assessments assessed and levied on the land have been paid.

Dated this _____ day of _____, 20_____.

_____
Yellowstone County Treasurer
Deputy

CERTIFICATE OF SURVEYOR

I, the undersigned Mark W. Kadrmas, Registered Land Surveyor, do hereby certify that this survey was done under my direct supervision of a tract of land located in the SW 1/4 of Section 10, Township 01 South, Range 25 East, P.M.M., City of Billings, Yellowstone County, Montana.

Said tract contains a gross area of 65.329 acres and a net area of 55.271 acres, more or less.

Said tract is subject to all easements and rights-of-way of record or apparent on the ground.

This survey was prepared in accordance with the provisions of the Montana Subdivision and Platting Act, Sections 76-3-101 through 76-3-625, MCA.

Dated this _____ day of _____, 20_____.

_____
Mark W. Kadrmas, PLS 51414LS
Registered Land Surveyor
State of Montana

MONTANA
MARK W. KADRMAS
No. 51414 LS
LICENSED
LAND SURVEYOR

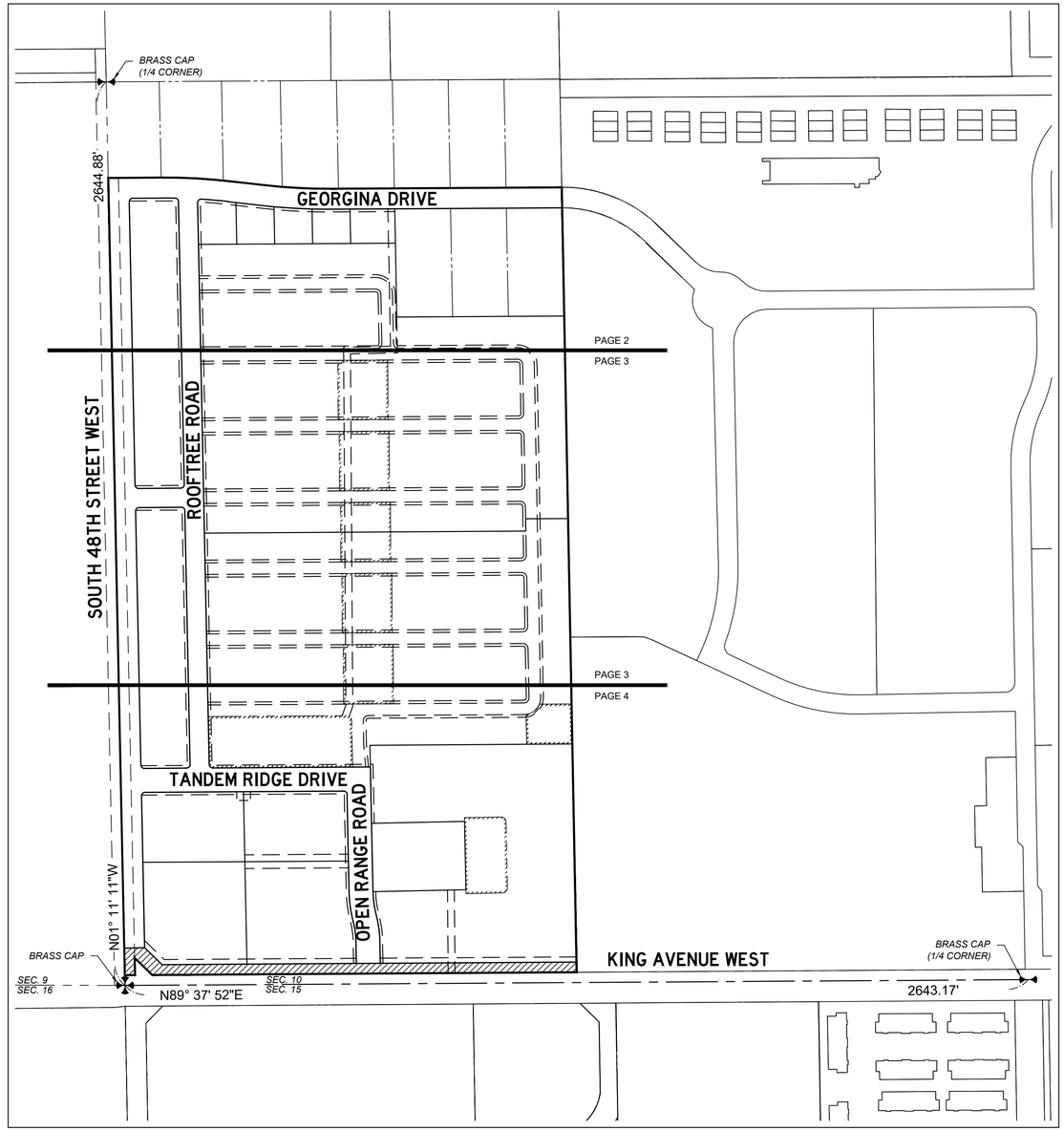
BASIS OF BEARING

Determined from OPUS position at:

Latitude : 45° 45' 19.50" N
Longitude : 108° 37' 58.90" W

Bearings are Montana State Plane (NAD83-2011)

Distances are ground.



SHEET 1 OF 4

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PLAT OF

RIDGELINE SUBDIVISION

BEING TRACT 14 OF CERTIFICATE OF SURVEY NO. 983 AMENDING TRACTS 2B & 13, TRACT 2-C OF CERTIFICATE OF SURVEY NO. 983, TRACT 2 AMENDED AND TRACTS 2-G-1 AND 2-H-1 OF AMENDED TRACTS 2G AND 2H OF PLAT AMENDING TRACT 2-F OF CERTIFICATE OF SURVEY NO. 983, LOCATED IN THE SW 1/4 OF SECTION 10, TOWNSHIP 01 SOUTH, RANGE 25 EAST, P.M.M., CITY OF BILLINGS, YELLOWSTONE COUNTY, MONTANA

PREPARED FOR : TKJ DEVLOPMENTS, LLC

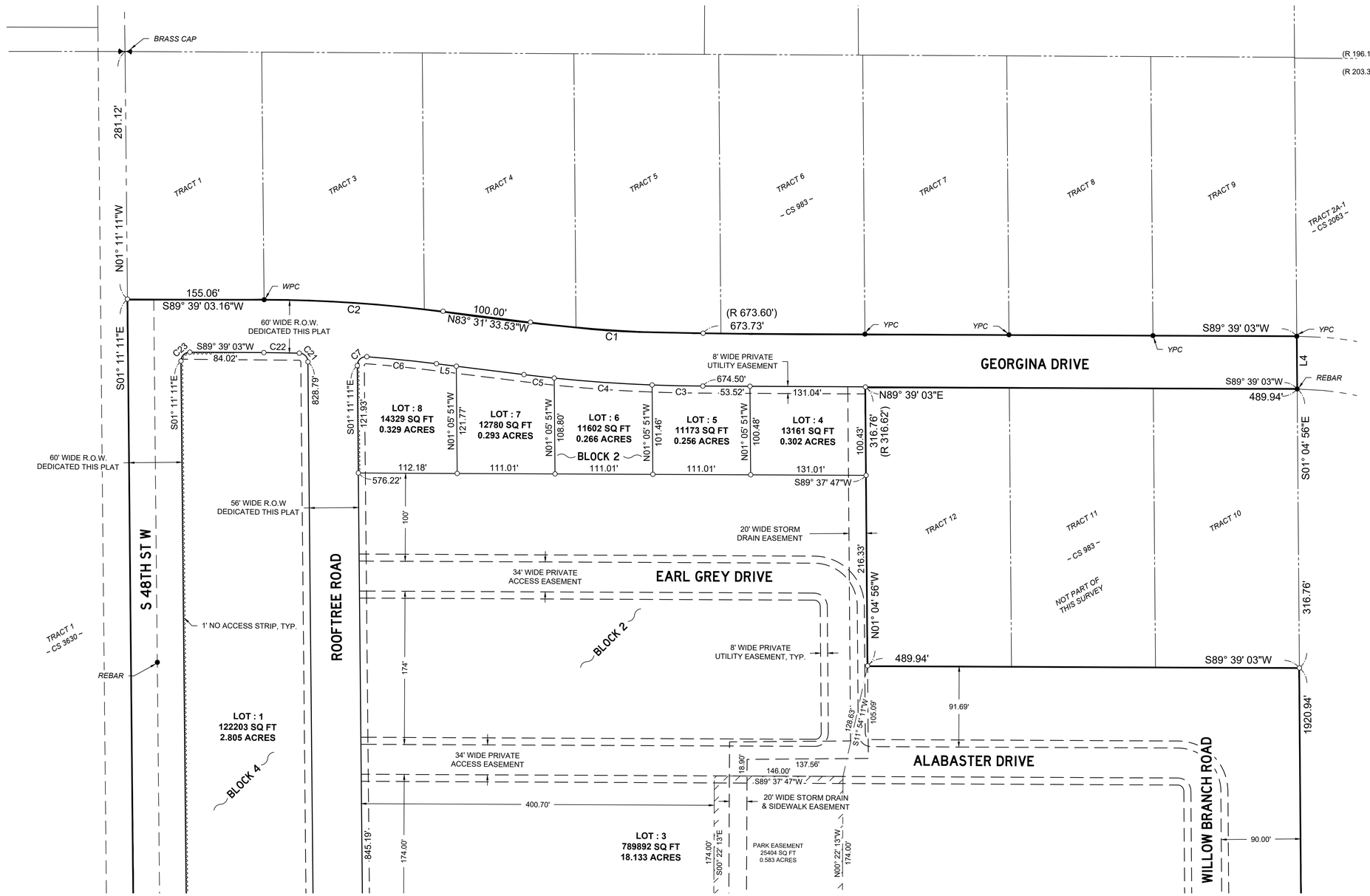
PREPARED BY : PERFORMANCE ENGINEERING, LLC

TOTAL AREA OF SUBDIVISION : ± 65.329 ACRES

MARCH 2023

LEGEND

- FOUND PROPERTY CORNER, AS DESCRIBED
- SET PROPERTY CORNER, 5/8" REBAR W/ PEC CAP
- FOUND SECTION CORNER, AS DESCRIBED
- FOUND QUARTER CORNER, AS DESCRIBED
- CALCULATED CORNER, NOT FOUND/NOT SET
- SURVEY BOUNDARY
- EASEMENT LINE
- PARKLAND BOUNDARY
- PROPERTY LINE
- 1' NO ACCESS STRIP
- *(R XXX.XX')* RECORD DISTANCE



Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	196.37'	1649.65'	6° 49' 13"	N86° 56' 20"W	196.25'
C2	203.50'	1709.65'	6° 49' 12"	N86° 56' 21"W	203.38'
C3	57.51'	1709.59'	1° 55' 39"	N89° 25' 04"W	57.51'
C4	111.36'	1709.59'	3° 43' 56"	N86° 35' 16"W	111.34'
C5	34.63'	1709.59'	1° 09' 38"	N84° 08' 29"W	34.62'
C6	79.50'	1649.62'	2° 45' 40"	N84° 54' 35"W	79.49'
C7	16.56'	10.00'	94° 53' 46"	S46° 15' 42"W	14.73'
C8	15.57'	10.00'	89° 10' 57"	S45° 46' 40"E	14.04'
C9	71.55'	299.20'	13° 42' 03"	S8° 03' 11"E	71.38'
C10	71.55'	299.20'	13° 42' 04"	S8° 03' 11"E	71.38'
C11	54.81'	229.20'	13° 42' 04"	S8° 03' 11"E	54.68'
C12	88.29'	369.20'	13° 42' 03"	S8° 03' 11"E	88.07'
C13	15.56'	10.00'	89° 09' 59"	S45° 47' 09"E	14.04'
C14	15.85'	10.00'	90° 49' 03"	N44° 13' 20"E	14.24'
C15	15.57'	10.00'	89° 10' 57"	S45° 46' 40"E	14.04'
C16	15.85'	10.00'	90° 49' 03"	N44° 13' 20"E	14.24'
C17	15.57'	10.00'	89° 11' 02"	N45° 46' 42"W	14.04'
C18	15.85'	10.00'	90° 48' 58"	S44° 13' 18"W	14.24'
C19	15.57'	10.00'	89° 11' 02"	N45° 46' 42"W	14.04'
C20	15.85'	10.00'	90° 48' 58"	S44° 13' 18"W	14.24'
C21	15.32'	10.00'	87° 45' 54"	S45° 04' 08"E	13.86'
C22	40.24'	1649.64'	1° 23' 52"	S89° 39' 01"E	40.24'
C23	15.85'	10.00'	90° 50' 14"	N44° 13' 56"E	14.25'
C24	23.37'	15.00'	89° 15' 29"	S45° 47' 08"E	21.08'
C25	51.52'	49.00'	60° 14' 28"	N52° 23' 37"E	49.18'

Parcel Line Table

Line #	Length	Direction
L1	30.00'	S89° 37' 31"W
L2	50.21'	S01° 11' 11"E
L3	71.50'	S45° 46' 21"E
L4	59.89'	N01° 04' 56"W
L5	22.70'	N83° 31' 34"W
L6	68.26'	S01° 12' 09"E
L7	70.00'	N89° 37' 52"E
L8	67.24'	S01° 12' 09"E
L9	60.00'	N88° 48' 49"E
L10	35.95'	S01° 05' 08"E
L11	63.52'	N01° 12' 09"W

0 60 120
IN FEET

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LEGEND

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- SET PROPERTY CORNER, 5/8" REBAR W/ PEC CAP
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- SURVEY BOUNDARY
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- PROPERTY LINE
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PLAT OF

RIDGELINE SUBDIVISION

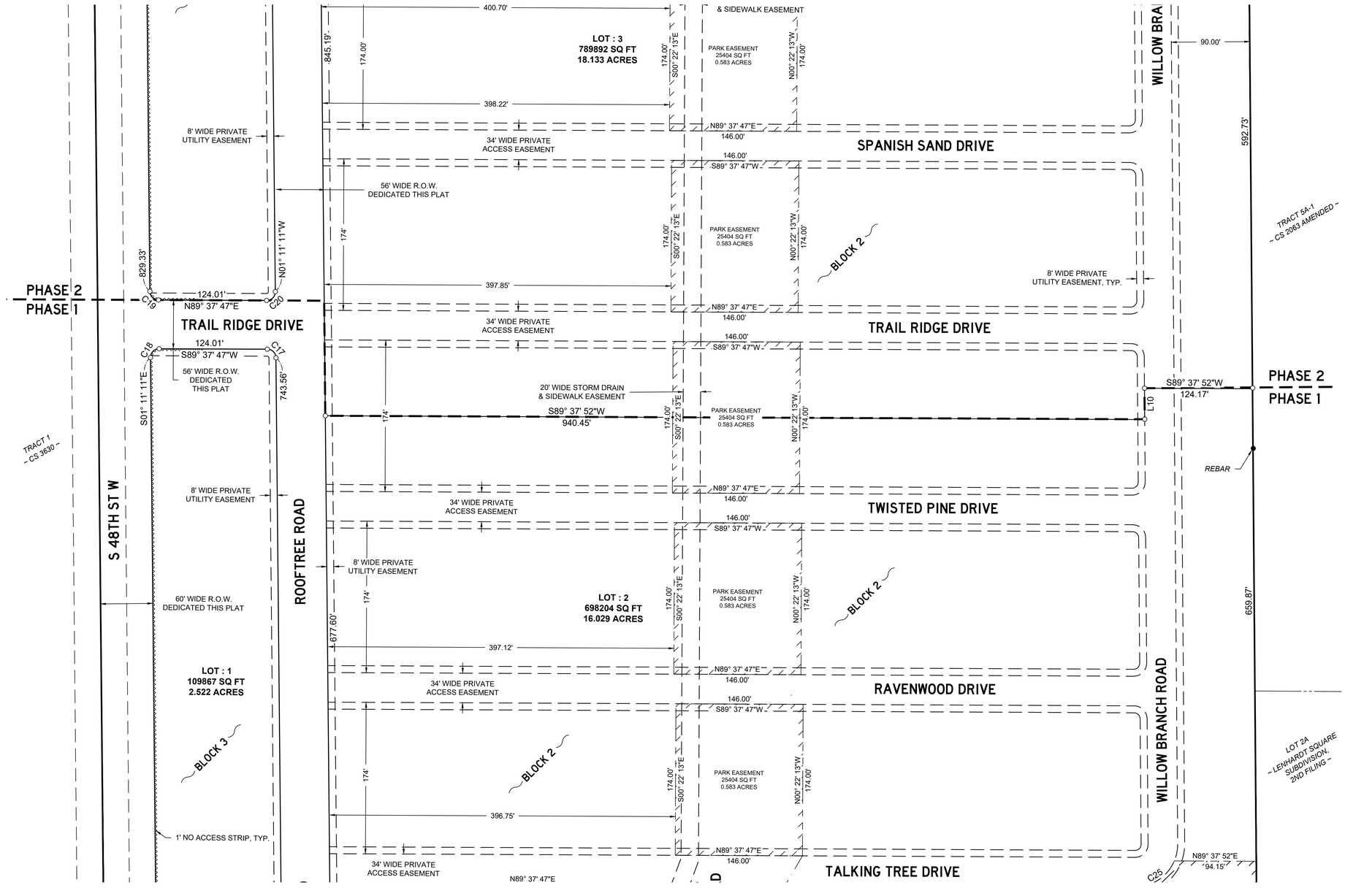
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PREPARED FOR : TKJ DEVLOPMENTS, LLC

PREPARED BY : PERFORMANCE ENGINEERING, LLC

TOTAL AREA OF SUBDIVISION : ± 65.329 ACRES

MARCH 2023



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C21	15.32'	10.00'	87° 45' 54"	S45° 04' 08"E	13.86'
C22	40.24'	1649.64'	1° 23' 52"	S89° 39' 01"E	40.24'
C23	15.85'	10.00'	90° 50' 14"	N44° 13' 56"E	14.25'
C24	23.37'	15.00'	89° 15' 29"	S45° 47' 08"E	21.08'
C25	51.52'	49.00'	60° 14' 28"	N52° 23' 37"E	49.18'

Parcel Line Table

Line #	Length	Direction
L1	30.00'	S89° 37' 31"W
L2	50.21'	S01° 11' 11"E
L3	71.50'	S45° 46' 21"E
L4	59.89'	N01° 04' 56"W
L5	22.70'	N83° 31' 34"W
L6	68.26'	S01° 12' 09"E
L7	70.00'	N89° 37' 52"E
L8	67.24'	S01° 12' 09"E
L9	60.00'	N88° 48' 49"E
L10	35.95'	S01° 05' 08"E
L11	63.52'	N01° 12' 09"W

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PLAT OF

RIDGELINE SUBDIVISION

BEING TRACT 14 OF CERTIFICATE OF SURVEY NO. 983 AMENDING TRACTS 2B & 13, TRACT 2-C OF CERTIFICATE OF SURVEY NO. 983, TRACT 2 AMENDED AND TRACTS 2-G-1 AND 2-H-1 OF AMENDED TRACTS 2G AND 2H OF PLAT AMENDING TRACT 2-F OF CERTIFICATE OF SURVEY NO. 983, LOCATED IN THE SW 1/4 OF SECTION 10, TOWNSHIP 01 SOUTH, RANGE 25 EAST, P.M.M., CITY OF BILLINGS, YELLOWSTONE COUNTY, MONTANA

PREPARED FOR : TKJ DEVLOPMENTS, LLC

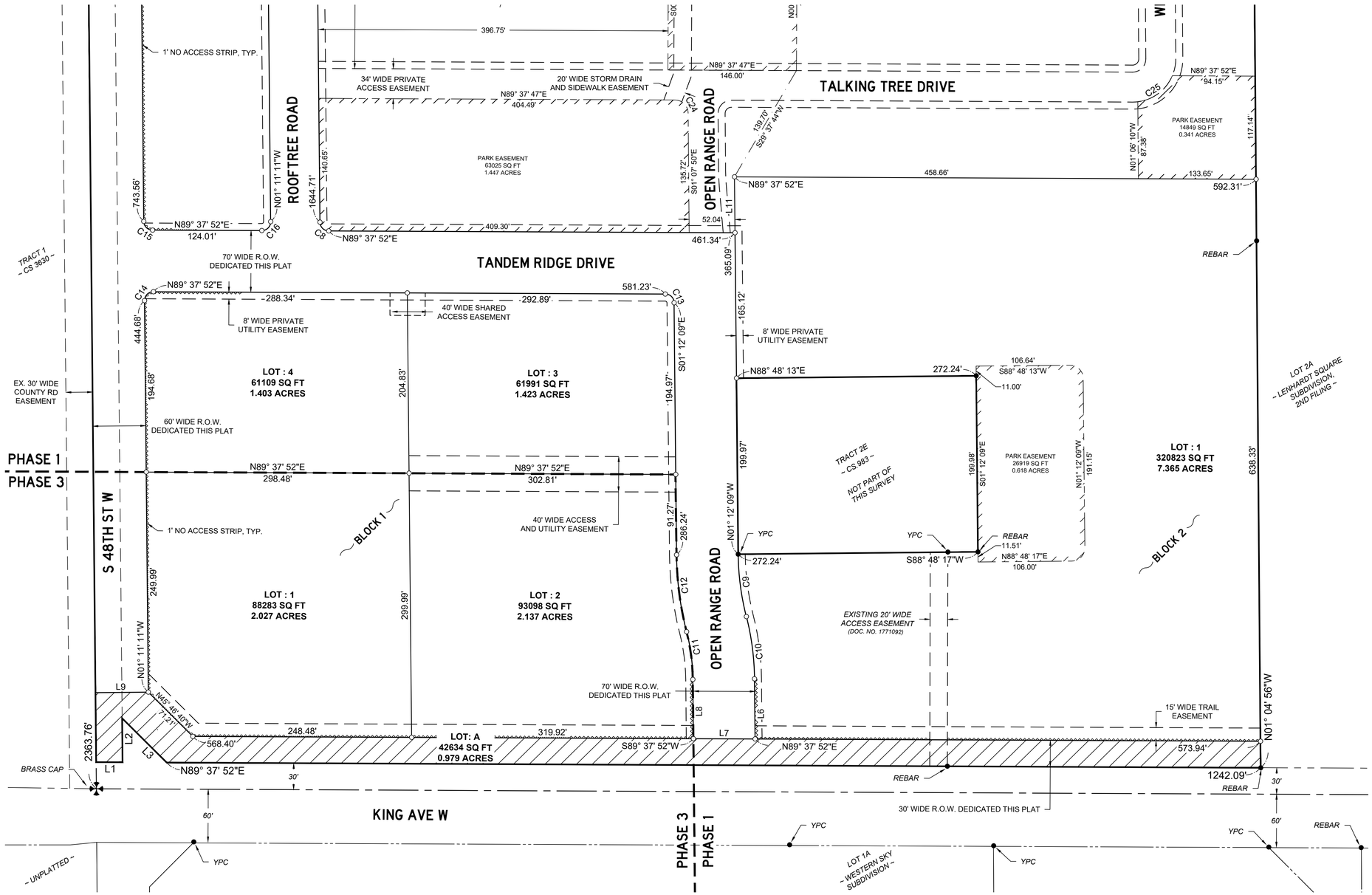
PREPARED BY : PERFORMANCE ENGINEERING, LLC

TOTAL AREA OF SUBDIVISION : ± 65.329 ACRES

MARCH 2023

LEGEND

- FOUND PROPERTY CORNER, AS DESCRIBED
- SET PROPERTY CORNER, 5/8" REBAR W/ PEC CAP
- FOUND SECTION CORNER, AS DESCRIBED
- FOUND QUARTER CORNER, AS DESCRIBED
- CALCULATED CORNER, NOT FOUND/NOT SET
- SURVEY BOUNDARY
- EASEMENT LINE
- PARKLAND BOUNDARY
- PROPERTY LINE
- 1' NO ACCESS STRIP
- *(R XXX.XX')* RECORD DISTANCE



Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	196.37'	1649.65'	6° 49' 13"	N86° 56' 20"W	196.25'
C2	203.50'	1709.65'	6° 49' 12"	N86° 56' 21"W	203.38'
C3	57.51'	1709.59'	1° 55' 39"	N89° 25' 04"W	57.51'
C4	111.36'	1709.59'	3° 43' 56"	N86° 35' 16"W	111.34'
C5	34.63'	1709.59'	1° 09' 38"	N84° 08' 29"W	34.62'
C6	79.50'	1649.62'	2° 45' 40"	N84° 54' 35"W	79.49'
C7	16.56'	10.00'	94° 53' 46"	S46° 15' 42"W	14.73'
C8	15.57'	10.00'	89° 10' 57"	S45° 46' 40"E	14.04'
C9	71.55'	299.20'	13° 42' 03"	S8° 03' 11"E	71.38'
C10	71.55'	299.20'	13° 42' 04"	S8° 03' 11"E	71.38'
C11	54.81'	229.20'	13° 42' 04"	S8° 03' 11"E	54.68'
C12	88.29'	369.20'	13° 42' 03"	S8° 03' 11"E	88.07'
C13	15.56'	10.00'	89° 09' 59"	S45° 47' 09"E	14.04'
C14	15.85'	10.00'	90° 49' 03"	N44° 13' 20"E	14.24'
C15	15.57'	10.00'	89° 10' 57"	S45° 46' 40"E	14.04'
C16	15.85'	10.00'	90° 49' 03"	N44° 13' 20"E	14.24'
C17	15.57'	10.00'	89° 11' 02"	N45° 46' 42"W	14.04'
C18	15.85'	10.00'	90° 48' 58"	S44° 13' 18"W	14.24'
C19	15.57'	10.00'	89° 11' 02"	N45° 46' 42"W	14.04'
C20	15.85'	10.00'	90° 48' 58"	S44° 13' 18"W	14.24'
C21	15.32'	10.00'	87° 45' 54"	S45° 04' 08"E	13.86'
C22	40.24'	1649.64'	1° 23' 52"	S89° 39' 01"E	40.24'
C23	15.85'	10.00'	90° 50' 14"	N44° 13' 56"E	14.25'
C24	23.37'	15.00'	89° 15' 29"	S45° 47' 08"E	21.08'
C25	51.52'	49.00'	60° 14' 28"	N52° 23' 37"E	49.18'

Parcel Line Table			
Line #	Length	Direction	
L1	30.00'	S89° 37' 31"W	
L2	50.21'	S01° 11' 11"E	(R 50.00')
L3	71.50'	S45° 46' 21"E	(R 71.22')
L4	59.89'	N01° 04' 56"W	
L5	22.70'	N83° 31' 34"W	
L6	68.26'	S01° 12' 09"E	
L7	70.00'	N89° 37' 52"E	
L8	67.24'	S01° 12' 09"E	
L9	60.00'	N88° 48' 49"E	
L10	35.95'	S01° 05' 08"E	
L11	63.52'	N01° 12' 09"W	

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SUBDIVISION IMPROVEMENTS AGREEMENT
& WAIVER OF RIGHT TO PROTEST FUTURE SPECIAL IMPROVEMENT DISTRICTS

Ridgeline Subdivision

Table of Contents
(City of Billings)

I.	Variances	2
II.	Property Conditions and Information for Lot Purchasers	3
III.	Transportation	4
	A. Streets	4
	B. Sidewalks And Trails	6
	C. Street Lighting	6
	D. Traffic Control Devices	7
	E. Access	7
	F. Billings Area Bikeways and Trail Master Plan	7
	G. Public Transit	7
IV.	Emergency Service	8
V.	Storm Drainage	8
VI.	Utilities	9
	A. Water	9
	B. Sanitary Sewer	9
	C. Power, Telephone, Gas, and Cable Television	9
VII.	Parks/Open Space	10
VIII.	Irrigation	10
IX.	Soils/Geotechnical Study	10
X.	Phasing of Improvements	10
XI.	Financial Guarantees	10
XII.	Legal Provisions Applying to Subdivider	11

SUBDIVISION IMPROVEMENTS AGREEMENT & WAIVER OF RIGHT TO PROTEST FUTURE SPECIAL IMPROVEMENT DISTRICTS

Ridgeline Subdivision

This agreement is made and entered this _____ day of _____, 20___, by and between **TKJ Development, LLC**, whose address for the purpose of this agreement is **28121st Ave. North, Suite 500, Billings, MT 59101**, hereinafter referred to as "Subdivider," and the **CITY OF BILLINGS**, Billings, Montana, hereinafter referred to as "City."

WITNESSETH:

WHEREAS, at a regular meeting conducted on ____ day of _____, 20___, the Board of Planning recommended conditional approval of a preliminary plat of **Ridgeline Subdivision**; and

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

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

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

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

I. VARIANCES

Subdivider has requested, and the City hereby grants, the following variances by the City Council from the strict interpretation of the City's Subdivision Regulations (Section 23.1101, BMCC):

1. No variances have been requested at this time.

II. PROPERTY CONDITIONS AND INFORMATION FOR LOT PURCHASERS

A. Lot owners will be required to construct that segment of the required sidewalk that fronts their property at the time of lot development. If sidewalk is not constructed within 5 years, the City has the right to construct the sidewalk and assess the property owners. Sidewalks shall be 5-foot boulevard style walk.

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

C. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.

D. No water rights have been transferred to the lot owners. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners.

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

F. The Subdivider and subsequent contractors/builders acknowledge that there is a Stormwater Pollution and Prevention Plan (SWPPP) filed with the city and the Montana Department of Environmental Quality (MDEQ). This SWPPP shall be adhered to during all phases of construction and shall be updated as required by MDEQ under the General Permit for Stormwater Discharges Associated with Construction Activity, Chapter 28, BMCC and the Billings Stormwater Management Manual.

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

III. TRANSPORTATION

A. Streets

All internal access roads, public and private, and site improvements within the subdivision shall be installed in accordance with the City of Billings' street standards. Subdivider will execute a private contract to construct public streets, and curb and gutter within the Subdivision.

Subdivider and City agree that the required street improvements are as follows:

1. Standard curb and gutter will be installed on all of the interior streets being constructed within the Subdivision.

2. All streets will be provided with an asphalt concrete driving surface.

3. A Traffic Impact Study (TIS) has been completed and submitted to City Engineering and the Montana Department of Transportation (MDT) for review and approval prior to final plat. Financial contributions to the future roundabout located at King Avenue West and 48th Street West have been made to MDT and no additional contributions will be required in the future. Construction and/or financial contributions for improvements along King Avenue West and 48th Street West shall be in general accordance with that document and as specifically described herein.

    a. King Avenue West is a Principal Arterial and requires a half right-of-way width of sixty feet. An additional thirty feet shall be dedicated as part of this Subdivision to reach the required right-of-way width.

    b. 48th Street West is an arterial and requires a half right-of-way width of sixty feet. Sixty feet shall be dedicated as part of this Subdivision to reach the required right-of-way width.

    c. Additional right-of-way is being dedicated at the corner of King Avenue West and 48th Street West to accommodate a potential future roundabout as has been agreed upon with MDT.

    d. Open Range Road and Tandem Ridge Drive are classified as commercial access roads and shall be forty-five feet back-of-curb to back-of-curb and be located within a seventy-foot right-of-way.

    e. Roof Tree Road and Trail Ridge Drive are classified as residential access roads and shall be thirty-four feet back-of-curb

to back-of-curb and be located within a fifty-six-foot right-of-way.

f. The Subdivider shall, along their frontage, construct sidewalk, curb and gutter, and a thirty-foot wide asphalt road along Georgina Drive from 48th Street West to the eastern property line of Lot 4, Block 2 of the Subdivision. Additionally, Subdivider shall construct a thirty-foot wide asphalt road from the east property line of Lot 4, Block 2 of the Subdivision, to the west boundary of Certificate of Survey 2063. A sixty-foot right-of-way shall be dedicated for Georgina Drive.

g. No physical surface improvements to 48th Street West are anticipated at this time. In-lieu of construction improvements, the Subdivider shall make a cash contribution to the City of Billings for future improvements to 48th Street West. Said contributions shall be based on one-half of the required surface improvements for a residential street section, including curb and gutter, less a credit for existing surfacing. Subdivider shall construct the multi-use trail, due to this, no cash contribution for sidewalk is required. Said contributions and/or trail construction, shall be made at the time of Phase opening.

h. King Avenue West improvements will be required in conjunction with the development of Phase 2 of the Subdivision. These improvements include the construction of a right turn-lane into Open Range Road. These improvements shall be made at the expense of the Subdivider at the time of development of Phase 2.

i. The Montana Department of Transportation controls the right-of-way for King Avenue West. Any access locations and improvement installation shall be subject to their review and approval.

j. Intersection contributions identified in the Traffic Impact Study are noted herein. Based on the Traffic Impact Study the following intersection contributions shall be paid at the time of opening of each Phase. The intersection participation costs shall be calculated at the time of Phase opening based on the City Engineering Department's current intersection base cost:

    i. Central Avenue and 48th Street West (3.8%)

Based on trip generation estimates from the TIS, the costs associated with, and to be paid by the Subdivider at the time of phase opening is as follows:

- Phase 1 – 1.90%
- Phase 2 - 0.95%
- Phase 3 – 0.95%

ii. Subdivider has made monetary contributions to MDT for a future roundabout at the intersection of 48th Street West and King Avenue. Contributions were derived from the TIS based on the development's proportional share for traffic impacts. No future contributions are required.

B. Sidewalks And Trails

1. Individual lot owners will be responsible for the construction of the sidewalks within public right-of-way or easements adjacent to or through their lot at the time of lot construction and shall be included in each building permit.

2. Multi-use paths shall be 10-feet wide with corner intersection handicap ramps and aprons. Multi-use trails for Phases 1 and 2 shall be constructed by the Subdivider, within the private contract, at the time of each phase opening. Construction of the multi-use trail in Phase 3 shall be completed by the lot owner at the time of lot development. A multi-use path shall be required to be constructed along 48th Street West and King Avenue West. Maintenance of the multi-use paths will be the responsibility of the HOA.

3. Sidewalks shall be 5-foot wide with a minimum 5-foot boulevard planting strip between the sidewalk and the curb at corner intersection handicap ramps and aprons.

4. Subdivider will install, within the private contract, corner intersection handicap ramps and aprons.

5. Subdivider to install sidewalks and trails fronting parkland/open space areas. Additionally, Subdivider shall install sidewalk along Open Range Road fronting Tract 2E of C.O.S. 983.

C. Street Lighting

No street lighting is proposed for the development; however, street lighting is included in the waiver of right to protest.

D. Traffic Control Devices

The Traffic Impact Study completed and submitted to City Engineering and the Montana Department of Transportation for review prior to final plat indicates intersection improvements are warranted at the intersection King Avenue West and 48th Street West. The Montana Department of Transportation will construct a roundabout at the intersection at a future date. The Subdivider has dedicated right-of-way and made monetary contributions towards the future roundabout. No additional contributions will be required in the future.

Street name signs for streets within the Subdivision, or located immediately adjacent thereto, shall be furnished and installed by the subdivider in accordance with the specifications of the City of Billings standards.

E. Access

The Subdivision will be accessed by way of internal roads and driveway approaches as approved by the Montana Department of Transportation and the City of Billings. There will be three accesses off 48th Street West and a single access off King Avenue West. Open Range Road will provide public access off King Avenue West with allowable turning movements as approved by Montana Department of Transportation. Tandem Ridge Drive and Trail Ridge Drive will access onto 48th Street West. An additional internal road access point to 48th Street West will be provided via the existing Georgina Drive.

Road improvements along King Avenue West and 48th Street West, including a roundabout at the intersection, are anticipated at an unknown future date. To facilitate the movement of traffic leaving the subdivision in the interim, Tandem Ridge Drive shall be allowed full turning movements. At the time of redevelopment of 48th Street West and the installation of a roundabout, approaches within 1,000 feet of the 48th Street West and King Avenue West intersection will be restricted to a maximum of three-quarter (¾) access turning movements as determined by City Engineering.

F. Billings Area Bikeways and Trail Master Plan

The proposed subdivision is within the planning area for the Billings Area Bikeway & Trail Master Plan. The Trail Plan indicates a proposed multi-use path along the north side of King Avenue West and the east side of 48th Street West. Portions of the 10-foot multi-use path shall be constructed by the Subdivider, within a private contract, at the time of phase development.

G. Public Transit

MET Transit provides service along King Avenue West with the closest route at the intersection of King Avenue West and Montana Sapphire Drive,

approximately 0.5 miles east of the Subdivision. No improvements are required to ensure public transit service.

IV. EMERGENCY SERVICE

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

At a minimum, the following is required:

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

V. STORM DRAINAGE

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

Where not contained within street rights-of-way, public storm drainage facilities will be located within public easements or on public property.

Subdivider shall install dry storm forcemain pipe from the primary storm drain retention facility located in the park on the north side of Tandem Ridge Drive to the drain ditch along 48th Street West. This pipe can be utilized in the future to drain the retention facilities with a pumping system.

Maintenance of the developments storm retention facilities shall be the responsibility of the Home Owners Association(s).

VI. UTILITIES

The Subdivision Improvements Agreement does not constitute an approval for extension of or connection to water mains and sanitary sewers. The property owner shall make application for extension/connection of water mains and sanitary sewers to the Public Works Department – Engineering Division. The extension/connection of/to water mains and sanitary sewers is subject to the approval of the applications and the conditions of approval. Applications shall be submitted for processing prior to the start of any construction and prior to review and approval of any project plans and specifications.

The Subdivider, and future owners, acknowledge that the subdivision shall be subject to the applicable System Development Fees in effect at the time new water and/or sanitary sewer service connections are made.

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

A. Water

The Subdivision will be served by extending 24-inch water main along King Avenue West to 48th Street West. The Subdivider has the option to enter into a compensation agreement with the City to pay the difference in the upsizing of a 12-inch main to a 24-inch. The Subdivider will be required to construct a public 12-inch water main from King Avenue West through the Subdivision to the intersection of 48th Street West and Georgina Drive to be located in a public easement or public right-of-way.

B. Sanitary Sewer

The Subdivision will be served by extending sanitary sewer main along King Avenue West to Open Range Road. The City sewer master plan does not require the extension of sewer along King Avenue West past Open Range Road and therefore it will be terminated at this point. The Subdivider will be required to provide a cash contribution for half of the cost of installation of a 12-inch sanitary sewer main extension in 48th Street West for the extent of the property.

C. Power, Telephone, Gas, and Cable Television

All telephone, gas, electrical power, and cable television lines within the public right-of-way shall be installed prior to surface improvements. 8-foot utility easements are provided along the front lot lines of selected lots for utility services as shown on the plat.

VII. PARKS/OPEN SPACE

Parkland/open space requirements will be met via private parkland/open space areas. The subdivision regulations require 11% of the net residential lot area be provided as parkland/open space area which equates to 5.313 acres. A total of 5.315 acres of parkland/open space is provided.

All parkland spaces within the subdivision will be private. Private parkland areas will be constructed by the Subdivider and maintained by the Home Owners Association(s).

VIII. IRRIGATION

No water rights have been transferred to the lot owners. Irrigation ditches that exist near this development are for the benefit of other properties. Ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners.

IX. SOILS/GEOTECHNICAL STUDY

A geotechnical investigation was performed for the area and can be obtained from the City Engineering Department office.

X. PHASING OF IMPROVEMENTS

The Subdivision is proposed to be constructed in phases as defined below. Public improvements associated with these phases shall be constructed or monetarily guaranteed prior to opening the phase.

Phase 1: Lots 3-4, Block 1; Lots 1-2, Block 2; and Lot 1, Block 3.

Phase 2: Lots 3-8, Block 2 and Lot 1, Block 4. Proposed opening in 2028.

Phase 3: Lots 1-2, Block 1. Proposed opening in 2028.

XI. FINANCIAL GUARANTEES

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

XII. LEGAL PROVISIONS APPLYING TO SUBDIVIDER

A. Subdivider agrees to guarantee all public improvements for a period of two years from the date of final acceptance by the City of Billings.

B. The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.

C. The covenants, agreements, and all statements in this Agreement run with the land and apply to and shall be binding on the heirs, personal representatives, successors, assigns and transferees of the respective parties.

D. In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.

E. Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.

F. Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

"SUBDIVIDER" *TKJ Development, LLC*

By: Kelly P Coleman

Its: Managing Member

STATE OF MONTANA)
: ss
County of)

On this 17 day of May, 2023, before me, a Notary Public in and for the State of Montana, personally appeared Kelly P Coleman, known to me to be the Managing member of *TKJ Development, LLC*, who executed the foregoing instrument and acknowledged to me that he/she executed the same.

TAMARA FRANK
NOTARY PUBLIC for the
State of Montana
Residing at Laurel, Montana
My Commission Expires
December 2, 2026

Tamara Frank
Notary Public in and for the State of Montana
Printed Name: TAMARA FRANK
Residing at: Laurel MT
My commission expires: 12-02-2026

This agreement is hereby approved and accepted by the City of Billings, this ____ day of _____, 20___.

"CITY"
CITY OF BILLINGS
MONTANA

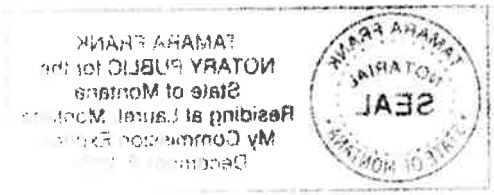
By: _____
Mayor

Attest: _____
City Clerk

STATE OF MONTANA)
: ss
County of Yellowstone)

On this _____ day of _____, 20___, before me, a Notary Public in and 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: _____



Waiver of Right to Protest
FUTURE SPECIAL IMPROVEMENT DISTRICTS

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

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

This Waiver is in addition to any other recorded waiver related to the property described herein and is not intended to replace, supersede, or invalidate any such waiver.

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

Ridgeline Subdivision

Signed and dated this 17 day of May, 2023

TKJ Development, LLC

By: Kelly P Coleman

Its: Managing Member

STATE OF MONTANA)
: ss
County of)

On this 17 day of May, 2023, before me, a Notary Public in and for the State of Montana, personally appeared Kelly P Coleman, known to me to be the managing member of *TKJ Development, LLC*, who executed the foregoing instrument and acknowledged to me that he/she executed the same.

TAMARA FRANK NOTARIAL SEAL STATE OF MONTANA

TAMARA FRANK
NOTARY PUBLIC for the
State of Montana
Residing at Laurel, Montana
My Commission Expires
December 2, 2026

Tamara Frank

Notary Public in and for the State of Montana
Printed Name: TAMARA FRANK
Residing at: Laurel MT
My commission expires: 12-02-2026

CITY OF
Billings
MAYOR'S OFFFICE

Bill Cole, Mayor
P.O. Box 1178
Billings, MT 59103
P 406.657.8296
F 406.657.8390

December 20, 2021

Kelly Coleman
P.O. Box 1555
Billings, MT 59103

Dear Applicant:

On December 20, 2021, the Billings City Council conditionally approved the preliminary plat of Ridgeline Subdivision, subject to the following conditions of approval:

1. To protect public health and safety, prior to final plat approval, the applicant will submit all drawings and specifications for water systems, sewer systems and stormwater systems to the City of Billings Engineering Department for review and approval prior to installation.

2. To protect public health and safety, prior to final plat approval, the applicant will submit all drawings and specifications for fire hydrants and their locations to the City of Billings Fire Department for review and approval prior to installation.

3. To minimize the effects on local service, prior to final plat approval, the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.

4. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.

5. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Should you have any questions please contact Dave Green at (406) 247-8666 or by email at greend@billingsmt.gov

Sincerely,

William A. Cole

William A. Cole, Mayor

pc: Performance Engineering

City Council Regular

Date:	06/12/2023
Title:	Cemetery Fee Increase
Presented by:	Brandon Schmidt
Department:	Parks/Rec/Public Lands
Presentation:	No
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends approval of proposed Mountview Cemetery fee increases.

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

Since the last Mountview Cemetery fees adjustment, the cemetery budget has increased $61k, from $426,251 to $487,146. This increase can primarily be attributed to rising personnel cost, as well as an increase to equipment and maintenance costs. It is estimated that adopting the proposed fee schedule will increase cemetery revenue by $30k annually.

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

Increasing Cemetery fees will decrease General Fund budget requirement

SUMMARY

According to the Bureau of Labor Statistics CPI inflation calculator, inflation has gone up by 16% since the last cemetery fee increase occurred in July 2020 (RES 20-10893). In order to mitigate rising cost of operating/maintaining Mountview Cemetery, recommend price increase across all services by 16%.

SUMMARY

According to the Bureau of Labor Statistics CPI inflation calculator, inflation has gone up by 16% since the last cemetery fee increase occurred in July 2020 (RES 20-10893). In order to mitigate rising cost of operating/maintaining Mountview Cemetery, recommend price increase across all services by 16%.

Attachments

RES 20-10893
Cemetery Fee Comparisons
Proposed Resolution v2
Montana Municiple Cemetery Fee Comparisons

RESOLUTION 20-10893

A RESOLUTION REVISING FEES FOR PURCHASE OF GRAVESITES AND NICHES, AND FEES FOR SETUP AND OTHER SERVICES IN THE CITY OF BILLINGS MOUNTVIEW CEMETERY; REPEALING RESOLUTION 16-10569

WHEREAS, the City of Billings provides for the purchase of gravesites, niches, setup, and other services in the City of Billings Mountview Cemetery; and

WHEREAS, all cemetery fees and prices are established by City Council resolution as required by Section 8-334(f), BMCC; and

WHEREAS, fees were last set in July 1, 2016. The cost of providing services continually increases necessitating fee adjustments; and

WHEREAS, Resolution 16-10569 is hereby repealed.

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

1. The price for graves and niches in the Mountview Cemetery, which include a thirty-five percent (35%) perpetual care cost, are:

a. Full size traditional grave	$855.00
b. Cremation section grave	$475.00
c. Section 12 grave	$1,455.00
d. Infant section grave	$310.00
e. Landmark Columbarium	
i. Row D single niche	$1,210.00
ii. Row C single niche	$1,150.00
iii. Row B single niche	$1,090.00
iv. Row A single niche	$1,030.00
f. Urn Columbaria North and South	
i. Row A & N single niche	$615.00
ii. Row B & M single niche	$640.00
iii. Row C & L single niche	$670.00
iv. Row D & K single niche	$700.00
v. Row E-J single niche	$735.00
vi. Row B & M companion niche	$990.00
vii. Row C & L companion niche	$1,045.00
viii. Row K & K companion niche	$1,095.00
ix. Row E-J companion	$1,155.00
g. Simplicity Columbarium	

i.	Row A single niche	$1,155.00
ii.	Row A companion niche	$1,400.00
iii.	Row B single niche	$1,130.00
iv.	Row B companion niche	$1,270.00
v.	Row C single niche	$1,100.00
vi.	Row D single niche	$1,070.00
vii.	Row E single niche	$1,040.00

2. Opening, closing and setup for a full size traditional grave shall include a lowering device and tent. A discount shall be issued, except in the mausoleum, when a tent is impractical to set up for all ground burials. The opening, closing and setup for cremations and infant burials do not include a lowering device, but do include artificial turf, tent and a stand for either the baby casket or urn. The fees for opening, closing and setups during normal business hours are:

a.	Full size traditional setup	$550.00
b.	Cremation burial setup	$380.00
c.	Infant burial setup	$325.00
d.	Columbarium setup	$225.00

3. The normal cemetery business hours for burial services are from 9:00 AM to 3:30 PM, Monday through Friday. For burial services that start after 3:30 PM on Monday through Friday or after 2:00 PM on Saturday, a late overtime fee of $325 will be charged. The minimum late overtime charge is $325.

   Normal Saturday overtime fees will be charged for burials scheduled between 9:00 AM and 2:00 PM and they are:

a.	Saturday traditional setup	$1,130.00
b.	Saturday cremation burial setup	$785.00
c.	Saturday infant burial setup	$625.00
d.	Saturday columbarium setup	$290.00

4. The Veteran Sections of the cemetery are special purpose areas. For that reason the city does not make a charge for the grave or niche space, but other charges are issued to compensate for opening, closing, setup, tent, curbing, engraving of the columbarium and flower container. The fees for burial or inurnment in the veteran section are:

a.	Traditional Veteran burial setup	$805.00
b.	Saturday traditional Veteran burial	$1,385.00
c.	Cremation Veteran burial setup	$635.00
d.	Saturday cremation Veteran burial	$1,040.00
e.	Veteran Columbarium setup	$540.00
f.	Saturday Veteran Columbarium setup	$590.00

5. Other charges made for services provided by the cemetery are:

a.	Requested tent setup	$135.00

b.	Tent discount for traditional setup	$50.00
c.	Flower container	$45.00
d.	Disinterment of casket and vault	$1,300.00
e.	Disinterment from mausoleum	$640.00
f.	Disinterment of buried urn	$545.00
g.	Disinterment of infant grave	$545.00
h.	Veteran curbing	$210.00
i.	Direct burial urn	$240.00
j.	Direct burial casket	$450.00

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the 13th day of July, 2020.

CITY OF BILLINGS

By: William A Cole
William A. Cole, Mayor

ATTEST:

By: Denise R. Bohlman
Denise R. Bohlman, City Clerk

Mountview Cemetery Fees as of July 1, 2016

1. The prices for graves and niches in the Mountview Cemetery which include a thirty-five per cent (35%) perpetual care cost, are:

a. Full size traditional grave	$765.00
b. Cremation section grave	$430.00
c. Baby section grave	$280.00
d. Landmark Columbarium	
(1) Row D single niche	$1,105.00
(2) Row C single niche	$1,050.00
(3) Row B single niche	$990.00
(4) Row A single niche	$935.00
e. Urn Columbaria North and South	
(1) Rows A & N single niche	$560.00
(2) Rows B & M single niche	$575.00
(3) Rows C & L single niche	$605.00
(4) Rows D & K single niche	$630.00
(5) Rows E thru J single niche	$665.00
(6) Rows B & M companion	$880.00
(7) Rows C & L companion	$960.00
(8) Rows D & K companion	$995.00
(9) Rows E thru J companion	$1,050.00
f. Simplicity Columbarium	
(1) Row A single niche	$1,050.00
(2) Row A companion niche	$1,275.00
(3) Row B single niche	$1,025.00
(4) Row B companion niche	$1,150.00
(5) Row C single niche	$1,025.00
(6) Row D single niche	$970.00
(7) Row E single niche	$940.00
g. Section 12 traditional grave	$1,320.00

2. Opening, closing and setup for a full size traditional grave shall include a lowering device and tent. A discount shall be issued, except in the mausoleum, when a tent is impractical to set up for all ground burials. The opening, closing and setup for cremations and infant burials do not include a lowering device, but do include artificial turf, tent and a stand for either the baby casket or urn. The fees for opening, closing and setups during normal business hours are:

a. Full size traditional setup $495.00

b. Cremation burial setup $360.00

c. Infant burial setup $295.00

d. Columbarium setup $190.00

3. The normal cemetery business hours for burial services are from 9:00 AM to 4:00 PM, Monday through Friday. For burial services that start after 4:00 PM on Monday through Friday or after 2:00 PM on Saturday, a late overtime fee of $300 will be charged. The minimum late overtime charge is $300.

A normal Saturday overtime fee will be charged for burials scheduled between 9:00 AM and 2:00 PM and they are:

a. Saturday traditional setup $1,030.00

b. Saturday cremation burial setup $715.00

c. Saturday infant burial setup $560.00

d. Saturday columbarium setup $290.00

4. The Veteran Sections of the cemetery are special purpose areas. For that reason the city does not make a charge for the grave or niche space, but other charges are issued to compensate for opening, closing, setup, tent, curbing, engraving of the columbarium and flower container. A veteran's cremains may ~~not~~ be buried in a traditional full size veteran grave. The fees for burial or inurnment in the veteran section are:

a. Traditional veteran burial setup $715.00

b. Saturday traditional veteran burial $1,250.00

c. Cremation veteran burial setup $580.00

d. Saturday cremation veteran burial $935.00

e. Veteran Columbarium setup $485.00

f. Saturday Veteran Columbarium setup $535.00

5. Other charges made for services provided by the cemetery are:

a. Requested tent setup $120.00

b. Discount of tent for traditional setup $45.00

c. Flower Container $35.00

d. Disinterment of casket and vault $1,165.00

e. Disinterment from mausoleum	$580.00
f. Disinterment of buried urn	$495.00
g. Disinterment of infant grave	$495.00
h. Veteran Curbing	$185.00

Description	2020 Fee	Recommended Fee 2023	notes	Sunset Memorial Cost	Yellowstone Valley Memorial park	Terrace Gardens	Holy Cross Cemetery	Calvary Cemetery
Graves:						***Graves:***		
Full size traditional grave	$ 855.00	$ 990.00		$4995-$1245	$2116-$1086	$765	$900-$1200	$900
Cremation section grave	$ 475.00	$ 550.00		$600	$690-$529	$445	$500	$750
Section 12 grave	$ 1,455.00	$ 1,650.00						
Infant grave	$ 310.00	$ 360.00			$443	$590		
Landmark Columbarium:						***Cremation Niches:***		
Row D	$ 1,210.00	$ 1,400.00	Prices includes weekday,		$3,590			
Row C	$ 1,150.00	$ 1,330.00	business hour opening/closing		$3,590			$1,250
Row B	$ 1,090.00	$ 1,260.00	fee. One (1) flower conatiner		$2,992			
Row A	$ 1,030.00	$ 1,200.00	available for $50.		$2,992			
Urn Columbaria North and South:								
A & N Single	$ 615.00	$ 710.00						
B & M Single	$ 640.00	$ 740.00	Prices for N/S niches includes			All cremation niches		
C & L Single	$ 670.00	$ 780.00	opening/closing cost for a			are $2370		
D & K Single	$ 700.00	$ 810.00	weekday busness hour opening.					
E-J Single	$ 735.00	$ 850.00	It also includes and urn and					$2,200
B & M Comp	$ 990.00	$ 1,150.00	bronze name plate. No flower					
C & L Comp	$ 1,045.00	$ 1,210.00	container available.					
D & K Comp	$ 1,095.00	$ 1,270.00						
E - J Comp	$ 1,155.00	$ 1,340.00						
Simplicity Columbarium:						***Simplicity Columbarium:***		
Row A Single	$ 1,155.00	$ 1,340.00						
Row A Comp	$ 1,400.00	$ 1,620.00	Prices for glass front niches					
Row B Single	$ 1,130.00	$ 1,310.00	includes weekday, business hour					
Row B Comp	$ 1,270.00	$ 1,470.00	opening/closing fee for two (2)					
Row C Single	$ 1,100.00	$ 1,280.00	urns. One (1) flower conatiner					
Row D Single	$ 1,070.00	$ 1,070.00	available for $145.					
Row E Single	$ 1,040.00	$ 1,040.00						
Business Hour Opening/Closing Fee:						***Business Hour Opening/Closing Fee:***		
Full size traditional setup	$ 550.00	$ 640.00		$950	$1,125	$650	$650	$650
Cremation burial setup	$ 380.00	$ 440.00		$620	$545	$350	$400	$350
Infant burial setup	$ 325.00	$ 380.00		$950	$635	$650	$650	$650
Columbarium setup	$ 225.00	$ 260.00			included in price	included in price		included in price
Overtime charge outside of business hours	$ 325.00	$ 380.00						
Saturday Setup Fees:						***Saturday Setup Fees:***		
Full size traditional setup	$ 1,130.00	$ 1,245.00		$1,200	$1,470	$800	$800	
Cremation burial setup	$ 785.00	$ 865.00		$820	$890	$500	$600	
Infant burial setup	$ 625.00	$ 690.00		$1,200	$980	$800	$800	
Columbarium setup	$ 290.00	$ 320.00			$345			
Veteran Section Fees:						***Veteran Section Fees:***		
Full size traditional setup	$ 805.00	$ 805.00						
Saturday full size traditional setup	$ 1,385.00	$ 1,385.00	Cost includes Opening/closing,					
Cremation burial setup	$ 635.00	$ 635.00	flower container, curbing					
Saturday cremation burial setup	$ 1,040.00	$ 1,040.00						
Columbarium setup	$ 540.00	$ 540.00						
Saturday columbarium setup	$ 590.00	$ 590.00	Cost includes opening/closing, flower container, engraving					
Other Charges:						***Other Charges:***		
Tent Rental	$ 135.00	$ 160.00						
Tent discount	$ (50.00)	$ (60.00)						
In Ground Flower container	$ 45.00	$ 50.00						
Brass flower containers for Simplicity Niches	$ 125.00	$ 145.00				$350		
Disinterment casket/vault	$ 1,300.00	$ 1,510.00		$1,900	$2,020			
Disinterment from mausoleum	$ 640.00	$ 750.00						

Disinterment of buried urn	$ 545.00	$ 630.00
Disinterment of infant grave	$ 545.00	$ 630.00
Veteran curbing	$ 210.00	$ 210.00
Direct burial urn	$ 240.00	$ 280.00
Direct burial casket	$ 450.00	$ 520.00
Monument fee - single	$ 35.00	$ 70.00
Monument fee - double	$ 45.00	$ 70.00
Second Rite of Interment		$ 100.00
Polygaurd Atlas Burial Vault		$ 1,000.00
In lieu of vault		$ 500.00
Contract for deed administration fee		$ 75.00

$850	$665			
$1,900	$2,020			
$425				
$425				
$75	$120		$125	$75
$75	$140		$125	$75
$298		$100	$250	
$2,100		$1,500	$925	

RESOLUTION 23-_____

A RESOLUTION REVISING FEES FOR PURCHASE OF GRAVESITES AND NICHES, AND FEES FOR SETUP AND OTHER SERVICES IN THE CITY OF BILLINGS MOUNTVIEW CEMETERY; REPEALING RESOLUTION NO. 20-10893

WHEREAS, the City of Billings provides for the purchase of gravesites, niches, setup, and other services in the City of Billings Mountview Cemetery; and

WHEREAS, all cemetery fees and prices are established by City Council resolution as required by Section 8-334(f), BMCC; and

WHEREAS, fees were last set in July 13, 2020. The cost of providing services continually increases necessitating fee adjustments; and

WHEREAS, Resolution 20-10893 is hereby repealed.

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

1. The price for graves and niches in the Mountview Cemetery, which include a thirty-five percent (35%) perpetual care cost, are:

a. Full size traditional grave	$990.00
b. Cremation section grave	$550.00
c. Section 12 grave	$1,650.00
d. Infant section grave	$360.00
e. Landmark Columbarium	
i. Row D single niche	$1,400.00
ii. Row C single niche	$1,330.00
iii. Row B single niche	$1,260.00
iv. Row A single niche	$1,200.00
f. Urn Columbaria North and South	
i. Row A & N single niche	$710.00
ii. Row B & M single niche	$740.00
iii. Row C & L single niche	$780.00
iv. Row D & K single niche	$810.00
v. Row E & J single niche	$850.00
vi. Row B & M companion niche	$1,150.00
vii. Row C & L companion niche	$1,210.00
viii. Row D & K companion niche	$1,270.00

ix. Row E & J companion $1,340.00

g. Simplicity Columbarium
   i. Row A single niche $1,340.00
   ii. Row A companion niche $1,620.00
   iii. Row B single niche $1,310.00
   iv. Row B companion niche $1,470.00
   v. Row C single niche $1,280.00
   vi. Row D single niche $1,070.00
   vii. Row E single niche $1,040.00

2. Opening, closing and setup for a full size traditional grave shall include a lowering device and tent. A discount shall be issued, except in the mausoleum, when a tent is impractical to set up for all ground burials. The opening, closing and setup for cremations and infant burials do not include a lowering device, but do include artificial turf, tent and a stand for either the baby casket or urn. The fees for opening, closing and setups during normal business hours are:

   a. Full size traditional setup $640.00
   b. Cremation burial setup $440.00
   c. Infant burial setup $380.00
   d. Columbarium setup $260.00

3. The normal cemetery business hours for burial services are from 9:00 AM to 3:00 PM, Monday through Friday. For burial services concluding after 3:00 PM on Monday through Friday or after 2:00 PM on Saturday, a late overtime fee of $380 will be charged. The minimum late overtime charge is $380.

   Normal Saturday overtime fees will be charged for burials between 9:00 AM and concluding by 2:00 PM and they are:

   a. Saturday traditional setup $1,245.00
   b. Saturday cremation burial setup $865.00
   c. Saturday infant burial setup $690.00
   d. Saturday columbarium setup $320.00

4. The Veteran Sections of the cemetery are special purpose areas. For that reason the city does not make a charge for the grave or niche space, but other charges are issued to compensate for opening, closing, setup, tent, curbing, engraving of the columbarium and flower container. The fees for burial or inurnment in the veteran section are:

   a. Traditional Veteran burial setup $805.00
   b. Saturday traditional Veteran burial $1,385.00
   c. Cremation Veteran burial setup $635.00
   d. Saturday cremation Veteran burial $1,040.00
   e. Veteran Columbarium setup $540.00
   f. Saturday Veteran Columbarium setup $590.00

5. Other charges made for services provided by the cemetery are:

a.	Requested tent setup	$160.00
b.	Tent discount for traditional setup	$60.00
c.	Flower container	$50.00
d.	Disinterment of casket and vault	$1,510.00
e.	Disinterment from mausoleum	$750.00
f.	Disinterment of buried urn	$630.00
g.	Disinterment of infant grave	$630.00
h.	Veteran curbing	$210.00
i.	Direct burial urn	$280.00
j.	Direct burial casket	$520.00
k.	Monument permit	$70.00
l.	Second right of internment	$100.00
m.	Burial vault	$1000.00
n.	In lieu of vault	$500.00
o.	Contract for Deed admin fee	$75.00

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the _____ day of _____, 2023.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

Description	2020 Fee	Recommended Fee 2023	notes	Missoula	Great Falls	Bozeman
Graves:					***Graves:***	
Full size traditional grave	$ 855.00	$ 990.00		$819	$650-$1000	$1,672
Cremation section grave	$ 475.00	$ 550.00			$690	$1,254
Section 12 grave	$ 1,455.00	$ 1,650.00				
Infant grave	$ 310.00	$ 360.00		free	$115	$126
Landmark Columbarium:					***Cremation Niches:***	
Row D	$ 1,210.00	$ 1,400.00	Prices includes weekday, business hour opening/closing fee. One (1) flower conatiner available for $50.			$1,001
Row C	$ 1,150.00	$ 1,330.00				
Row B	$ 1,090.00	$ 1,260.00				
Row A	$ 1,030.00	$ 1,200.00				
Urn Columbaria North and South:			Prices for N/S niches includes opening/closing cost for a weekday busness hour opening. It also includes and urn and bronze name plate. No flower container available.			
A & N Single	$ 615.00	$ 710.00		$819	$890-$2330	
B & M Single	$ 640.00	$ 740.00				
C & L Single	$ 670.00	$ 780.00				
D & K Single	$ 700.00	$ 810.00				
E-J Single	$ 735.00	$ 850.00				
B & M Comp	$ 990.00	$ 1,150.00		$1170-$1638	$990-$2780	
C & L Comp	$ 1,045.00	$ 1,210.00				
D & K Comp	$ 1,095.00	$ 1,270.00				
E - J Comp	$ 1,155.00	$ 1,340.00				
Simplicity Columbarium:						
Row A Single	$ 1,155.00	$ 1,340.00	Prices for glass front niches includes weekday, business hour opening/closing fee for two (2) urns. One (1) flower conatiner available for $145.			
Row A Comp	$ 1,400.00	$ 1,620.00				
Row B Single	$ 1,130.00	$ 1,310.00				
Row B Comp	$ 1,270.00	$ 1,470.00				
Row C Single	$ 1,100.00	$ 1,280.00				
Row D Single	$ 1,070.00	$ 1,070.00				
Row E Single	$ 1,040.00	$ 1,040.00				
Business Hour Opening/Closing Fee:					***Business Hour Opening/Closing Fee:***	
Full size traditional setup	$ 550.00	$ 640.00		$585	$980	$843
Cremation burial setup	$ 380.00	$ 440.00		$409	$445	$421
Infant burial setup	$ 325.00	$ 380.00		free	$218	$169
Columbarium setup	$ 225.00	$ 260.00			$185	$211
Overtime charge outside of business hours	$ 325.00	$ 380.00		$398		
Saturday Setup Fees:					***Saturday Setup Fees:***	
Full size traditional setup	$ 1,130.00	$ 1,245.00		$983-$1258	$1095-$1165 + OT	$1,212
Cremation burial setup	$ 785.00	$ 865.00		$807-$1082	$583-$512 + OT	$601
Infant burial setup	$ 625.00	$ 690.00		$398-$673	$272-$327 + OT	$242
Columbarium setup	$ 290.00	$ 320.00			$260-$338 + OT	$316
Veteran Section Fees:					***Veteran Section Fees:***	
Full size traditional setup	$ 805.00	$ 805.00	Cost includes Opening/closing, flower container, curbing			
Saturday full size traditional setup	$ 1,385.00	$ 1,385.00				
Cremation burial setup	$ 635.00	$ 635.00				
Saturday cremation burial setup	$ 1,040.00	$ 1,040.00				
Columbarium setup	$ 540.00	$ 540.00				

Saturday columbarium setup	$ 590.00	$ 590.00	Cost includes opening/closing, flower container, engraving			
Other Charges:				***Other Charges:***		
Tent Rental	$ 135.00	$ 160.00				
Tent discount	$ (50.00)	$ (60.00)				
In Ground Flower container	$ 45.00	$ 50.00				
Brass flower containers for Simplicity Niches	$ 125.00	$ 145.00				
Disinterment casket/vault	$ 1,300.00	$ 1,510.00		$1,755	$3,200	$2,528
Disinterment from mausoleum	$ 640.00	$ 750.00		$351		
Disinterment of buried urn	$ 545.00	$ 630.00		$702	$825	$1,264
Disinterment of infant grave	$ 545.00	$ 630.00			$1,000	$506
Veteran curbing	$ 210.00	$ 210.00				
Direct burial urn	$ 240.00	$ 280.00				
Direct burial casket	$ 450.00	$ 520.00				
Monument fee - single	$ 35.00	$ 70.00		$117		$32
Monument fee - double	$ 45.00	$ 70.00		$117		$32
Second Rite of Interment		$ 100.00		$468	$150	$316
Polygaurd Atlas Burial Vault		$ 1,000.00		$702	$605	
In lieu of vault		$ 500.00				$737
Contract for deed administration fee		$ 75.00				

City Council Regular

Date:	06/12/2023
Title:	W.O. 23-50 Gabel Road Reconstruction Emergency Resolution
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends that Council adopt a resolution declaring an emergency and grant the City Administrator the signing authority to repair Gabel Road and Hogan Slough.

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

During the storm that Billings experienced June 2nd and 3rd 2023, Hogan Slough was running extremely high due to runoff throughout Yellowstone County. The high level washed out a portion of Gabel Road, east of 27th Street West. Due to the chance for additional rain and the severely reduced drainage through Hogan Slough, the repairs to the culvert need to be made before the road can be repaired and opened to traffic. Additional heavy rain that occurs before the culvert is repaired could cause flooding upstream of the damage. Therefore, it is imperative that repairs can be done as soon as possible to reduce further damage.

Due to the urgency of getting the repair completed, it is the City Staff's recommendation that an emergency resolution be approved. Section 7-5-4302, MCA, requires advertising for competitive bids and accepting the lowest responsive bid. Competitive bidding is impractical because the time to advertise and analyze bids and award a contract would require several weeks before the work could begin. Section 7-5-4303, MCA, allows cities to declare an emergency and waive the requirement for advertising and competitive bidding when ¾ of the Council members present at the meeting declare an emergency.

In addition, City staff is asking to have the City Administrator be given the signing authority to enter into the construction contracts necessary to accomplish the work described in this emergency resolution. While there are still several unknowns about the work that is needed, City staff is anticipating the cost of the work to be approximately $500,000. The actual cost of the work may be more depending on unknown conditions or situations that may be encountered.

ALTERNATIVES

Staff recommends that City Council approve the emergency resolution. There is no viable option that does not create risk for further damage.

FISCAL EFFECTS

The initial estimate for the work is $500,000, although there are many unknown factors that could impact the cost of the work. The work will be completed using street maintenance and storm drain funds.

Attachments

Resolution

RESOLUTION 23-

A RESOLUTION DECLARING AN EMERGENCY/DISASTER AND WAIVING REQUIREMENT FOR REQUEST FOR PROPOSALS

WHEREAS, recent large rainfall amounts caused the Hogan Slough to wash out Gabel Road, a major arterial street in Billings, and the road and Hogan Slough drainage need to be repaired as soon as possible to reduce the imminent risk of further damage to persons or property;

WHEREAS, Section 18-8-203, MCA, and the City's Purchasing Procedures require advanced publishing for Request For Proposals (RFPs) for professional consulting and engineering services;

WHEREAS, Section 18-8-211, MCA, provides that Section 18-8-203, MCA, need not be complied with when the contracting authority makes a finding that an emergency requires the immediate execution of the work involved.

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

1. EMERGENCY/DISASTER DECLARED. Recent large rainfall amounts caused the Hogan Slough to wash out Gabel Road, a major arterial street in Billings, and the road and Hogan Slough drainage need to be repaired as soon as possible to reduce the imminent risk of further damage to persons or property and is therefore declared an emergency.

2. RFPs WAIVED. Due to the ongoing emergency and the need for immediate execution of professional consulting and engineering work involved, advanced publishing for RFPs is waived.

PASSED AND ADOPTED by the City Council of the City of Billings, Montana, on the _____ day of _____, 2023.

CITY OF BILLINGS

By: _____

William A. Cole, Mayor

ATTEST:

By: _____

Denise R. Bohlman, City Clerk

City Council Regular

Date:	06/12/2023
Title:	Zone Change 1023- Wicks Lane and Bitterroot Drive from N1 to NX1- 2nd reading
Presented by:	Karen Husman
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Not Applicable
Project Number:	NA

RECOMMENDATION

Staff recommends the City Council approve on second reading Zone Change 1023 and adopt the findings of the 10 review criteria. On May 22nd, following a public hearing, the City Council voted unanimously in favor of zone change 1023 on first reading.

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

City Zone Change 1023 -- Wicks Lane and Bitterroot Dr -- A zone change request from Mid-Century Neighborhood (N2) to Mixed Residential 1 (NX1) on C/S 515, Parcel 14A1, a 1.11 acre parcel of land.

APPLICATION DATA

OWNER: HWT Const., LLC
LEGAL DESCRIPTION: C/S 515, Parcel 14A1
CURRENT ZONING: N2
EXISTING LAND USE: vacant land
PROPOSED USE: Multi family 4-plexes
SIZE OF PARCEL: 1.111 acres

CONCURRENT APPLICATIONS:

None

SURROUNDING ZONING AND LAND USE:

NORTH: Zoning: N1
Land Use: Residential single
SOUTH: Zoning: N1
Land Use: Residential single family
EAST: Zoning: NX1
Land Use: Residential multi-family (Condo/Townhomes)
WEST: Zoning: N1
Land Use: Residential single family

The proposed zoning would allow development of one to four unit structures at an intersection of two arterial streets. The current zoning of N2 allows one and two unit residential dwellings. There are other multi unit properties in the area and throughout this neighborhood, including Moose Hollow condominium development consisting of six duplex dwellings on the southeast corner of Wicks Lane and Bitterroot Drive. The properties to the north and directly east are single family residential. There two duplex dwellings two parcels east of the subject property. A Master Site Plan review will be required with the number of dwelling units proposed with three structures.

STAKEHOLDERS

Planning staff notified the surrounding owners, published a legal ad and posted the property as required by the zoning regulations. A pre-application neighborhood meeting was held on February 28, 2023, at the East Wesleyan Church at 625 Mattson Lane.

The Zoning Commission conducted a public hearing on May 2, 2023, and received the staff recommendation. There were four residents in attendance, three were speaking in opposition to the recommended zone change and one resident stated that development of the parcel would improve the property including new sidewalks along Bitterroot and Wicks Lane. Stewart Wheeler and Jill Bogas, the two property owners of the adjacent property to the west and south of the subject property (1536 Wicks Lane), were concerned about the potential additional traffic that four multi-

unit structures would generate and concerned about a probability that the trash enclosure and dumpster for the development may be located right next to their property line. Gorden Boese a resident living at 806 Mossman Drive, was concerned that the additional traffic on Wicks Lane would be detrimental to the neighborhood. Doug Wild a resident living at 4712 Audubon Way, was in favor of development on this vacant parcel and said he felt that development of the property would improve the area, including improvements to the intersection at Wicks and Bitterroot, as well as sidewalks. Mr. Wild also pointed out that it can be developed as duplex dwellings under the current zoning potentially having the same impact the proposed development would have.

Zoning Commissioner Goss asked staff for clarification on how many duplexes could be potentially constructed on the lot. Nicole Cromwell, Zoning Coordinator, explained the parcel is just over one acre of land with two arterial street frontages and so could potentially have under the current zone of N2 (in the N2 Zone the number of structures allowed is based on street frontage) up to approximately ten duplexes, however that number of buildings would not be feasible for the lot. She said that it would not likely be an appreciable increase in the possible density on the property, but the new zone would give options for different typ of housing than just a duplex.

Zoning Commission member Trina White made a motion to recommend approval of the zone change and adoption of the findings of the 10 review criteria. The motion was seconded by Zoning Commission member David Goss and was approved on a unanimous vote.

The City Council conducted a public hearing on 1st reading of Zone Change 1023 on May 22, 2023, and received a staff presentation of the Zoning Commission's recommendation. Jeff Wollschlager, agent for the applicant, concurred with staff recommendation and findings. Jeff added that with the Master Site Plan review, they are prepared to comply with all required landscaping and fencing requirements to buffer the adjacent property from the development as well as all other requirements for the development. The public hearing was closed. Council Member Shaw made a motion to approve the zone change and adopt the findings of the 10 review criteria as recommended by the Zoning Commission. The motion was seconded by Council Member Purinton. The motion was approved in a unanimous vote.

ALTERNATIVES

The City Council may:

- Recommend approval and adoption of the findings of the ten review criteria for the Zone Change on 2nd reading; or,
- Recommend denial and adopt different findings of the ten review criteria for the Zone Change on 2nd reading; or,
- Allow the applicant to withdraw their application.

Not approving the second reading would be inconsistent with Council's unanimous action to approve Zone Change 1023 during its May 22nd meeting. Ordinances require passage of two readings. If the second reading is not approved the zone change will not occur.

FISCAL EFFECTS

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

SUMMARY

Prior to any decision the City Council shall consider the following:

1. Is the new zoning designed in accordance with the Growth Policy?
The proposed zone change does conform to the following guidelines of the 2016 Growth Policy:

Strong Neighborhoods:

- Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels
- Neighborhoods that are safe and attractive and provide essential services are much desired

Home Base:

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

Essential Investments

- Infill development and development near existing City infrastructure may be the most cost-effective

The proposed zoning would allow development of a vacant parcel into multifamily housing. The proposed zone is consistent with the City's Growth Policy and increases density without adding a large demand on city services. This will provide additional housing choices and provide a buffer between an arterial intersection and the adjacent residential development to the west and south of the property. Per Section 27-300.D; the NX1 district is intended to continue the character of the first neighborhoods with single-family, two-family, and small-scale multiple-family homes with 3 to 4 units. Multiple-family homes are intended to match the scale of the neighborhood single-family homes with characteristics such as building width, parking and garage location, roof design, and doors and windows on the front facades. The NX1 zone is a preferred zone district along arterial streets in line with this intersection that connects two principal arterial streets at Wicks Lane and Bitterroot Drive.

2. Is the new zoning designed to secure from fire and other dangers?
The new zoning requires minimum build-to zones, open and landscaped areas, and building separations. Section 27-307 under table 27-300.6 outlines the requirements for the required building siting. The new zoning, as do all zoning districts, provides adequate building separations and density limits to provide security from fire and other dangers.

3. Whether the new zoning will promote public health, public safety and general welfare?
Similar to criteria 1: NX1 district is intended to continue the character of the first neighborhoods with single-family, two-family, and small-scale multiple-family homes with 3 to 4 units. Multiple-family homes are intended to match the scale of the neighborhood single-family homes with similar massing characteristics. The proposed zoning (NX1) would allow the owner to ensure development is not intrusive to neighboring property, and still allow compatible uses with the adjacent N2 zoning. NX1 like all zones, requires minimum setbacks to allow for adequate separation between structures and adequate light and air. This parcel is presently vacant therefore any new structure(s) will be required to meet the standards required by Section 27-307 under table 27-300.6. Public health and public safety will be promoted by the proposed zoning.

4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement?
Transportation: The proposed zoning itself will have little impact on the surrounding transportation systems. Impact on traffic will depend on the number of residents and drivers on the site after development. The NX1 Zone is intended to be along arterial corridors. Wicks Lane and Bitterroot Drive are arterial streets designed to handle the potential additional traffic.
Water and Sewer: The property has City water and sewer services. The City Public Utilities has accounted for the possible increase in service demand for water and sewer services on this single infill parcel. The change to NX1 zoning would facilitate a review of the potential impacts of additional residential services.
Schools and Parks: The proposed zoning itself should not affect Schools and parks, this will depend on the family dynamics of new residents. Schools and parks should not be negatively affected by the proposed zoning. The School district had provided no comments on this zone change.
Fire and Police: The subject property is served by city public safety services. The Police and Fire Departments had no concerns with the zone change.

5. Will the new zoning provide adequate light and air?
Similar to criteria 2 and 3, the proposed NX1 zone, like all zones, requires minimum setbacks to allow for adequate separation between structures and adequate light and air. This parcel is presently vacant therefore any new structure(s) will be required to meet the standards required by Section 27-300.6 under the NX1 zone. The proposed zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air.The proposed zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air. Additionally, the new zone requires specific landscaping and bufferyards adjacent to public streets as well as parking lot landscaping enhancing the aesthetic and healthy environment.

6. Will the new zoning effect motorized and non-motorized transportation?
The new zoning itself will not impact motorized and non-motorized transportation. Once developed, there will be minimal increased volume to the transportation network, both motorized and non-motorized. Off-street parking for the units will be provided. Sidewalks will be installed as part of the requirements for developing City lots and maintained for pedestrian connectivity. The two principle arterial streets are designed to easily handle the potential additional traffic.

7. Will the new zoning promote compatible urban growth?
The proposed zoning is compatible with the adjacent zoning and existing urban growth in the vicinity. This area consists of single and multifamily housing, and the NX1 zone will provide compatible residential development. The proposed zoning will allow infill development of an underutilized parcel into desired housing.

8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?
The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. The proposed zoning will allow infill development of a vacant parcel into desired residential growth. The NX1 zone is compatible with the surrounding N2 and is considered suitable for the particular uses. The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. Per Section 27-300.D; the NX1 district is intended to continue the character of the first neighborhoods with single-family, two-family, and small-scale multiple-family homes with 3 to 4 units. Multiple-family homes are intended to match the scale of the neighborhood single-family homes with characteristics such as building width, parking and garages location, roof design, and doors and windows on the front facades. The NX1 zone is a preferred zone district along arterial streets in line with this intersection that connects two principal arterial streets at Wicks Lane and Bitterroot Drive.

9. Will the new zoning conserve the value of buildings?
The proposed zoning will allow infill development of a vacant parcel into desired housing. This is an appropriate location for the zoning to allow additional density that is compatible with adjacent uses. The new zoning is not expected to alter the value of any buildings in the area. Any development of the property will need to meet the site development requirements in the zoning code, including landscaping, screening, building heights and setbacks. A Master Site Plan will be required with the number of units and structures proposed.

10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?
The proposed zoning will allow infill development of a vacant parcel into desired housing growth. This is an appropriate location for the zoning to allow additional density that is compatible with adjacent uses. The parcel directly east across Bitterroot Drive is currently several multifamily structures. The proposed zoning will allow infill development of a vacant parcel into desired housing growth. This is an appropriate location for the zoning to allow additional density that is compatible with adjacent uses.

Attachments

Letter of Opposition - Darrell O. Mann
Zoning Map & Site Photos
Application & Applicant Letter
Neighborhood Meeting Info
History
Site Plan
Ordinance Second reading

(1)

RECEIVED
MAY 09 2023
PLANNING & COMMUNITY SERVICES DEPARTMENT

DATED - 5-8-23

TO, THE BILLINGS, MT PLANNING DIVISION, AND THE BILLINGS, MT CITY COUNSEL.

I DARRELL O. MANN, 1535 WICKS LN, BILLINGS, MT 59105, DO NOT WANT A ZONE CHANGE TO THE PARCEL ACROSS WICKS LN FROM MY HOME, CITY ZONE CHANGE 1023 FROM MID-CENTURY NEIGHBORHOOD (NZ) TO MIXED RESIDENTIAL 1 ([redacted] NX1) ON C/S 515, PARCEL 1441) WICKS + BITTERROOT

REASONS; IN MY OPINION THIS CHANGE will mean, MORE People TO LIVE ON THIS PARCEL. IF A MULTY-MANY FAMILY UNITS ARE Allow TO Be BUILT, I feel THIS will ADD TO THE TRAFFIC AND NOISE PROBLEM THAT HAS Been FOR A LONG TIME, AND STILL ON going even TODAY, I've CALLED THE Billings POLICE TO MONITOR THIS Problem, DISPATCHERS COMMENT - 5-6-23, Well we've GOT A LOT going ON IN Billings, Right NOW. THESE MULTY-FAMILY UNITS seem TO ATTRACK A CRIMINAL TYPE of PERSON OR PERSONS, ARE NOT PROPERLY MAINTAIN INSIDE AND OUTSIDE. IN THE FUTURE will Be AN EYE SORE WITH A BAD REPUTATION, WHICH will Bring DOWN MY Property VALUE, AND HARDER TO Sell. CITY COUNSEL, I SIT IN MY LIVING ROOM, WATCH TV, AND PART OF THE VOICES ON TV I CAN'T Hear, Because of THE Traffic, NOISE, MUSCLE CARS, LOUD TRUCKS, MOTORCYCLES, LITTLE CARS WITH ODD MUFFLERS, ETC, WOULD YOU LIKE THIS?

TURN TO PAGE (2)

(2)

DATED - 5-8-23

Decision

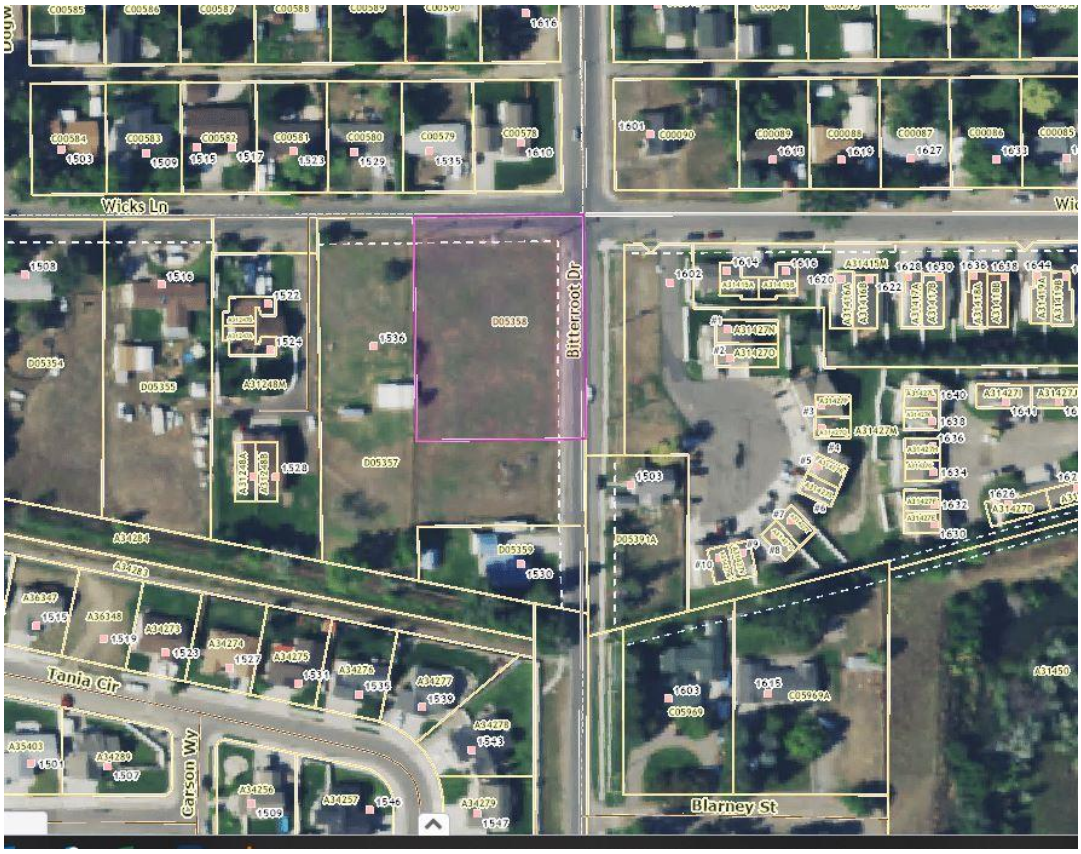
So, IN YOUR [redacted], please don't APPROVE THIS ZONE CHANGE;
WHO: HWT CONSTRUCTION, LLC, JEFF WOISCHLAGER, AGENT
WHAT: CITY ZONE CHANGE 1023 - FROM MID-CENTURY NEIGHBORHOOD (N2) TO MIXED RESIDENTIAL 1 (NX1) ON C/S 515, PARCEL 14A1, (WICKS LN + BITTERROOT) - ANY QUESTIONS, Feel Free TO CONTACT me;

Danell O'Mann
1535 Wicks LN
Billings, MT 59105
406-694-5251

RECEIVED
MAY 09 2023
PLANNING & COMMUNITY SERVICES DEPARTMENT

Zoning Map & Site Photos







South



West on Wicks



South East



North West



East



South west across subject property

APPLICATION FORM

CITY ZONE CHANGE **Billings Zone Change #_____ - Project #_____**

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

Present Zoning N2-MID-CENTURY NEIGHBORHOOD

Proposed Zoning: NX-1- MIXED RESIDENTIAL 1-4 UNITS

TAX ID# D05358 CITY ELECTION WARD 2

Legal Description of Property: COS 515 PARCEL: 14A1

Address or General Location (If unknown, contact City Engineering):

Size of Parcel (Area & Dimensions): 1.111 ACRES

Present Land-Use: VACANT LAND

Proposed Land-Use: MIXED RESIDENTAIL 1-4 UNITS

Covenants or Deed Restrictions on Property: Yes_____ No X

If yes, please attach to application

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

Owner(s): HWT CONSTRUCTION LLC Joshua Tolentino
(Recorded Owner)

(Address)

honoluluwt2013@gmail.com
(Phone Number) (email)

Agent(s): A-Line Drafting and Design, Jeff Wollschlager
(Name)

(Address) 406-321-2280 alinedrafting@gmail.com
(Phone Number) (email)

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

Signature: _____ Date: 02/14/23
(Recorded Owner)

Date Stamp

2-28-23

Wicks and Bitterroot Zone change request.

Subject: C.O.S. 515, PARCEL 14A1, AM (21)

Chairperson of the Board of Adjustment:

We are requesting a Zoning change to said lot positioned on the Southwest corner of Wicks and Bitterroot. We are requesting a zone change from N2 to NX1. The requested Zone change would allow Multifamily living with structure with 1-4 units each. This would be the same zoning as the existing lot across Bitterroot to the East. This lot is located at a busy intersection. This lot with the current zoning requires a Principal Building to have a 10-20 feet front Build to zone. This would not be ideal at a busy intersection for a single family residence. This zone change would allow Three, four-plex structures on this lot. This would create a buffer from the busy intersection and the surrounding N2-Zoning. With a Zone change all requirements of NX-1 Zoning will apply.

Owners Representative



Jeff Wollschlager

A-Line Drafting and Design

406-321-2280

Pre-Application Statement of Owner(s) or Agent(s)

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. **Present Zoning**: N2

2. **Written description of the Zone Change Plan** including existing and proposed new zoning:

   N2 change to NX-1

3. **Subject Property Map**: please attach to this form
4. **Legal Description of Property**:
   COS 515 PARCEL: 14A1

5. **Neighborhood Task Force Area**: Yes /// No . If Yes, Name of Task Force and mailing address of Chairperson: Heights Task Force, Frank Ewalt

6. **Roster of persons who attended the pre-application neighborhood meeting**: please attach to this form
7. **A copy of the meeting notice.** please attach to this form
8. **A brief synopsis of the meeting results including any written minutes or audio recording.** please attach to this form
9. **The undersigned affirm the following:**
   1) The pre-application neighborhood meeting was held on the 28th day of Febuary, 2023.
   2) The zone change application is based on materials presented at the meeting.

Owner (s): Joshua Tolentino Telephone: 406-850-4331

Address: Email: honoluluwt2013@gmail.com

Agent (s): Jeff Wollschlager Telephone: 406-321-2280

Address: Email: alinedrafting@gmail.com

3-2-23

Neighborhood meeting Zoning change request.

PROJECT#: PZX-23-00028

PROPERTY ADDRESS: BITTERROOT DR
TOWNSHIP: 01 N RANGE: 26 E SECTION: 23
CERTIFICATE OF SURVEY: 515 PARCEL: 14A1
FULL LEGAL: S23, T01 N, R26 E, C.O.S. 515, PARCEL 14A1, AM (21)

Neighborhood meeting:

Meeting commenced at 5:10 pm Feb 28th @ 625 Mattson Ln, Billings, MT 59105.

-See attached Attendance list.

I informed the attendants of the zone change request allowing 1-4 unit living structures on this lot with the potential of up to three structures.

Comments:

Wheeler/ Bogas: 1536 Wicks Lane. Immediate neighboring property. Objects to Zone change. Concerned on type of renters. Asked if it will be low-income housing. Will there be background checks. Concerned of number of potential units and demographic of renters. Vehicle parking/traffic was also a concern.

Callahan, Sean: Concerned about parking. Will there be low income or sober living units?

Pam Ellis: Concerned about format of neighborhood meeting letter. It did not say who the owner's are or the representative's business or information. Said she will contact "Nichole" about that.

Shayne Hinz: Mentioned he was just curious.

Jacquilin Garcia, 836 Dorothy Lane: Objects to zoning change not knowing what type of renters will occupy units.

Frank Ewalt: Objected. "No more zoning changes"

Amber Dunn, 832 Dorothy Lane: Objects. "Not next to N2 zoning"

Meet adjourned at 5:35.

Sincerely,



Jeff Wollschlager

Agent/ Representative

2-17-23

Zoning change request.

PROJECT#: PZX-23-00028

PROPERTY ADDRESS: BITTERROOT DR
TOWNSHIP: 01 N RANGE: 26 E SECTION: 23
CERTIFICATE OF SURVEY: 515 PARCEL: 14A1
FULL LEGAL: S23, T01 N, R26 E, C.O.S. 515, PARCEL 14A1, AM (21)

(Southeast corner of the intersection of Wicks and Bitterroot)

To whom it may concern,

A neighborhood meeting is scheduled for the 28th day of February at 5 PM. The location of the meeting will be held at East Wesleyan Church. Located at 625 Mattson Ln, Billings, MT 59105. We are proposing a Zone change from N2-Mid-Century Neighborhood to an NX-1-Mixed residential 1. The zoning change will allow 1–4-unit structures on this lot. We are proposing three structures to be located on this lot.

The purposes of a neighborhood meeting are to: inform neighboring property owners of the details of a proposed development, identify how the developer intends to meet the standards contained in this zoning code, and to allow the applicant to receive preliminary public comment on the proposal.

Sincerely,



Jeff Wollschlager

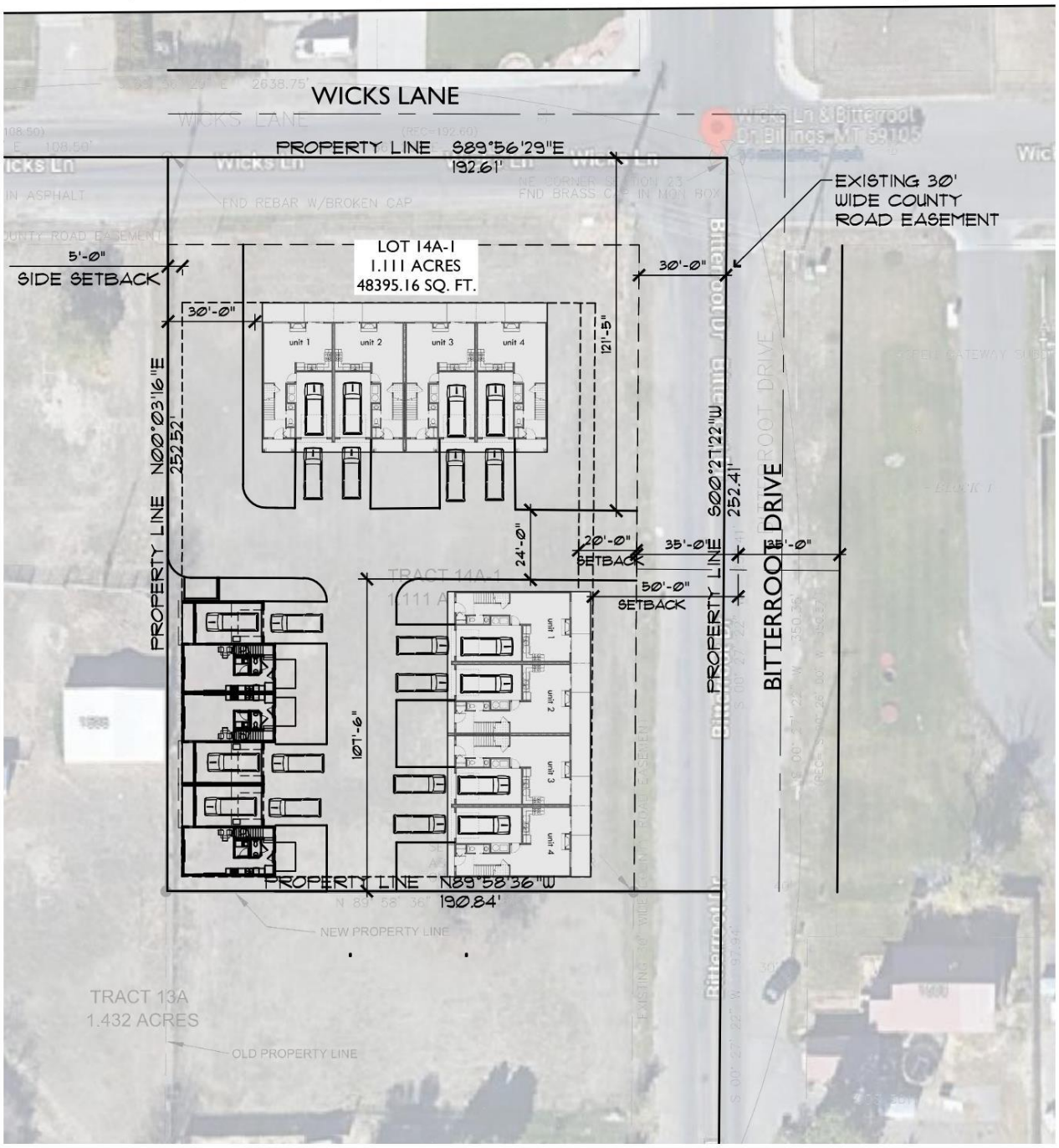
Agent/ Representative

PRE-APP NEIGHBORHOOD MEETING FOR ZONE CHANGE
ATTENDANCE : 2-28/23

NAME	NOTES
Amber Dunn	
STUART wheeler	
JILL Bogas	
Sean Callahan	
Jacque Garcia	
FRANK EWALT	
Pam Ellis	
Shegne Hinz	

Chart of Zoning History

SUBJECT PROPERTY	Application	DATE	FOR	APPROVED (Y/N)	ADDITIONAL DATA
CS 515 Parcel 14A1	NA				
SURROUNDING PROPERTY	**Application**	**DATE**	**FOR**	**APPROVED (Y/N)**	**ADDITIONAL DATA**
636 Logan Lane	County ZC 30	12/1974	R-60 to HC	Y	
1327 Main St	County ZC 68	11/1975	R-60 to HC	Y	Four Seasons Shopping Center
1005 Main St	City ZC 275	11/1979	RMH to HC	Y	Now CX
1001 Main St	City ZC 905	12/2012	RMH to HC	Y	Now CX
1005 Main St	City ZC 910	8/2013	RMH to HC	Y	Now CX
429 Josephine Dr	County ZC 203	9/1978	RMF to CC	Y	Now CX & RMH
430 Josephine Dr	City ZC 490	11/1985	RMF to CC	No	
430 Josephine Dr	City ZC 967	8/2018	RMF to CC	Yes	Now CMU1
491 Hilltop and 811-819 Lake Elmo Dr	City ZC 622	9/1997	RMF to CC	Y	Now CMU1 & NX2
527 Lake Elmo Drive	City ZC 1013	6/2022	N2 to NMU	Y	New office space In existing home


WICKS LANE
PROPERTY LINE S89°56'29"E
192.61'
EXISTING 30'
WIDE COUNTY
ROAD EASEMENT
LOT 14A-1
1.111 ACRES
48395.16 SQ. FT.
5'-0"
SIDE SETBACK
30'-0"
30'-0"
unit 1
unit 2
unit 3
unit 4
121'-5"
PROPERTY LINE N00°03'16"E
252.52'
S00°27'22"W
252.41'
PROPERTY LINE
BITTERROOT DRIVE
24'-0"
20'-0"
SETBACK
35'-0"
35'-0"
50'-0"
SETBACK
TRACT 14A-1
1.111 ACRES
107'-6"
PROPERTY LINE N89°58'36"W
190.84'
NEW PROPERTY LINE
TRACT 13A
1.432 ACRES
OLD PROPERTY LINE

SITE PLAN

ORDINANCE 23-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THE ZONE CLASSIFICATION ON C/S 515 PARCEL 14A1 AMENDED, 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 27-1628, 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.** **C/S 515 Parcel 14A1 Amended,** is presently zoned **Mid-Century Neighborhood (N2),** 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 C/S 515 Parcel 14A1,** is hereby changed from **Mid-Century Neighborhood (N2)** to **Mixed Residential 1 (NX1) on C.O.S. 515, PARCEL 14A1 Amended,** and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining to **Mixed Residential 1 (NX1)** as set out in the Billings, Montana City Code.

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

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

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

PASSED by the City Council on first reading this 22th day of May, 2023.

PASSED, ADOPTED and APPROVED on second reading this 12th day of June, 2023.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1023 – C.O.S. 515, PARCEL 14A1, AM

City Council Regular

Date:	06/12/2023
Title:	Zone Change 1024- Central Ave. N3 to NX1- 2nd reading
Presented by:	Karen Husman
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Not Applicable
Project Number:	PZX-23-00036

RECOMMENDATION

Zoning Commission recommends approval and adoption of the findings of the 10 review criteria for Zone Change 1024. The City Council approved this item on first reading at its meeting on May 22. Approval of second reading is required in order to approve the zone change. Staff recommends City Council approve this item on second reading to be consistent with first reading action.

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

City Zone Change 1024 -- 3100 Block of Central Avenue -- A zone change request from Suburban Neighborhood (N3) to Mixed Residential 1 (NX1) on Central Acres 5th Filling, Block 9, Lot 1, a 13,072 square foot parcel of land. Tax ID: C01861
Presented by Karen Husman, Planner I

APPLICATION DATA

OWNER: Double Deuce Ventures
AGENT: Leona Lee
LEGAL DESCRIPTION: Central Acres 5th Filling, Block 9, Lot 1
CURRENT ZONING: N3
EXISTING LAND USE: Vacant Land
PROPOSED USE: Residential multi-family duplex
SIZE OF PARCEL: 13,072 sf

CONCURRENT APPLICATIONS:

None

SURROUNDING ZONING AND LAND USE:

NORTH: Zoning: N2
Land Use: Residential single family
SOUTH: Zoning: P2
Land Use: Faith Evangelical Church
EAST: Zoning: NX1
Land Use: Residential multi-family (4-unit dwelling)
WEST: Zoning: N3
Land Use: Residential single family

The proposed zoning would allow a vacant parcel to change to NX1 allowing infill development with multifamily housing. There are other similar multi unit properties in the area and throughout this neighborhood, including a four-unit dwelling on the parcel to the east of the subject property, and on the property northeast. Hunters Point apartments is to the southeast. The applicant is proposing construction of the duplex (two-unit dwelling) on the property. The NX1 zone allows 1-4 unit structures.

STAKEHOLDERS

Planning staff notified the surrounding owners, published a legal ad and posted the property as required by the zoning regulations. A pre-application neighborhood meeting was held on March 3, 2023, at the Faith Evangelical Church at 3145 Sweet Water Drive.

The Zoning Commission conducted a public hearing on May 2, 2023, and received the staff recommendation and testimony from the applicant Leona Lee, Double Deuce Ventures. Karen Husman, Planner, said there was a Letter and Petition submitted to staff after the staff report was completed. She explained that there were ten signatures on

the petition, and that none of the ten property owners were within the 150 foot radius requirement for a valid protest petition, so the letter simply was for ten residents opposing the zone change. There were three members of the public who spoke in opposition to the proposed zone change. Jason Tittle a resident living at 22 31st Street West, said he was present to support the four owners of the Meadow Vista Townhome four-plex to the east of the subject property, as well as the property owner directly adjacent the subject property to the west. He said the property owners were in opposition to the zone change, stating concerns that more traffic using the alley would negatively impact the neighborhood who use the alley for access. He explained that their property only has vehicular access from the alley, they do not have access from Central Avenue or from 31st Street West. Toni Donahue, a resident living at 24 31st Street West (also the four-plex to the east), concurred with Jason Tittle. Jerry Voto, a resident living at 3128 Lynn Avenue, said he is the resident that submitted the letter with the petition in opposition to the zone change. He said in addition to the items listed in the letter, the residents who signed the petition were in opposition because the additional traffic would negatively affect their properties on Lynn Avenue. He suggested they build a parking lot on the property to accommodate the shopping center to the west and the multifamily to the east. No other testimony was received.

Zoning Commission member Greg McCall explained that during the process of updating the zoning code, there were discussions about having a zone district only allowing single family housing. He said the discussions were concerning the availability of housing and if it were feasible and appropriate to have a zoning district only allow single family dwellings. He said they eventually settled on the N3 zone to be restricted to single family only. Commissioner Goss stated that there is currently a bill before legislature (Senate Bill 323) that if passed will require all residential zoning districts in the state of Montana to allow multi-family (duplex) housing, and if approved it will eliminate our ability to restrict N3 zones to single family housing. Mr. McCall said N3 zoning is an awkward zone on Cental Avenue and he did not feel a single family would be appropriate for this infill lot. Zoning Commission Member Trina White concurred, and added that this lot would be better suited for a duplex rather than a single family or a four-plex.

Zoning Commission member Trina White made a motion to recommend approval of the zone change and adoption of the findings of the 10 review criteria. The motion was seconded by Zoning Commission member David Goss and was approved on a unanimous vote.

The City Council conducted a public hearing on 1st reading of Zone Change 1023 on May 22, 2023, and received a staff presentation of the Zoning Commission's recommendation. There were no members of the public in attendance to comment on the application. The public hearing was closed. Council member Boyett made a motion to approve the zone change and adopt the findings of the 10 review criteria as recommended by the Zoning Commission. The motion was seconded by Council member Rupsis. The motion was approved on an 11-0 in a unanimous vote from all present members.

ALTERNATIVES

The City Council may:

- Approve Zone Change 1024 as recommended by the Zoning Commission and adopt the findings of the ten review criteria for Zone Change 1024; or,
- Deny Zone Change 1024 and adopt different findings of the ten review criteria for Zone Change 1024; or,
- Delay action on the zone change request for up to 30 days; or,
- Allow the applicant to withdraw the zone change request.

The City Council approved this item on first reading. Approval of second reading is required in order to approve the zone change. The City Council should approve this item on second reading to be consistent with first reading action.

FISCAL EFFECTS

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

SUMMARY

Prior to any decision, the City Council, shall consider the following:

1. Is the new zoning designed in accordance with the Growth Policy?
The proposed zone change does conform to the following guidelines of the 2016 Growth Policy:
Strong Neighborhoods:

- Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels
- Neighborhoods that are safe and attractive and provide essential services are much desired

Home Base:

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

The proposed zoning would allow development of a vacant parcel to be developed into multifamily housing. The proposed zone is consistent with the City's Growth Policy and increases density without adding a large demand on city services. The Growth Policy supports infill development and this parcel would be developed in line with the surrounding neighborhoods. Under the current N3 zone district only single family dwellings are allowed, a change to the NX1 zone will allow development of this vacant parcel into more than one dwelling unit. The applicant is proposing two dwelling units (one duplex dwelling) and would be an appropriate transition from the adjacent fourplex to the east and the single family to the west on this arterial street. The Growth Policy encourages infill development and encourages a mixture of housing choices. The new zone is compatible with the adjacent developed parcels.

2. Is the new zoning designed to secure from fire and other dangers?
The new zoning requires minimum build-to zones, open and landscaped areas, and building separations (found in section 27-307 of the zoning code) The new zoning, as do all zoning districts, provides adequate building separations and density limits to provide security from fire and other dangers.

3. Whether the new zoning will promote public health, public safety and general welfare?
The proposed zoning (NX1) would allow the owner to ensure development is not intrusive to neighboring property and still allow compatible uses with the adjacent N1, N3 and NX1 zoning. The site and structure regulations found in 27-300.6 in the NX1 district promote the minimum standards to ensure public health and safety and promote general welfare. Public health and public safety will be promoted by the proposed zoning.

4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement?
Transportation: The proposed zoning itself will have little impact on the surrounding transportation systems. Impact on traffic will depend on the number of residents and drivers on the site after development. The NX1 Zone is intended to be along arterial corridors. Central Ave. is an arterial street designed to handle the potential additional traffic.
Water and Sewer: The property has City water and sewer services. The City Public Utilities has accounted for the possible increase in service demand for water and sewer services on this single infill parcel. The change to NX1 zoning would facilitate a review of the potential impacts of additional residential services.
Schools and Parks: The proposed zoning itself should not affect Schools and parks, this will depend on the new residents. Schools and parks should not be negatively affected by the proposed zoning. The School district had provided no comments on this zone change.
Fire and Police: The subject property is served by city public safety services. The Police and Fire Departments had no concerns with the zone change.

5. Will the new zoning provide adequate light and air?
Similar to criteria 2 and 3, the proposed NX1 zone, like all zones, requires minimum setbacks to allow for adequate separation between structures and adequate light and air. This parcel is presently vacant therefore any new structure(s) will be required to meet the standards required by Section 27-300.6 under the NX1 zone. The proposed zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air.

6. Will the new zoning effect motorized and non-motorized transportation?
The new zoning itself will not impact motorized and non-motorized transportation. Once developed, there will be minimal increased volume to the transportation network, both motorized and non-motorized, off-street parking for the units will be provided. The sidewalk along the Central Ave. is already in place across the south side of the property, this will be updated and maintained promoting pedestrian safety.

7. Will the new zoning promote compatible urban growth?
The proposed zoning is compatible with the adjacent zoning and existing urban growth in the vicinity. The proposed zoning will allow infill development of an underutilized parcel.

8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?
The proposed zoning will allow infill development of a vacant parcel into desired residential growth. The NX1 zone is compatible with the surrounding N1, N3 and NX1 and is considered suitable for the particular uses. The proposed zoning does consider the character of the district and the suitability of the property for the proposed use.

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

The new zoning is not expected to alter the value of any buildings in the area. Any development of the property will need to meet the site development requirements in the zoning code. For the NX1 zone, this includes building heights, setbacks, and window and door facade coverage.

10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?
The proposed zoning will allow infill development of a vacant parcel into desired housing growth. This is an appropriate location for the zoning to allow additional density that is compatible with adjacent uses. The parcel directly adjacent to the east is a four unit residential dwelling, and there are several other multi unit developed properties in the area. This infill parcel developing as a two unit parcel will encourage an appropriate transition between a parcel developed with a fourplex and a parcel with a single family dwelling.

Attachments

Zoning Map & Site Photos
Application & Applicant Letter
Neighborhood Meeting Information
Opposition Letter
Zoning Ordinance

Zoning Map & Site Photos







North



South



East



West



Southwest towards the Faith Church



Southeast toward Hunter’s Point

APPLICATION FORM

CITY ZONE CHANGE **Billings Zone Change #** 1024 **- Project #** PZX-23-00036

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

Present Zoning N3

Proposed Zoning: NX1

TAX ID# C01861 CITY ELECTION WARD 5

Legal Description of Property: Central Acres Subd 5th filing Block: 9 Lot: 1 S01, T01S, R25E, Block 9 Lot 1

Address or General Location (If unknown, contact City Engineering): East of 3109 Central

Size of Parcel (Area & Dimensions): 105'X125' : 13,072 sq feet

Present Land-Use: Vacant Lot

Proposed Land-Use: Duplex Building

Covenants or Deed Restrictions on Property: Yes_____ No X

If yes, please attach to application

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

Owner(s): Double Deuce Ventures

(Recorded Owner) 4115 Kaitlin Court Billings MT 59101

(Address) 406-697-6665 ddvmt@gmail.com

(Phone Number) (email)

Agent(s): _____

(Name)

(Address)

(Phone Number) (email)

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

Signature: Leona Lee Date: 2-22-2023

(Recorded Owner)

RECEIVED
FEB 22 2023
PLANNING & COMMUNITY SERVICES DEPARTMENT

To whom it may concern

Location of property:

Central Acres Subdivision: Block 9, Lot 1

Vacant lot just off Central Ave and 31st

Double Deuce Ventures is requesting a zoning change from the City of Billings. The current property is zoned, N3 suburban neighborhood, we wish to have it rezoned NX1, mixed residential one.

We are requesting your presence at Faith Evangelical Church on Friday the 3rd of March at 5:30pm.

Meeting location:

Faith E Church

3145 Sweet Water Drive

Billings, Mt 59102

Thank you.

Leona Lee

Double Deuce Ventures

Billings Mt 59101

406-534-3010

Pre-Application Statement of Owner(s) or Agent(s)

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. **Present Zoning**: N3
2. **Written description of the Zone Change Plan** including existing and proposed new zoning:

Change from N3 to NX1 to build duplex

3. **Subject Property Map**: please attach to this form
4. **Legal Description of Property**:

Central Acres Subd 5th Filing Block: 9 Lot: 1
SO1, T01 S, R25 E, Block 9, Lot 1

5. **Neighborhood Task Force Area**: Yes /// No . If Yes, Name of Task Force and mailing address of Chairperson:

6. **Roster of persons who attended the pre-application neighborhood meeting**: please attach to this form
7. **A copy of the meeting notice.** please attach to this form
8. **A brief synopsis of the meeting results including any written minutes or audio recording.** please attach to this form
9. **The undersigned affirm the following:**

1) The pre-application neighborhood meeting was held on the 3rd day of March, 2023

2) The zone change application is based on materials presented at the meeting.

Owner (s): Leona Lee Telephone: 406-697-4970

Address: 4115 Kaitlin Crt Email: aqddvmt@gmail.com
Billings MT 59101

Agent (s): _____ Telephone: _____

Address: _____ Email: _____

To whom it may concern

Location of property:

Central Acres Subdivision: Block 9, Lot 1

Vacant lot just off Central Ave and 31st

Double Deuce Ventures is requesting a zoning change from the City of Billings. The current property is zoned, N3 suburban neighborhood, we wish to have it rezoned NX1, mixed residential one.

We are requesting your presence at Faith Evangelical Church on Friday the 3rd of March at 5:30pm.

Meeting location:

Faith E Church

3145 Sweet Water Drive

Billings, Mt 59102

Thank you.

Leona Lee

Double Deuce Ventures

Billings Mt 59101

406-534-3010

Meeting notes on Central Acres re-zoning meeting

Meeting came to order at 5:30 PM at

Faith E Church

3145 Sweet Water Drive

Billings, Mt 59102

Brian Lee started of the meeting with greeting the parties in attendance. He explained how the current zoning and the proposed zoning. He also mentioned the idea he has for the structure that we are wanting to build on the property.

The friends and neighbors asked questions about the process and how the land would be developed.

We closed the meeting at 6:20 pm.

ZC 1024

APRIL 27, 2023

TO WHO IT MAY CANCERN:

Our protest is with two more rentals units on our block. There are presently two 4plexes on the block, plus another one on St. Johns, on the north side of the block.

Also we have three houses that are rentals and there two more homes that may become rentals when their owners move or die.

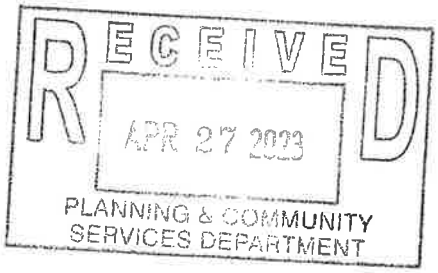
The last item of rentals is the land east of 31st street, between Central and St. Johns streets is already zoned for multiplexes (6 to 10 acres).

Finally, the rental neighbors we already have are NOT NEIGHBORLY. We visit with them when they move onto the block, but they do not return any visits. My wife has given our closest renter with young kids some toys that our grandkids have outgrown, and still no visits or relationships. I have given these neighbors veggies from our garden, not only no thank you, they didn't even open the door. Over the intercom they asked me to just leave them on the step and they would get them later.

RENTAL NEIGHBORS ARE NOT NEIGHBORLY. Not one rental neighbor has visited us or invited us to their home, with one exception. We have install a security system in our home because we do not know who is living in the neighborhood. Yes, we are concern for our welfare, because of all the rentals in the neighborhood.

G. A. Voto

Gerald Voto



RECEIVED
APR 27 2023
PLANNING & COMMUNITY
SERVICES DEPARTMENT

April 17, 2023

To who it may concern;

We the undersign protest the zone change for the property on block 9, lot 1, central acres.

There are two multiplexes and three rentals on the block already. Having another will just increase the use of the alley and increase neighbors who just come and go without being neighborly, (we never know who they are).

We authorize Jerry Voto to speak for us at both meetings, city zoning and city council.

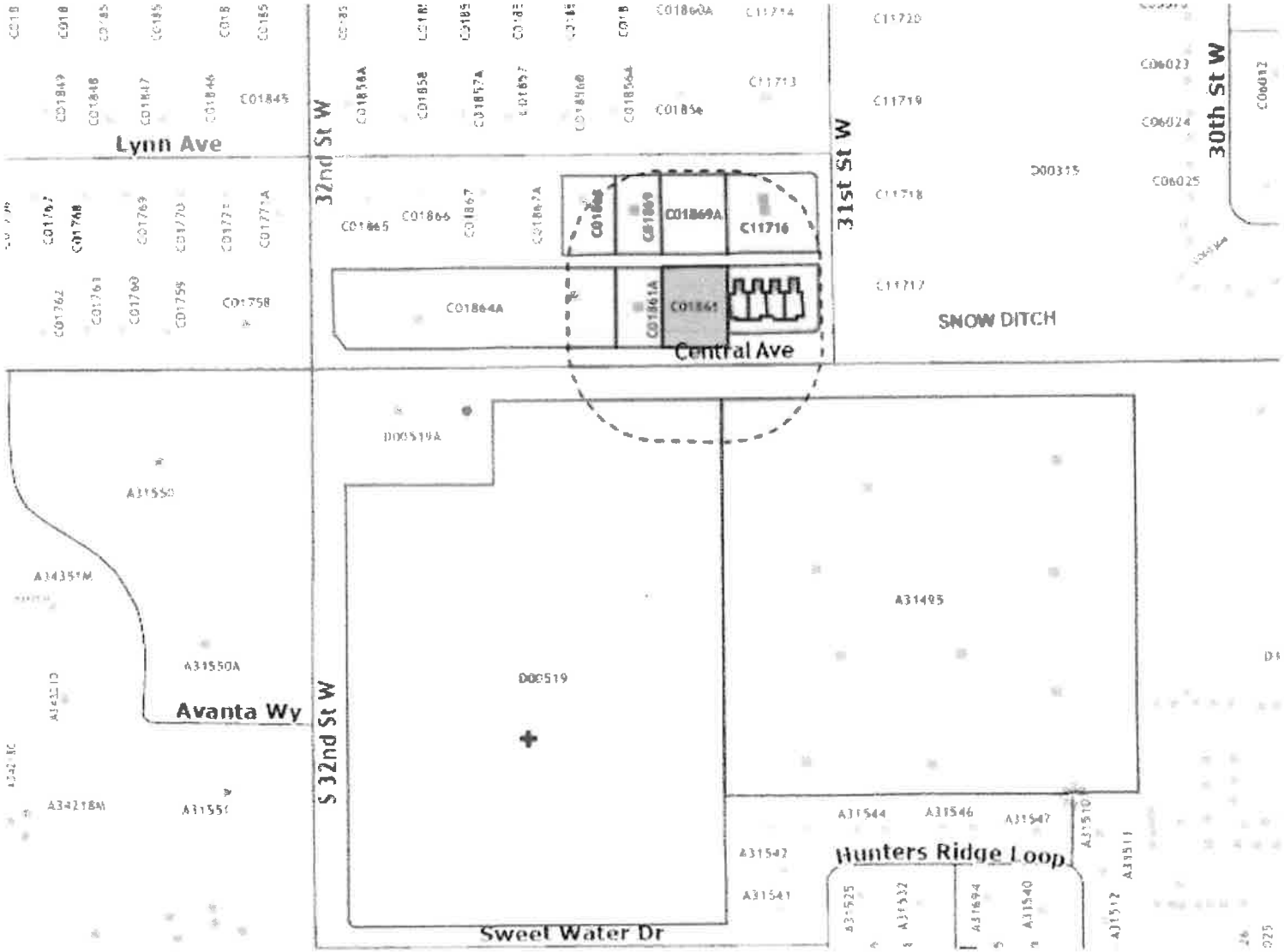
NAME	SIGNATURE	ADDRESS
G. J. VOTO	G. J. Voto	3128 LYNN AVE
F.E. DAHL	F.E. Dahl	3134 Lynn Ave
Bruce O'Banion		3121 Lynn Ave
Jennie Mezich	Fannie Mezich	3135 Lynn Ave.
Marlis Brodsack	M Brodsack	3141 Lynn Ave.
MICHAEL GUY		3144 LYNN AVE
Shawn Johannes		3129 Lynn AVE.
Tiffany Johannes		3129 Lynn Ave.
Corina Zackowski	Corina Zackowski	3115 Lynn Ave
Lois Coey	Lois Coey	3103 Lynn Ave.

10 Signatures

Owner name	Tax Code	Legal Description	Address
CENTRAL AVENUE CENTER LLC	C01864A		3133 CENTRAL AVE
BRADLEY, KYHL T & JENNIFER N	C01861A		3109 CENTRAL AVE
DOUBLE DEUCE VENTURES LLC	C01861		
MEADOW VISTA CONDOMINIUM	C11715M		22 31ST ST W
BERNHARDT, CAROL M & TODD A	C11715		16 31ST ST W
LAVACHEK, KEITH	C11715A		18 31ST ST W
TITTLE, JASON P	C11715B		22 31ST ST W
DONAHUE, TONI M	C11715C		24 31ST ST W
ASPEN GROUP, LLC	C11716		3102 LYNN AVE
WILKERSON, TIFFANY	C01869A		3104 LYNN AVE
SAMEL, GREGORY B	C01869		3110 LYNN AVE
LAURENT T PALMATIER TRUST	C01868		3116 LYNN AVE
FAITH EVANGELICAL CHURCH OF N AMERICA	D00519		3145 SWEET WATER DR
HUNTERS POINTE APARTMENTS LLC	A31495		3040 CENTRAL AVE

14 properties within 150 foot Radius

0 property owners Signatures within 150' area


Lynn Ave
32nd St W
31st St W
30th St W
Central Ave
SNOW DITCH
Avanta Wy
S 32nd St W
Hunters Ridge Loop
Sweet Water Dr
C01869A
C11716
C01864A
C01861
C01861A
D00519
D00519A
A31550
A31550A
A31495
A31544
A31546
A31542
A31541
A31540

ORDINANCE 23-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THE ZONE CLASSIFICATION ON Central Acres 5th Filling, Block 9, Lot 1 & 30' VACATED 31ST STREET WEST, 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 27-1628, 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.** **Central Acres 5th Filling, Block 9, Lot 1 & 30' VACATED 31ST STREET WEST,** is presently zoned **Suburban Neighborhood (N3),** and is shown on the official zoning map within this zone.

Section 3. **ZONE DISTRICT AMENDMENT.** The official zoning map is hereby amended and the zoning for **Central Acres 5th Filling, Block 9, Lot 1 & 30' VACATED 31ST STREET WEST,** is hereby changed from **Suburban Neighborhood (N3)** to **Mixed Residential 1 (NX1) on Central Acres 5th Filling, Block 9, Lot 1 & 30' VACATED 31ST STREET WEST,** and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining to **Mixed Residential 1 (NX1)** as set out in the Billings, Montana City Code.

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

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

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

PASSED by the City Council on first reading this 22th day of May, 2023.

PASSED, ADOPTED and APPROVED on second reading this 12th day of June, 2023.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1024- Central Acres 5th, Block 9, Lot 1 & 30' VACATED 31ST STREET WEST

City Council Regular

Date:	06/12/2023
Title:	Zone Change 1025 - Fifty-Four West Subdivision PND-2nd Reading
Presented by:	Karen Husman
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Not Applicable
Project Number:	PZX-23-00064

RECOMMENDATION

Zoning Commission recommends approval and adoption of the findings of the ten review criteria for Zone Change 1025, a Neighborhood PND zone change type from Suburban Neighborhood (N3) to Mid-Century Neighborhood (N2), Suburban Neighborhood (N3) and Public 1 (P1) through a Planned Neighborhood Development (PND). The City Council approved this item on first reading at its meeting on May 22. Approval of second reading is required in order to approve the zone change. Staff recommends City Council approve this item on second reading to be consistent with first reading action.

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

City Zone Change 1025 : A zone change request from Suburban Neighborhood (N3) to Mid-Century Neighborhood (N2), Suburban Neighborhood (N3) and Public 1 (P1) through a Planned Neighborhood Development (PND) process on C/S 1834, Tract 2B, a 30.6 acre parcel of land. A pre-application neighborhood meeting was held on March 20, 2023, at the subject property. There is a concurrent petition for annexation and subdivision preliminary plat application also being considered at this meeting. Tax ID: D12427.

This zone change request is for a new neighborhood to be developed on the north side of Rimrock Road and east of 54th Street on a parcel located on the northeast corner of the intersection. 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 zoning tool to help guide the coordination of annexation, subdivisions, and master planning for new city neighborhoods. This PND tool allows developers to process all the zoning with the City Council, phase the annexation of the property (if necessary but not applicable to this development), and coordinate both of these processes with subdivision or master site plan review. The 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 and N3, and Open Space (P1) district. The majority of lots will be designated N3 with the N2 zone nearest to the south center of the development. There will be a linear park strip between the N2 lots and Rimrock Road and continuing west and expanding the P1 zoned area to the corner of 54th Street and Rimrock Road. The PND regulation 27-800 do not allow the designation of N1, N2 or N3 directly adjacent on an arterial street such as Rimrock Road. The proposed PND includes an added P1 park strip along the Rimrock Road right-of-way to comply with this N district requirement.

APPLICATION DATA

OWNER: Ned Zimmerman, Van Zimmerman
AGENT: KLJ, Travis Copper
LEGAL DESCRIPTION: C/S 1834, Tract 2B
ADDRESS: 54th St. W and Rimrock Rd.
CURRENT ZONING: Suburban Neighborhood (N3) (County)
EXISTING LAND USE: Agriculture - vacant land
PROPOSED USE: New city residential neighborhood
SIZE OF PARCEL: 30.6 acres

CONCURRENT APPLICATIONS:

Petition for Annexation and 54 West Major Subdivision preliminary plat

SURROUNDING ZONING AND LAND USE:

NORTH: Zoning: Suburban Neighborhood (N3)
Land Use: vacant land
SOUTH: Zoning: N2, N3 & PD
Land Use: Residential Zone/ vacant land

EAST: Zoning: N3
Land Use: Residential
WEST: Zoning: N3
Land Use: Residential Subdivision

This area of Billings has experienced a great deal of growth and development in the past decade. This includes Mont Vista Planned Development zone to the south of Rimrock Road with customized zoning for specific parcels. Housing demand has reached a high level while supply of all types of housing choices has not kept up with the demand. The 2010 Census indicated Billings has a demand for housing in areas closer to city services. Developers have made robust investments in properties near the edge of Billings and the number of annexed developments have increased in the last 3 years. The demand for housing supports the requested zone change and annexation on this parcel. The surrounding development (Yellowstone Club Estates) to the west, (Yellowstone Ridge Sub.) to the north and (Whisper Ridge Sub.) to the east are designed with similar single family housing choices as the proposed development.

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 can coexist as much as possible with the new urban neighborhood residents and uses. In this case the development will be promoting a similar development pattern that exists in the surrounding City and County parcels. The 2016 Billings Growth Policy goals and policies support the proposed neighborhood 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.

STAKEHOLDERS

The applicant and agent conducted a pre-application neighborhood meeting on March 20, 2023, and 35 residents of the area attended the meeting. The meeting was held at the proposed location. 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 included 475 owners. Concurrent annexation and subdivision preliminary plat were coordinated through the process with this zone change.

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. Staff was generally supportive of the proposed street layout and distribution of the zone districts. However, staff was concerned that the linear park strip would promote rear yards with fences along Rimrock Road. There were discussions between planning staff as to how this design could address safety and landscaping in terms of a landscape buffer and possible restriction on fence height to create a more aesthetically pleasing area along Rimrock Road. Staff has worked through the subdivision review process to try and address these concerns within the confines of the current subdivision regulations as these are not able to be mitigated with the zone change process.

The Zoning Commission conducted a public hearing on May 2, 2023, and received the staff recommendation and testimony from the applicant's agent, Steve Grabel, KLJ Engineering. Commission member Greg McCall asked for clarification of the P1 district parcel and what was intended for it. Steve said it would be open space and that the strip along Rimrock Road would serve as a buffer between the properties and the pedestrian path that runs along Rimrock and there would be a portion of the P1 dedicated parkland as a privately maintained park. Commission Member David Goss asked where the access would be to the P1 areas. He pointed out there appears to be only one access to the P1 from the cul-de-sac to the east of the N2 zone. Steve said there is an access point planned for the east cul-de-sac that will open up to the P1 along Rimrock for use of the bike pedestrian path. He said there is a plan for fencing along the south side of the lots.

Monica Plecker, Planning Division Manager, said that this application for annexation is currently being review and the subdivision preliminary plat has already gone to the Planning Board for consideration and that Board held the required public hearing for the subdivision. She clarified details that came from the preliminary plat application - they would be putting a fence along the property line adjacent to the P1 strip along Rimrock Road. She said part of the subdivision regulations allow requiring additional landscaping, so the Planning Board has recommended approval of a landscaping strip along the south property line of the parcels along Rimrock Road to soften the feel of those backyard fences that are set back off of Rimrock Road and given the proximity of Rimrock it would not be at risk of creating a tunnel like effect. She explained the landscape requirement is for street trees every forty feet as well as six ornamental grasses in between, which should help to soften the presence of the fences that will be visible from Rimrock Road. She said the developer is planning to have stormwater facilities located in the P1 area at 54th and Rimrock and there is also a

ditch that runs through the same area that will be fenced for safety. She said even though they have indicated they intend to use some of the P1 space for Parkland they are also intending to use some of it for stormwater purposes. She closed with the explanation of requirements for parkland and that the City requires developments within a mile of Cottonwood Park to contribute a cash amount. She said the PND requires 2% that will be provided with a portion of the P1, and the remaining balance would be a cash contribution for the remaining amount.

There were five members of the public who were present for this application, three were in opposition and two were in favor. Pat Curry, resident that lives at 5412 Gene Sarazen Dr., was in favor of the proposal and said he felt the applicant has a reputation for creating a nice development, however, he had concerns with the added traffic at the intersection of 54th and Rimrock. He said they are proposing two access points onto 54th Street that would negatively affect the residents in the area, and they should reduce the access to one and add an access point onto Rimrock Road. Commission member Greg McCall clarified for the public that the majority of issues that are being brought to the board tonight so far do not necessarily pertain to zoning and can not be addressed with the zone change application. He said there will be opportunities to voice concerns about the subdivision and traffic, etc. but it can not be addressed with this hearing.

Christie Vassar, a resident who lives at 5358 Amherst Dr., said she was opposed to the zone change because it would allow duplexes, and she felt it should be all single family homes. She was also opposed to their plan eradicating the prairie dogs that live on the land. She also inquired about what was necessary to submit a formal petition against the zone change. Nicole Cromwell, Zoning Coordinator, said she would need to submit a petition against the zone change to the Planning Division office by 5:00 PM, Friday, May 19, prior to the scheduled City Council meeting May 22, 2023. Commission member Greg McCall explained the PND requires a percentage of the development to be N2 zone, and this applicant is providing the minimum required for the PND application. Gary Polk, a resident who lives at 5028 Rimrock Rd., said he felt progression is good, and he supported development, however, he also felt it was the responsibility of the City to make sure the roadways can handle the traffic, and currently the amount of traffic does not allow an easy traffic flow when entering onto Rimrock Road. Doug Wild, a resident who lives at 4712 Audubon said that he was in favor the application. Dustin Bretz, a resident who lives at 5407 Rimrock Road, said he had mixed feelings about the project, he supported the zone change, but was concerned about the additional traffic. No other testimony was received.

Zoning Commission member David Goss made a motion to recommend approval of the zone change and adoption of the findings of the 10 review criteria. The motion was seconded by Zoning Commission member Trina White and was approved on a unanimous vote.

The City Council conducted a public hearing on 1st reading of Zone Change 1024 on May 22, 2023, and received a staff presentation of the Zoning Commission's recommendation. There were no members of the public in attendance to comment on the application. The public hearing was closed. Council Member Purinton made a motion to approve the zone change and adopt the findings of the 10 review criteria as recommended by the Zoning Commission. The motion was seconded by Council Member Tidswell. The motion was approved on a 11-0 in a unanimous vote from all present members.

ALTERNATIVES

The City Council may:

- Approve Zone Change 1024 per the Zoning Commission recommendation and adopt the findings of the ten review criteria; or,
- Deny Zone Change 1024 and adopt different findings of the ten review criteria for Zone Change 1025; or,
- Delay action on the zone change request for up to 30 days; or,
- Allow the applicant to withdraw the zone change request.

The City Council approved this item on first reading. Approval of second reading is required in order to approve the zone change. The City Council should approve this item on second reading to be consistent with first reading action.

FISCAL EFFECTS

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

SUMMARY

Before making a decision, 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. (This goal addresses the infill development portion as this parcel applies.)
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 residential environment.

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 streetlights, 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 housing development to be located adjacent to the arterial street frontage with a buffer of P1 between Rimrock Road and the parcels. This is not a desired use of P1 zoning, however, it encourages a desired larger landscape area along the existing separated pathway along the north side of Rimrock Road, promoting desired elements of a walkable community.

2) Is the new zoning designed to secure from fire and other dangers?
The N2 & N3 zoning (per section 27-305 and 27-306) 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. Sections 27-305 and 27-306 specify separation and build to zone designation for the N2 and N3 zone districts. 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 applicant will prepare a traffic impact study in coordination with City Engineering and as part of the subdivision review process. This will ensure access from the full build-out of the development will be safe and have adequate traffic controls and management in place.
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 residents. The School district 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. Sections 27-305 and 27-306 specify separation and build to zone designation for the N2 and N3 zone districts.

6) Will the new zoning effect motorized and non-motorized transportation?
The proposed development will not negatively impact non-motorized transportation, however any new residential development will likely increase transportation of all types as development occurs and population increases. The proposed project will have some impact on the motorized transportation system in the area as it was historically agricultural property and would not have the same vehicle trips per day as a residential development. The proposed zoning meets the intent of the zoning code close to a major intersection. The developer has begun the process for subdivision review which includes providing a traffic study.

7) Will the new zoning 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.Specifically, newly annexed properties at a minimum need to provide a mix of zones and this is consistent with the Neighborhood PND requirements and desire for new neighborhoods in the City of Billings.

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. The surrounding developed subdivisions are primarily N3 and N2 zones with a PD close to the south. Those surrounding zone districts are extremely compatible with the proposed development with primarily single family dwellings which is consistent with the new development being proposed and the neighborhood PND.

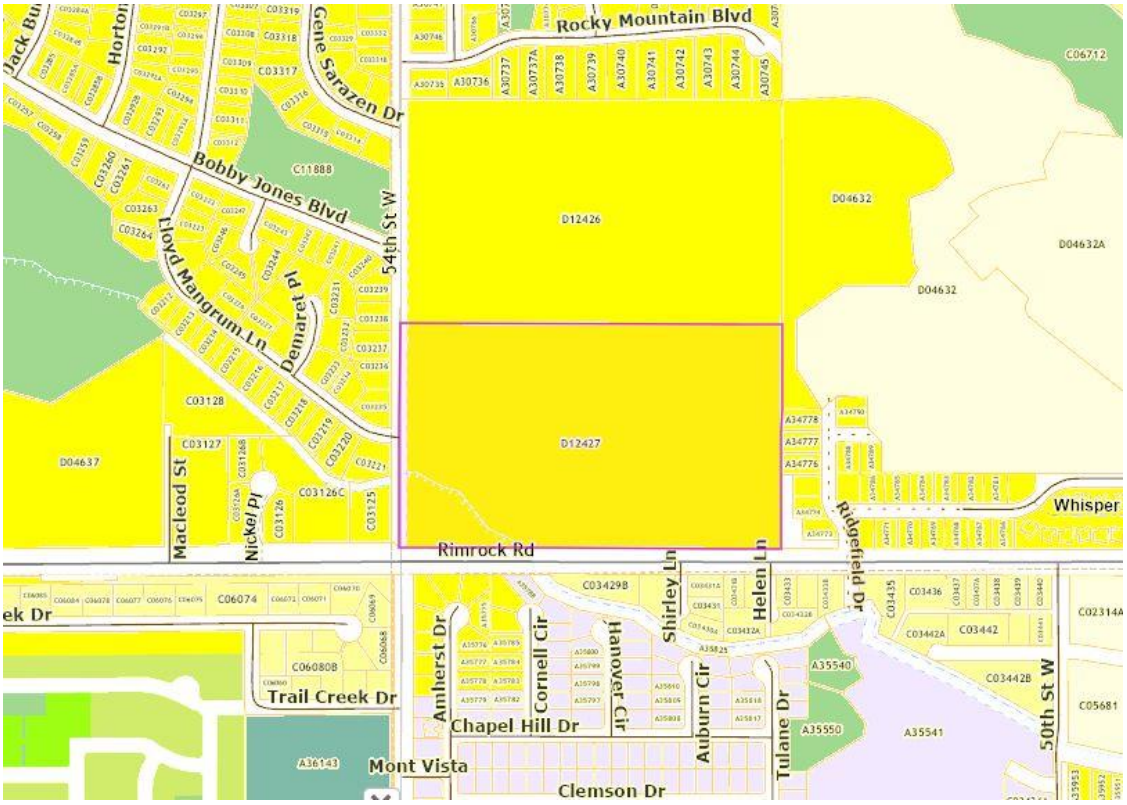
9) Will the new zoning conserve the value of buildings?
The property is an undeveloped parcel and it is currently in the N3 zone. This criteria is not necessarily applicable to undeveloped property as there are no issues of conformity that would compromise value. Further, approval of the zone change will provide certainty to surrounding landowners of impending development and may help to maintain property values of adjacent buildings.

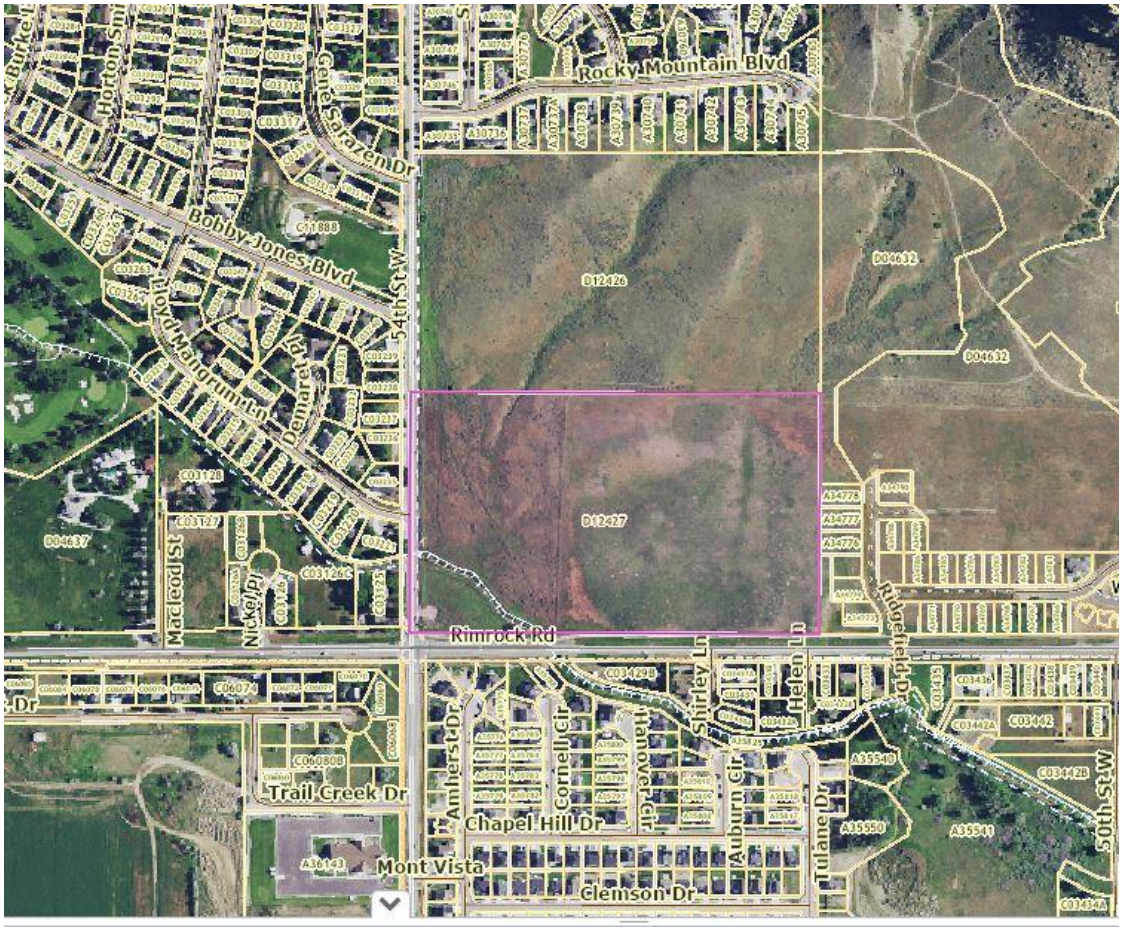
10) Will the new zoning encourage the most appropriate use of land throughout the City of Billings? The proposed Neighborhood PND zone change process with N2, N3 and Public 1 zoning will encourage an appropriate use of this land in Billings. The proposed development is located on the western border of the City limits and is within the annexation area. The proposed zoning meets the intent of the zoning code. Specifically, newly annexed properties at a minimum need to provide a mix of zones and this is consistent with the Neighborhood PND requirements.

Attachments

Zoning Map & Site Photos
Application & Applicant Letter
Neighborhood Meeting Info
Site Plan
Ordinance ZC 1025 2nd reading

Zoning Map & Site Photos







City Limits Prior to Pending Annexation



Proposed Zoning





South



East



West



Looking south at the intersection of 54th St. & Rimrock Rd.



Looking north at the intersection of 54th St. & Rimrock Rd.

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APPLICATION FORM

CITY ZONE CHANGE **Billings Zone Change #**_____ **Project #**_____

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

Present Zoning N3

Proposed Zoning: N-PND with N3, N2 & P1 districts

TAX ID# 000D124270 CITY ELECTION WARD IV

Legal Description of Property: Lot 2B Amended, COS 1834

Address or General Location: NE 54th Street West and Rimrock Road

Size of Parcel (Area & Dimensions): 30.6 Acres, 1,511' x 882' Present Land-Use: Vacant

Proposed Land-Use: Residential

Covenants or Deed Restrictions on Property: Yes_____ No X

If yes, please attach to application

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

Owner Ned Zimmerman
(Recorded Owner)

541 Daisy Dean Road, Wilsall, MT 59086-9405
(Address)

406-551-3455 zncattle@gmail.com
(Phone Number) (email)

Owner Van Zimmerman
(Recorded Owner)

353 Harvard Street #4, Cambridge, MA 2138
(Address)

617-595-2473 van@vanzimmerman.com
(Phone Number) (email)

Agent KLJ Engineering (Travis Copper or as Delegated)
(Name)

2611Gabel Road, Billings, MT 59108
(Address)

406-247-2902 travis.copper@kljeng.com
(Phone Number) (email)

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

Signature: Ned Eric Zimmerman Van Guth Zimmerman Date: 03/23/2023
(Recorded Owner)

Date Stamp

2611 Gabel Road
Billings, MT 59102-7329
406 245 5499
KLJENG.COM

Zoning Application Narrative

Project: Rezone Application, NE Corner of 54th Street West and Rimrock Road, Billings MT, Lot 2B, COS 1834

Property Overview:

The above described property is in Yellowstone County, Outside of the City of Billings City Limits, but within the City of Billings Zoning Jurisdiction. The property is bordered by City Limits on the south, west and east sides, with existing single-family residential development on the south and west sides and undeveloped land to the east and north. The property is currently zoned N3 – Suburban Neighborhood. City owned water and sanitary sewer mains exist on the west and south sides of the property.

The property is proposed for annexation into the City and concurrent rezoning in accordance with the 2016 City of Billings Growth Policy (GP) and current City of Billings Zoning Regulations (ZR).

Synopsis of Pre-application Neighborhood Meeting:

A Pre-application Neighborhood Meeting for this application to re-zone was held on-site at 5:00 PM on Monday, March 20, 2023. Meeting minutes and sign in sheet are included in the zoning application package. Approximately 35 people showed up to the meeting and expressed various concerns and questions, which are summarized in the minutes.

Consistency with Growth Policy, Neighborhood Plans, and other Applicable City Development Policy:

- Map 3.1 of the GP shows the property within the proposed 2004-2011 Limits of Annexation.
- Annexation and re-zoning would involve "Infill and contiguous County Property" as noted as an Essential Investment Object in Chapter 4 of the GP.
- Section 27-801.B.1 of the ZR establishes Planned Neighborhood Development (PND) standards for annexation of lots larger than 10 acres. The PND standards require a minimum of two zones other than P1-Park and Open Space. The applicant is satisfied with the current N3 zone so has selected N2 for the second zone, as being the most similar that which currently exists. The proposed zones meet all other requirement of the PND standards.

10 Statutory Criteria for a Zone Change:

1. Whether the new zoning is designed in accordance with the growth policy
   It is consistent as described above.

2. Whether the new zoning is designed to secure from fire and other dangers
   Any development of the property will require compliance with all applicable City of Billings development standards, including fire protection requirements.

3. Whether the new zoning will promote public health, public safety and general welfare
   Any development of the property will be required to comply with all City of Billings and Montana Department of Environmental Quality health and safety standards.

4. Whether the new zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements
   The proposed zoning does not allow the property to be developed at a dissimilar intensity than the existing N3 zoning. Therefore, the rezone will not result in an increased demand for these services.

5. Whether the new zoning will provide adequate light and air
   The proposed zoning does not allow the property to be developed at a dissimilar intensity than the existing N3 zoning. Therefore, the rezoning will not result in reduced air quality or an increased demand for lighting.

6. Whether the new zoning will affect motorized and nonmotorized transportation
   The proposed zoning does not allow the property to be developed at a dissimilar intensity than the existing N3 zoning. Therefore, the rezoning will not result in an increase in transportation needs.

7. Whether the new zoning will promote compatible urban growth
   The proposed annexation and zoning are needed for infill of property currently in the County that is surrounded by City limits on three sides and develop the property consistent with surrounding land uses.

8. Whether the new zoning considers the character of the district and the peculiar suitability of the property for particular uses
   The proposed land use is the same as that previously assigned to the property by the current zoning designation.

9. Whether the new zoning will conserve the value of buildings
   The proposed zoning is similar to that of surrounding properties and is consistent with existing and proposed building on those properties.

10. Whether the new zoning will encourage the most appropriate use of land throughout the City of Billings.
    Appropriate use for the land was determined in development of the GP, of which, the proposed zoning is compatible.

Fits in with the Existing or Planned Developments within the Area:

Land to the south and west is already developed. There are no current development plans for property to the north or east that are known to the applicant. Street and utility stub outs will be required to adjacent undeveloped land through the preliminary plat review process.

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Pre-Application Statement of Owner(s) or Agent(s)

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. **Present Zoning**: N3
2. **Written description of the Zone Change Plan** including existing and proposed new zoning:

   Rezone with Annexation too N PND with N3, N2 & P1 districts per attached map
3. **Subject Property Map**: please attach to this form
4. **Legal Description of Property:** Lot 2B of COS No 1834
5. **Neighborhood Task Force Area**: Yes

   Gordon Olson, Chair Westend Task Force
   5929 Ironwood Dr
   BILLINGS, MT 59106
6. **Roster of persons who attended the pre-application neighborhood meeting**: attach
7. **A copy of the meeting notice.** attach
8. **A brief synopsis of the meeting results including any written minutes or audio recording.** attach
9. **The undersigned affirm the following:**
   1) The pre-application neighborhood meeting was held on the 20th, day of March 2023.
   2) The zone change application is based on materials presented at the meeting.

Owner (s): Ned Eric Zimmerman Telephone: 406-551-3455

Address: 541 Daisy Dean Road, Wilsall, MT 59086-9405 Email: zncattle@gmail.com

Owner (s): Van Guth Zimmerman Telephone: 617-595-2473

Address: 353 Harvard Street #4, Cambridge, MA 02138 Email: van@vanzimmerman.com

Agent (s): Travis Copper Telephone: 406-247-2902

Address: KLJ Engineering (Travis Copper or as Delegate) Email: travis.copper@kljeng.com

2611 Gabel Road, PO Box 80303, Billings, MT 59108

2611 Gabel Road
Billings, MT 59102-7329
406 245 5499
KLJENG.COM

MEETING MINUTES

Project:	Re-zone Application, NE Corner of 54th Street West and Rimrock Road, Billings MT
Purpose:	Pre-application Neighborhood Meeting
Date & Time:	5:00 PM, March 20, 2023
Location:	On-site
Attendees:	Sign-in Sheet Attached

Discussion Points:

1. Introductions, Handouts & Sign-in
2. Brief discussion from Steve Grabill regarding proposed development and requested annexation / zone change
3. Questions and Comments and Comment Period:
    a. What will be done about the Prairie Dogs?
    KLJ response: Developer will evaluate alternatives and feasibility of exterminating them.

    b. Concerns of increased traffic at the 54th / Rimrock intersection:
    KLJ response: A traffic impact analysis is being completed as part of the subdivision review process.

    c. Concerns over added pressure to Yellowstone Family Park, and request for Fifty Four West to be included in Yellowstone Family Park Maintenance District.
    KLJ response: The developer is required to dedicate or pay cash-in-leu for additional parks through the subdivision review process.

    d. Proposed lot size?
    KLJ response: Generally, 10,000 SF and larger, with a few smaller ones

    e. Will there be streetlights? Generally, the neighbors were not in favor.
    KLJ response: Street lights are not proposed by the developer, but the developer will be required to execute a waiver of right to protest formation of an SID for street lights if the City decides to install them in the future and assess the cost to land owners in the subdivision.

    f. Does the proposed N2 allow for higher density or duplexes?
    KLJ response: We were not sure at the time but stated the developer's intent is for single family homes.

    g. What if the developer sells lots to other builders that would like to construct duplexes?
    KLJ response: The developer was satisfied with the existing N3 zoning but is required to rezone in accordance with City ordinance. The developer picked the N2 zone because it

is the most similar to the already existing N3 zone and will result in the most minimal change that can be approved by City ordinance.

h. Will curb and guttered be installed along 54th West to north subdivision boundary
KLJ response: Yes

i. Will there be impacts from shallow groundwater & dewatering?
KLJ response: Geotech borings were completed and we believe most of the construction will not require dewatering.

j. What types of homes will be constructed?
KLJ response: The developer's vision is something similar to Silver Creek Subdivision off of 46th Street.

k. Can a parking area be improved on the NE corner of 54th and Rimrock for Cyclists to use the existing trail system?
KLJ response: The developer has offered that area to the City for park use, but the City is not recognizing it as having any value at this time. The developer would consider donating that land for this purpose if it were credited towards the developer's park dedication requirements.

l. One request was expressed to not develop any parks over concerns of increased crime.
KLJ response: none

m. Other requests were expressed to landscape the proposed open space south of the ditch.
KLJ response: That is yet to be decided based on review and negotiations with the City as part of the subdivision review process.

Zoning Pre-Application Neighborhood Meeting
March 20, 2023
Northeast Rimrock Road and 54th Street West
Sign-in Sheet

Name (Please Print)	Address		Phone (Optional)	Email (Optional)
Jeff Richey	3224 Lloyd Mangrum Ln,	59106	(406) 581-4129	richeyjeff@gmail.com
TONY McCULLOUGH	5357 AMHERST DRIVE	59106	(307)-620-2876	tony.mccullough47@yahoo.com
Bob & Nita Snyder	3350 Amherst Drive	59106	(360)-201-3045	rjsnyder3914@hotmail.com
Christy Vasser	5358 Amherst Dr	59106	801 712 5993	cvasser12@gmail.com
Bob & Carol Jestrab	5044 Amherst Dr.	59106	406-362-7787	rejestrab@gmail.com
Roger & Kirsti	3126 Lloyd Mangrum Ln	59106	406 651 2814	kirstiallgeier@gmail.com
Marilyn Heil	5405 Gene Sarazen	59106	406 656 6914	
Rhonda Heidner	5114 Amherst Dr.	59106		
Kevin Freeman	5126 Amherst Dr	59106	405 876-1931	kfreeman@billingsclinic.org
Dustin Metzger Bretz	5407 Rimrock Rd	59106	(406) 370-8789	dustinbretz@bretzrv.com
Chris & Jennifer Stancek	3458 Stone Mtn Cir.	59106	406-855-4490	stonecreekmountain@outlook.com
John & NLA Compton	3498 Stone Mtn Cir	59106	406-690-7776	JNcompton@hrasson.net
Mary Robert Ostler	5360 Rocky Mountain Blvd	59106	406 671-3999	ostlightandsound@bresnan.net
Ron Hecht	3497 Stone Mountain Circle	59106	406 670-7196	rhecht76@gmail.com
Steve Hoversten	5346 Rocky Mountain Blvd	59106	406 281 1351	stevehoversten@bresnan.net
Josh Kay	5330 Rocky Mountain Blvd	59106	406 591-0539	Josh Kay@JoshKayconstruction.com
George Aukes	3311 Jack Burke Ln	59106		
Pat Curry	5412 Gene Sarazen Drive	59106	406 702 3981	grizcop@gmail.com
Jeff Reinking	5416 GENE SARAZEN DR	59106	406 652-8837	
Jim Wilson	3330 54th St W.	59106	406 698 0167	jjwilson.com
Kristen Montiglio	5230 Rimrock Rd.	59106	406-850-9970	

Name (Please Print)	Address	Phone (Optional)	Email (Optional)
Kevin Bromenshenk	3242 Jack Burke Lane	512-623-0934	Kbromenshenk@icloud.com
Aaron Huseth	5823 Sam Snead Trail	701-341-0284	
Trent Pihs	2259 Gleneagles	406 208-9146	
Brent Sinclair	5292 Rimrock Mountain Blvd		
Dave Keeno	3639 Bellhurst Place	406-860-0843	
Trenay Hart	5513 Bobby Jones	406 860 1175	
Fay Danielson	5522 Bobby Jones	406.655.1929	sidanielson@bresnan.net
Linda Franson	3051 Lloyd Mangrum	559 471-9431	
Roger & NANCY REETER	3430 STONE MTN CIRCLE 59106	406 670-5210	
Kelly Hirsch	3104 54th St W	406-661-6264	
Sam & Chante Lind	3012 54th St. West 59106		Chantz1518@gmail.com
Bill & Judy Richards	3003 Lloyd Mangrum Lane	406-366-3159 / 406-545-7441	mygrandmajud@gmail.com
Steve Fairhill	KLJ		
Travis Copper	KLJ	406-247-2902	travis.copper@kljeng.com

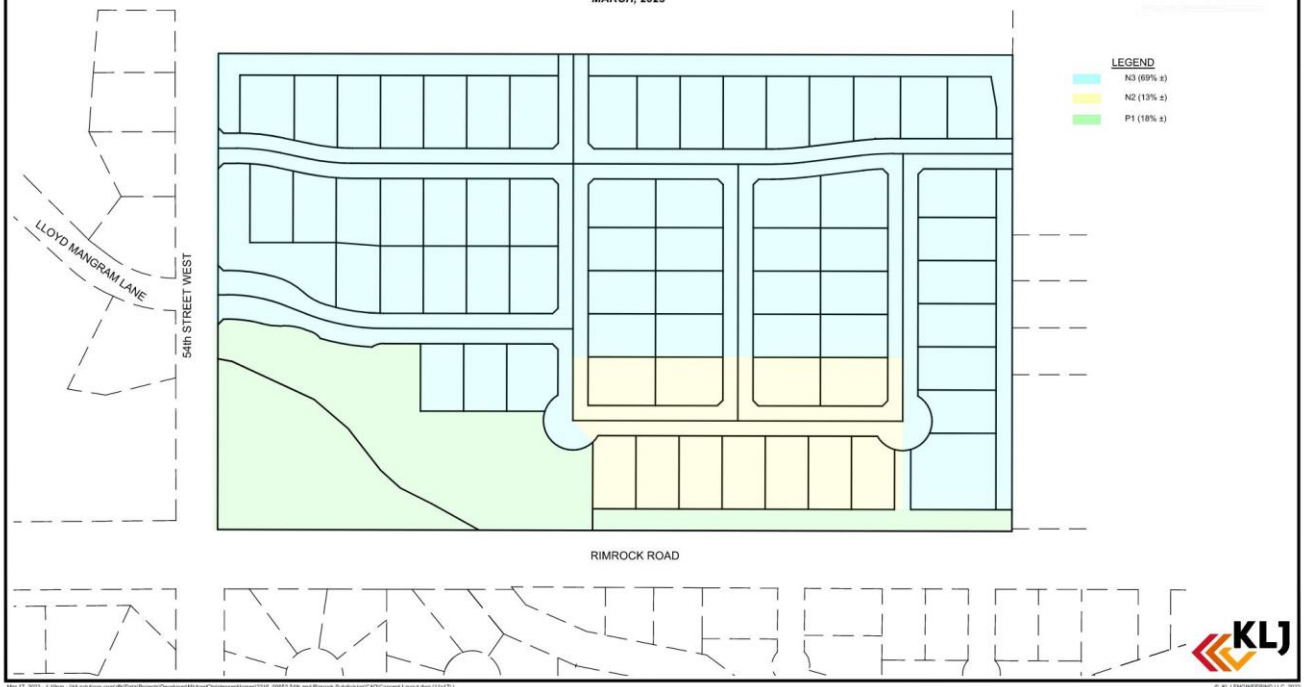
FIFTY FOUR WEST SUBDIVISION

PROPOSED ZONING

TRACT 2B, CS 1834

SW 1/4, SW 1/4, S 19, T01 N, R25 E

MARCH, 2023



Mar 17, 2023 - 1:19pm - \\klj-solutions.com\dfs\Data\Projects\Developer\MichaelChristensenHomes\2216_00052 54th and Rimrock Subdivision\CAD\Concept Layout.dwg (11x17L)

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ORDINANCE 23-_____

**AN ORDINANCE OF THE CITY OF BILLINGS,
PROVIDING THE ZONE CLASSIFICATION ON C.O.S. 1834,
PARCEL 2B, Amended, 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 *Section 27-1628, 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.** **C.O.S. 1834, PARCEL 2B, Amended,** is presently zoned **Suburban Neighborhood (N3)** 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 **C.O.S. 1834, PARCEL 2B, Amended,** is hereby changed from **Suburban Neighborhood (N3), to Mid-Century Neighborhood (N2), Suburban Neighborhood (N3), 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), Suburban Neighborhood (N3), 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 23-_____ 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 22nd day of May, 2023.

PASSED, ADOPTED and APPROVED on second reading this 12th day of June, 2023

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

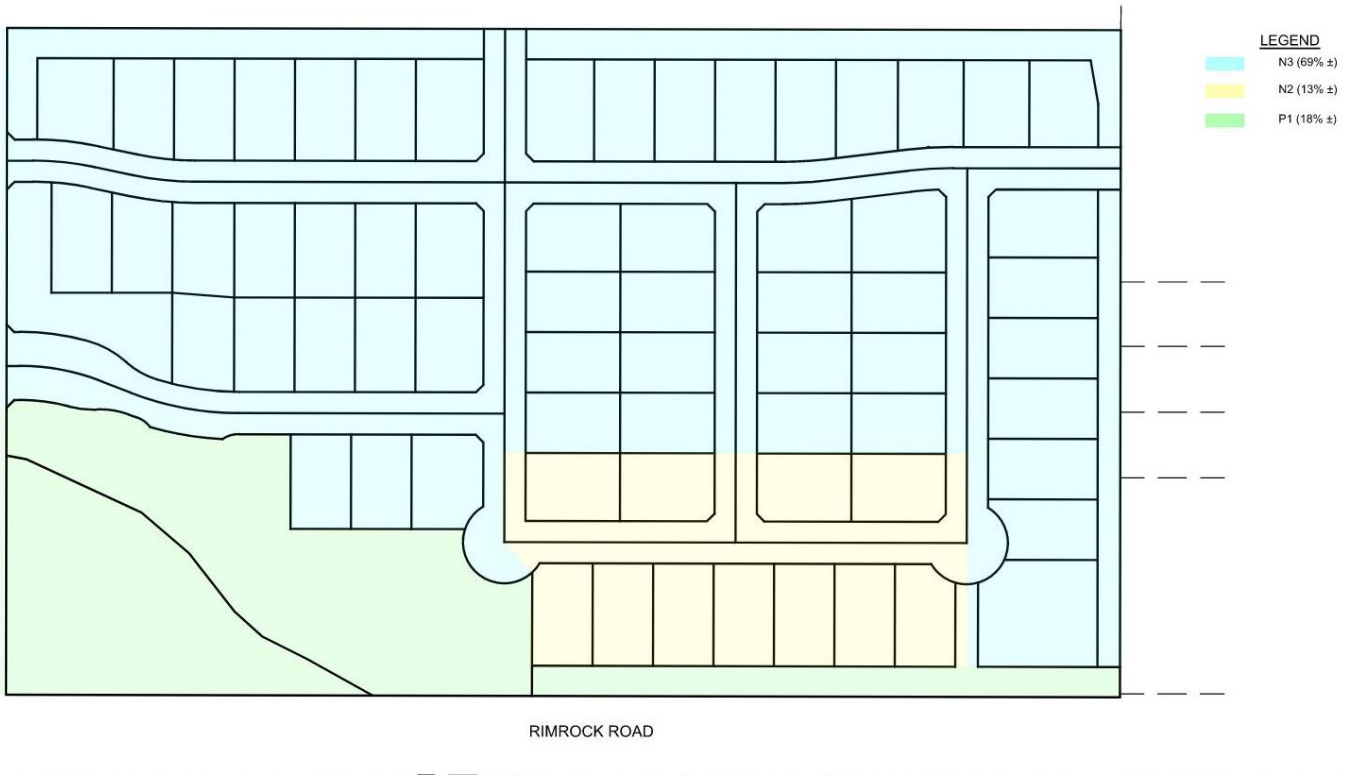
BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1025 - COS 1834, Parcel 2B

Zone Change 1025

Zoning Exhibit



City Council Regular

Date:	06/12/2023
Title:	Zone Change 1029 - Text Amendments - Neighborhood Districts, Fence Materials and Sign Code - 2nd reading
Presented by:	Nicole Cromwell
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Not Applicable
Project Number:	NA

RECOMMENDATION

- The Zoning Commission recommends approval on a 3-0 vote, including the findings of the 10 review criteria, amendments to Neighborhood and Mixed Residential zone district garage location and building and siting requirements; and Fence materials in commercial and residential zone districts.
  - The City Council approved these items on first reading.
- The Zoning Commission recommends approval on a 2-1 vote including the findings of the 10 review criteria amendments to the Sign Code including a recommended amendment to the proposed 700-foot separation distance from a residence district for a new billboard in a CMU2 zone district be reduced to 500 feet.
  - Council approved the proposed sign code amendment ordinance except for Section 7 related to billboards, on a 9-2 vote.
  - The Council approved an amended Section 7 of the sign code ordinance to remove the language increasing the separation distance from residential zones for new billboard signs in CMU2 zone districts. The motion was approved on a 9-2 vote.

Staff recommends the City Council approve these items on second reading to be consistent with first reading action.

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

In February 2021, the City Council adopted a new zoning code and zoning map for the entire city. The Council directed staff to continually monitor the new code to ensure the text of the regulations was working as intended and any corrections or housekeeping changes could be made. The Council also directed staff to monitor the implementation to consider any substantive changes to adjust the code, so it continues to provide support to the development goals of the adopted Growth Policy and general policies of Billings.

Planning staff brought forward a bundle of code corrections and amendments last year (June 2022). Those amendments were approved by the Council. Planning staff has been working on more substantive amendments to the code based on staff experience implementing the new code, information from professionals who use the code, and from the Council in its reviews of zoning applications. These substantive amendments include adjustments to the Neighborhood building and siting standards, the sign code, the Planned Neighborhood Development (PND) process, open space requirements for PNDs and multifamily developments, zoning at annexation as well as the right to rebuild residential structures in mixed-use and commercial zone districts. These adjustments are not indicators of a "broken" set of regulations. Just as a new car or truck has a break-in period, so do new codes and regulations. As a completely new code, the need to monitor for glitches or "pain points" is important. These adjustments are just part of breaking in a new code. Planning staff believes this set of amendments should be the last significant adjustments needed for a few years. Planning staff and the City Council should re-visit the zoning and other land development codes regularly and when a new Growth Policy is adopted.

The City Council took action to initiate these amendments for review, public hearings and adoption at its meeting on April 24. The City Council's action was to begin the process of public review and adoptions. The City Council will act on the specific amendments once the Zoning Commission provides a recommendation and once the Council holds a public hearing. The number of amendments requires these to be brought forward in phases. This first phase will include changes to the Neighborhood Districts building and siting standards, the code section on fence materials and the sign code. Planning staff has worked with several stakeholders over the last several months to craft the draft amendments. This report will describe each amendment and will include just one set of findings for the review criteria for all four ordinances. Each ordinance by city regulation may only address a single comprehensive subject, must have a public hearing and recommendation from the Zoning Commission and then must be voted on by the City Council at two separate meetings through a first and second reading.

Neighborhood Districts - Building and Siting Standards - Section 27-300 and 27-1802

The intent of the new districts for residential areas of the city was to ensure new development was maintaining similar development patterns that were successful in Billings and to allow more housing choices in every new neighborhood. There are seven residential zone districts, and five of those districts have building and siting standards that are "form" oriented requirements such as roof pitch, percent of windows and doors on a front facade, build-to zones (not setbacks) as well as location of parking and attached garages.

As staff, builders and developers have implemented the new code there were several areas identified that were unclear, or were too rigid to accommodate building styles and good development patterns. For example, in the five districts where build-to zones are required, the code is silent on what percentage of the front facade is required to be within the build-to zone. Staff has interpreted the code requirement to mean 100% of the front facade. This allows little facade variation that results in less visual appeal on the street frontage. Staff is proposing to specify what percentage of the facade and what facade elements must be in the build-to zone. The range of the build-to zone is also relatively small - between 8 and 20 feet generally. Setting a certain percentage for the front facade in the build-to zone and expanding the build-to zone will allow more variation in building design without allowing buildings to be set too far back from the street.

Staff has found some of the requirements for build-to zones and roof pitch are not clearly the norm in many neighborhoods. For example, neighborhoods south of Grand Avenue close to downtown have every type of roof style including flat and parapet roofs. Staff is proposing to relax the roof pitch standards to allow more flexibility. Staff has found the code is also too stringent for infill projects by requiring an owner to match the existing setbacks of adjacent homes (build-to zone averaging). Many of these first and second neighborhoods in Billings have large front setbacks, or only a second home at the back of the lot where the "front" house was destroyed. This provision has a good intent but as applied has unintentionally pushed new residences or additions further back from the street frontage than necessary or intended. Developed neighborhoods also have more utility lines - gas, power, water and sewer - that cross through backyards than newer developments. Sometimes the only way to add on to an existing home in these areas is on the front. Staff is proposing to change this from a mandatory requirement to a choice by the owner to expand the maximum build-to zone. The default will be the build-to zone as listed in the district table.

Staff has also encountered difficulty with the requirement to place any accessory building in a rear yard. Many corner lots are developed with no "rear" yard - the space behind the residence between the property line and the home. Most only have a side adjacent to street yard to place an accessory building. The City Board of Adjustment has already heard two variances requesting an accessory building in the street side yard. Staff is proposing to adjust this requirement to allow a street side yard for accessory structures and a side yard with Administrative Relief approval.

One of the goals of the new code was also to provide predictability along with the right amount of flexibility to encourage innovation in building style and architecture. Staff has developed amendments that will address these issues within the neighborhood zone districts. Staff has also drafted an amendment to allow some front facing garage doors in mixed residential districts. This part of code only allows rear or side street access to an attached garage in any of the mixed residential districts. There are some examples of homes and multifamily buildings built in the last 30 years that have no "occupied" building space on the ground-floor visible from the street - the facade is all garage doors. In order to counter this development style, the code was written to limit the width of garage entries that face the street in neighborhood zones (by percentage) and prohibits them in mixed residential zones. There are some builders that have always built multifamily dwellings with detached or rear entry garages, but many others are serving a market that demands a front entry garage - or at least a side entry attached garage. There are a couple of examples where this has been done so the garage is not the dominate feature of the front facade. This proposed ordinance is based on these good examples, and would amend the code to allow some front facing garage doors in the NX1 and NX2 zone district with guidelines in place.

Fence Materials - Section 27-1209

The city last amended the allowable fence materials in 2004. At the time, the city allowed architectural metal panels only in the industrial zone districts. These are typically used in conjunction with a shop building with the same metal siding and do not appear to be out of place in the industrial area development pattern. The code did not specify any design requirements for the use of the material, but the city believed at the time it was not an acceptable material in any zone district except for industrial zones.

In the last 5 to 10 years, the use of corrugated metal panel material has been used in the Billings area and marketed as the most durable fence type where hail is a common occurrence every spring and summer. Any fence permit presented with this material has been denied by Planning staff. This however has not stopped homeowners and contractors from installing this fence material without a permit. In most cases, the use of the material has been done

in good fashion and few complaints have been received about these fences. Staff recently held an administrative hearing with the Board of Adjustment on a corrugated metal fence in a neighborhood district that was installed at least 6 years ago. A complaint was received last fall and the fence was made from material normally used for grain bins or other agricultural buildings (see photo attachments). During research for the hearing, staff found there are quite a few (more than a dozen) locations where similar fences do fit in within neighborhoods and commercial areas. These fences have a wide range of colors and finishes and are generally framed with materials other than metal. This diminishes the "industrial" look of the material.
Staff is proposing to amend the code to add this material to the list of approved materials in residential and commercial zones. The amendment includes some design standards for the use of the material including framing the panels and to use material with a non-reflective coating. In addition, the code amendment would allow owners to propose other fence materials through the Administrative Relief process rather than a special review with the City Council.

Sign Code - Section 27-1400

The new sign code took 7 different sign codes and melded them into one new code that applies across all zone districts. In addition, the new code reduced most attached wall signs to a third of the previous code allowance and placed a maximum area for all wall signs on any length of a street facade. The code is matched to the new building and siting standards for the mixed use and commercial zone districts. When a building is close to the street frontage, overly large attached wall signs are unnecessary and out of place. The new code also made the building owner responsible for dividing the amount of wall signage between tenants. In order to encourage conformity with the new code, alterations to existing nonconforming signs is strictly limited.

Staff has found the literal application of the new sign code requirements especially for existing signs on buildings that are not located close to the street frontage, to be difficult especially since most landowners make tenants responsible for their own signage. The Board of Adjustment has processed three sign variances in the last 6 months related to this issue of wall signs. In the 2 decades preceding the new sign code, only a dozen sign code variances were processed. Some of this may have been due to the previous code's generous amount of sign area.

A recent application to construct a new digital billboard sign revealed to staff the weakness of the sign code for separating these signs from residential areas. This makes areas in West Billings and some areas of Billings Heights acceptable even though the impact from such locations is clearly not in line with the stated sign code policy or the Growth Policy for the city. Staff is proposing to increase this separation requirement and to include county zones that allow residential uses in the separation requirement.

Staff met with sign companies and landowners on their concerns. Staff and the Zoning Commission is proposing to amend the section on how nonconforming signs might be altered without violating the code, assign wall sign area based on leased tenant space on the street frontage and remove the responsibility for landowners to distribute signage across multiple tenants.

STAKEHOLDERS

Planning staff worked with several groups of stakeholders over the last two years while implementing the new zoning code including the Home Builders Association, Billings Area Realtors, architects, engineers, planners and property owners. The amendments were produced through this collaborative effort of testing and applying the code requirements. These amendments and future code changes in phases 2 and 3, were created using their input and ideas. Planning staff shared the draft amendments with the stakeholders through direct email, placed a legal and posted the drafts on the Planning division's webpage. After the posting of the legal ad and prior to this Zoning Commission hearing, staff has not received any comments on the draft changes. Individual landowner notifications are not required for these text amendments.

Zoning Commission Hearing

The Zoning Commission conducted a public hearing on May 2, 2023, and received the staff recommendation and testimony from Doug Wild from the Home Builders Association (HBA), Kelly Strobel and Allie Carley of Lamar Montana, an outdoor advertising company. In addition, the Zoning Commission received three letters of comment on the proposed text amendments including emails from Lamar Montana regarding the sign code changes, Danny Wrywas of Absolute Fence regarding the fence material changes, and Lilly Corning of Corning Companies regarding sign code changes. The letters of comment are attached.

Staff presented the text amendments one at a time to allow public comment on each change. The first amendment concerns the allowance for front-load garages in the mixed residential zone districts. The ordinance would allow some front-load garages in the NX1 and NX2 zone districts with some siting requirements. Staff explained some conflicts

may occur with the city code regarding curb cuts (Section 6-1208). Planning has started discussion with the Engineering Division about how to resolve this conflict. Doug Wild from the HBA stated he was in favor of the amendment and found it to be a good compromise solution.

The next ordinance addresses the building and siting requirements for neighborhood districts and mixed residential districts. The current code requires 100% of the front facade for new buildings in N1, N2, NX1-3 districts to be within the build-to range at the front of a lot. The build-to range for some districts is narrow and does not allow flexibility for facade variations. The amendment would specify the elements and percent of the front facade required to be in the build-to range including front doors, 60% of the ground-floor window area and 60% of the width of the new structure. In addition, roof types and roof pitches in the N1 and N2 districts do not contribute to the character of these districts. Staff has found these regulations to be more than required to accomplish good neighborhood design. Accessory building locations have also been adjusted to allow a street side yard location and not just a rear yard. Staff is also proposing to eliminate the requirement to match a block-face average build-to setback. Staff proposes to make the build-to averaging an option for builders. This ordinance also includes some changes to Section 27-1800 for definitions and measurements to conform the changes. Mr. Wild also stated his support for these proposed changes.

The third ordinance is related to fence materials, specifically metal panels (un-corrugated or corrugated) are proposed to be added as an allowed fence material in commercial and residential zone districts. The material has become more common as more durable and its ability to withstand hail damage and lasts longer than other common fence materials. The ordinance specifies metal panels must be framed and coated with non-reflective materials.

The final ordinance concerns changes to the sign code. The proposal includes changes to the nonconforming sign section that would allow existing business to change and update their signs so long as the nonconforming aspect of the sign is not increased. New businesses would need to install a conforming sign. The next set of changes in the code will allow a specific amount of wall sign area for each tenant in a building. The current code requires the building owner to allocate this wall sign area across the tenants in the building. This is not a tenable approach to sign budgeting for wall signs. Most building owners do not track tenant signage other than to require the tenant to get permits and comply with sign code. The code amendment keeps the maximum area for any single wall sign regardless of building frontage.

The final part of the sign code amendment is related to billboard signs or off-premise signs. The existing code section is built off a moratorium on new off-premise signs put in place in 1999. This moratorium allowed existing sign owners to receive a sign face "credit" whenever a non-conforming billboard sign was removed. The sign face credits do not expire and can be used by the owner to install a new billboard sign in a conforming location. Lamar Montana has accrued the most sign face credits since the moratorium was put in place. Lamar does look for new locations whenever the market and traffic volumes on arterial streets meet minimum requirements for outdoor advertising. The current billboard sign code allows these types of signs in Corridor Mixed Use 2 (CMU2), Heavy Commercial (CX), Light and Heavy Industrial (I1 and I2), and on boulevard streets in the EBURD zones. In the CMU2 zone only, there is a minimum separation to a residential zone of 200 feet. If a sign is less than 200 feet, but at least 150 feet from a residential district can be allowed by special review approval. Lamar applied last year for a location of a new back-to-back digital billboard in a parking space in front of the Den on Grand Avenue. The location met the 200-foot rule since the code does not include County zone districts that allow residential use. The West End Task Force learned of the proposed new billboard sign and the application was withdrawn by Lamar. This area of Billings is on the urban/rural interface and there are not many structures or developments to contain the visibility of these types of signs. Staff chose the 700-foot distance to match the distance of two city blocks. In addition, staff is proposing to add County zones that allow residential uses and Planned Development zones that allow residential zones as districts to include in the spacing requirement. Kelly Strobel of Lamar Montana, stated he doubts the staff direction came from the City Council and believes the existing language is protective of the residential neighborhoods in Billings. He stated they applied for a new sign in front of the Den and then the West End Task Force got wind of the new location. Mr. Strobel stated the permit was withdrawn, but he was questioning why the sign was not approved. Allie Carley from Lamar stated the 700-foot separation will be detrimental to their business and to other businesses in the community that rely on billboards for advertising. She stated the Commission should vote to deny this amendment. She stated Lamar is interested in cleaning up the old billboards and converting them to digital sign faces. She stated the amendment will tie their hands by making most of their signs nonconforming.

Staff provided clarification on how nonconforming signs can be updated and what is meant by "rebranding". Staff explained the right to continue a nonconforming aspect of a sign for an existing business. Rebranding will not include a company name change since that would be a new business. Rebranding is the creation of a new look and feel for an established product or company. It typically includes changes to a market strategy that include color, design and images. Staff provided information on billboard signs, spacing, and process for identifying nonconforming billboard signs.

The Zoning Commission closed the public hearing. The Zoning Commission members chose to vote on each

individual ordinance for its recommendation to the City Council.

- On the ordinance concerning front-load garages in the NX1 and NX2 zones, Commission member Trina White made a motion to recommend approval and adoption of the 10 review criteria. The motion was seconded by Commission member David Goss and was approved on a 3-0 vote.
- For the ordinance for building and siting standards in Neighborhood and Mixed Residential zone districts, Commission member Trina White made a motion to recommend approval and adoption of the 10 review criteria. The motion was seconded by Commission member David Goss and was approved in a 3-0 vote.
- For the ordinance on fence materials, Commission member Trina White made a motion to recommend approval and adoption of the 10 review criteria. The motion was seconded by Commission member David Goss and was approved in a 3-0 vote.
- For the ordinance on sign code amendments, Commission member David Goss made a motion to recommend approval and adoption of the 10 review criteria. There was no second of this motion. A new motion was made by Vice Chair Greg McCall to recommend approval with an amendment to reduce the 700-foot separation to 500 feet for new billboard signs in CMU2 zones and adoption of the findings of the 10 review criteria. The motion was seconded by Commission member David Goss and approved on a 2-1 vote with Commission member Trina White voting against the motion.

City Council First Reading Hearing

The Zoning commission recommendation was reviewed by the City Council at a public hearing on May 22, 2023. Staff answered questions on the recommendations and on the draft ordinances. There was testimony from Doug Wild, President of the Home Builders Association (HBA) in favor of the amendments to the Neighborhood zone districts and the amendment to allow the front entry garages in the NX1 and NX2 zones. Mr. Kelly Strobel and Ms. Allie Carley of Lamar Outdoor testified in opposition to the sign code amendments for billboard signs. They were opposed to the code that increases the separation distance to residential districts in the CMU2 zone from 200 feet to 500 feet, as recommended by the Zoning Commission. Mr. Strobel stated the billboard industry is highly regulated, and it is not common for a new location to become available. He stated the proposed new sign at the Den on Grand Avenue would have been a large investment - over $300,000 dollars - for the new sign. He stated it was their intent as a company to work with the community to find new locations that fit the needs of everyone. He stated the company more often looks to upgrade and refresh existing signs with digital EMD displays. Even for existing locations these upgrades are expensive. He stated the code adopted in 2021, and the map updates to CMU1 have put more of their signs into the nonconforming category and those signs are not allowed to be updated with digital displays. Ms Carley stated the billboard industry and in particular Lamar does a lot of work with nonprofits and community organizations to get information to the public quickly such as Amber Alerts, most wanted criminals and missing/endangered indigenous women. She stated it is always their goal to work with the community to manage their signs well. She stated the proposed amendment would be damaging to their business and would not help improve their signs or the community relationship.

The City Council took separate votes on each ordinance.

- The Council approved the two ordinances related to Neighborhood zone districts and the allowance for front garage entries in NX1 and NX2 zone districts on a unanimous vote.
- The Council approved the fence materials ordinance on a unanimous vote.
- The Council approved the proposed sign code amendment ordinance except for Section 7 related to billboards, on a 9-2 vote. CM Purinton and CM Tidswell voted in opposition.
- The Council approved an amended Section 7 of the sign code ordinance to remove the language increasing the separation distance from residential zones for new billboard signs in CMU2 zone districts. The amended Section 7 will require billboards to be located 200 feet from any residential zone which includes Planned Developments and county zones which allow residential uses. The motion was approved on a 9-2 vote with CM Joy and CM Choriki voting in opposition.

ALTERNATIVES

The City Council may take one of the following actions:

- Approve and adopt the findings of the ten review criteria on second reading of the proposed ordinances as amended and corrected by the Council on first reading; or,
- Deny one or more of the ordinances on second reading and adopt different findings of the ten review criteria; or,
- Delay action on one or more of the zone change ordinances for up to 30 days.

FISCAL EFFECTS

Adoption of code amendments may affect the Planning Division budget. Municode is the official codification company for Billings. Every amendment to the code has a fee that has usually been assessed and paid for by a department or division. However, the City Code is not particular to one Division or Department. It is utilized by many City staff and is designed to benefit and protect all City residents. It is appropriate and accurate for the cost sharing of codification costs for zoning code updates through the general fund.

SUMMARY

Before making a decision on the proposed zone change, City Council shall consider the proposed findings of the ten review criteria.

1) Whether the new zoning is designed in accordance with the growth policy;
The proposed Zoning Amendments are consistent with the 2016 Billings Growth Policy Statement and Growth Guidelines:

Growth Policy Statement :

In the next 20 years, Billings will manage its 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.

Growth Guidelines :

- Essential Investments (relating to public and private expenditures to public values)
- Infill development and development near existing City infrastructure may be the most cost-effective Place Making (enhance, maintain, preserve and improve existing public places):
- Public and private partnerships are valuable for creating enhanced entryways into Billings Community Fabric (attractive, aesthetically pleasing, uniquely Billings)
- Attractive street scapes provide a pleasant and calming travel experience in urban and suburban neighborhoods Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods)
- Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income level
- Safe and livable neighborhoods can be achieved through subdivision design 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
- 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
- Prosperity (promoting equal opportunity and economic advancement) A diversity of available jobs can ensure a strong Billings' economy
- Successful businesses that provide local jobs benefit the community
- Retaining and supporting existing businesses helps sustain a healthy economy

Since the growth policy is a general guiding document that contemplates the overall vision and growth of the community, these amendments that better tailor the regulations to meet local needs are not contrary to the document. The code amendments address the parts of the code that have created challenges or are too general. These amendments will allow the code to be adjusted to meet the community goals and match the expectations of the City Council, community developers, neighborhood builders and citizens. The proposed code amendments will allow the city to better meet the needs of all its residents, businesses and visitors now and into the future. These amendments will integrate nicely into the existing a code, and when working as a whole, will meet the intent of the growth policy.

2) Whether the new zoning is designed to secure from fire and other dangers;
The zoning amendments will not change the code in a way that will create safety concerns related to fire and other dangers. Once integrated, these amendments will not prevent the code from providing adequate building separations and density limits to provide security from fire and other dangers. Considering the nature of these specific amendments, these criteria do not directly relate to most amendments. More specifically, this criteria does not relate

to wall signs and fence materials, but is more applicable to the amendments related to garage location in the NX districts. The alteration of the code still allows for appropriate setbacks and site requirements to ensure security of fire and other dangers.

3) Whether the new zoning will promote public health, public safety and general welfare;
Public health, public safety and the general welfare will be promoted by the proposed zoning code amendments and the existing code as a whole. These amendments do not drastically alter the originally adopted code which was found to have met the criteria for promoting public health, safety and general welfare. The proposed adjustments to the neighborhood zone districts will allow more creativity and flexibility in building design in Billings' first and second neighborhoods, as well as Billings' new neighborhoods where more housing choices will be available. The fence material and wall sign amendments are also not contrary to promoting public health, safety and general welfare. The amendments work in coordination with the code as a whole to ensure the minimum standards for health, safety and welfare are being met.

4) Whether the new zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements;
Transportation: The existing zoning code and these amendments as a whole should help the city provide safer transportation modes including non-motorized travel and safer routes to school. Sprawling development patterns of homogenous land uses separated by miles from different land uses is an unsustainable development pattern. It unnecessarily increases vehicle trips, drives up demand for parking spaces, wider and more abundant high speed arterial streets, contributes to air pollution and unhealthy life-styles. The existing code and the amendments will allow flexibility with design standards so small multifamily apartments can provide similar conveniences such as covered parking accessible from the street, without compromising traffic safety.
Water & Sewer : The proposed code amendments should have no effect on city water and sewer services.
Schools and Parks : Schools and parks should not be effected by these code amendments.

5) Whether the new zoning will provide adequate light and air;
The proposed zoning code amendments, as does the current zoning, provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air. The portions of the zoning code that pertain to adequate light and air are similar to criteria 2 and 3 which specify setback requirements, height requirements, and other siting requirements. The amendment that is most related to this criteria is the garage location of the NX1 and build-to area. The proposed amendments still regulate the siting requirements to provide for adequate light and air.

6) Whether the new zoning will effect motorized and non-motorized transportation;
The proposed zoning amendments will not directly effect motorized or non-motorized transportation. Several zone districts, and now in limited circumstances, the NX1 and NX2 districts will allow for front facing garages. This is not inconsistent with the safety of motorized and non-motorized transportation. The guidance on when front facing garages are allowable and limited and designed in such a way to still allow for eyes on the street and promote safety principles.

7) Whether the new zoning will promote compatible urban growth;
The zoning amendments will promote compatibility with urban growth through adjustments to add flexibility, new materials for fencing and new signs for older commercial buildings without compromising the intent of the new code. The zoning code as a whole, is compatible with the City's growth policy and vision for the community as it grows. These amendments should integrate nicely and continue to provide residents and business owners design options as they move forward with housing, signs and fencing.

8) Whether the new zoning considers the character of the district and the peculiar suitability of the property for particular uses;
All the amendments have been considered in a way that continues to carry out the intent of the zoning code as a whole and considers how garage location, wall signs and fence materials can have greater options yet still integrate in existing built environments. Neither garage location, wall sign signage and the addition of a fence material type should be considered intrusive to new or existing neighborhoods. Garages were previously built in the front of most housing types in Billings, and while the amendments will allow for this location it does provide guidance on how to lessen the dominance of the garage and still focus on the living units. Further, the wall sign allowances consider scale developments in a way the existing code does not currently contemplate. These amendments will better suit existing business needs in existing developments while still lessing overall sign clutter and dominance over time. Finally, the addition of certain types of metal to be used in combination with framing will not create compatibility issues with neighborhoods. There are existing examples where fences built to the intent of this amendment have integrated seamlessly into neighborhoods. Generally, these amendments are consistent with existing fabric of both commercial and residential neighborhoods.

9) Whether the new zoning will conserve the value of buildings;

In general, the code amendments should conserve the value of buildings throughout the City and the amendments do not alter the code in a way that would decrease values. In particular, some adjustments may ease some nonconformity burdens.

10) Whether the new zoning will encourage the most appropriate use of land throughout the City of Billings.
The code amendments when working with the code as a whole encourage appropriate and compatible uses, design and siting of land in Billings.

Attachments

Ordinance Garage Entry in NX zones corrected 2nd reading
Ordinance Build to Zone and Siting Elements in N districts corrected 2nd reading
Ordinance Fence Materials in Comm and Res zones corrected 2nd reading
Ordinance Sign Code corrected 2nd reading

ORDINANCE 23-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING Sections 27-307 and 27-308 related to the location and entry of attached garages, 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 *Section 27-1628, BMCC,* provide for amendment to the text of the City Zoning Regulations from time to time. The City Zoning Commission and staff have reviewed the proposed zoning text amendment 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.** The text of Section 27-307 be amended to allow the location of an attached garage in the front half of a principal structure and allow the garage entry on the front façade in the NX1 zone district.

Section 3. **ZONE TEXT AMENDMENT.** The text of Section 27-307 is amended as follows:

Sec. 27-307. NX1 district.

The following site and structure regulations apply to any lot in the NX1 district. Refer to section 27- 303 for general regulations applicable to all districts and Table 27-300.6, below, for regulations specific to this district, keyed to illustrations in Figure 27-300(4). See article 27-1800 for definitions and information on how to measure the following regulations:

Table 27-300.6. Site and Structure Regulations.

		Single or Multi-Unit Building	Side-by-Side Attached Units	REFERENCES
A.	BUILDING SITING			
2	Maximum Front Building Width (feet) **within the Build-to Zone**	~~60~~ **80**	~~80~~ **100**, 4 units; 120, 4 units on side street	See subsection 27-307.D for fee simple side-by-side attached units.

11	Attached Garage Location Allowed Garage Entrance	~~Rear half of the building~~ **Any**; Rear or side adjacent to street façade ~~only~~ **preferred** **Front or side load allowed See Sec. 27-307.D**	**See Section 27-307.D for Front Garage Entry limitations**

D. *Supplemental regulations.*

6. Garage Front Façade Entry – Where no alley, carriage lane or rear access system exists or is planned, a street-facing single-wide garage entry door of 10 feet in width or less within the build-to zone, per dwelling unit, is allowed with the following limitations:

(a) For multi-unit or side-by-side structures, no more than two 10-foot wide garage doors are side-by-side; and
(b)Side-by-side garage entries shall share one drive approach no more than 25 feet in width; and
(c) Shared drive approaches for side-by-side garage entries will be spaced at least 40 feet apart; and
(d) Front entry garages shall not be more than 40% of the front façade within the build-to zone; and
(e) Front entry garage doors shall be setback at least 8 feet behind the front door.

Section 4. **DESCRIPTION.** The text of Section 27-308 be amended to allow the location of an attached garage in the front half of a principal structure and allow the garage entry on the front façade in the NX2 zone district.

Section 5. **ZONE TEXT AMENDMENT.** The text of Section 27-308 is amended as follows:

Sec. 27-308. NX2 and NX3 district.

The following site and structure regulations apply to any lot in the NX2 and NX3 district. Refer to section 27-303 for general regulations applicable to all districts and Table 27-300.7, below, for regulations specific to this district, keyed to illustrations in Figure 27-300(5). See article 27-1800 for definitions and information on how to measure the following regulations:

Table 27-300.7. Site and Structure Regulations.

		Multi-Unit Building	Side-by-Side Units	REFERENCES
A.	BUILDING SITING			
11	Attached Garage Location Allowed Garage Entrance	~~Rear half of the building~~; **Any** Rear or street-side façade only **in NX3 and preferred in NX2** **Front or side load allowed in NX2 zone See Sec. 27-308.D**		**See Section 27-308.D. for Front Garage Entry limitations in NX2 zone**

D. *Supplemental regulations.*

6. Garage Front Façade Entry – Where no alley, carriage lane or rear access system exists or is planned, a street-facing single-wide garage entry door of 10 feet in width or less within the build-to zone, per dwelling unit, is allowed in the NX2 zone with the following limitations:

(a) For multiunit or side-by-side structures, no more than two 10-foot wide garage doors are side-by-side; and
(b)Side-by-side garage entries shall share one drive approach no more than 25 feet in width; and
(c) Shared drive approaches for side-by-side garage entries will be spaced at least 40 feet apart; and
(d) Front entry garages shall not be more than 40% of the front façade within the build-to zone; and
(e) Front entry garage doors shall be setback at least 8 feet behind the front door.

Section 6. **EFFECTIVE DATE**. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

Section 7. **REPEALER**. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

Section 8**. 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 22nd day of May 2023.

PASSED, ADOPTED and APPROVED on second reading this 12th day of June 2023.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

ORDINANCE 23-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING Sections 27-304, 27-305, 27-306, 27-307, 27-308 and 27-1802 related to Build-To Zones, Build-to Averaging and Building Elements in Build-to Zones, 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 *Section 27-1628 BMCC,* provide for amendment to the text of the City Zoning regulations from time to time. The City Zoning Commission and staff have reviewed the proposed text amendment 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.** The text of Section 27-304 be amended to allow a greater build-to range, require certain building elements to be within that build-to range, and to allow build-to zone averaging to apply as an option and not a requirement in the N1 zone district.

Section 3. **ZONE TEXT AMENDMENT.** The text of Section 27-304 is amended as follows:

Sec. 27-304. N1 district.

The following site and structure regulations apply to any lot in the N1 district. Refer to 27-303 for general regulations applicable to all districts and Table 27-300.3, below, for regulations specific to this district, keyed to illustrations in Figure 27-300(1). See article 27-1800 for definitions and information on how to measure the following regulations.

Table 27-300.3. Site and Structure Regulations.

			REFERENCES
A.	BUILDING SITING		
3	Front Build-to Zone (feet) **BTZ**	8—~~20~~ **25**; ~~match~~ block face average **allowed** **1) 60% of Front Façade width** **2) Front Door**	See article 27-1800 for block face averaging instructions.

	Façade Elements Required in Build-to Zone	**3) 60% of ground floor window area**	**See article 27-1800 for description of façade elements**
4	Street-Side Build-to Zone (feet)	5—~~15~~ **20**	
7	Accessory Building Yard Location	Rear**/Street Side Yard**	**Administrative Relief may be granted for side yard location See Sec. 27-1614**
11	Attached Garage Entrance Location	Rear, side, or street-side façade; front façade allowed maximum of no more than 40% of the facade **within the Front BTZ**	
C.	WINDOWS, FRONT DOOR, ROOF		
15	Front Door Location Entrance Treatment	Front Façade **within the BTZ** See subsection 27-303.J for Front Entrance	See subsection 27-304.D for 2-unit buildings.
16	Permitted Roof Types **Roof Types Allowed with Administrative Relief**	Pitched, tower permitted **Any other Roof Type**	See article 27-1800 for definition of roof types and exception for other allowed roof types. See article 27-1500 for existing buildings.
	~~- Minimum pitch, less than 2 stories~~	~~4:12 (rise:run)~~	
	~~- Minimum pitch, 2 or more stories~~	~~3:12 (rise:run)~~	

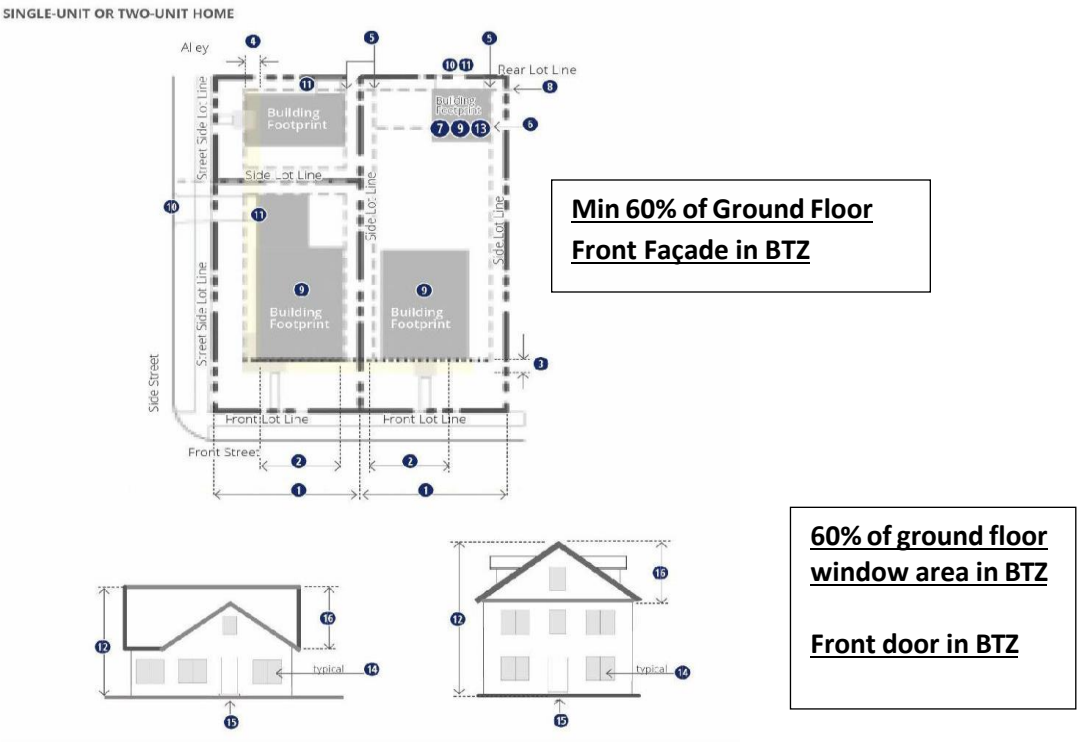


Figure 27-300(1). N1 district diagrammatic plans and elevations.

Section 4. **DESCRIPTION.** The text of Section 27-305 be amended to allow a greater build-to range, require certain building elements to be within that build-to range, and to allow build-to zone averaging to apply as an option and not a requirement in the N2 zone district.

Section 5. **ZONE TEXT AMENDMENT.** The text of Section 27-305 is amended as follows:

Sec. 27-305. N2 district.

The following site and structure regulations apply to any lot in the N2 district. Refer to section 27-303 for general regulations applicable to all districts and Table 27-300.4, below, for regulations specific to this district, keyed to illustrations in Figure 27-300(2). See article 27-1800 for definitions and information on how to measure the following regulations.

Table 27-300.4. Site and Structure Regulations.

			REFERENCES
A.	BUILDING SITING		
1	Minimum Lot Width (feet) per principal building Maximum Lot Width (feet) per principal building	50 120	See subsection 27-305.D for 2-unit buildings. See article 27-1500 existing lots of record. **Lots on cul-de-sacs or flag lots are exempt from min lot width**
3	Front Build-to Zone (feet) **BTZ** **Façade Elements Required in Front Build-to Zone**	10—~~20~~ **32**; ~~match~~ block face average **allowed** **1) 60% of Front Façade width** **2) Front Door** **3) 60% of ground floor window area**	See article 27-1800 for block face averaging instructions. **See article 27-1800 for description of façade elements** **Lots on cul-de-sacs or flag lots are exempt from BTZ requirements**
4	Street-Side Build-to Zone (feet)	10—~~15~~ **25**	
7	Accessory Building Yard Location	Rear**/Street Side Yard**	**Administrative Relief may be granted for side yard location See Sec. 27-1614**
11	Attached Garage Entrance Location	Any façade; front façade limited to no more than 50% of façade **within the Front BTZ**	
B.	HEIGHT		
12	Principal Building: Maximum Height (stories)	~~1.5;~~ 2 stories ~~on maximum 60% of footprint except as provided in subsection 27-305.D~~	
	Maximum Height (feet)	27	
C.	WINDOWS, FRONT DOOR, ROOF		
15	Front Door Location	Street Façade **within the Front BTZ**	See section 27-305.D for 2-unit buildings.
16	Permitted Roof Types **Roof Types Allowed with Administrative Relief**	~~Low p~~ **P**itched, flat **Any other Roof Type**	See article 27-1800 for definition of roof types and exception for other allowed roof types.
	~~Maximum pitch~~	~~3:12 (rise:run)~~	
	~~Minimum pitch~~	~~6:12 (rise:run), except as provided in subsection 27-305.D~~	

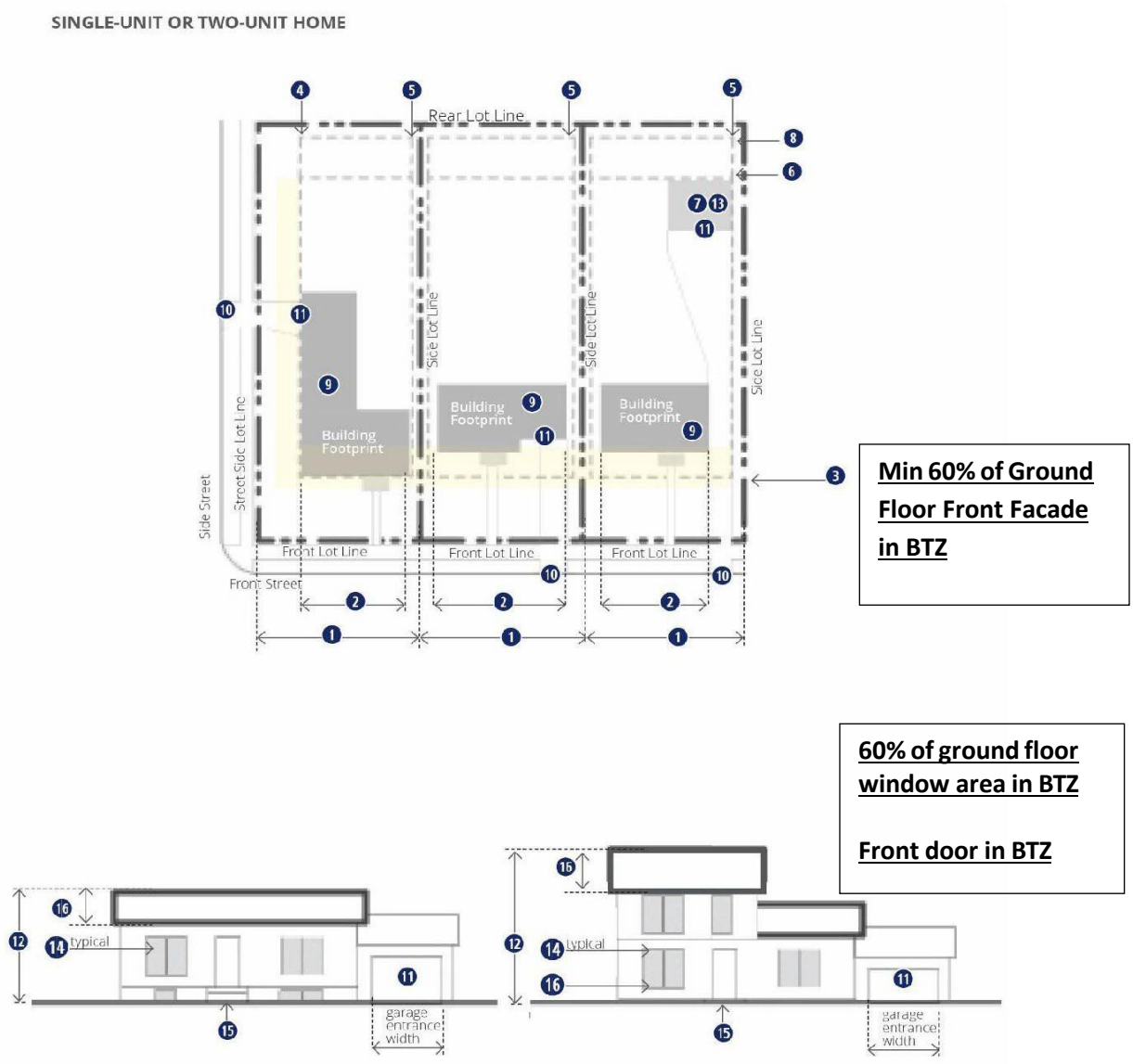


Figure 27-300(2). N2 district diagrammatic plans and elevations.

D. *Supplemental regulations.*

2. The following standards apply to two-unit buildings:

(a) *Configuration.* Allowed configurations include the following: side-by-side per below, stacked units, front and rear units, all located in the principal building; two (2) principal buildings on one lot; or a principal building with an accessory building (see article 27-1000).

(1) Garage entrances located on the front façade are limited to no more than fifty (50) percent of the front façade width **within the Build-to Zone**.

(2) Up to two (2) front door entrances are permitted on the street façade (Table 27-300.4.C).
(3) ~~Principal buildings may have two (2) stories for the entire footprint of the structure.~~

(4) ~~Roofs may exceed the 6:12 maximum roof pitch.~~

Section 6. **DESCRIPTION.** The text of Section 27-306 be amended to allow an accessory building in a street side yard or in a side yard with administrative relief.

Section 7. **ZONE TEXT AMENDMENT.** The text of Section 27-306 is amended as follows:

Sec. 27-306. N3 district.

The following site and structure regulations apply to any lot in the N3 district. Refer to section 27-303 for general regulations applicable to all districts and Table 27-300.5, below, for regulations specific to this district, keyed to illustrations in Figure 27-300(3). See article 27-1800 for definitions and information on how to measure the following regulations:

Table 27-300.5. Site and Structure Regulations.

			REFERENCES
A.	BUILDING SITING		
7	Accessory Building Yard Location	Rear**/Street Side Yard**	**Administrative Relief may be granted for side yard location See Sec. 27-1614**

Section 8. **DESCRIPTION.** The text of Section 27-307 be amended to allow a greater build-to range, require certain building elements to be within that build-to range, and to allow build-to zone averaging to apply as an option and not a requirement in the NX1 zone district.

Section 9. **ZONE TEXT AMENDMENT.** The text of Section 27-307 is amended as follows:

Sec. 27-307. NX1 district.

The following site and structure regulations apply to any lot in the NX1 district. Refer to section 27-303 for general regulations applicable to all districts and Table 27-300.6, below, for regulations specific to this district, keyed to illustrations in Figure 27-300(4). See article 27-1800 for definitions and information on how to measure the following regulations:

Table 27-300.6. Site and Structure Regulations.

		Single or Multi-Unit Building	Side-by-Side Attached Units	REFERENCES
A.	BUILDING SITING			
3	Front Build-to Zone (feet) **Façade Elements Required in Front Build-to Zone**	8—20, ~~match~~ block face average **allowed** **1) 60% of Front Façade width** **2) Front Door** **3) 60% of ground floor window area**		See article 27-1800 for block face averaging instructions. See definitions for front and street-side. See subsection 27-307.D for through lots. Refer to subsection 27-1802 for visibility at intersections. See subsection 27-303.K for arterial setback regulations. **See article 27-1800 for description of façade elements**
4	Street-Side Build-to Zone (feet)	8—15		
7	Accessory Building Yard Location	Rear**/Street Side Yard**	Rear**/Street Side Yard**	**Administrative Relief may be granted for side yard location See Sec. 27-1614**
C.	WINDOWS, FRONT DOORS, ROOF			
15	Front Door Façade Location & Number of Doors	1 on street façade per building **within the Front BTZ**	1 per unit on street facade **within the Front BTZ**	See subsection 27-307.D for multiple buildings on a courtyard.
	Entrance Treatment	See subsection 27-303.J for Front Entrance		
16	Permitted Roof Types **Roof Types Allowed with Administrative Relief**	Parapet, pitched; tower permitted **Any other Roof Type**		See article 27-1800 for definition of roof types and exception for other allowed roof types.

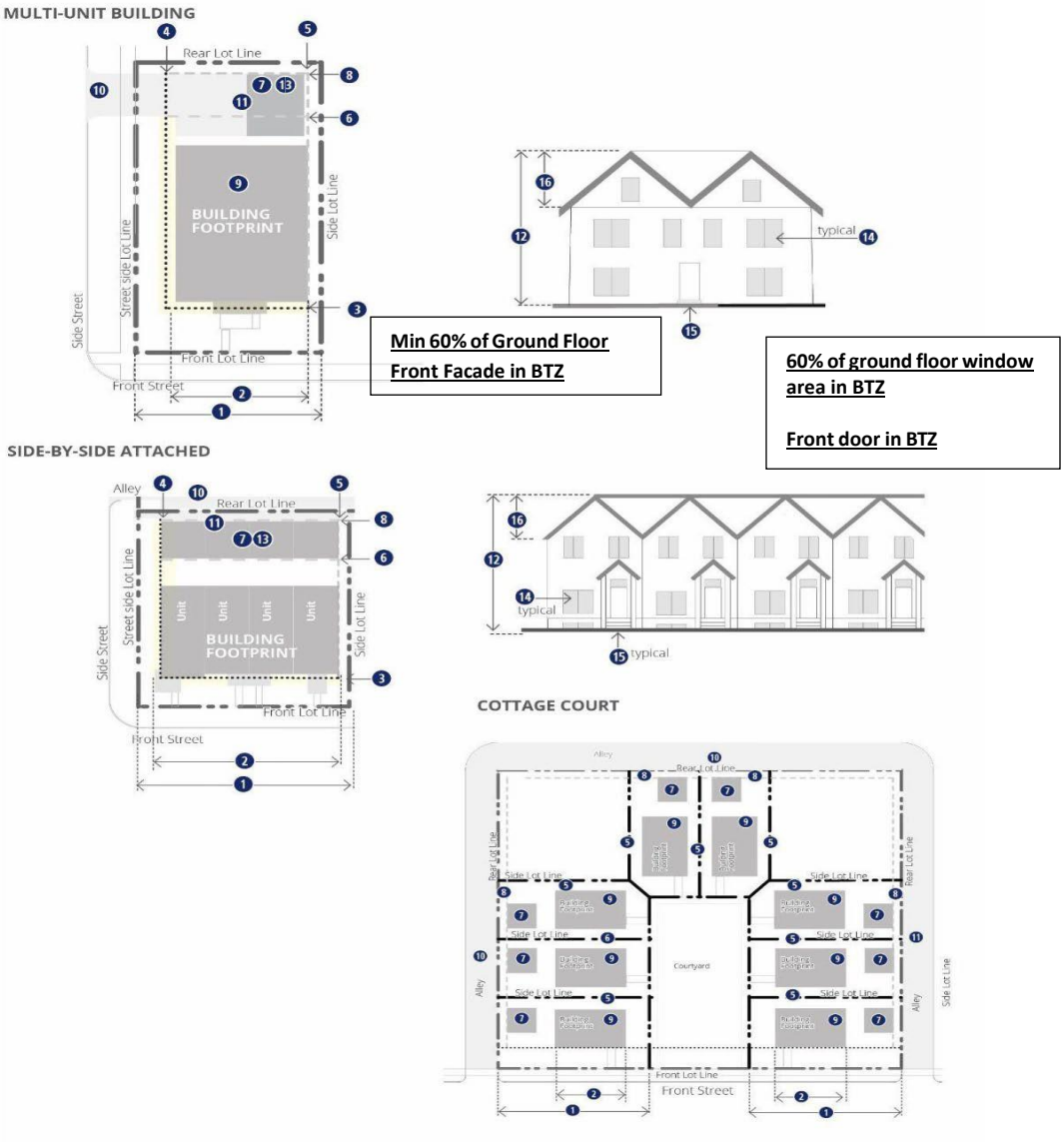


Figure 27-300(4). NX1 district diagrammatic plan.

Section 10. **DESCRIPTION.** The text of Section 27-308 be amended to allow a greater build-to range, require certain building elements to be within that build-to range, and to allow build-to zone averaging to apply as an option and not a requirement in the NX2/NX3 zone district.

Section 11. **ZONE TEXT AMENDMENT.** The text of Section 27-308 is amended as follows:

Sec. 27-308. NX2 and NX3 district.

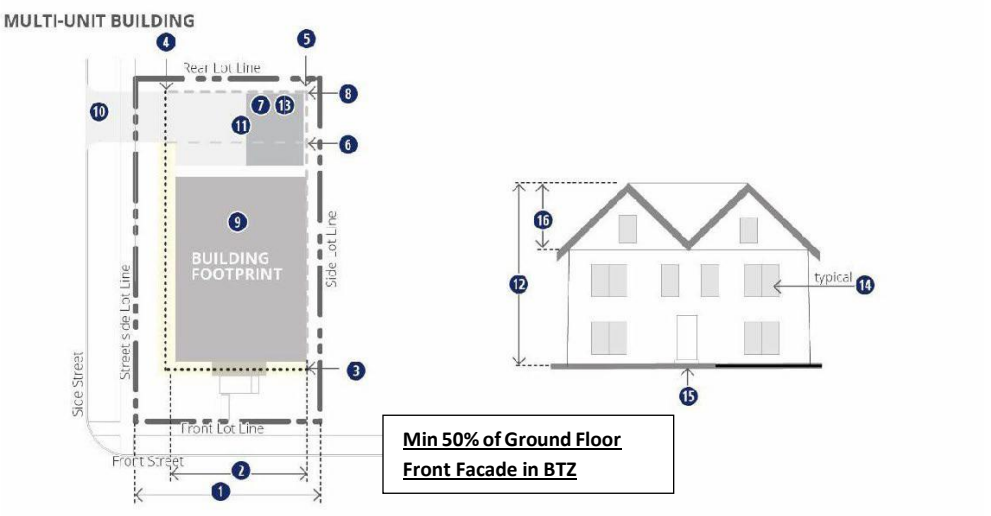
The following site and structure regulations apply to any lot in the NX2 and NX3 district. Refer to section 27-303 for general regulations applicable to all districts and

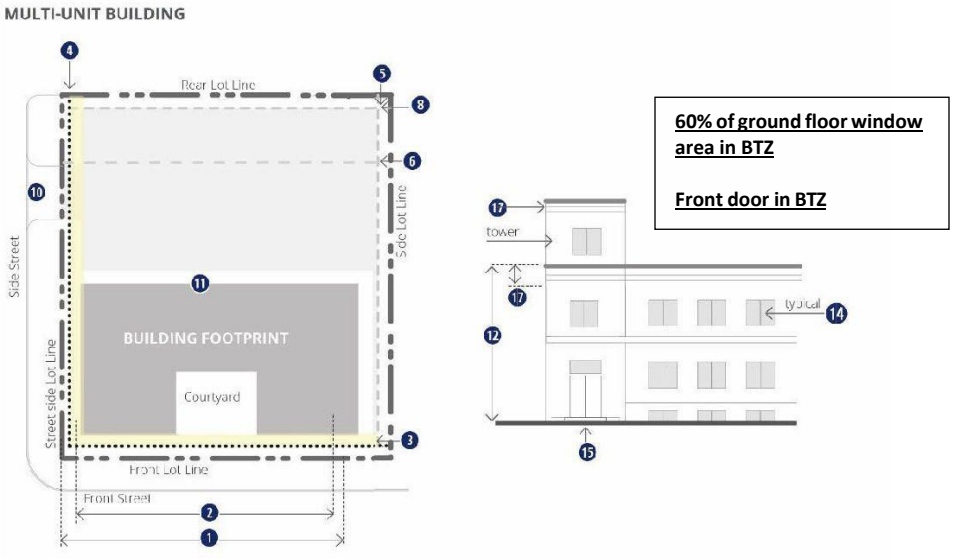
Table 27-300.7, below, for regulations specific to this district, keyed to illustrations in Figure 27-300(5). See article 27-1800 for definitions and information on how to measure the following regulations:

Table 27-300.7. Site and Structure Regulations.

		Multi-Unit Building	Side-by-Side Units	REFERENCES
A.	BUILDING SITING			
2	Maximum Building Width (feet)		172 feet on any frontage **in the BTZ**	See subsection 27-307.D for fee simple row building units
3	Front Build-to Zone (feet) **Façade Elements Required in Front Build-to Zone**	10—20 **1) 50% of Front Façade width** **2) Front Door** **3) 60% of ground floor window area**		See definitions for front and street-side. See subsection 27-303.K for arterial setback regulations. See subsection 27-307.D for through lots. Refer to section 27-1802 for visibility at intersections.
4	Street-Side Build-to Zone (feet)	5—15		
7	Accessory Building Yard Location	Rear**/Street Side Yard**	Rear**/Street Side Yard**	**Administrative Relief may be granted for side yard location See Sec. 27-1614**
B.	HEIGHT			
12	Principal Building:			See article 27-1800 for definition of half story.
	Minimum Height (stories)	~~2~~ **1**	~~1.5~~ **1** for NX2; 2 for NX3	
	Maximum Height (stories)	3 for NX2; 4 for NX3	2.5 for NX2; 3 for NX3	
C.	WINDOWS, FRONT DOOR, ROOF			
15	Front Door Façade Location & Number of Doors	1 per building on street façade **within the Front BTZ**	1 per unit on street facade **within the Front BTZ**	See article 27-1800 for multiple buildings on a courtyard.
	Entrance Treatment	See subsection 27-303.J for Front Entrance		

16	Permitted Roof Types **<u>Roof Types Allowed with Administrative Relief</u>**	Parapet, pitched, flat; tower permitted **<u>Any other Roof Type</u>**	See article 27-1800 for definition of roof types and exception for other allowed roof types.





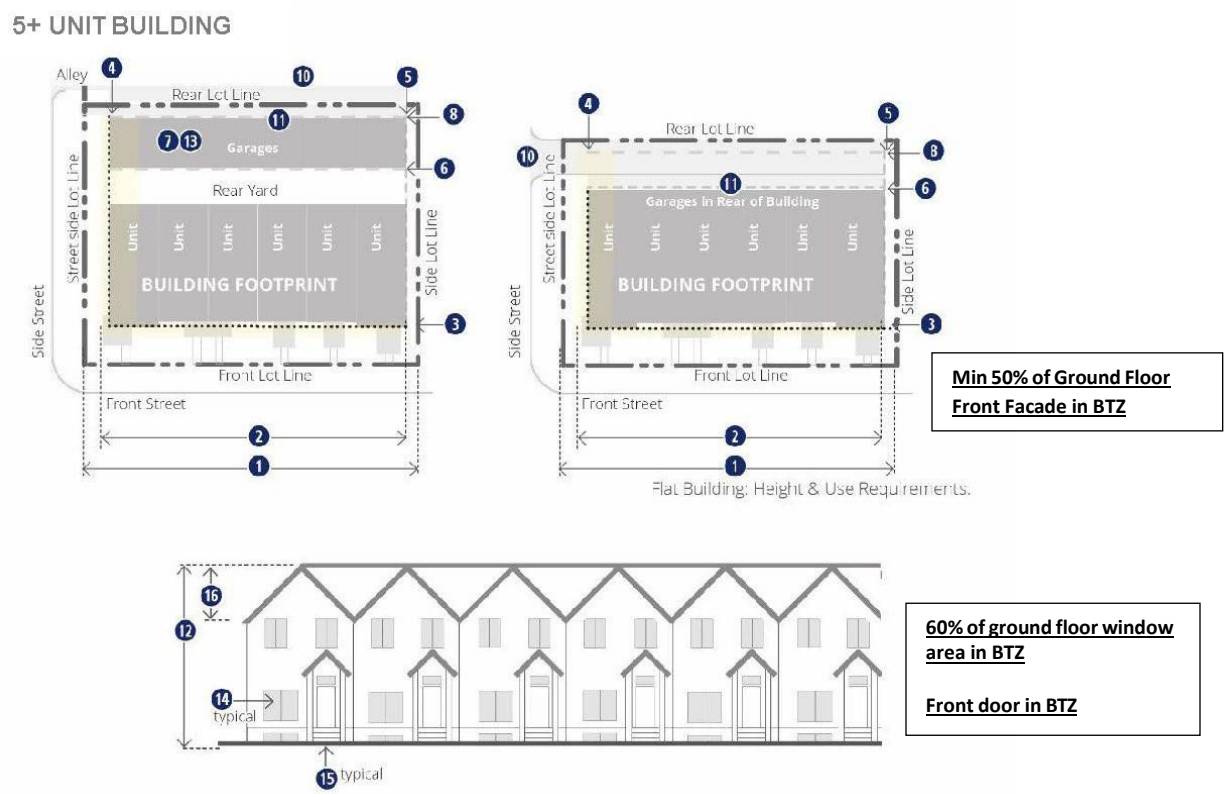


Figure 27-300(5). NX2 and NX3 district diagrammatic plans.

Section 12. **DESCRIPTION.** The text of Section 27-1802 be amended to include new language and descriptions to match the amended Sections 27-304, 27-305, 27-307 and 27-308.

Section 13. **ZONE TEXT AMENDMENT.** The text of Section 27-1802 is amended as follows:

Sec. 27-1802. - Measurements and associated terms.

……

B. Building and parking siting measurements and terms.

1. Building coverage, maximum. The maximum percentage of a yard or lot permitted to be covered by building**s** and any other structures with a roof.

2. Build to corner. Buildings are required to be located within the intersection of the front and street-side build-to zones at street corners.

3. Build-to zones. The build-to zone, when required, is designated separately for each street frontage, front and street-side, in the site and structure regulations table for each district. **Façade elements such as front door(s), windows on the ground floor and a**

percentage of the front façade must be within the build-to zone as shown in the site and structure regulations table for each district. Front or side street facades setback equal to or more than twice the maximum build-to zone in the district are not considered part of the front or street side façade.

(a) Definition. An area in which **all or a percentage of** the front or street side facade of a building shall be placed; it may or may not be located directly adjacent to a lot line. The zone dictates the minimum and maximum distance a structure may be placed from a lot line. **The area between the minimum and maximum is called the Build-to Range.** Refer to Figure 27-1800-3.

……..

(d) Build-to zone (BTZ) averaging. **An owner may choose to increase the maximum build-to zone to better match existing development patterns.** The ~~front setback~~ **build-to zone** average **maximum setback** shall be calculated as follows:

(1) Measurement. The average of the front setbacks of the next two (2) lots on each side of the lot on the same side of the street. If any applicable lots are vacant, the minimum front setback or build-to zone from the site and structure regulations of the district shall be used in the calculation.

(2) Corner lots. For corner lots, the average of the front setbacks of the next two (2) lots adjacent to the lot with the same street frontage as the lot in question. If any applicable lots are vacant, the minimum front build-to zone shall be used in the calculation.

Section 14. **EFFECTIVE DATE**. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

Section 15. **REPEALER**. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

Section 16**.** **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 22nd day of May 2023.

PASSED, ADOPTED and APPROVED on second reading this 12th day of June 2023.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1029, Text Amendment for Build to Zones, Neighborhood Districts

ORDINANCE 23-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING Section 27-1209 FENCE MATERIALS IN COMMERCIAL AND RESIDENTIAL ZONES, 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 *Section 27-1628, BMCC,* provide for amendment to the text of the City Zoning Regulations from time to time. The City Zoning Commission and staff have reviewed the proposed zoning text amendment 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.** The text of Section 27-1209 be amended to add allowed fence materials and clarify how such materials may be used in commercial and residential zones.

Section 3. **ZONE TEXT AMENDMENT.** The text of Section 27-1209 is amended as follows:

Sec. 27-1209. - Fences, walls and hedges.
E. Materials.
1. Residential and commercial zones.
(a) Generally. All fences in residential, and commercial zoning districts shall be constructed from materials which are commonly used for fencing.
(1) Commonly used fence materials include wood **including wood composites**, brick, stone, split railing, chain-link, wire, vinyl, ornamental iron work**, and corrugated or uncorrugated metal panels framed in wood, vinyl, composite, brick or stone**.
Metal panels shall be coated with a non-reflective material.
(2) Prohibited materials: Railroad ties, intact wood pallets, tires, ~~or~~ rubble **or reflective metal panels**.
(3) Salvaged material that do not meet one of the commonly used fence materials identified above are generally prohibited except as provided in this section. Salvaged material may be used for fencing where:
(i) The appearance of the completed fence is substantially similar to and consistent with the design of a fence constructed of commonly-used materials,
(ii) The salvaged material fence is constructed according to generally applicable fence construction standards, and
(iii) The salvaged material is in good repair and capable of long-term maintenance by the property owner.
(4) Materials not listed **may be submitted for Administrative Relief.** ~~are subject to special review~~.

(b) Bufferyard fencing. Required bufferyard fencing may be constructed of any of the materials identified in subsection E.1(a) along with powder-coated or vinyl coated chain link fence.
(1) Where an opaque screening fence is required between uses—such as residential next to heavy commercial or industrial—solid vinyl, wood **including wood composites** or similar solid fencing, or powder-coated or vinyl-coated chain link fence with opaque (solid) inserts shall be installed.
(2) An existing fence of the proper height and materials that is located on the property line where a bufferyard fence is required may be retained. Where an existing fence is not compliant with this section, the property owner who is required to install the bufferyard fence shall replace the existing fence with a compliant fence.
2. Industrial zones. All fences in industrial zoning districts shall be constructed from materials commonly used for fencing and shall not be constructed from railroad ties, intact wood pallets, rubble, or salvaged material.
(a) Commonly used fence materials include wood, brick, stone, split railing, chain-link, wire, vinyl, ornamental iron work, finished or coated steel or aluminum building panels.
(b) Barbed wire is only permitted where an eight-foot tall fence is permitted. The barbed wire must be placed on top of the fence and must be located a minimum of eight (8) feet from the ground. Electric fencing is not permitted.
(c) Materials not listed **may be submitted for Administrative Relief.** ~~are subject to special review~~.

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 22nd day of May 2023.

PASSED, ADOPTED and APPROVED on second reading this 12th day of June 2023.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1029, Text Amendment for Fence Materials

ORDINANCE 23-_____

**AN ORDINANCE OF THE CITY OF BILLINGS,
PROVIDING Sections 27-1403, 27-1407, and 27-1409
related to signs and nonconforming signs, 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 *Section 27-1628, BMCC,* provide for amendment to the text of the City Zoning regulations from time to time. The City Zoning Commission and staff have reviewed the proposed text amendment 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.** The text of Section 27-1403 Nonconforming signs be amended to clarify the language and allow some minor nonconforming signs to be replaced without increasing the nonconformity of the sign.

Section 3. **ZONE TEXT AMENDMENT.** The text of Section 27-1403. Nonconforming signs, is amended as follows:

Sec. 27-1403. Nonconforming signs.

B. *Classification of nonconformities.* There are two (2) types of legal, nonconforming signs: major and minor. Signs with multiple nonconforming elements are classified in the category of the most significant nonconformity.

1. *Major nonconforming signs.* Major nonconforming signs are those signs for which the nonconformity generates a nuisance per se, violates city sign policy, or is incompatible with adjacent signs and/or the adopted guiding principles such that public policy favors their elimination from the zone if they are discontinued, abandoned, or destroyed. Major nonconforming signs include:

(a) Off-premises signs**, unless permitted as a conforming off-premise sign through Section 27-1409**;

……

(g) Signs approved with a variance **on or before January 1, 2010,** that permits any issue included in this major nonconformity list.

C. *Major nonconformities.*

1. *Alterations.*

(a) A major nonconforming sign or sign structure may not be altered in any way that increases any nonconformity. A proposed change to any nonconforming aspect of a major nonconforming sign **for a new or**

relocating business shall require the entire sign to be brought into conformance with this article.

(b) General repairs, maintenance, **updates and rebranding for an existing business** and change to advertising copy that does not include replacing a static sign with an EMD are not considered alterations.

2. *Replacement.*

(a) A major nonconforming sign that is voluntarily replaced **for a new or relocating business** shall be replaced with a conforming sign.

(b) A major nonconforming sign that loses its nonconforming status per subsection 27-1403.F shall be replaced with a conforming sign.

D. *Minor nonconformities.*

1. *Alterations.*

(a) A minor nonconforming sign may be altered **for an existing business** in a manner that conforms to this zoning code while still maintaining the nonconforming elements. For example, a sign that is two (2) feet over the height limit for the zone district may be altered provided the height is not increased.

(b) General repairs, maintenance, **updates and rebranding for an existing business** and change to advertising copy that does not include replacing a static sign with an EMD are not considered alterations.

2. *Replacement.*

(a) A minor nonconforming sign that is voluntarily replaced ~~shall~~ **may** be replaced with a conforming sign.

(b) A minor nonconforming sign that loses its nonconforming status per subsection 27-1403.F shall be replaced with a conforming sign.

…….

F. *Loss of nonconforming status.* A nonconforming sign shall lose its nonconforming designation and be required to come into compliance with this article if any of the following apply:

1. Any portion of the ~~primary~~ **freestanding** sign structure is replaced.

2. The ~~primary structure~~ **principal structure** on the site is replaced, renovated in a manner that expands the building footprint by more than fifty (50) percent, or when the sign is required to be moved to accommodate building replacement or expansion in compliance with the zone district regulations.

……..

Section 4. **DESCRIPTION.** The text of Section 27-1407. Sign regulations by zone district, be amended to clarify the language in reference to attached wall signs.

Section 5. **ZONE TEXT AMENDMENT.** The text of Section 27-1407 is amended as follows:

Sec. 27-1407. Sign regulations by zone district.

…….

B. *Neighborhood office, neighborhood mixed-use, and EBURD RSV.*

1. *Applicability.* The standards in this section shall apply to the following districts: NO, NMU, and EBURD RSV.

2. *Maximum total permitted sign area.*

(a) *Attached **wall** signs.* Twenty (20) percent of total wall area of a ~~public~~ street-facing wall, **or** ~~to~~ a max of one hundred (100) square feet**,** ~~.~~ **or to a max of 1.5 square feet of sign area per linear foot of building frontage whichever is less. This maximum wall sign area is calculated on a per tenant basis. See Sec. 27-1407.B.4 for wall signs on building facades that do not face a street.**

(b) *Freestanding signs.* ~~Sixty (60)~~ **Thirty-two (32)** square feet unless otherwise provided in Table 27-1400.4. Table 27-1400.1, Permitted Number of Permanent Freestanding Signs applies.

3. *Summary tables.* Tables 27-1400.3 and 27-1400.4 identify the types of signs permitted in the NO and NMU districts, subject to the regulations identified in the table and this article.

Table 27-1400.3. Attached signs NO, NMU, and EBURD RSV.

Sign Type	Number	Height (max., ft.)	Sign Area per Sign (max., sf.)	Illumin.	Additional Standards
Awning	1 per awning	n/a	n/a	Internal or external	Subsection 27-1405.B, Awning Signs
Canopy	1 per canopy	n/a	n/a	Internal or external	Subsection 27-1405.B, Canopy Signs
Projecting	1 per street frontage	Same as wall [1]	32	Internal or external	Subsection 27-1405.B, Projecting Signs
Wall	1 per tenant per street frontage	Same as wall [1]	~~32 [2]~~ **100**	Internal or external	Subsection 27-1405.B, Wall Signs **27-1407.B.2(a)**
Window	n/a	Limited to architect. distinct window area	Subsection 27-1405.B, Window Signs	No	Subsection 27-1405.B, Window Signs
Notes:					
[1] May not project above wall on which located.					
~~[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 27-1400.4. Freestanding signs NO, NMU, and EBURD RSV.

Sign Type	Number	Height (max., ft.)	Sign Area per Sign (max., sf.)	Setback (min., ft.)	Illumin.	Additional Standards
Access Point	1 per vehicle access	3	2	0 [1]	Internal or external	Subsection 27-1405.A, Access Point Signs
Monument	1 per street frontage	8	32	5 [1]	Internal or external	Subsection 27-1405.A, Monument Signs
Monument, Multitenant [2]	1 per street frontage	8	Same as monument plus 10 sf per tenant up to 6 tenants (base + 60 sf max)	5 [1]	Internal or external	Subsection 27-1405.A, Monument Signs
Pedestrian-Scale Freestanding	1 per street frontage	Single pole: 8 Double pole: 5	8	2 [1]	Internal or external	Subsection 27-1405.A, Pedestrian-Scale Signs
Structural Canopy	1 per street frontage	2 feet above canopy	n/a	Canopy: zone district standards	Internal or external; static EMD	Subsection 27-1405.A, Structural Canopy Signs
Notes:						
[1] From all property lines; must comply with clear vision areas per subsection 27-1802.H.						
[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.						

4. *District specific standards.*

   (a) Where signs are linked to a use category, a description of the category can be found in article 27-1000, Use Standards.

   (b) Residential uses and structures within an NO, NMU, or EBURD RSV district are permitted the same signage as neighborhood residential districts as provided in Table 27-1400.2.

   (c) EMD signs are not permitted in NO, NMU, or EBURD RSV districts.

   (d) Tenant signage in multitenant structures shall be ~~allocated to~~ **calculated for** each tenant ~~unit~~ based on the front wall area of the individual unit. Tenants with side, rear, or alley entrances are permitted wall signage on the wall with their primary public entrance only.

C. *Corridor mixed-use and EBURD RSVMS.*

1. *Applicability.* The standards in this section shall apply to the following districts: CMU1, CMU2, and EBURD RSVMS.

2. *Maximum total permitted sign area.*

(a) *Attached **wall** signs.* Twenty (20) percent of total wall area **of a street facing wall, or** a max of two hundred fifty (250) square feet~~.~~ **, or 2 square feet of sign area per linear foot of building frontage, whichever is less. This maximum wall sign area is calculated on a per tenant basis. See Sec. 27-1407.C.4 for wall signs on building facades that do not face a street.**

(b) *Freestanding signs.*

(1) Table 27-1400.1, Permitted Number of Permanent Freestanding Signs applies.

(2) Table 27-1400.5, Maximum sign area for freestanding signs is as follows:

Table 27-1400.5. Freestanding Sign Maximum Area in CMU1, CMU2, and EBURD RSVMS.

Zone District and Number of Businesses	Street Frontage 0—300 linear feet	Street Frontage Greater than 300 linear feet
CMU1 One Tenant	50 s.f.	50 s.f.
CMU1 Multiple Tenants [1]	+ 10 s.f. sign area per additional tenant up to 6 tenants (110 s.f.)	+ 10 sf sign area per additional tenant up to 6 tenants (110 s.f.)
CMU2 One Tenant	80 sf	140 s.f.
CMU2 Multiple Tenants [1]	+ 20 s.f. sign area per additional tenant up to 6 tenants (200 s.f.)	+ 10 s.f. sign area per tenant up to 10 tenants (240 s.f.)
CMU2 Shopping Center [1]	375 s.f.	375 s.f.
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.		

3. **Summary tables.** Tables 27-1400.6 and 27-1400.7 identify the types of signs permitted in these districts, subject to the regulations identified in the table and this article.

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 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.~~						

4. *District specific standards.*

   (a) Where signs are linked to a use category, a description of the category can be found in article 27- 1000, Use Standards.

   (b) Tenant signage in multitenant structures shall be ~~allocated to~~ **calculated for** each tenant ~~unit~~ based on the front wall area of the individual unit. Tenants with side, rear, or alley entrances are permitted wall signage on the wall with their primary public entrance.

D. *CBD and DX.*

1. *Applicability.* The standards in this section shall apply to the CBD and DX zone district.

2. *Maximum total signage.*

   (a) *Attached **wall** signs.*

   (1) *Buildings under ten (10) stories.* Ten (10) percent of the wall area up to a max of two hundred fifty (250) square feet. **This maximum wall sign area is calculated on a per tenant basis. See Sec. 27-1407.D.4 for wall signs on building facades that do not face a street.**

(2) *Buildings ten (10) stories and taller.* Ten (10) percent of wall area with no maximum.

(b) *Freestanding signs.* 0.5 square foot per lineal foot of street frontage to a max of fifty (50) square feet unless otherwise provided in Table 27-1400.9. Table 27-1400.1, Permitted Number of Permanent Freestanding Signs **applies.** ~~: urban standards apply.~~

3. *Summary tables.* Tables 27-1400.8 and 27-1400.9 identify the types of signs permitted in these districts, subject to the regulations identified in the table and this article.

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 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 27-1400.9. Freestanding Signs in CBD and DX.

Sign Type	Number	Height (max., ft.)	Sign Area per Sign (max., sf)	Setback (min., ft.)	Illumin.	EMD	Additional Standards
Access Point	1 per vehicle access	3	6	0 [2]	Internal or external	n/a	Subsection 27-1405.A, Access Point Sign
Monument; Monument, Multitenant	1 per street frontage; Table 27-1400.1	8	50 per side; plus 4 sf sign area per tenant up to 6 tenants (24 sf) [1]	0 [2]	Internal or external	Animated, max 40% of sign area	Subsection 27-1405.A Monument Sign
Pedestrian-Scale Freestanding	1 per street frontage; Table 27-1400.1	Single Pole: 8; Double Pole 5	12 per side	0 [2]	Internal or external	Animated, max 40% of sign area	Subsection 27-1405.A, Ped.-Scale Freestand Sign
Structural Canopy	1 per street frontage	2 feet above canopy	n/a	0 [2]	Internal	Static, max 40% of sign area	Subsection 27-1405.A, Structural Canopy Sign
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.							
[2] From all property lines; must comply with clear vision areas per subsection 27-1802.H.							

4. *District specific standards.*

(a) Where signs are linked to a use category, a description of the category can be found in article 27- 1000, Use Standards.

(b) Tenant signage in multitenant structures shall calculated for each tenant based on the front wall area of the individual unit. Tenants with side, rear, or alley entrances are permitted wall signage on the wall with their primary public entrance.

E. *Commercial, industrial, and EBURD CW, 13thSt., and IS.*

1. *Applicability.* The standards in this section shall apply to the following districts: CX, I1, I2, and EBURD CW, 13th St. and IS.

2. *Maximum total signage.*

(a) *Attached **wall** signs.* Two (2) square feet per lineal foot of building frontage to a max. of two hundred fifty (250) square feet. **This maximum wall sign area is calculated on a per tenant basis. See Sec. 27-1407.E.4 for wall signs on building facades that do not face a street.**

(b) *Freestanding signs.* One square foot per lineal foot of street frontage to a max. of ~~two hundred fifty (250)~~ **one hundred (100)** square feet unless otherwise provided in Table 27-1400.11. Table 27-1400.1, Permitted Number of Permanent Freestanding Signs applies.

3. *Summary table.* Tables 27-1400.10 and 27-1400.11 identify the types of signs permitted in these districts, subject to the regulations identified in the table and this article.

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 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.~~						

Table 27-1400.11. Freestanding Signs Commercial, Industrial, and EBURD CW, 13th St., and IS.

Sign Type	Number	Height (max., ft.)	Sign Area per Sign (max., sf)	Setback (min., ft.)	Illumin.	EMD	Additional Standards
Access Point	1 per vehicle access	3	6	0 [1]	Internal or external	n/a	Subsection 27-1405.A, Access Point Sign
Monument	1 per street frontage; Table 27-1400.1	8	100 per side	5 [1]	Internal or external	Static; Max 40% of sign face	Subsection 27-1405.A Monument Sign
Multitenant Monument [2]	1 per street frontage; Table 27-1400.1	8	100 plus 10 sf per tenant up to 6 tenants; 160 max	5 [1]	Internal or external	Static; Max 40% of sign face	Subsection 27-1405.A Monument Sign
Shopping Center Monument	1 per street frontage	8	375	5 [1]	Internal or external	Static; Max 40% of sign face	Subsection 27-1405.A, Monument Sign
Pole	1 per street frontage; Table 27-1400.1	25 [3]	100 per side	5 [1]	Internal or external	Static; Max. 40% of sign face	Subsection 27-1405.A, Pole Sign
Structural Canopy	1 per street frontage	2 feet above canopy	n/a	5 [1]	Internal	Static; Max 40% of sign face	Subsection 27-1405.A, Structural Canopy Sign

Notes:

[1] From all property lines; must comply with clear vision areas per subsection 27-1802.H.

[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.

[3] The maximum height of pole signs within 660 feet of and oriented to the interstate or interstate frontage right-of-way is 40 feet.

4. *District specific standards.*

(a) Where signs are linked to a use category, a description of the category can be found in article 27- 1000, Use Standards.

(b) Tenant signage in multitenant structures shall be calculated for each tenant based on the front wall area of the individual unit. Tenants with side, rear, or alley entrances are permitted wall signage on the wall with their primary public entrance.

Section 6. **DESCRIPTION.** The text of Section 27-1409 Off-premise/billboard signs be amended to increase the separation distance between residential zones and any replacement billboard sign in the CMU2 zone district.

Section 7. **ZONE TEXT AMENDMENT.** The text of Section 27-1409 is amended as follows:

Sec. 27-1409. Off-premises/billboard signs.

C. *Location standards following compliance with subsection 27-1409.B.* All replacement billboards shall be located in accordance with the following standards:

1. *Zoning districts.*

(a) Replacement billboards shall be permitted as an allowed use in heavy commercial (CX), ~~controlled~~ **light** industrial (I1), and heavy industrial (I2) zoning districts and on boulevard street types in EBURD zone districts.

(b) Billboards shall be permitted as an allowed use in corridor mixed use 2 (CMU2) zoning district provided that the structure is two hundred (200) feet or more from a residential zoning district. **This distance shall be measured as a radius from the proposed location of the off-premise sign. A residential zone district includes any Planned Development zone that allows residential uses, and any county zone district that allows residential uses.**

(c) A special review shall be required for all billboards to be located in a CMU2 zone if the structure is less than two hundred (200) feet but greater than one hundred fifty (150) feet from a residential zoning district.

(d) Billboards may be permitted in the CBD through section 27-1623, Special review uses.

(e) No new billboards shall be permitted on, directed to, or within two hundred (200) feet of the following corridors regardless of the applicable zoning:

(1) 27th Street from I-90 to Airport Road (excluding 27th Street North from Montana Avenue to 6th Avenue North).
(2) Highway 3 (Airport Road) from Alkali Creek Road west to the city limits.
(3) Shiloh Road from I-90 to Rimrock Road.
(4) Yellowstone River.
(5) Any historic district registered on the National Register of Historic Places.

Section 8. **EFFECTIVE DATE**. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

Section 9. **REPEALER**. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

Section 10**.** **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 22nd day of May 2023.

PASSED, ADOPTED and APPROVED on second reading this 12th day of June 2023.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1029, Text Amendment for Sign Code

City Council Regular

Date:	06/12/2023
Title:	Ward Boundary Expansion Ordinance Second Reading - Annexation 23-03
Presented by:	Hunter Kelly, Planner 1
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Not Applicable
Project Number:	NA

RECOMMENDATION

Staff recommends the City Council approve this ordinance on second reading, adding recently annexed property to Ward IV.

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

KLJ Engineering behalf of Ned & Van Zimmerman submitted a petition to annex land using the provisions of Section 7-2-4600, MCA. The property is located North of Rimrock Road and East of 54th Street West. The land being annexed is described as being Parcels of Land situated in the SW 1/4 of Section 29, and the NW 1/4 of Section 32, T.1N., R.25E., Yellowstone County, Montana, more particularly described as follows: Tract 2B of Amended Tract 2 of Certificate of Survey No. 1834, recorded November 25th, 1997, under Document No. 1900549 on file and of record in the office of the Yellowstone County Clerk and Recorder. Including adjacent Right-Of-Way of Rimrock Road. Said annexation containing 32.928 gross acres and 30.608 net acres, more or less.

Upon Council approval, this annexation requires a change in the boundaries of Ward IV. Two readings are required for this action. The first reading and public hearing took place on May 22, 2023. The second reading will take place at this meeting.

ALTERNATIVES

City Council may:

- Approve adding the subject property to Ward IV, or;
- Disapprove adding the subject property to Ward IV. Disapproval will not modify the boundary of Ward IV 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. 23-_____

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 IV 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 IV the following described real property:

Parcels of Land situated in the SW 1/4 of Section 29, and the NW 1/4 of Section 32, T.1N., R.25E., Yellowstone County, Montana, more particularly described as follows:

Tract 2B of Amended Tract 2 of Certificate of Survey No. 1834, recorded November 25th, 1997, under Document No. 1900549 on file and of record in the office of the Yellowstone County Clerk and Recorder.

Including adjacent Right-Of-Way of Rimrock Road.

Said annexation containing 32.928 gross acres and 30.608 net acres, more or less.

(# 23-03) 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. 23-_____ 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 22nd day of May, 2023.

PASSED by the City Council on the second reading this 12th day of June, 2023.

THE CITY OF BILLINGS:

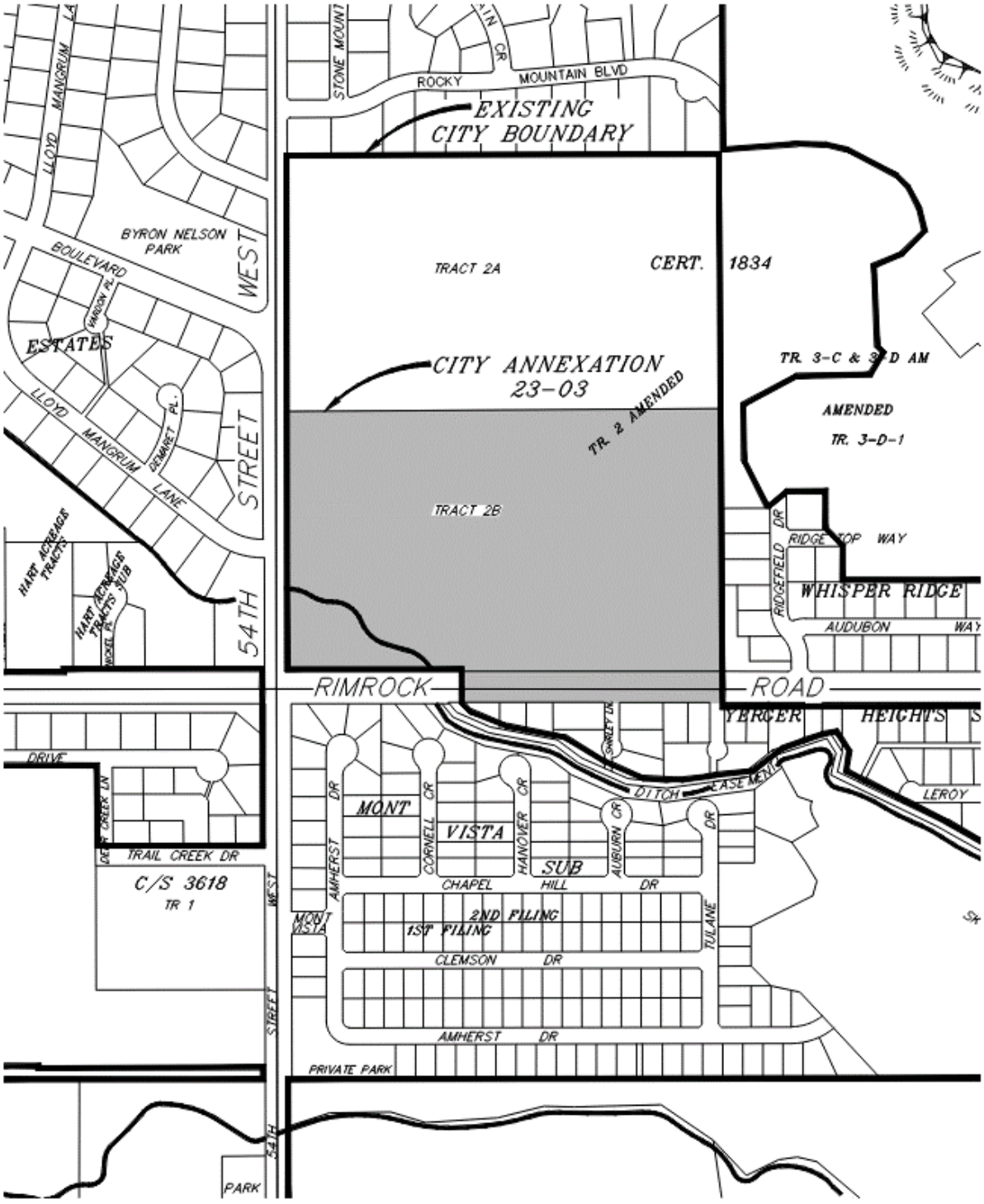
_____
William A. Cole, MAYOR

ATTEST:

BY: _____
Denise Bohlman, CITY CLERK

(#22-03)

EXHIBIT "A"


EXISTING CITY BOUNDARY
CITY ANNEXATION 23-03
TRACT 2A
CERT. 1834
TRACT 2B
TR. 2 AMENDED
TR. 3-C & 3-D AM
AMENDED
TR. 3-D-1
ROCKY MOUNTAIN BLVD
STONE MOUNT
LLOYD MANGRUM LA
BYRON NELSON PARK
BOULEVARD
WEST
ESTATES
GIBSON PL.
LLOYD MANGRUM LANE
DEMARET PL.
STREET
54TH
HART ACREAGE TRACTS
HART ACREAGE TRACTS SUB
NICKEL PL.
RIMROCK ROAD
RIDGE TOP WAY
RIDGEFIELD DR
WHISPER RIDGE
AUDUBON
DRIVE
DEER CREEK LN
TRAIL CREEK DR
C/S 3618
TR 1
MONT VISTA
SUB
2ND FILING
1ST FILING
CLEMSON DR
AMHERST DR
CORNELL CR
HANOVER CR
AUBURN CR
CHAPEL HILL DR
TULANE
SHIRLEY DR
DITCH
LEASE MEXIA
LEROY
PRIVATE PARK
PARK

City Council Regular

Date:	06/12/2023
Title:	Payment of Claims for week of May 1, 2023
Presented by:	Andy Zoeller, Finance Director
Department:	Finance
Presentation:	No
Legal Review:	Not Applicable
Project Number:	

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

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

Claims in the amount of $1,488,126.88 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 05012023

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861060	Advanced Employ	Facilities	$ 514.08	W/E 3/26/2023 Patrick Kittson
05/01/2023	861060	Advanced Employ	Facilities	$ 57.12	W/E 3/26/2023 Patrick Kittson
05/01/2023	861060	Advanced Employ	Facilities	$ 52.36	W/E 4/2/2023 Patrick Kittson
05/01/2023	861060	Advanced Employ	Facilities	$ 471.24	W/E 4/2/2023 Patrick Kittson
05/01/2023	861060	Advanced Employ	Solid Waste	$ 273.00	Contract labor at Landfill week ending 4/9/2023.
05/01/2023	861060	Advanced Employ	Solid Waste	$ 1,665.30	Contract labor at Landfill week ending 4/9/2023.
05/01/2023	861064	Archie Cochrane	Fleet	$ 202.32	5465651
05/01/2023	861064	Archie Cochrane	General	$ 64.00	5460877
05/01/2023	861064	Archie Cochrane	General	$ 9.00	5460877
05/01/2023	861064	Archie Cochrane	General	$ 14.30	5460877
05/01/2023	861064	Archie Cochrane	General	$ 46.62	5460877
05/01/2023	861064	Archie Cochrane	General	$ 17.22	5460877
05/01/2023	861064	Archie Cochrane	General	$ 59.84	5461436
05/01/2023	861064	Archie Cochrane	General	$ 46.92	5461436
05/01/2023	861064	Archie Cochrane	General	$ 36.92	5461436
05/01/2023	861064	Archie Cochrane	General	$ 59.36	5461436
05/01/2023	861064	Archie Cochrane	Public Safety	$ 645.00	5460802
05/01/2023	861064	Archie Cochrane	Public Safety	$ 1,060.30	5460848
05/01/2023	861064	Archie Cochrane	Public Safety	$ 125.80	5460848
05/01/2023	861064	Archie Cochrane	Public Safety	$ 400.00	5460848
05/01/2023	861064	Archie Cochrane	Public Safety	$ 22.48	5460944
05/01/2023	861064	Archie Cochrane	Public Safety	$ (400.00)	5461477
05/01/2023	861064	Archie Cochrane	Public Safety	$ 9.02	5461632
05/01/2023	861064	Archie Cochrane	Public Safety	$ 560.00	5462308
05/01/2023	861064	Archie Cochrane	Public Safety	$ 60.10	5462308
05/01/2023	861064	Archie Cochrane	Public Safety	$ 12.36	5462947
05/01/2023	861064	Archie Cochrane	Public Safety	$ 8.94	5462947
05/01/2023	861064	Archie Cochrane	Public Safety	$ 36.00	5462947
05/01/2023	861064	Archie Cochrane	Public Safety	$ 27.71	5462947
05/01/2023	861064	Archie Cochrane	Public Safety	$ 5.64	5462947
05/01/2023	861064	Archie Cochrane	Public Safety	$ 286.36	5462947
05/01/2023	861064	Archie Cochrane	Public Safety	$ (8.94)	5462973
05/01/2023	861064	Archie Cochrane	Street/Traffic	$ 207.50	5461955
05/01/2023	861064	Archie Cochrane	Street/Traffic	$ 14.51	5462766
05/01/2023	861068	Baker Tilly US LLP	SID Fund	$ 3,100.00	Arbitrage Compliance; Rebate and Yield Reduction Report on 2012 bonds
05/01/2023	861068	Baker Tilly US LLP	Sidewalk Debt	$ 739.00	Arbitrage Compliance; Rebate and Yield Reduction Report on 2012 bonds

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861068	Baker Tilly US LLP	Sidewalk Debt	$ 2,361.00	Arbitrage Compliance; Rebate and Yield Reduction Report on 2012 bonds
05/01/2023	861068	Baker Tilly US LLP	Wastewater	$ 3,100.00	Arbitrage Compliance; Rebate and Yield Reduction Report on 2012 bonds
05/01/2023	861070	Bcs Scrip	Water	$ 2,500.00	100 - $25.00 VISA Gift Cards for PW incentive
05/01/2023	861072	Billings Clinic	Public Safety	$ 176.00	552616708-I
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2022-132
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2022-153
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2022-154
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2022-155
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2023-001
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2023-004
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2023-009
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2023-014
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2023-019
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2023-021
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2023-023
05/01/2023	861072	Billings Clinic	Public Safety	$ 600.00	SANE 2023-025
05/01/2023	861073	Billings Depot Inc.	Engineering	$ 15,177.22	Billings Depot May Rent
05/01/2023	861077	Bison Engineering	Solid Waste	$ 9,793.00	Compliance reports and review of NSPS and MACT applicability
05/01/2023	861077	Bison Engineering	Solid Waste	$ -	Compliance reports and review of NSPS and MACT applicability
05/01/2023	861083	Century Link	Airport	$ 50.52	406-245-1044 Airport Terminal Power M
05/01/2023	861083	Century Link	Airport	$ 45.66	406-245-5834 Airport Alarm
05/01/2023	861083	Century Link	Airport	$ 53.02	406-252-0721 Airport 1FB Line
05/01/2023	861083	Century Link	Airport	$ 82.34	406-252-9412 Airport
05/01/2023	861083	Century Link	Airport	$ 53.02	406-256-6014 Airport P9 Building
05/01/2023	861083	Century Link	Airport	$ 68.92	406-256-7070 Airport
05/01/2023	861083	Century Link	Airport	$ 37.94	Bill Date: Aug 16, 2021. QTA Phone 406-252-0005
05/01/2023	861083	Century Link	Engineering	$ 138.75	406-259-7758 Measured Lines Depot 60/40
05/01/2023	861083	Century Link	EOC 911	$ 45.65	406-245-3107 911
05/01/2023	861083	Century Link	EOC 911	$ 45.65	406-245-3108 911
05/01/2023	861083	Century Link	EOC 911	$ 311.26	406-245-7101 9-1-1 Center Landfill #2
05/01/2023	861083	Century Link	EOC 911	$ 311.26	406-245-7102 9-1-1 Center Fox Reservoir #2
05/01/2023	861083	Century Link	EOC 911	$ 5,273.97	406-245-8527 9-1-1 Center
05/01/2023	861083	Century Link	Fleet	$ 51.03	406-256-5047 Motor Pool
05/01/2023	861083	Century Link	General	$ 41.17	406-652-0269 Cemetery Kenco Line
05/01/2023	861083	Century Link	General	$ 64.56	406-652-8403 Stewart Park Batting Cages
05/01/2023	861083	Century Link	IT Resources	$ 50.52	406-245-4437 Kenco Security Alarm IT Alarm

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861083	Century Link	Library	$ 188.10	Library 6 lines
05/01/2023	861083	Century Link	P.W. Admin	$ 92.50	406-259-7758 Measured Lines Depot 60/40
05/01/2023	861083	Century Link	Park Dist 1	$ 68.92	406-652-5507 Parks
05/01/2023	861083	Century Link	Park Dist 1	$ 50.52	406-657-3014 Parks 3890 Stillwater
05/01/2023	861083	Century Link	Parking	$ 41.17	406-252-2041 Park 2 Elevator Phone
05/01/2023	861083	Century Link	Parking	$ 50.52	406-657-3054 Park 1 Elevator Phone
05/01/2023	861083	Century Link	Phone System	$ 103.92	406-248-3329 Airport Measured Lines 406-248-9989
05/01/2023	861083	Century Link	Phone System	$ 114.60	406-248-9124 Met Measured Lines 406-248-9179
05/01/2023	861083	Century Link	Phone System	$ 111.42	406-252-3774 BOC Measured Lines 406-252-3789
05/01/2023	861083	Century Link	Phone System	$ 161.94	406-657-3009 PUD Measured Lines 406-247-8579
05/01/2023	861083	Century Link	Phone System	$ 2,594.61	406-657-8377 Main System Centrex
05/01/2023	861083	Century Link	Phone System	$ 51.96	406-657-8419 MET Fax and 406-247-8520 Kenco Fax
05/01/2023	861083	Century Link	Phone System	$ 48.05	Animal Control Fax 406.657.8227 710B
05/01/2023	861083	Century Link	Phone System	$ 50.52	Fire Alarm 406.657.3058
05/01/2023	861083	Century Link	Phone System	$ 50.52	Four Dances 406.657.3040
05/01/2023	861083	Century Link	Phone System	$ 125.40	Library 6 lines
05/01/2023	861083	Century Link	Phone System	$ 52.49	-Miller Building -406.252.3988
05/01/2023	861083	Century Link	Phone System	$ 50.52	Pioneer Park 406.657.8298
05/01/2023	861083	Century Link	Phone System	$ 51.96	Streets Fax 406.657.8338
05/01/2023	861083	Century Link	Planning	$ 50.52	406-656-9578 Planning Traffic Central Broadwater
05/01/2023	861083	Century Link	Planning	$ 50.52	406-656-9604 Planning Traffic Central 9th
05/01/2023	861083	Century Link	Public Safety	$ 51.96	406-245-1743 Fire Elevator
05/01/2023	861083	Century Link	Public Safety	$ 50.52	406-245-6600 Crime Prevention Alarm
05/01/2023	861083	Century Link	Public Safety	$ 119.32	406-245-7469 Fire
05/01/2023	861083	Century Link	Public Safety	$ 118.28	406-373-3742 Fire RR Crossing Alarm
05/01/2023	861083	Century Link	Public Safety	$ 60.90	406-651-0282 Fire 5 911 Line
05/01/2023	861083	Century Link	Public Safety	$ 41.17	406-655-0728 Fire Maintenance Shop
05/01/2023	861083	Century Link	Radio	$ 311.26	406-248-3635 Fire Airport Radio Tower WCK
05/01/2023	861083	Century Link	Radio	$ 311.26	406-248-3636 Fire Airport Radio Tower Jellison
05/01/2023	861083	Century Link	Solid Waste	$ 96.43	406-245-9820 Solid Waste Landfill
05/01/2023	861083	Century Link	Solid Waste	$ 192.56	SW Landfill #406.259.3065, 406.259.3554, 406.359.395
05/01/2023	861083	Century Link	Street/Traffic	$ 42.34	406-259-3298 PW Traffic 3728 McDougall
05/01/2023	861083	Century Link	Street/Traffic	$ 51.96	406-652-8104 PW Traffic Signal 24 Central
05/01/2023	861083	Century Link	Transit	$ -	406-254-7038 MET Transit
05/01/2023	861083	Century Link	Wastewater	$ 50.52	406-259-2328 PUD Sahara Sand Lift Station
05/01/2023	861083	Century Link	Water	$ 39.44	406-245-3659 PUD Alarm Water Tower

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861091	Crowley Fleck	General	$ 6,300.00	Work on Government affairs issues per contract
05/01/2023	861094	Dakota Supply	Wastewater	$ 96.99	Stock for sewer
05/01/2023	861094	Dakota Supply	Water	$ 265.01	1" COMPRSION X MIP ADAPTER CTS P/N: AY74753Q1
05/01/2023	861094	Dakota Supply	Water	$ 3,905.72	6' 6" FIRE HYDRANT - PUSH ON
05/01/2023	861094	Dakota Supply	Water	$ 7,284.71	8" PVC Pipe PBD033
05/01/2023	861094	Dakota Supply	Water	$ 238.61	BLUE MARKING PAINT P/N: 111-090-00140
05/01/2023	861094	Dakota Supply	Water	$ 346.65	Compression couplings. PBD033
05/01/2023	861094	Dakota Supply	Water	$ 240.62	MARKING PAINT GREEN - GREEN SPRAYON #3631 P/N: S03631
05/01/2023	861094	Dakota Supply	Water	$ 147.41	water service parts
05/01/2023	861095	Dale & Jax Door	Public Safety	$ 4,940.10	FIRE 8: REPLACE ENTRY DOOR [Lake Elmo Drive location]
05/01/2023	861097	Denny Menholt	Public Safety	$ 3,434.50	435528
05/01/2023	861098	Destiny Software	General	$ 11,300.00	Agenda Quick Hosted Services & Hosted Public Records Request System
05/01/2023	861099	Dex Media West	Airport	$ 351.00	120120283 DEX Billing Airport 5610-71100-403450
05/01/2023	861099	Dex Media West	General	$ 351.00	120120283 DEX Billing Recreation Division 0100-51210-403450
05/01/2023	861099	Dex Media West	Library	$ 1,773.00	EX Billing Library 2600-55120-403450
05/01/2023	861099	Dex Media West	Park Dist 1	$ 351.00	120120283 DEX Billing Parks 0100-51100-403450
05/01/2023	861099	Dex Media West	Public Safety	$ 351.00	120120283 DEX Billing Police5610-71100-403450
05/01/2023	861099	Dex Media West	Solid Waste	$ 702.00	120120283 DEX Billings Solid Waste 5410-31210-403450
05/01/2023	861099	Dex Media West	Transit	$ 1,602.00	120120283 DEX Billings MET 5710-71460-403370
05/01/2023	861103	DOWL	Wastewater	$ 2,001.59	WO 22-01 Schedules 1 & 2: Water & Sanitary Sewer Main Replacements
05/01/2023	861103	DOWL	Water	$ 1,733.41	WO 22-01 Schedules 1 & 2: Water & Sanitary Sewer Main Replacements
05/01/2023	861103	DOWL	Water	$ 18,105.00	WO 23-01 2023 Water and Sewer Main Replacement - Water
05/01/2023	861104	Duval Ford LLC	Public Safety	$ 45,838.00	2023 FORD SUV, WHITE - BEHAVORIAL HEALTH UNIT
05/01/2023	861107	E OR Communication	Wastewater	$ 3,720.00	450MHz radio Upgrade equipment
05/01/2023	861109	Ecoverse Industries	Solid Waste	$ 212.12	2304236 - FREIGHT CHARGE
05/01/2023	861109	Ecoverse Industries	Solid Waste	$ 3,451.43	2304236 - RAM FOR DW3080K3 COMB IN AND OUT
05/01/2023	861111	EnvisionWare	Library	$ 1,940.00	Estimated freight
05/01/2023	861111	EnvisionWare	Library	$ 10,245.29	Library Self-checks replacement per the TRP
05/01/2023	861116	Fisher Sand & Gravel	Street/Traffic	$ 1,617.66	inv#92078asphalt
05/01/2023	861116	Fisher Sand & Gravel	Street/Traffic	$ 903.00	inv#92079asphalt
05/01/2023	861116	Fisher Sand & Gravel	Street/Traffic	$ 1,480.00	inv#92251concrete at 2908 2nd ave n
05/01/2023	861116	Fisher Sand & Gravel	Street/Traffic	$ 579.00	inv#92252concrete for 925 delphinium
05/01/2023	861116	Fisher Sand & Gravel	Street/Traffic	$ 579.00	inv#92479concrete
05/01/2023	861118	Global ARFF	Airport	$ 4,540.00	Invoice #16409791. Repairs to C-1 and 2 Foam System
05/01/2023	861120	Granite Peak Pump	Park Dist 1	$ 4,356.00	PLC and install VFD at Rose Park irrigation pump station - 1% tax taken out
05/01/2023	861122	Great W Eng	Solid Waste	$ 1,638.25	MISCELLANEOUS ENGINEERING SERVICES LANDFILL

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861122	Great W Eng	Solid Waste	$ 3,229.75	WO 20-46 Lanfill Compost Facility
05/01/2023	ACH	HDR	Solid Waste	$ 3,612.23	WO 22-37 Landfill Drop-off Bldg Repairs; Payment 10
05/01/2023	ACH	HDR	Solid Waste	$ 14,420.52	WO 23-16 Landfill Scale Addition, Professional Services Contract
05/01/2023	ACH	HDR	Solid Waste	$ 14,423.11	WO 23-27 Landfill Household Hazardous Waste Facility Consultant Agreement
05/01/2023	ACH	HDR	Wastewater	$ 9,345.66	Retainage Release
05/01/2023	ACH	HDR	Wastewater	$ 83,925.98	WO 20-44 WRF Nutrient Recovery Improvements Project
05/01/2023	ACH	HDR	Water	$ 133,300.93	WO 19-12 West End Reservoir; Payment 48
05/01/2023	ACH	HDR	Water	$ 2,892.84	WO 23-19 High Service Pump Station Piping Modifications
05/01/2023	861137	Ingram Library	Library	$ 29.99	75182058
05/01/2023	861137	Ingram Library	Library	$ 0.11	75182058
05/01/2023	861137	Ingram Library	Library	$ 0.11	75182059
05/01/2023	861137	Ingram Library	Library	$ 29.99	75182059
05/01/2023	861137	Ingram Library	Library	$ 0.12	75182060
05/01/2023	861137	Ingram Library	Library	$ 18.40	75182060
05/01/2023	861137	Ingram Library	Library	$ 0.24	75182061
05/01/2023	861137	Ingram Library	Library	$ 45.52	75182061
05/01/2023	861137	Ingram Library	Library	$ 12.87	75182061
05/01/2023	861137	Ingram Library	Library	$ 0.14	75182062
05/01/2023	861137	Ingram Library	Library	$ 11.79	75182062
05/01/2023	861137	Ingram Library	Library	$ 8.39	75182063
05/01/2023	861137	Ingram Library	Library	$ 200.31	75182063
05/01/2023	861137	Ingram Library	Library	$ 2.28	75182063
05/01/2023	861137	Ingram Library	Library	$ 54.31	75182063
05/01/2023	861137	Ingram Library	Library	$ 62.92	75182063
05/01/2023	861137	Ingram Library	Library	$ 0.37	75185836
05/01/2023	861137	Ingram Library	Library	$ 10.19	75185836
05/01/2023	861137	Ingram Library	Library	$ 11.20	75185836
05/01/2023	861137	Ingram Library	Library	$ 15.90	75185837
05/01/2023	861137	Ingram Library	Library	$ 0.20	75185837
05/01/2023	861137	Ingram Library	Library	$ 0.33	75185838
05/01/2023	861137	Ingram Library	Library	$ 17.11	75185838
05/01/2023	861137	Ingram Library	Library	$ 0.37	75185839
05/01/2023	861137	Ingram Library	Library	$ 10.61	75185839
05/01/2023	861137	Ingram Library	Library	$ 22.95	75185839
05/01/2023	861137	Ingram Library	Library	$ 0.26	75185840
05/01/2023	861137	Ingram Library	Library	$ 17.69	75185840

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861137	Ingram Library	Library	$ 35.38	75214467
05/01/2023	861137	Ingram Library	Library	$ 0.46	75214467
05/01/2023	861137	Ingram Library	Library	$ 34.77	75214467
05/01/2023	861137	Ingram Library	Library	$ 17.70	75214468
05/01/2023	861137	Ingram Library	Library	$ 0.14	75214468
05/01/2023	861137	Ingram Library	Library	$ 1.18	75214469
05/01/2023	861137	Ingram Library	Library	$ 172.25	75214469
05/01/2023	861137	Ingram Library	Library	$ 18.88	75214470
05/01/2023	861137	Ingram Library	Library	$ 11.20	75214470
05/01/2023	861137	Ingram Library	Library	$ 0.23	75214470
05/01/2023	861137	Ingram Library	Library	$ 24.77	75214471
05/01/2023	861137	Ingram Library	Library	$ 0.26	75214471
05/01/2023	861137	Ingram Library	Library	$ 11.20	75214472
05/01/2023	861137	Ingram Library	Library	$ 0.73	75214472
05/01/2023	861137	Ingram Library	Library	$ 76.18	75214472
05/01/2023	861137	Ingram Library	Library	$ 0.02	75214473
05/01/2023	861137	Ingram Library	Library	$ 16.52	75214473
05/01/2023	861137	Ingram Library	Library	$ 865.65	75214474
05/01/2023	861137	Ingram Library	Library	$ 2.98	75214474
05/01/2023	861137	Ingram Library	Library	$ 103.14	75214474
05/01/2023	861137	Ingram Library	Library	$ 102.96	75214474
05/01/2023	861137	Ingram Library	Library	$ 24.75	75214474
05/01/2023	861137	Ingram Library	Library	$ 143.59	75214474
05/01/2023	861137	Ingram Library	Library	$ 33.32	75214474
05/01/2023	861137	Ingram Library	Library	$ 128.12	75214474
05/01/2023	861137	Ingram Library	Library	$ 0.61	75258918
05/01/2023	861137	Ingram Library	Library	$ 30.59	75258918
05/01/2023	861137	Ingram Library	Library	$ 0.41	75258919
05/01/2023	861137	Ingram Library	Library	$ 17.10	75258919
05/01/2023	861137	Ingram Library	Library	$ 43.82	75258920
05/01/2023	861137	Ingram Library	Library	$ 1.07	75258920
05/01/2023	861137	Ingram Library	Library	$ 0.26	75258921
05/01/2023	861137	Ingram Library	Library	$ 5.89	75258921
05/01/2023	861137	Ingram Library	Library	$ 15.40	75258922
05/01/2023	861137	Ingram Library	Library	$ 0.65	75258922
05/01/2023	861137	Ingram Library	Library	$ 0.11	75272319

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861137	Ingram Library	Library	$ 29.99	75272319
05/01/2023	861137	Ingram Library	Library	$ 25.21	75272320
05/01/2023	861137	Ingram Library	Library	$ 0.07	75272320
05/01/2023	861137	Ingram Library	Library	$ 32.20	75272321
05/01/2023	861137	Ingram Library	Library	$ 0.22	75272321
05/01/2023	861137	Ingram Library	Library	$ 49.16	75272322
05/01/2023	861137	Ingram Library	Library	$ 39.09	75272322
05/01/2023	861137	Ingram Library	Library	$ 0.44	75272322
05/01/2023	861137	Ingram Library	Library	$ 94.36	75272323
05/01/2023	861137	Ingram Library	Library	$ 2.09	75272323
05/01/2023	861137	Ingram Library	Library	$ 146.35	75272323
05/01/2023	861137	Ingram Library	Library	$ 107.26	75272323
05/01/2023	861137	Ingram Library	Library	$ 50.58	75272323
05/01/2023	861137	Ingram Library	Library	$ 60.63	75272323
05/01/2023	861137	Ingram Library	Library	$ 10.79	75279357
05/01/2023	861137	Ingram Library	Library	$ 0.44	75279357
05/01/2023	861137	Ingram Library	Library	$ 0.85	75279358
05/01/2023	861137	Ingram Library	Library	$ 11.39	75279358
05/01/2023	861137	Ingram Library	Library	$ 15.93	75279359
05/01/2023	861137	Ingram Library	Library	$ 12.98	75279359
05/01/2023	861137	Ingram Library	Library	$ 1.32	75279359
05/01/2023	861137	Ingram Library	Library	$ 10.20	75279360
05/01/2023	861137	Ingram Library	Library	$ 0.39	75279360
05/01/2023	861137	Ingram Library	Library	$ 75.36	75185841 LITIYI
05/01/2023	861137	Ingram Library	Library	$ 11.27	75272324 LITIYI
05/01/2023	861139	Insight Public	Building	$ 786.09	PW Belknap
05/01/2023	861139	Insight Public	Capital Replace	$ 16,812.32	Qty. 40 FZ40 MDT battery pocket jet kit a-Police
05/01/2023	861139	Insight Public	General	$ 87.34	PW Belknap
05/01/2023	861139	Insight Public	General	$ 87.37	PW Belknap
05/01/2023	861139	Insight Public	General	$ 1,572.18	PW Belknap
05/01/2023	861139	Insight Public	General	$ 174.69	PW Belknap
05/01/2023	861139	Insight Public	IT Resources	$ 8,109.12	SolarWinds Maint. 6/18/2023-6/28/2024
05/01/2023	861139	Insight Public	Public Safety	$ 611.40	Police, Animal Control, Fire
05/01/2023	861139	Insight Public	Public Safety	$ 2,358.27	Police, Animal Control, Fire
05/01/2023	861139	Insight Public	Public Safety	$ 10,481.21	Police, Animal Control, Fire
05/01/2023	861139	Insight Public	Street/Traffic	$ 2,358.27	PW Belknap

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861139	Insight Public	Wastewater	$ 174.69	PW Belknap
05/01/2023	861139	Insight Public	Wastewater	$ 349.37	PW Belknap
05/01/2023	861139	Insight Public	Water	$ 786.09	PW Belknap
05/01/2023	861139	Insight Public	Water	$ 2,096.24	PW Belknap
05/01/2023	861141	JC Billion	Airport	$ 40,866.00	2023 Regular Cab Long Box 4 x 4 Pickup - Building Maintenance
05/01/2023	861146	Jottodesk	Public Safety	$ 7,863.18	7882119A
05/01/2023	861146	Jottodesk	Public Safety	$ 684.35	7882119A
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 27.95	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 149.34	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 177.50	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 177.50	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 2,781.25	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 92.50	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 186.25	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 19.63	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 92.50	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 54.14	13401
05/01/2023	861148	Kent D. Bruce	Public Safety	$ 348.66	13401
05/01/2023	861150	Kittelson & Assoc	Planning	$ 6,672.83	2023 Billings Urban Area Long Range Transportation Plan
05/01/2023	861151	Knife River	Water	$ 6,601.95	3/4 " WASHED ROCK - (102)
05/01/2023	861151	Knife River	Water	$ 0.05	3/4 " WASHED ROCK - (102)
05/01/2023	861151	Knife River	Water	$ 1,758.79	CRUSHED GRAVEL 3/4"---1-1 - /2TON = 1 YARD
05/01/2023	861151	Knife River	Water	$ 0.01	CRUSHED GRAVEL 3/4"---1-1 - /2TON = 1 YARD
05/01/2023	861156	LSC Enviro Product	Solid Waste	$ 35,570.00	Posi-shell cover for the landfill working face.
05/01/2023	861157	Mail Tech Service	General	$ 18,308.89	Printing/Mailing of Notice:Summary Notic
05/01/2023	861167	MT Dakota Utilities	Facilities	$ 1,023.38	130 733 1000 8
05/01/2023	861167	MT Dakota Utilities	Facilities	$ 3,472.44	757 633 1000 2
05/01/2023	861167	MT Dakota Utilities	Facilities	$ 5,576.85	989 733 1000 0
05/01/2023	861167	MT Dakota Utilities	Facilities	$ 743.91	993 733 1000 4
05/01/2023	861167	MT Dakota Utilities	General	$ 61.33	061 943 1000 6
05/01/2023	861167	MT Dakota Utilities	General	$ 277.22	571 295 3342 8
05/01/2023	861167	MT Dakota Utilities	General	$ 101.22	927 890 1000 3
05/01/2023	861167	MT Dakota Utilities	Park Dist 1	$ 81.03	371 101 1000 6
05/01/2023	861167	MT Dakota Utilities	Public Safety	$ 366.88	442 190 1000 4
05/01/2023	861167	MT Dakota Utilities	Solid Waste	$ 825.19	284 225 1320 1
05/01/2023	861167	MT Dakota Utilities	Solid Waste	$ 95.88	602 680 9335 2

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861167	MT Dakota Utilities	Solid Waste	$ 1,887.84	770 390 1000 2
05/01/2023	861167	MT Dakota Utilities	Wastewater	$ 158.50	310 490 1000 7
05/01/2023	861167	MT Dakota Utilities	Wastewater	$ 130.31	410 490 1000 6
05/01/2023	861167	MT Dakota Utilities	Wastewater	$ 94.29	868 563 1000 7
05/01/2023	861167	MT Dakota Utilities	Water	$ 223.45	010 490 1000 0
05/01/2023	861167	MT Dakota Utilities	Water	$ 59.24	110 490 1000 9
05/01/2023	861167	MT Dakota Utilities	Water	$ 138.59	209 077 5055 6
05/01/2023	861167	MT Dakota Utilities	Water	$ 277.22	210 490 1000 8
05/01/2023	861167	MT Dakota Utilities	Water	$ 475.52	310 490 1000 7
05/01/2023	861167	MT Dakota Utilities	Water	$ 390.90	410 490 1000 6
05/01/2023	861167	MT Dakota Utilities	Water	$ 3,135.39	500 490 1000 7
05/01/2023	861167	MT Dakota Utilities	Water	$ 64.63	510 490 1000 5
05/01/2023	861167	MT Dakota Utilities	Water	$ 41.23	527 033 1000 4
05/01/2023	861167	MT Dakota Utilities	Water	$ 106.62	566 923 1000 8
05/01/2023	861167	MT Dakota Utilities	Water	$ 10.88	600 490 1000 6
05/01/2023	861167	MT Dakota Utilities	Water	$ 10.89	600 490 1000 6
05/01/2023	861167	MT Dakota Utilities	Water	$ 63.89	610 490 1000 4
05/01/2023	861167	MT Dakota Utilities	Water	$ 59.98	666 923 1000 7
05/01/2023	861167	MT Dakota Utilities	Water	$ 299.03	700 490 1000 5
05/01/2023	861167	MT Dakota Utilities	Water	$ 185.00	800 490 1000 4
05/01/2023	861167	MT Dakota Utilities	Water	$ 40.49	832 001 1000 1
05/01/2023	861167	MT Dakota Utilities	Water	$ 396.83	900 490 1000 3
05/01/2023	861170	MT Dept Rev-CGR2	Public Safety	$ 172.32	CGR1: FIRE 8: REPLACE OVERHEAD GARAGE DOORS
05/01/2023	861170	MT Dept Rev-CGR3	Park Dist 1	$ 44.00	business tax on Granite Peak-Rose Park irrigation
05/01/2023	861170	MT Dept Rev-CGR4	Public Safety	$ 49.40	FIRE 8: REPLACE FRONT ENTRY DOOR @ 760 LAKE ELMO DRIVE LOCATION
05/01/2023	861170	MT Dept Rev-CGR5	Airport	$ 3,377.31	Terminal Expansion - AIP76 Local Cost
05/01/2023	861170	MT Dept Rev-CGR6	Airport	$ 873.71	AIP-73 Restaurant Build Out-Amend 3 To GMP - Eligible For Reimbursement
05/01/2023	861170	MT Dept Rev-CGR7	Airport	$ 554.44	AIP-73 Restaurant Build Out-Amend 3 To GMP - Ineligible Cost
05/01/2023	861168	MT Peterbilt	Fleet	$ 45.04	69158B
05/01/2023	861168	MT Peterbilt	Fleet	$ 265.08	70067B
05/01/2023	861168	MT Peterbilt	Fleet	$ 42.81	70198B
05/01/2023	861168	MT Peterbilt	Fleet	$ 97.59	70199B
05/01/2023	861168	MT Peterbilt	Solid Waste	$ 1,079.86	5062B
05/01/2023	861168	MT Peterbilt	Solid Waste	$ 183.80	67583B
05/01/2023	861168	MT Peterbilt	Solid Waste	$ 149.70	67884B
05/01/2023	861168	MT Peterbilt	Solid Waste	$ 16.33	68025B

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861168	MT Peterbilt	Solid Waste	$ 9.84	68025B
05/01/2023	861168	MT Peterbilt	Solid Waste	$ 587.33	68042B
05/01/2023	861168	MT Peterbilt	Solid Waste	$ 433.64	68634B
05/01/2023	861176	NorthWestern Energy	Airport	$ 434.80	0712792-1. IP-7. April 2023
05/01/2023	861176	NorthWestern Energy	Airport	$ 1,146.21	0712800-2. IP-9. April 2023
05/01/2023	861176	NorthWestern Energy	Airport	$ 528.56	0712809-3. IP-11/12 Alpine. April 2023
05/01/2023	861176	NorthWestern Energy	Airport	$ 308.88	1138926-9. Aero Interiors. April 2023
05/01/2023	861176	NorthWestern Energy	Engineering	$ 722.19	1741314-7
05/01/2023	861176	NorthWestern Energy	Engineering	$ 48.06	Depot parking lot
05/01/2023	861176	NorthWestern Energy	Facilities	$ 8,038.19	0100507-3
05/01/2023	861176	NorthWestern Energy	General	$ 1,449.60	0100506-5
05/01/2023	861176	NorthWestern Energy	General	$ 231.55	0712683-2
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 6.00	0722237-5
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 6.00	0722247-4
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 108.13	0722255-7
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 38.75	0722257-3
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0722260-7
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0722261-5
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0722262-3
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0722265-6
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 21.45	0722266-4
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0722268-0
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 8.75	0722269-8
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 12.60	0722292-0
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 23.35	0722293-8
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 6.00	0722905-7
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 6.00	0722933-9
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0723027-9
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 96.44	0723035-2
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 7.67	0723036-0
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 220.97	0723037-8
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0723038-6
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 54.49	0723042-8
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 19.52	0723044-4
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0723051-9
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0723052-7

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 7.98	0723055-0
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 40.57	0723056-8
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 9.38	0723057-6
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 22.36	0723058-4
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 8.70	0723090-7
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 6.00	0723162-4
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ -	0723170-7
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 95.03	0789437-1
05/01/2023	861176	NorthWestern Energy	Park Dist 1	$ 6.00	0831702-6
05/01/2023	861176	NorthWestern Energy	Parking	$ 2,904.33	0720834-1
05/01/2023	861176	NorthWestern Energy	Parking	$ 1,600.56	1594282-4
05/01/2023	861176	NorthWestern Energy	Parks Maint	$ 165.19	1059093-3
05/01/2023	861176	NorthWestern Energy	Public Safety	$ 2,046.71	0100476-1 FIRE 1 ELECTRIC SERVICE, FY2023
05/01/2023	861176	NorthWestern Energy	Public Safety	$ 683.23	0712537-0
05/01/2023	861176	NorthWestern Energy	Public Safety	$ 437.10	0720840-8
05/01/2023	861176	NorthWestern Energy	Public Safety	$ 2,565.07	3448739-7
05/01/2023	861176	NorthWestern Energy	Radio	$ 255.43	0721580-9
05/01/2023	861176	NorthWestern Energy	Street/Traffic	$ 6.00	0723645-8
05/01/2023	861176	NorthWestern Energy	Transit	$ 6.00	0712764-0
05/01/2023	861176	NorthWestern Energy	Transit	$ 307.80	1784756-7
05/01/2023	861182	Public Utilities	Solid Waste	$ 14.84	273982
05/01/2023	861182	Public Utilities	Solid Waste	$ 12.85	273983
05/01/2023	861182	Public Utilities	Wastewater	$ 2,523.39	111176
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 1,501.87	Hydraulic Oil 55gal. Units 263/269. Landfill.
05/01/2023	ACH	RDO Equipt	Solid Waste	$ (510.06)	P1031312 - SCREEN CREDIT INV PO765312
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 46.86	P1053912 - DRAIN PLUG
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 153.18	P1053912 - FILLER CAP
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 6.19	P1053912 - O-RING
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 1,395.40	P1062712 - HY-GARD
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 36.54	P1069912 - FITTING PLUG
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 1,401.96	P1100112 - FILTER ELEMENT
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 1,401.96	P1100112 - FILTER ELEMENT
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 1,961.70	W3823312 - LABOR
05/01/2023	ACH	RDO Equipt	Solid Waste	$ 721.18	W3823312 - PARTS
05/01/2023	861186	Rolling Right Door	Public Safety	$ 17,232.44	FIRE 8: REPLACE OVERHEAD GARAGE DOORS
05/01/2023	861188	Russell Industries	Wastewater	$ 8,464.94	Cent Pump WW

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	861189	S & S Machine	Water	$ 4,216.00	PW Water Plant L@-4. Repair bearing Hous
05/01/2023	861192	Sletten Const	Airport	$ 86,497.98	AIP-73 Restaurant Build Out-Amend 3 To GMP - Eligible For Reimbursement
05/01/2023	861192	Sletten Const	Airport	$ 54,888.87	AIP-73 Restaurant Build Out-Amend 3 To GMP - Ineligible Costs
05/01/2023	861192	Sletten Const	Airport	$ 334,353.25	Terminal Expansion - AIP76 Local
05/01/2023	861195	St V's Occupational	City Ins Fund	$ 990.00	Inv. #62171 Drug Testing, on-site nursing, DOT Physicals, Hep B
05/01/2023	861195	St V's Occupational	General	$ 2,920.00	Inv. #62171 Drug Testing, on-site nursing, DOT Physicals, Hep B
05/01/2023	861195	St V's Occupational	Public Safety	$ 660.00	Inv. #62171 Drug Testing, on-site nursing, DOT Physicals, Hep B
05/01/2023	861195	St V's Occupational	Public Safety	$ 60.00	Inv. #62171 Drug Testing, on-site nursing, DOT Physicals, Hep B
05/01/2023	861195	St V's Occupational	Public Safety	$ 20.00	Inv. #62171 Drug Testing, on-site nursing, DOT Physicals, Hep B
05/01/2023	861195	St V's Occupational	Solid Waste	$ 475.00	Inv. #62171 Drug Testing, on-site nursing, DOT Physicals, Hep B
05/01/2023	861195	St V's Occupational	Street/Traffic	$ 190.00	Inv. #62171 Drug Testing, on-site nursing, DOT Physicals, Hep B
05/01/2023	861195	St V's Occupational	Transit	$ 95.00	Inv. #62171 Drug Testing, on-site nursing, DOT Physicals, Hep B
05/01/2023	861203	TMG Services	Water	$ 6,513.68	Chlorine Replacement parts.WTP
05/01/2023	ACH	Town & Co Supply	Fleet	$ 3,934.01	434555
05/01/2023	ACH	Town & Co Supply	Fleet	$ 9,612.53	434555
05/01/2023	ACH	Town & Co Supply	Fleet	$ 5,545.61	434555
05/01/2023	ACH	Town & Co Supply	Fleet	$ 6,845.41	434555
05/01/2023	ACH	Town & Co Supply	Fleet	$ 7,693.02	435312
05/01/2023	ACH	Town & Co Supply	Fleet	$ 15,208.62	435312
05/01/2023	ACH	Town & Co Supply	Fleet	$ 5,461.71	435384
05/01/2023	ACH	Town & Co Supply	Fleet	$ 3.37	435384
05/01/2023	ACH	Town & Co Supply	Fleet	$ 6,123.52	435384
05/01/2023	ACH	Town & Co Supply	Fleet	$ 10,180.35	435384
05/01/2023	ACH	Town & Co Supply	Fleet	$ 5,356.56	435384
05/01/2023	ACH	Town & Co Supply	Fleet	$ 9,902.23	435402
05/01/2023	ACH	Town & Co Supply	Fleet	$ 4,717.30	435402
05/01/2023	ACH	Town & Co Supply	Fleet	$ 4,016.57	435402
05/01/2023	ACH	Town & Co Supply	Fleet	$ 5,267.92	435402
05/01/2023	ACH	Town & Co Supply	Wastewater	$ 783.58	Premium Unleaded, 100 Gal. Oil 120. Gal
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 67,095.00	2-year powertrain and hydraulic warranty for Unit 0262 CAT 836K Compactor.
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ (749.92)	BLCR0097907 - EDGE-CUTTING CREDIT MEMO BLCS0794739/BBC223914
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 326.40	BLCS0807338 - ELEMENT
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 18.84	BLCS0807442 - CAP SCREW
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 513.00	BLWO0223641 - LABOR
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 287.88	BLWO0223641 - PARTS
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 1,881.00	BLWO0223736 - LABOR

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 2,475.89	BLWO0223736 - PARTS
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 1,368.00	BLWO0223738 - LABOR
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 365.07	BLWO0223738 - PARTS
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 2,450.00	BLWO0223763 - LABOR
05/01/2023	ACH	Tractor & Equipt	Solid Waste	$ 849.80	BLWO0223763 - PARTS
05/01/2023	861208	Tyler Technology	General	$ 8,237.50	Tax-Wise -RSID's Database and Enviro. License Fee
05/01/2023	861210	United Way	Public Safety	$ 30,449.20	Low Barrier Shelter Grant Agreement with Continuum of Care
05/01/2023	861217	Ylwstn Co Finance	Building	$ 6,990.97	Miller Building; Building Division; May Rent
05/01/2023	861217	Ylwstn Co Finance	CDBG	$ 5,437.13	Miller Building; Community Development; May Rent
05/01/2023	861217	Ylwstn Co Finance	General	$ 2,175.48	Miller Building; Code Enforcement; May Rent
05/01/2023	861217	Ylwstn Co Finance	Planning	$ 4,657.35	Miller Building; Planning Dept.; May Rent

City Council Regular

Date:	06/12/2023
Title:	Payment of Claims for week of May 8, 2023
Presented by:	Andy Zoeller, Finance Director
Department:	Finance
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

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

Claims in the amount of $2,592,220.96 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 05082023

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	861220	A & E Architect	Tax Incrmnt S	$ 4,285.00	Generational Community Recreation Center design
05/08/2023	861220	A & E Architect	Tax Incrmnt S	$ 18,407.01	increase po to update concept design package
05/08/2023	861223	Advanced Eng & Enviro	Wastewater	$ 15,859.00	Professional Services Agreement- Water & WW Rate Study FY22/23
05/08/2023	861223	Advanced Eng & Enviro	Wastewater	$ 230.93	Professional Services Agreement- Water & WW Rate Study FY22/24
05/08/2023	861223	Advanced Eng & Enviro	Wastewater	$ 805.00	Professional Services Agreement- Water & WW Rate Study FY22/25
05/08/2023	861223	Advanced Eng & Enviro	Wastewater	$ 12,609.50	Professional Services Agreement- Water & WW Rate Study FY22/26
05/08/2023	861223	Advanced Eng & Enviro	Water	$ 15,859.00	Professional Services Agreement- Water & WW Rate Study FY22/27
05/08/2023	861223	Advanced Eng & Enviro	Water	$ 230.93	Professional Services Agreement- Water & WW Rate Study FY22/28
05/08/2023	861223	Advanced Eng & Enviro	Water	$ 805.00	Professional Services Agreement- Water & WW Rate Study FY22/29
05/08/2023	861223	Advanced Eng & Enviro	Water	$ 12,609.50	Professional Services Agreement- Water & WW Rate Study FY22/30
05/08/2023	861224	Advanced Traffic Product	Street/Traffic	$ 3,400.00	bulldog button w/momentary Led for signal supplies
05/08/2023	861225	Aerzen USA Corporation	Wastewater	$ 24,965.89	Motor for Blower #5
05/08/2023	861227	All Color Embroidery	Property Ins	$ 742.50	Inv. 36071 repairs to BPD Car 1424 #2023-041
05/08/2023	861227	All Color Embroidery	Public Safety	$ 1,575.00	35879
05/08/2023	861227	All Color Embroidery	Public Safety	$ 1,575.00	35854 - GRAPHICS
05/08/2023	861227	All Color Embroidery	Public Safety	$ 1,575.00	35874 - GRAPHICS
05/08/2023	861227	All Color Embroidery	Public Safety	$ 1,575.00	35924 - GRAPHICS
05/08/2023	861230	Alpha Relay & Protection	Water	$ 13,860.00	Support ECI w/ Testing WTP 15KV Switchgear Controls Upgrade PHS II
05/08/2023	861236	Apple Creek Propagators	Park Dist 1	$ 6,774.79	tree order for parks -5843
05/08/2023	861237	Apsco Inc	Water	$ 63,962.86	Willet pump Station..New Pumps
05/08/2023	861239	Askin Construction	Water	$ 13,573.59	WO 23-29 WTP Sediment Hauling
05/08/2023	861241	Avery Dennison	Street/Traffic	$ 2,691.00	inv#61780376sign sheeting
05/08/2023	861241	Avery Dennison	Street/Traffic	$ 776.78	inv#61780314ink cartridges/swabs/flush for sign machine
05/08/2023	422	Burns & McDonnell Eng	Water	$ 94,003.35	WO 19-42 West End Water Treatment Plant Project.
05/08/2023	861262	Collaborative Design	Wastewater	$ 5,046.05	WO 23-24 Belknap Office Remodel Phase 2
05/08/2023	861263	Community Solution	Court Grants	$ 300.00	23 April CSI
05/08/2023	861263	Community Solution	Court Grants	$ 3,340.00	23 April CSI Drug Testing
05/08/2023	861263	Community Solution	Court Grants	$ 3,330.00	23 April CSI DUI
05/08/2023	861268	Dakota Supply Group	Water	$ 22.84	-1/2 X CLOSE BRASS NIPPLE -
05/08/2023	861268	Dakota Supply Group	Water	$ 131.45	2" FULL PORT THREAD BALL VALVE
05/08/2023	861268	Dakota Supply Group	Water	$ 66.21	3/4" BRASS COUPLING CTS X FIP NL
05/08/2023	861268	Dakota Supply Group	Water	$ 6,144.00	3/4" METER LOOPS AKA YOKE
05/08/2023	861268	Dakota Supply Group	Water	$ 8,192.00	3/4" METER LOOPS AKA YOKE
05/08/2023	861268	Dakota Supply Group	Water	$ 1,574.86	fitting for water main rehab

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	861268	Dakota Supply Group	Water	$ 1,684.30	WO 547752. Hydrant extension
05/08/2023	861270	Denny Menholt	Property Ins	$ 119.95	Inv. 439623 Alignment for BPD Car 1424
05/08/2023	861270	Denny Menholt	Property Ins	$ 9,299.49	Inv. 437835 repairs to BPD Car 1424
05/08/2023	861272	Dick Anderson Const	Stillwater Const	$ 244,302.52	City of Billings Law and Justice Center/City Hall Remodel
05/08/2023	861272	Dick Anderson Const	Stillwater Const	$ 44,530.00	Inv. #6 City of Billings Law & Justice Center/City Hall Preconstruction
05/08/2023	861278	Earth Movers Exc	Arterial Streets	$ 6,964.51	WO 20-12- Hogan's Slough south bank Riprap placement
05/08/2023	861283	Electrical Consult	Water	$ 35,832.76	Provide Support for Upgrade of Water Plant 15KV Switchgear Controls
05/08/2023	861284	Empire Garage Owners	Parking	$ 8,699.59	IN001547_City of Billings April Assessment
05/08/2023	861288	Fisher Sand & Gravel	Street/Traffic	$ 912.03	asphalt
05/08/2023	861288	Fisher Sand & Gravel	Street/Traffic	$ 754.65	asphalt
05/08/2023	861288	Fisher Sand & Gravel	Street/Traffic	$ 1,573.80	asphalt
05/08/2023	861288	Fisher Sand & Gravel	Street/Traffic	$ 390.87	asphalt
05/08/2023	861290	Foster & Freeman	PD Program	$ 22,468.46	Crime-Lite and filters.
05/08/2023	861293	Granite Peak Pump	Ballpark Donat	$ 2,923.17	Dehler park pump repairs - 23039
05/08/2023	861293	Granite Peak Pump	Park Dist 1	$ 17,136.90	Amend & Stewart Watervision remote telemetry for irrigation pumps
05/08/2023	861294	Graphic Imprints	Park Dist 1	$ 3,379.05	arbor day shirts 100365
05/08/2023	424	HDR, Inc.	Wastewater	$ 1,050.12	WO 23-38 Sahara Sands Lift Station
05/08/2023	424	HDR, Inc.	Water	$ 20,387.94	WO 23-14 HDR Bureau of Reclamation Mall Storage
05/08/2023	861301	High Point Network	IT Resources	$ 18,260.00	Panorama 25-Device License, PAN 415 3 yr,
05/08/2023	861303	Hotsy Wy-Mont	Parking	$ 2,633.00	871SS_Portable Hotsy Hot Water Pressure Washer
05/08/2023	861303	Hotsy Wy-Mont	Parking	$ 2,633.00	871SS_Portable Hotsy Hot Water Pressure Washer
05/08/2023	861303	Hotsy Wy-Mont	Parking	$ 2,633.00	871SS_Portable Hotsy Hot Water Pressure Washer
05/08/2023	861304	Hughes Fire Equipt	Public Safety	$ 249.78	589290
05/08/2023	861304	Hughes Fire Equipt	Public Safety	$ 82.00	589290
05/08/2023	861304	Hughes Fire Equipt	Public Safety	$ 1,908.77	589290
05/08/2023	861304	Hughes Fire Equipt	Public Safety	$ 133.32	590026
05/08/2023	861304	Hughes Fire Equipt	Public Safety	$ 2,307.15	590026
05/08/2023	861306	Iaff	Payroll Clearing	$ 5,508.08	Payroll Summary
05/08/2023	861307	Industrial Communication	Public Safety	$ 2,800.00	FIRE COMM HEADSETS: REPAIRS
05/08/2023	861307	Industrial Communication	Public Safety	$ 25.00	SHIPPING
05/08/2023	861309	Insight Public Sector	Capital Replace	$ 21,304.74	Qty. 40 FZ40 MDT, battery pocket jet kit and brother roll case -Police
05/08/2023	861313	Jacobs Engineering	Gas Tax	$ 360.48	Asset Management Program Project; Payment 34
05/08/2023	861313	Jacobs Engineering	Light Maint	$ 360.48	Asset Management Program Project; Payment 34
05/08/2023	861313	Jacobs Engineering	Storm Sewer	$ 867.64	Asset Management Program Project; Payment 34

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	861313	Jacobs Engineering	Street/Traffic	$ 1,348.28	Asset Management Program Project; Payment 34
05/08/2023	861313	Jacobs Engineering	Wastewater	$ 2,949.26	Asset Management Program Project; Payment 34
05/08/2023	861313	Jacobs Engineering	Water	$ 2,949.26	Asset Management Program Project; Payment 34
05/08/2023	861314	Jares Fence	Public Safety	$ 4,987.00	FIRE 7: MOVE FENCE & REINSTALL ON ALBERTSON'S SIDE
05/08/2023	861316	Johnson Laffen Galloway	Stillwater Const	$ 18,669.89	Phase I Stillwater Bldg - comprehensive design plan
05/08/2023	861317	K2 Civil	Park Dist 1	$ 104,717.25	WO 22-32 Riverfront Park Trail; Payment 2
05/08/2023	861318	K4 Inspections	Water	$ 3,813.66	Willett Floor Inspection WTP, Air lines
05/08/2023	861326	Knife River	Street/Traffic	$ 88.40	inv#8589191 1/2" crushed base
05/08/2023	861326	Knife River	Street/Traffic	$ 213.00	inv#859514asphalt
05/08/2023	861326	Knife River	Street/Traffic	$ 3,862.62	inv#860163salt/sand material
05/08/2023	861326	Knife River	Street/Traffic	$ 634.35	inv#8601643/8" chips
05/08/2023	861329	L P Anderson Tire	Public Safety	$ 158.00	2014101 - TIRE
05/08/2023	861329	L P Anderson Tire	Public Safety	$ 547.08	2014106 - TIRE
05/08/2023	861329	L P Anderson Tire	Public Safety	$ 1,757.10	2014106 - TIRE
05/08/2023	861329	L P Anderson Tire	Public Safety	$ (547.08)	2014106 - TIRE
05/08/2023	861329	L P Anderson Tire	Public Safety	$ 200.00	2014250 - TIRE
05/08/2023	861329	L P Anderson Tire	Street/Traffic	$ 70.00	2012890 - TIRE REPAIR
05/08/2023	861329	L P Anderson Tire	Street/Traffic	$ 66.50	2013278 - TIRE REPAIR
05/08/2023	861329	L P Anderson Tire	Street/Traffic	$ 1,464.00	2013694 - TIRES
05/08/2023	861333	Mail Tech Services	Central Services	$ 5,208.82	Postage for April, 2023
05/08/2023	861333	Mail Tech Services	Library	$ 1,239.63	LIBR Library mailing April 2023
05/08/2023	861333	Mail Tech Services	Parking	$ 189.75	Postage for April, 2023
05/08/2023	861333	Mail Tech Services	Planning	$ 177.82	Postage for April, 2023
05/08/2023	861343	MFPE	Payroll Clearing	$ 2,779.40	Payroll Summary
05/08/2023	861344	MMIA	Property Ins	$ 25,094.59	May 2023 Liability Self Insurance Payments
05/08/2023	861341	Montana CSED	Payroll Clearing	$ 3,950.20	Payroll Summary
05/08/2023	861348	Morgan Contractor	Water	$ 48,846.63	WO 22-20 WTP High Service Pump Station HVAC Upgrades
05/08/2023	861349	Morrison Maierle	Airport	$ 4,951.42	AIP-73 Terminal Expansion - Eligible for Reimbursement
05/08/2023	861349	Morrison Maierle	Airport	$ 550.16	AIP-73 Terminal Expansion - Ineligible for Reimbursement
05/08/2023	861349	Morrison Maierle	Airport	$ 465.42	AIP-76 Terminal Expansion - eligible for local
05/08/2023	861349	Morrison Maierle	Airport	$ 24,223.80	Amendment #13 Terminal Expansion Project - Federal
05/08/2023	861349	Morrison Maierle	Airport	$ 2,277.00	Amendment #13 Terminal Expansion Project - Ineligible
05/08/2023	861349	Morrison Maierle	Airport	$ 2,691.53	Amendment #13 Terminal Expansion Project - Local
05/08/2023	861349	Morrison Maierle	Airport	$ 381.36	Amendment #5 Terminal Expansion Project-CA-Federal Share

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	861349	Morrison Maierle	Airport	$ 32.26	Amendment #5 Terminal Expansion Project-CA-Local Share
05/08/2023	861349	Morrison Maierle	Airport	$ 4,337.23	Amendment 5 Mid-Field Service Road Project - Federal
05/08/2023	861349	Morrison Maierle	Airport	$ 481.91	Amendment 5 Mid-Field Service Road Project - Local
05/08/2023	861349	Morrison Maierle	Airport	$ 5,444.39	Amendment 6 Commercial Aircraft Ramp - Schedule IV - Federal
05/08/2023	861349	Morrison Maierle	Airport	$ 604.93	Amendment 6 Commercial Aircraft Ramp - Schedule IV - Local
05/08/2023	861349	Morrison Maierle	Airport	$ 1,618.62	FY 2023 On Call Services
05/08/2023	861349	Morrison Maierle	Airport	$ 648.58	FY 2023 On Call Services
05/08/2023	861349	Morrison Maierle	Wastewater	$ 4,768.50	WO 22-10 Alkali Creek Water and Sewer Extension
05/08/2023	861349	Morrison Maierle	Wastewater	$ 5,386.25	WO 22-10 Alkali Creek Water and Sewer Extension
05/08/2023	861349	Morrison Maierle	Wastewater	$ 5,918.06	WO 23-01 2023 Water/Sewer Replacement - Contract 2 Sewer
05/08/2023	861349	Morrison Maierle	Wastewater	$ 18,406.41	WO 23-01 Mountain View Sanitary Sewer Study; Contract 3
05/08/2023	861349	Morrison Maierle	Wastewater	$ 5,251.38	WO 23-01 Mountain View Sanitary Sewer Study
05/08/2023	861349	Morrison Maierle	Water	$ -	WO 22-10 Alkali Creek Water and Sewer Extension
05/08/2023	861349	Morrison Maierle	Water	$ -	WO 22-10 Alkali Creek Water and Sewer Extension
05/08/2023	861350	MP Enviro Service	Wastewater	$ 13,790.00	Emergency clean-up due to fire in chemic
05/08/2023	861351	MPPA	Payroll Clearing	$ 3,933.23	Payroll Summary
05/08/2023	861352	MT Dept Rev-CGR10	Water	$ 1,245.99	WO 23-29 Askin Const Council Action Sediment Hauling
05/08/2023	861352	MT Dept Rev-CGR11	Water	$ 199.41	WO 23-29 Askin Const Council Action Sediment Hauling
05/08/2023	861352	MT Dept Rev-CGR12	Stillwater Const	$ 2,467.70	City of Billings Law and Justice Center/City Hall Remodel
05/08/2023	861352	MT Dept Rev-CGR13	Park Dist 1	$ 173.10	business tax on Granite Peak Watervision for Amend and Stewart
05/08/2023	861352	MT Dept Rev-CGR2	Facilities	$ 50.50	Maintenance and Repair at the Stillwater Building
05/08/2023	861352	MT Dept Rev-CGR3	Stillwater Const	$ 604.60	Inv. 10530 Asbestos Removal Stillwater Building
05/08/2023	861352	MT Dept Rev-CGR4	Water	$ 140.00	Support ECI w/ Testing WTP 15kv Switchgear Controls Upgrade
05/08/2023	861352	MT Dept Rev-CGR5	Water	$ 493.40	WO 22-20 WTP High Service Pump Station HVAC Upgrades
05/08/2023	861352	MT Dept Rev-CGR6	Arterial Streets	$ 70.35	WO 20-12 Hogan's Slough south bank Riprap placement
05/08/2023	861352	MT Dept Rev-CGR7	Park Dist 1	$ 1,057.75	WO 22-32 Riverfront Park Trail
05/08/2023	861352	MT Dept Rev-CGR8	Arterial Streets	$ 751.50	WO 09-12 Inner Belt Loop Northwest Billings Connector
05/08/2023	861352	MT Dept Rev-CGR9	Solid Waste	$ 4,826.53	WO 22-37 Landfill Drop-Off Building Repairs -Construction
05/08/2023	861347	MT State Firemen	Payroll Clearing	$ 5,189.91	Payroll Summary
05/08/2023	861359	NorthWestern Energy	Airport	$ 40,974.02	0100482-9. Vault Main Account. April 2023
05/08/2023	861359	NorthWestern Energy	Facilities	$ 97.79	3602453-7
05/08/2023	861359	NorthWestern Energy	Facilities	$ 1,577.71	3602454-5
05/08/2023	861359	NorthWestern Energy	Facilities	$ 10,825.07	3927205-9
05/08/2023	861359	NorthWestern Energy	General	$ 104.09	0712539-6

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	861359	NorthWestern Energy	General	$ 182.85	0720841-6
05/08/2023	861359	NorthWestern Energy	General	$ 10.29	1635289-0
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 34.94	0722277-1
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 22.05	0793134-8
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 14.26	0920801-8
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 76.43	1141284-8
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 23.69	1160780-1
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 1.26	1692666-9
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 6.46	1902257-3
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 19.16	3020837-5
05/08/2023	861359	NorthWestern Energy	Park Dist 1	$ 29.71	3999603-8
05/08/2023	861359	NorthWestern Energy	Parking	$ 856.29	0720829-1
05/08/2023	861359	NorthWestern Energy	Parking	$ 1,860.92	1569636-2
05/08/2023	861359	NorthWestern Energy	Parking	$ 2,702.19	3067416-2
05/08/2023	861359	NorthWestern Energy	Parking	$ 447.39	3279035-4
05/08/2023	861359	NorthWestern Energy	Parking	$ 141.52	3463478-2
05/08/2023	861359	NorthWestern Energy	Parks Maint	$ 6.00	0723387-7
05/08/2023	861359	NorthWestern Energy	Parks Maint	$ 1.12	0971824-8
05/08/2023	861359	NorthWestern Energy	Parks Maint	$ 0.97	1312707-1
05/08/2023	861359	NorthWestern Energy	Parks Maint	$ 7.07	1564209-3
05/08/2023	861359	NorthWestern Energy	Public Safety	$ 503.75	0100477-9 FIRE 6 ELECTRIC SERVICE, FY2023
05/08/2023	861359	NorthWestern Energy	Public Safety	$ 328.89	1984150-1
05/08/2023	861359	NorthWestern Energy	Public Safety	$ 901.63	1984155-0
05/08/2023	861359	NorthWestern Energy	Public Safety	$ 117.99	4045328-4
05/08/2023	861359	NorthWestern Energy	Street/Traffic	$ 61.53	1738989-1
05/08/2023	861359	NorthWestern Energy	Street/Traffic	$ 1.25	1797828-9
05/08/2023	861359	NorthWestern Energy	Street/Traffic	$ 8.14	2047018-3
05/08/2023	861359	NorthWestern Energy	Wastewater	$ 188.79	0723383-6
05/08/2023	861359	NorthWestern Energy	Wastewater	$ 287.61	0723878-5
05/08/2023	861359	NorthWestern Energy	Wastewater	$ 7.07	1704025-4
05/08/2023	861359	NorthWestern Energy	Wastewater	$ 102.36	1704030-4
05/08/2023	861359	NorthWestern Energy	Wastewater	$ 1,376.95	2132749-9
05/08/2023	861359	NorthWestern Energy	Water	$ 600.81	0100478-7
05/08/2023	861359	NorthWestern Energy	Water	$ 6.00	0722249-0

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	861359	NorthWestern Energy	Water	$ 1,565.65	0722252-4
05/08/2023	861359	NorthWestern Energy	Water	$ 3,336.15	0722270-6
05/08/2023	861359	NorthWestern Energy	Water	$ 612.76	0723043-6
05/08/2023	861359	NorthWestern Energy	Water	$ 434.35	805 Constitution Ave. April 2023
05/08/2023	861366	Performance Eng & Consult	Wastewater	$ 22,724.25	WO 23-07 Monad Rd Sewer Extension; Payment 7
05/08/2023	861367	Peterson Office Furniture	EOC 911	$ 2,981.20	911 CENTER 4821410 AMIA CHAIRS 5J12 HENRY
05/08/2023	861373	Pride of Montana	Facilities	$ 2,558.92	General Cleaning of the Stillwater Building for the month of April 2023
05/08/2023	861374	Public Utilities	Airport	$ 8,020.02	136516
05/08/2023	861374	Public Utilities	Airport	$ 75.17	250828-Alpine Air-Maintenance
05/08/2023	861374	Public Utilities	Airport	$ 104.97	250831-Zone Dispatch-IP6 & IP7
05/08/2023	861374	Public Utilities	Airport	$ 52.12	250832-Corp Air/Alpine
05/08/2023	861374	Public Utilities	Airport	$ 187.22	250834-QTA
05/08/2023	861374	Public Utilities	Airport	$ 93.61	250836-West End T-Hangars
05/08/2023	861374	Public Utilities	Airport	$ 127.29	250840-Edwards Jet Center West
05/08/2023	861374	Public Utilities	Airport	$ 97.97	250842-Executive Hangars
05/08/2023	861374	Public Utilities	Airport	$ 7.00	250842-Executive Hangars USDA APHIS
05/08/2023	861374	Public Utilities	Airport	$ 158.27	250843-Airfield Maintenance Compactor
05/08/2023	861374	Public Utilities	Airport	$ 126.62	250845-Airfield Maintenance
05/08/2023	861374	Public Utilities	Airport	$ 328.98	250847-UPS Gate 21
05/08/2023	861374	Public Utilities	Airport	$ 104.24	250848-Edwards Jet Center 1871 Aviation Place
05/08/2023	861374	Public Utilities	Airport	$ 104.97	250849-Rocky Mountain College-EJC
05/08/2023	861374	Public Utilities	Airport	$ 127.29	250850-US Postal Service Gate 15
05/08/2023	861374	Public Utilities	Airport	$ 149.34	250851-Edwards Jet Center 1691 Aviation Place
05/08/2023	861374	Public Utilities	Airport	$ 74.67	250853-Aerotronics
05/08/2023	861374	Public Utilities	Airport	$ 127.29	250854-Marchi Hangar
05/08/2023	861374	Public Utilities	Airport	$ 63.69	250855-Marchi Office
05/08/2023	861374	Public Utilities	Airport	$ 104.97	250857-MT State Lands DEQ/DNRC
05/08/2023	861374	Public Utilities	Airport	$ 104.97	250858-Billings Fire Center-BLM
05/08/2023	861374	Public Utilities	Airport	$ 52.12	250859-TSA
05/08/2023	861374	Public Utilities	Facilities	$ 538.54	158260
05/08/2023	861374	Public Utilities	Park Dist 1	$ 104.97	255552
05/08/2023	861374	Public Utilities	Wastewater	$ 9.75	180645
05/08/2023	429	RDO Equipment	Street/Traffic	$ 7.70	P0887812
05/08/2023	429	RDO Equipment	Wastewater	$ 15,876.90	Orchard Sewer - Excavator Rental

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	861378	Reliable Mechanical	Facilities	$ 4,999.50	Maintenance and Repair at the Stillwater Building
05/08/2023	861380	Rimrock Foundation	PD Program	$ 19,608.97	Reimbursement of COSSAP expenses
05/08/2023	861381	Riverside Contracting	Arterial Streets	$ 74,398.51	Inner Belt Loop Northwest Billings Connector
05/08/2023	861384	Safetech, Inc	Stillwater Const	$ 59,855.40	Inv. 10530 Asbestos Removal Stillwater Building
05/08/2023	861385	Sanderson Stewart	Arterial Streets	$ 11,920.03	WO 09-12 Inner Belt Loop - Sch 1 - Northwest Billings Connector
05/08/2023	861385	Sanderson Stewart	Arterial Streets	$ 928.50	WO 23-10 48th St W/Grand Ave Intersection Improvements
05/08/2023	861385	Sanderson Stewart	Gas Tax	$ 6,418.47	WO 09-12 Inner Belt Loop - Sch 1 - Northwest Billings Connector
05/08/2023	861385	Sanderson Stewart	Tax Incrmnt N27	$ 6,334.60	WO 23-09 5th Ace Corridor - Preliminary Design, Professional Services
05/08/2023	861385	Sanderson Stewart	Trail Donat	$ 39,353.00	WO 21-38 Skyline Trail (Marathon Loop) Schedule II
05/08/2023	861391	Solid Waste Systems	Fleet	$ 594.47	210780
05/08/2023	861391	Solid Waste Systems	Solid Waste	$ 18.53	154143
05/08/2023	861391	Solid Waste Systems	Solid Waste	$ 329.64	154143
05/08/2023	861391	Solid Waste Systems	Solid Waste	$ 1,746.30	154397
05/08/2023	861391	Solid Waste Systems	Solid Waste	$ 1,746.30	154397
05/08/2023	861391	Solid Waste Systems	Solid Waste	$ 101.80	154397
05/08/2023	861391	Solid Waste Systems	Solid Waste	$ 1,161.86	154611
05/08/2023	861391	Solid Waste Systems	Solid Waste	$ 353.79	154611
05/08/2023	861394	Spencer Industries	Solid Waste	$ 4,058.03	32167559
05/08/2023	861396	St V's Occupational	City Ins Fund	$ 810.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Fleet	$ 95.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	General	$ 3,535.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Public Safety	$ 75.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Public Safety	$ 3,640.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Public Safety	$ 287.00	FIRE PHYSICAL: ROBERTUS 4/18/2023
05/08/2023	861396	St V's Occupational	Solid Waste	$ 620.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Street/Traffic	$ 145.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Transit	$ 95.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Transit	$ 190.00	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Wastewater	$ 183.60	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861396	St V's Occupational	Water	$ 275.40	Drug Testing, On-Site Nurse, DOT Physical, pre-Rabies Vaccine & Titer
05/08/2023	861397	Steiner Thuesen PLLC	Park Dist 1	$ 3,316.50	W.O.22-08 Central Park Tennis Court 1
05/08/2023	861397	Steiner Thuesen PLLC	Park Dist 1	$ 3,322.40	WO 23-31 Millice Park Irrigation System Replacement
05/08/2023	861397	Steiner Thuesen PLLC	Park Dist 1	$ 1,429.40	WO 23-32 Gorham park Irrigation System Replacement
05/08/2023	861397	Steiner Thuesen PLLC	Park Dist 1	$ 3,322.40	WO 23-33 Grandview Park Irrigation System Replacement

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	861403	Swank Enterprises	Solid Waste	$ 477,826.47	WO 22-37 Landfill Drop-Off Building Repairs -Construction
05/08/2023	861407	The Knox Company	Public Safety	$ 1,795.00	VALUT 2.5 MINI, WI-FI STD, SURFACE, BACK ANT
05/08/2023	861407	The Knox Company	Public Safety	$ 3,990.00	VALUT 2.5 LARGE, FACE UP DOOR, WI-FI STD, SURF, RIGHT ANTENNA
05/08/2023	861407	The Knox Company	Public Safety	$ 124.00	SHIPPING
05/08/2023	861409	Thorn Run Partners	General	$ 3,750.00	Federal Lobbying Svcs 2 Year Contract
05/08/2023	861409	Thorn Run Partners	P.W. Admin	$ 3,750.00	Federal Lobbying Svcs 2 Year Contract
05/08/2023	861410	TMG Services	Water	$ 2,597.45	Chlorine feed system replacement parts
05/08/2023	431	Town & Co Supply	Airport	$ 26,483.09	Invoice #434311. QTA Car Rental Fuel
05/08/2023	431	Town & Co Supply	Fleet	$ 23,096.80	432177
05/08/2023	431	Town & Co Supply	Fleet	$ 5,066.39	432183
05/08/2023	431	Town & Co Supply	Fleet	$ 6,349.96	432183
05/08/2023	431	Town & Co Supply	Fleet	$ 6,912.54	432183
05/08/2023	431	Town & Co Supply	Fleet	$ 15,843.26	432183
05/08/2023	431	Town & Co Supply	Public Safety	$ 649.98	434403 FIRE 5: DIESEL
05/08/2023	431	Town & Co Supply	Public Safety	$ 796.23	434404 FIRE 3: DIESEL
05/08/2023	431	Town & Co Supply	Public Safety	$ 1,056.22	434405 FIRE 1 DIESEL
05/08/2023	431	Town & Co Supply	Public Safety	$ 931.60	434405 FIRE 1: UNLEADED
05/08/2023	431	Town & Co Supply	Public Safety	$ 1,949.94	434406 FIRE 2: DIESEL
05/08/2023	861414	Trojan Technologies	Water	$ 12,063.88	Reactor Spare Parts - Restock
05/08/2023	861415	Trommelo Co	Public Safety	$ 6,500.00	#1883 May 25, 2023-May 24, 2024, applicant interviewing platform
05/08/2023	433	U.S. Bank PCards	Airport	$ 31.74	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 1,182.00	Agi Solutions - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 825.00	Air Controls-Billings - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 2,543.04	Airport Lighting Company - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 150.00	Als Bootery & Repair Shop - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 429.57	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 272.30	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 238.54	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ (14.99)	Amazon Prime - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 14.99	Amazon Prime*Hj9Vx9Aq1 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 724.99	Amazon.Com*H792J4Jj0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 30.45	Amazon.Com*Hj3Yv2N01 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 48.46	Amazon.Com*Hj4Zc9Tv2 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 140.96	Amazon.Com*Hy3Kd0C50 Amzn - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Airport	$ 40.99	Amzn Mktp Us*H71N347K0 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 169.99	Amzn Mktp Us*H75Fa0Od2 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 86.94	Amzn Mktp Us*H75Rw5J90 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 11.88	Amzn Mktp Us*H772L34H2 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 40.84	Amzn Mktp Us*Hj2Jx8Nj2 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 294.90	Amzn Mktp Us*Hj2Na1Lq1 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 25.92	Amzn Mktp Us*Hj5H208F0 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 70.95	Amzn Mktp Us*Hj60M46R2 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 10.90	Amzn Mktp Us*Hj6Qb3T11 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 144.80	Amzn Mktp Us*Hs7Jo0Ae2 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 62.93	Amzn Mktp Us*Hv9Ql1Nz0 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 284.88	Anypromo.Com - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 32.50	Batteries Plus #0598 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 405.00	Batteries+Bulbs #0253 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ (405.00)	Batteries+Bulbs #0253 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 13.11	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 50.27	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 74.44	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 439.00	Billings Overhead Door In - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 210.00	Billings Overhead Door In - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 793.90	C&B Billings - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 23.71	Carquest 3103 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 32.20	Conoco - Conomart 6 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 16.00	Culligan Billings - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 35.30	Culligan Billings - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 113.64	Direct Auto Distributing - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ (15.00)	Direct Auto Distributing - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 103.99	Dtv*Directv Service - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 141.47	Ecolab Inc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 121.59	Ecolab Inc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 134.17	Ecolab Inc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 212.29	Ecolab Inc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 13.62	Evergreen Ace Hardware - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 64.98	Evergreen Ace Hardware - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Airport	$ 27.75	Forged In Steel Soluti - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 561.01	Forged In Steel Soluti - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 218.21	Galls - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 900.39	Genesis Lamp Corp - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 13.90	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 35.07	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ (13.90)	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 13.76	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 48.00	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 39.94	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 371.12	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 114.84	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 118.92	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ (44.29)	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 100.00	Hanser Wrecker Company - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 3,000.00	Helena 44021 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 2,779.75	Helena 44021 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ (3,000.00)	Helena 44021 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 222.12	Hobby-Lobby #251 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 1,021.75	In *Airel - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 64.00	In *Cotter'S Sewer, Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 1,846.80	Jaquith Industries Inc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 570.98	Jaquith Industries Inc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 880.85	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 1,928.35	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 1,847.79	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ (56.23)	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 125.88	Lockwood Ace Hardware - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 45.00	Lp Anderson - Point S, Dt - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 90.00	Lp Anderson - Point S, Dt - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 171.00	Meadow Green Sales - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 98.00	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 887.87	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 156.24	Norco Inc - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Airport	$ 21.66	Northwest Pipe Fittings - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 363.48	Northwest Pipe Fittings - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 12.03	O'Reilly Auto Parts 1551 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 21.96	O'Reilly Auto Parts 1551 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 2,630.88	Otw Safety - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 1,202.35	Pacwest Machinery Llc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 165.74	Partstree.Com - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 1,800.00	Pzg**Mt Dept Environ Q - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 611.52	Redds Prints & Signs Inc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 66.59	Sherwin Williams 703203 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 55.94	Shipton'S Big R West - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 547.00	Simplify Compliance Llc - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 142.48	Skechers-Usa #1238 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 93.50	Spic And Span - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 538.25	Spic And Span - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 210.00	Sprockets Machine & Weld - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 175.00	Sq *Gated Solutions - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 2,135.76	State Chemic*State Che - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 193.90	Tenergy Power - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 894.00	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 9.92	The Mail Drop - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 775.00	The Montana Quarterly - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 19.98	Tractor-Supply-Co #0303 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 1,500.00	Transportation Security - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 832.74	Usda Aphis Act Hldr - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 26.93	Wm Supercenter #4412 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 80.35	Www.Ametekvis.Com - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 192.00	Yellowstone Electric Comp - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 15.99	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	Airport	$ 394.00	Ztl*Zee Creative - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 7.34	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 11.99	Amazon.Com*Hc2Ky4Kp2 - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 209.90	Amzn Mktp Us*H76Ry2Hi1 - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 37.89	Amzn Mktp Us*Hj5P696R2 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Building	$ 110.98	Amzn Mktp Us*Hs29K36J1 - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 63.99	Amzn Mktp Us*Hs29K36J1 - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 38.77	Amzn Mktp Us*Hs4Cr0Jr2 - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 22.97	Amzn Mktp Us*Hs5P69Py1 - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 103.40	Auto Trim Design - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 198.00	Envato - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ (19.35)	Hilton Garden Inn - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 158.00	Int'L Code Council Inc - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 185.85	Int'L Code Council Inc - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 290.00	Int'L Code Council Inc - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 100.00	Int'L Code Council Inc - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 3.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 28.28	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 20.09	Samsclub.Com - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 83.00	Selbys - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 48.34	Sq *Earth First Aid - PCard
05/08/2023	433	U.S. Bank PCards	Building	$ 4.17	Wm Supercenter #2923 - PCard
05/08/2023	433	U.S. Bank PCards	CDBG	$ 50.70	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	CDBG	$ 119.99	Amazon.Com*Hs9Nd2La1 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	CDBG	$ 66.62	Amazon.Com*Hy9Iz5W70 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	CDBG	$ 12.95	Canva* I03738-33713986 - PCard
05/08/2023	433	U.S. Bank PCards	CDBG	$ 52.80	Cke*The Sassy Biscui 115 - PCard
05/08/2023	433	U.S. Bank PCards	CDBG	$ 2,700.32	Cncs - PCard
05/08/2023	433	U.S. Bank PCards	CDBG	$ 2,700.32	Cncs - PCard
05/08/2023	433	U.S. Bank PCards	Central Services	$ 45.89	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Central Services	$ 229.45	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Central Services	$ 533.65	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Court Grants	$ 660.00	Billings Ink And Toner, I - PCard
05/08/2023	433	U.S. Bank PCards	Court Grants	$ 303.00	Billings Ink And Toner, I - PCard
05/08/2023	433	U.S. Bank PCards	Court Grants	$ 16.25	Dollar Tree - PCard
05/08/2023	433	U.S. Bank PCards	Court Grants	$ 16.59	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 1,029.97	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 54.50	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 68.80	4Te*Alarm Services - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Engineering	$ 54.50	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 68.80	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 22.36	Albertsons #0038 - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 2,010.00	Apwa - National - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 80.33	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 232.04	Fairmont Hot Springs Reso - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 232.04	Fairmont Hot Springs Reso - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 232.04	Fairmont Hot Springs Reso - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 46.39	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 239.88	Linkedin 8178785776 - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 88.08	Northwest Industrial Supp - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 355.00	Paypal *Msawwa - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 280.00	Paypal *Msawwa - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 300.00	Pzg**Mt Dept Environ Q - PCard
05/08/2023	433	U.S. Bank PCards	Engineering	$ 25.00	Tire Rama 104 Br - PCard
05/08/2023	433	U.S. Bank PCards	EOC 911	$ 11.16	Holiday Stations 0731 - PCard
05/08/2023	433	U.S. Bank PCards	EOC 911	$ 3,035.43	Viavi Solutions Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 792.54	0725 Ced - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 75.00	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 12.50	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 380.00	Ace Electric - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 27.41	Amazon.Com*H789P2Kx0 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 630.50	Creative Monograms Smb - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 288.00	Creative Monograms Smb - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 151.20	Ecolab Inc - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 864.10	Ferguson Ent - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 35.82	Ferguson Ent - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 92.16	Ferguson Ent - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 675.71	Ferguson Ent - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 158.46	Ferguson Ent - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 233.42	Ferguson Ent - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 103.89	Ferguson Ent - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 23.27	Gensco-Billings - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 120.00	Grainger - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Facilities	$ 51.27	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 21.63	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 8.62	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 255.46	Hose And Rubber Supply Bi - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 355.54	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 706.34	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 79.98	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 19.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 4.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 2.66	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 17.96	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 132.00	Midland Mechanical Inc - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 115.00	Midland Mechanical Inc - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 345.00	Midland Mechanical Inc - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 473.10	Midland Mechanical Inc - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 1,737.00	Midland Mechanical Inc - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 135.35	Mountain Supply - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 148.60	Mountain Supply - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 165.35	Mountain Supply - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 360.40	Mountain Supply - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 123.30	Northwest Pipe Fittings - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 32.80	Nyrp - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 103.38	Parts Town - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 3.36	Selbys - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 75.88	Sp Schedule73Parts - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 33.00	Spinfresh Laundry - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 33.00	Spinfresh Laundry - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 47.25	Spinfresh Laundry - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 67.38	Spinfresh Laundry - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 67.37	Spinfresh Laundry - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 176.48	Sq *East Ridge Laundry - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 360.00	Sq *Rolling Right D - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 1,070.00	Sq *Skyline Services, Inc - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 2,187.90	State Chemic*State Che - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Facilities	$ 2,021.91	State Chemic*State Che - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 13.34	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 4.25	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ (7.70)	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 2.97	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 23.94	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 30.86	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 10.31	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 48.31	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 21.92	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 7.28	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 1.60	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 28.44	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 27.86	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 754.23	The Home Depot 3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 245.36	The Home Depot 3101 - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 7.00	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Facilities	$ 21.00	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Fleet	$ 10.00	Big Sky Linen And Unif - PCard
05/08/2023	433	U.S. Bank PCards	Fleet	$ 25.00	Big Sky Linen And Unif - PCard
05/08/2023	433	U.S. Bank PCards	Fleet	$ 540.00	Noregon Systems - PCard
05/08/2023	433	U.S. Bank PCards	Fleet	$ 504.00	Oil Price Info Serv - PCard
05/08/2023	433	U.S. Bank PCards	General	$ (64.49)	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 99.74	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 18.83	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 154.77	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 40.37	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 16.06	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 104.98	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ (22.18)	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 22.18	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 120.59	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 71.20	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 45.00	360 Office Solutions Inc - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	General	$ 45.00	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 45.00	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 45.00	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 97.00	406 Kitchen Taproom - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 48.00	Aaim - Services - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 12.99	Adobe *800-833-6687 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 60.63	Adobe *Creative Cloud - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 54.99	Adobe *Creative Cloud - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 54.99	Adobe *Creative Cloud - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 54.99	Adobe *Creative Cloud - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 14.99	Adobe *Pdf Pack Subs - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 1,137.57	Aed.Us_Coro Medical - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 121.32	Albertsons #0038 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 36.15	Albertsons #0038 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 53.80	Albertsons #0038 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 27.96	Albertsons #0047 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 7.99	Albertsons #4025 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 7.34	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 55.16	Amazon.Com*H73Li9Sy0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 21.24	Amazon.Com*H79Kr6Gl0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 39.96	Amazon.Com*Hs7Vc6Tb1 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 26.39	Amazon.Com*Hy6Gm5960 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 27.19	Amazon.Com*Hy6Gm5960 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 302.44	American Red Cross - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 370.00	American Red Cross - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 180.00	American Red Cross - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 72.00	American Red Cross - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 42.00	American Red Cross - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 41.00	American Red Cross - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 14.99	Ampd Strong - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 4.99	Ampd Strong - PCard
05/08/2023	433	U.S. Bank PCards	General	$ (18.99)	Amzn Mktp Us - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 57.98	Amzn Mktp Us*H75R92R71 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 319.80	Amzn Mktp Us*H78Up90D1 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	General	$ 58.95	Amzn Mktp Us*Hj8W20Ui0 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 617.89	Amzn Mktp Us*Hs2Ot6Pv1 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 9.89	Amzn Mktp Us*Hs2Ve7Qq1 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 18.99	Amzn Mktp Us*Hs5Er2Lq0 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 82.59	Amzn Mktp Us*Hs5Er2Lq0 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 32.61	Amzn Mktp Us*Hs5Er2Lq0 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 17.24	Amzn Mktp Us*Hs74O2I50 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 256.89	Amzn Mktp Us*Hs74O2I50 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 40.88	Amzn Mktp Us*Hv3T61P20 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 18.73	Amzn Mktp Us*Hy9Rp25L1 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 4.99	Apple.Com/Bill - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 39.60	Batteries Plus #0598 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 60.00	Batteries+Bulbs #0253 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 515.00	Billings Ink And Toner, I - PCard
05/08/2023	433	U.S. Bank PCards	General	$ (150.00)	Billings Parks And Recre - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 207.46	Buddy Punch - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 116.60	Carquest 3104 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 50.35	Cham Thai - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 1.00	Co Billings Park3 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 42.00	Conoco - Bozeman 1 1080 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 43.00	Conoco - Muralts Conoco T - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 40.00	Conoco - Thriftway Ss #12 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 652.50	Cool River Roasting - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 480.00	Cool River Roasting - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 39.00	Costco Gas #0069 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 110.45	Domino'S 7003 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 60.34	Domino'S 7007 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 300.00	Eb 2023 Goscma Annual - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 267.94	Econo Print - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 158.06	Econo Print - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 11.45	Fedex 396853992083 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 530.45	Fsp*State Bar Of Montana - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 760.00	Government Finance Office - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 1,526.00	Greetingcardunivers - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	General	$ 366.24	Grouse Mtn Lodge Desk - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 20.95	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 38.92	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 117.56	Helena Holiday Inn Expre - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 180.52	Holiday Inn Downtown Mis - PCard
05/08/2023	433	U.S. Bank PCards	General	$ (205.85)	Hotelscom7250303133568 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 484.24	Idu*Insight Public Sec - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 225.86	Idu*Insight Public Sec - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 119.83	Jimmy Johns - 1646 - E - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 144.95	Jimmy Johns - 1646 - E - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 111.20	Jimmy Johns # 1379 - - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 578.50	Juli Pierce Law Pllc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 90.92	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 42.35	Kelley Connect - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 17.97	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 16.17	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 38.27	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 44.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 39.98	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 36.58	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 243.50	Knife River 5601 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 99.00	Last Chance Pub - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 9.28	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 451.75	Lundvall Law Office - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 79.75	Main Street Printers - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 1,280.00	Meadow Green Sales - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 473.03	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 36.12	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 31.82	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 20.00	Montana Secretary State - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 815.20	Myron Corp - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 28.99	Napa Store 3547007 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 600.00	Nrpa Operating - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 381.08	Office Depot #1078 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	General	$ 9.49	Office Depot #1080 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 5.89	Office Depot #1080 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 147.00	Office Depot #2135 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 174.99	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 71.94	O'Reilly Auto Parts 1551 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 86.00	Pepsicola Bottling Compan - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 29.99	Pound Fitness - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 52.60	Pzg**Mt Dept Of Ag Onl - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 861.00	Rei*Matthew Bender &Co - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 2.99	Remarkable - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 18.49	Sams Club #4805 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 60.96	Samsclub.Com - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 55.94	Samsclub.Com - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 20.09	Samsclub.Com - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 53.28	Shamrock Fsw590 Billings - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 49.99	Shipton'S Big R West - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 79.99	Spectrum - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 9.99	Spotify - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 245.50	Sq *Digital Layer D - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 48.33	Sq *Earth First Aid - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 35.00	Stacked A Montana Grill - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 96.75	Stellas Kitchen & Bakery - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 88.00	Super D - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 58.90	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 79.06	The Mail Drop - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 152.84	The Rubber Stamp Shop, - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 1,916.25	Thomson West*Tcd - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 111.50	Tinys Tavern Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 156.00	Tinys Tavern Inc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 151.90	Tire Rama 101 Bc - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 134.50	Uberbrew - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 11.48	Wal-Mart #2923 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 84.94	Walmart.Com - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 100.00	Wheniwork.Com - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	General	$ 619.25	Wilbur Ellis Billings - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 536.25	Wilbur Ellis Billings - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 16.94	Wm Supercenter #1956 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 39.15	Wm Supercenter #2923 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 45.49	Wm Supercenter #2923 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 9.97	Wm Supercenter #2923 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 50.38	Wm Supercenter #2923 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 239.88	Www.Wevideo.Com/Charge - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 102.50	Yell Cnty-Criminal Court - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 499.00	Yourmembership, Inc. - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 16.59	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 58.09	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 16.59	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 47.97	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 18.99	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 49.00	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 16.59	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 72.39	Zumba Fitness - PCard
05/08/2023	433	U.S. Bank PCards	General	$ 35.00	Zumbini - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 149.93	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 34.50	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 35.80	Amazon.Com*Hy2Ho7Yt2 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 8.95	Amazon.Com*Hy5G12Ms2 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ (166.72)	Amzn Mktp Us - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 19.98	Amzn Mktp Us*H72Bq2Hd1 - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 121.93	Amzn Mktp Us*Hj2Xo7Yg0 - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 11.55	Amzn Mktp Us*Hv8Y62180 - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 19.98	Amzn Mktp Us*Hy09G2Ez0 - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 65.94	Amzn Mktp Us*Hy7Ey0990 - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 202.29	Baymont Inn Bozeman - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 202.29	Baymont Inn Bozeman - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 202.29	Baymont Inn Bozeman - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 144.00	Codepen.Io/Charge - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 1,724.25	Discountcell Inc - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 176.72	Ebay O*21-09879-69186 - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 301.00	Global E Usd - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 224.00	Pluralsight - PCard
05/08/2023	433	U.S. Bank PCards	IT Resources	$ 134.31	Wasabi Technologies - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 87.50	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 87.50	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 239.88	Adobe *Acropro Subs - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 239.88	Adobe *Adobe - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 9.98	Albertsons #0047 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 125.00	Albertsons #0047 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 45.83	Albertsons 3367 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 126.25	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 25.94	Amazon.Com*H70Co6Ji0 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 15.98	Amazon.Com*H74312O52 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 7.99	Amazon.Com*H76Nf5X91 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 16.99	Amazon.Com*Hj3Ke6I42 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 14.98	Amazon.Com*Hj4Fi0Ps0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 61.91	Amazon.Com*Hj4Th5O01 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 59.99	Amazon.Com*Hs5F05P61 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 8.49	Amazon.Com*Hv10Q3Ou1 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 17.99	Amazon.Com*Hy66D7A90 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 11.96	Amzn Mktp Us*H71X87Zr2 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 18.21	Amzn Mktp Us*H72Kz2Ap0 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 8.98	Amzn Mktp Us*H72Yj30X1 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 6.99	Amzn Mktp Us*H75Or9Ic0 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 91.75	Amzn Mktp Us*H777X0I10 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 16.76	Amzn Mktp Us*Hc2Xh4Ij1 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 28.96	Amzn Mktp Us*Hj1Jv9Aa0 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 44.99	Amzn Mktp Us*Hj20A0Ay0 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 23.37	Amzn Mktp Us*Hj57564W1 Am - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 37.99	Amzn Mktp Us*Hj74Y1Gi2 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 199.19	Amzn Mktp Us*Hj7Rq4670 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 76.97	Amzn Mktp Us*Hs0H04X91 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 24.78	Amzn Mktp Us*Hs0N68B72 Am - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Library	$ 49.96	Amzn Mktp Us*Hs3311930 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 26.81	Amzn Mktp Us*Hs51C5Iv2 Am - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 4.89	Amzn Mktp Us*Hs8B327Z1 Am - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 32.97	Amzn Mktp Us*Hs8F46Uu0 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 18.49	Amzn Mktp Us*Hv3Wh7Gg2 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 25.98	Amzn Mktp Us*Hv7Qb5Op1 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 316.35	Amzn Mktp Us*Hy6Qu6Rp0 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 53.97	Amzn Mktp Us*Hy8Y035C0 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 1,830.00	Aunt Flow - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 43.00	Batteries+Bulbs #0253 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 209.96	Best Buy 00005926 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 439.99	Best Buy 00005926 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 439.99	Best Buy 00005926 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 706.98	Best Buy 00005926 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 7.19	Billings Hardware & Servi - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 34.99	Blackstonelibrary.Com - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 368.50	Collaborative Summer Libr - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 100.00	Cvs/Pharmacy #08944 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 495.00	Data Axle-Citydirectories - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 285.00	Data Axle-Citydirectories - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 736.40	Demco Inc - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 716.40	Demco Inc - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 793.54	Demco Inc - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 141.98	Dyson Direct Inc - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 58.88	Econo Print - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 35.00	Facebk 7Pjvcqtqq2 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 35.00	Facebk G5Z2Znkqq2 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 28.04	Facebk H3Kppp3Rq2 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 34.00	Gan*Usatodaycirc - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 400.72	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 342.00	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 102.81	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 20.59	Holiday Stations 0280 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 96.71	In *Elm Usa Inc. - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Library	$ 1,579.94	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 75.00	Ls The Bike Shop - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 9.99	Microsoft*Console 1 Month - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 9.99	Microsoft*Subscription - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 120.00	Ntl Cntr For Safety - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 30.79	Office Depot #2135 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 41.96	Otc Brands Inc - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 51.02	Samsclub #4805 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 124.15	Snapmaker Hk Limited - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 15.00	Sq *This House Of Books - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 52.00	Sq *Yellowstone County Ne - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 52.00	Sq *Yellowstone County Ne - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 3.77	Target 00001719 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 13.29	Target 00001719 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 1.00	Teacherspayteachers.Com - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 2.24	The Daily Interlake - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 52.00	Tst* Nothing Bundt Cakes - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 52.00	Tst* Nothing Bundt Cakes - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 495.81	Vernon Library Supplies - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 373.67	Vistaprint - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 50.82	Wal-Mart #4412 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 79.96	Walmart.Com - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 11.06	Wm Supercenter #2923 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 114.70	Wm Supercenter #2923 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 9.34	Wm Supercenter #2923 - PCard
05/08/2023	433	U.S. Bank PCards	Library	$ 320.00	Zsk*Ce Zoomontana Pos - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 10.00	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 531.57	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 38.00	Aaim - Services - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 34.99	Amazon.Com*H77Ac1P61 - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 59.99	Amazon.Com*Hc4Ch0Yp2 - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 46.99	Amazon.Com*Hs9Od0Hw1 - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ (40.16)	Amzn Mktp Us - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 10.99	Amzn Mktp Us*Hj5Mu04T0 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 17.98	Amzn Mktp Us*Hj6Fy1Lc1 - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 40.16	Amzn Mktp Us*Hs0It3Ho1 - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 119.90	Amzn Mktp Us*Hv6Vt9Pv1 - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 119.98	Amzn Mktp Us*Hy3211Xk2 - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 19.99	Billingsgazettethriftynck - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 13.38	Conoco - Conomart Iv - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 50.00	Facebk J3V3Nl7W42 - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 167.05	Store*Topz Sandwich Co - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 129.00	Uberbrew - PCard
05/08/2023	433	U.S. Bank PCards	P.W. Admin	$ 16.59	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 6.09	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 48.11	A & I Distributors - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 14.96	A And H Turf And Specialt - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 26.40	Amazon.Com*Hy6Gm5960 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 108.00	American Red Cross - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 15.99	Amzn Mktp Us*H71Br8B71 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 1,519.80	Amzn Mktp Us*Hj1Er2Iw0 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 332.49	Amzn Mktp Us*Hj86F9Nw1 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 113.40	Amzn Mktp Us*Hs4H07X51 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 32.60	Amzn Mktp Us*Hs5Er2Lq0 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 96.91	Amzn Mktp Us*Hs5Er2Lq0 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 68.99	Amzn Mktp Us*Hs6Ni8Fi2 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 30.94	Amzn Mktp Us*Hs86J02N0 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 90.54	Archie Cochrane Ford - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 24.95	Archie Cochrane Ford - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 25.98	Autozone #3772 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 25.98	Autozone #3772 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 60.00	Batteries+Bulbs #0253 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 2,110.00	Bay Valve Service And Eng - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 76.47	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 7.63	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 52.99	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 31.37	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 128.45	Billings - Tacoma Screw P - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 41.06	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 90.33	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 39.90	Billings Army Navy Surplu - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ (490.00)	Billings Chamber Of Comme - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 133.06	Billings Construction Sup - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 33.00	Billings Construction Sup - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 296.06	Bobcat Of Big Sky Inc - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 75.34	Bobcat Of Big Sky Inc - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 143.74	Bobcat Of Big Sky Inc - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 532.32	Bobcat Of Big Sky Inc - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 777.29	Border States Industries - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 125.00	Cab Store Billings, Mt - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 60.37	Conoco - Fics Plaza Rk Pl - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 29.99	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 125.20	Cy-Corp Trailer - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 61.00	Cy-Corp Trailer - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 80.00	Econo Glass Company - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 13.98	Evergreen Ace Hardware - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 44.99	Evergreen Ace Hardware - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 61.98	Evergreen Ace Hardware - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 275.00	Fsp*Isa Rocky Mtn - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 97.10	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 19.70	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 218.29	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 82.68	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 49.39	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 49.99	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 74.13	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 169.99	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 39.99	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 14.99	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 23.75	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 5.99	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 44.96	Heights Ace Hdwe - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 9.99	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 54.93	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 12.99	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 9.99	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 3.59	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 48.95	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 46.96	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 68.97	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 64.00	Hose And Rubber Supply Bi - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 60.17	Hose And Rubber Supply Bi - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 83.56	Hose And Rubber Supply Bi - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 227.06	Idu*Insight Public Sec - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 97.03	Industrial Coating Soluti - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 228.80	Industrial Sales And Se - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 112.76	Interstate Battery Of The - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 109.95	Interstate Battery Of The - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 20.98	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 50.80	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 17.92	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 32.88	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 34.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 9.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 10.16	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 12.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 4.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 9.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 24.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 123.52	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 30.58	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 32.34	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 11.48	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 9.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 70.47	Knife River 5601 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 232.14	Knife River 5601 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 178.04	Knife River 5601 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 121.50	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 160.88	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 19.90	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 3.56	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 22.54	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 252.92	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 133.40	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 31.37	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 172.24	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 125.23	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 308.90	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 14.56	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 9.59	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 3.34	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 50.47	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 91.61	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 163.22	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 329.68	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 58.86	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 354.80	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 64.29	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 47.25	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 29.04	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 64.71	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 81.30	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 75.00	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 41.78	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 30.00	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 43.73	Norco Inc - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 1,590.53	Northwest Pipe Fittings - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 105.93	Northwest Pipe Fittings - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 219.00	Northwest Seed-Billings - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 600.00	Nrpa Operating - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 980.00	Nutrien Ag Solution 6543 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 396.98	Office Depot #1080 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 21.89	Office Depot #2135 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 40.37	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 5.99	O'Reilly Auto Parts 1751 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 115.35	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 29.86	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 299.00	Paypal *Aqua Med - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 102.00	Pc&C, Llc* Billings Pa - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 664.10	Ratco Llc - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 79.98	Scheels All Sports - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 112.97	Scheels Billings - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 79.00	Scheels Billings - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 9.83	Selbys - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 25.79	Selbys - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 12.88	Selbys - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 439.60	Sherwin Williams 703203 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 848.28	Sherwin Williams 703203 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ (188.88)	Sherwin Williams 703203 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 62.11	Shipton'S Big R Heights - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 95.99	Shipton'S Big R Heights - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 52.47	Shipton'S Big R Heights - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 119.98	Shipton'S Big R West - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 119.98	Shipton'S Big R West - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 159.98	Shipton'S Big R West - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 39.99	Shipton'S Big R West - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 2,479.93	Shipton'S Big R West - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 1,584.68	Snappyduds - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 19.98	Target 00001719 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 47.10	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 104.91	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 229.63	The Home Depot 3101 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 249.00	The Home Depot 3101 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 146.48	Thomae Billings - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 542.12	Tire Rama 105 It - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 1,302.78	Tire Rama 105 It - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 1,244.00	Tire Rama 105 It - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ (1,302.78)	Tire Rama 105 It - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 103.96	Tractor-Supply-Co #0303 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 1,464.40	Truenorth Steel Billings - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 239.30	Truenorth Steel Billings - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ (557.20)	Truenorth Steel Billings - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 1,600.00	Vermeer Mountain West, In - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 25.67	Wal-Mart #2923 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 120.00	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 19.50	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 18.50	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 127.08	Wm Supercenter #1956 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 194.82	Wm Supercenter #4412 - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 126.93	Www Costco Com - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 1,667.64	Yellowstone Recreation Po - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 41.18	Yellowstone Recreation Po - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 19.00	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 155.22	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Park Dist 1	$ 15.99	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	Park Prgrms	$ 209.00	International Bronze Plaq - PCard
05/08/2023	433	U.S. Bank PCards	Park Prgrms	$ 209.00	International Bronze Plaq - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 90.00	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 90.00	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 52.50	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 1,436.95	Ace Electric - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 41.99	Amzn Mktp Us*H75990Y70 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.19	Amzn Mktp Us*Hs0B301Q1 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.19	Amzn Mktp Us*Hs0B301Q1 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.19	Amzn Mktp Us*Hs0B301Q1 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.67	Amzn Mktp Us*Hs1Ew76K0 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.67	Amzn Mktp Us*Hs1Ew76K0 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.65	Amzn Mktp Us*Hs1Ew76K0 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.64	Amzn Mktp Us*Hs24V3Vr0 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.64	Amzn Mktp Us*Hs24V3Vr0 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 2.64	Amzn Mktp Us*Hs24V3Vr0 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 117.95	Amzn Mktp Us*Hv7Z57Hg1 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ (235.80)	Awg 3575 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 679.86	Awg 3575 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 1.00	City Of Billings Park 1 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 4.96	Costco Gas #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 4.96	Costco Gas #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 4.94	Costco Gas #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 24.00	Creative Monograms Smb - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 54.00	Dpt Client Pmts - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 91.61	Econoprint - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 91.61	Econoprint - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 91.60	Econoprint - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 668.16	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 6.22	Holiday Stations 0285 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 6.22	Holiday Stations 0285 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 6.20	Holiday Stations 0285 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 695.00	In *International Parking - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 11.20	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 11.20	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 11.20	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 7.18	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 39.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 39.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 39.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 5.00	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 5.00	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 4.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 9.18	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 9.18	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 9.18	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 11.99	Office Depot #450 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Parking	$ 8.34	Spic And Span - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 8.34	Spic And Span - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 8.32	Spic And Span - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 110.00	Sq *Skyline Service - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 140.00	Sq *Skyline Service - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 35.00	Sq *Skyline Service - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 110.00	Sq *Skyline Services, Inc - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 140.00	Sq *Skyline Services, Inc - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 435.00	Sq *Skyline Services, Inc - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 11.33	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 11.33	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 11.32	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 55.00	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Parking	$ 155.52	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 147.44	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 45.72	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 19.98	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 69.40	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 14.94	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 10.68	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 1,237.90	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 112.01	Norco Inc - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 60.20	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 42.58	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 19.45	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 40.02	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 256.82	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Parks Maint	$ 20.12	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 999.79	American Air0012382538214 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 999.79	American Air0012382538215 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 999.79	American Air0012382538216 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 999.79	American Air0012382538217 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 499.90	American Air0012384762018 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 999.79	American Air0012385716775 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	PD Program	$ (531.95)	Amzn Mktp Us - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 699.99	Bestbuycom806750665744 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 10.55	Budget Rent A Car - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 1,710.00	Conferencec - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 904.00	Delta Air 0062373830521 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ (904.00)	Delta Air 0062373830521 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 904.00	Delta Air 0062373830522 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ (904.00)	Delta Air 0062373830522 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 904.00	Delta Air 0062373830523 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ (904.00)	Delta Air 0062373830523 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 904.00	Delta Air 0062373830524 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ (904.00)	Delta Air 0062373830524 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 904.00	Delta Air 0062373830525 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ (904.00)	Delta Air 0062373830525 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 533.40	Delta Air 0062373840223 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 533.40	Delta Air 0062373840224 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 533.40	Delta Air 0062373840225 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 533.40	Delta Air 0062373840226 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 533.40	Delta Air 0062373840227 - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 1,200.00	Iabti - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 182.28	Sheraton Dallas - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 182.28	Sheraton Dallas - PCard
05/08/2023	433	U.S. Bank PCards	PD Program	$ 97.00	Www.Volgistics.Com - PCard
05/08/2023	433	U.S. Bank PCards	Phone System	$ 41.34	Graybar Electric - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 7.33	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 28.65	Amazon.Com*Hs6Sz7Wq2 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 255.00	American Planning A - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 288.00	American Planning A - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 99.00	American Planning A - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 255.00	American Planning A - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 59.50	American Water Technol - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 7.99	Amzn Mktp Us*H75W770S0 - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 43.98	Amzn Mktp Us*Hj6R87Ke2 - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 258.96	Dd Doordash Caferiome - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Planning	$ 1,192.72	Element - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 5.00	Facebk 2Jpdylbw92 - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 180.41	Jimmy Johns - 1646 - E - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 65.00	Montana Association Of P - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 499.99	Office Depot #1080 - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 47.54	Samsclub.Com - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 48.33	Sq *Earth First Aid - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 192.74	Staples Direct - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 16.00	The Rubber Stamp Shop, - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 41.28	Tst* City Brew Coffee - C - PCard
05/08/2023	433	U.S. Bank PCards	Planning	$ 16.59	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 97.92	Amazon.Com*H71Yo9A00 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 22.49	Amazon.Com*H744K6Up2 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 11.98	Amazon.Com*H76R341T0 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 144.75	Amazon.Com*H76Ra3052 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 6.95	Amazon.Com*H76Wt7H02 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 16.99	Amazon.Com*H77Vx60R2 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 18.99	Amazon.Com*H79268Rq1 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 17.99	Amazon.Com*Hc7Fd9Vh2 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 8.99	Amazon.Com*Hs4Fs2Wc0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 14.99	Amazon.Com*Hy4Q44Hk0 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ (6.82)	Amzn Mktp Us - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ (6.84)	Amzn Mktp Us - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 13.87	Amzn Mktp Us*H70At4T60 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 9.99	Amzn Mktp Us*H70X79320 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 18.20	Amzn Mktp Us*H71Td3570 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 7.48	Amzn Mktp Us*H720V0Te1 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 18.99	Amzn Mktp Us*H74Cu2Vo0 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 7.77	Amzn Mktp Us*H74L38Pd0 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 22.96	Amzn Mktp Us*H76Lh2332 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 14.98	Amzn Mktp Us*H76Zb2Ne1 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 8.40	Amzn Mktp Us*H78240Np0 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 10.00	Amzn Mktp Us*H787Q8As0 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 24.52	Amzn Mktp Us*H796Z0Tt0 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 7.87	Amzn Mktp Us*Hs1Vr8Jt2 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 6.84	Amzn Mktp Us*Hs56D06R0 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 6.99	Amzn Mktp Us*Hy2Vf86D1 - PCard
05/08/2023	433	U.S. Bank PCards	Property Ins	$ 14.99	Amzn Mktp Us*Hy6Xv24B2 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 7.90	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 890.00	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,010.63	Airbnb Hmxpbj4Krc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 45.84	Airgas Llc -Central C258 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 52.64	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 26.10	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 26.60	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 26.10	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 28.24	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 26.10	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 26.10	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 279.95	Amazon.Com*H72D02Ma0 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,154.97	Amazon.Com*H77X822R0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,154.97	Amazon.Com*Hv2Zp31X1 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 553.51	Amazon.Com*Hy21N61U0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 169.45	Amzn Mktp Us*H77Nd4Pu1 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 43.99	Amzn Mktp Us*Hc1U30262 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 171.93	Amzn Mktp Us*Hj2Dn6I70 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 121.98	Amzn Mktp Us*Hj5J21Ib0 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,007.65	Amzn Mktp Us*Hj7Eq12P0 Am - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 14.91	Amzn Mktp Us*Hs1Mk34W2 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 38.90	Amzn Mktp Us*Hs6K758T0 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 13.99	Amzn Mktp Us*Hv0992Pm1 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 65.98	Amzn Mktp Us*Hv1L01Og0 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 10.95	Amzn Mktp Us*Hv8Uc93L2 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 279.74	Amzn Mktp Us*Hy25E5No2 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 27.20	Amzn Mktp Us*Hy5Co3Nr2 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 466.92	Amzn Mktp Us*Hy6Hm0W60 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 15.29	Amzn Mktp Us*Hy7Kq2Yh2 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 6.95	Amzn Mktp Us*Hy9Gr0Iy2 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 6.25	Amzn Mktp Us*Hy9P71N72 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 251.00	Arkon Resources - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,675.00	Att*Court Order Chgs - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 74.87	Avma - Aptify - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 109.76	B&H Photo 800-606-6969 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 479.70	B&H Photo 800-606-6969 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 143.98	B&H Photo 800-606-6969 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 43.89	B&H Photo 800-606-6969 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 202.74	B&H Photo 800-606-6969 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 797.90	B&H Photo 800-606-6969 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 795.00	Barnes & Noble #2765 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 149.99	Best Buy 00005926 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 89.99	Best Buy 00005926 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 99.99	Best Buy 00005926 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 50.00	Billings Army Navy Surplu - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 679.50	Billings Clinic Ctc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 160.00	Billings Ink And Toner, I - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 157.00	Billings Ink And Toner, I - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 135.00	Billings Ink And Toner, I - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 190.00	Billings Ink And Toner, I - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 26.99	Billingsgazettethriftynck - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 296.92	Border States Industries - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 34.98	Bozeman 6 #1089 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 68.95	Butte 8 #1125 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 93.89	Cab Store Billings, Mt - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 38.31	Caseys #2654 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 4.73	Caseys #2654 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 41.92	Caseys #3466 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 5.18	Caseys #3466 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 201.58	Cfs Flowers And Gifts - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 156.95	Chalet Market - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 102.18	Chalet Market - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 20.00	Columbus #1151 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 33.51	Conoco - Livingston 3 130 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 47.10	Conoco - Livingston 3 130 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 22.52	Corporate Translate - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 162.80	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ (75.00)	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 264.60	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 485.00	Creative Monograms Smb - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 695.20	Dash Medical Gloves - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 30.00	Delta Air Baggage Fee - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 30.00	Delta Air Baggage Fee - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 239.00	Dji Drones - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 419.93	Dri*Gallup - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 49.99	Dri*Gallup - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 512.74	Fbi Retail Sto12010070 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 63.37	Fbi Retail Sto12010070 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 930.12	Gaylord Rockies Resort - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 139.95	Grammarly Coozmrfnp - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 139.95	Grammarly Cosljcyuj - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 2,400.00	Hanser Wrecker Company - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,175.00	Hanser Wrecker Company - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 154.67	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 350.13	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 255.06	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 425.28	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 86.22	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 233.25	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 74.58	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 352.93	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 591.97	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 109.56	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 93.10	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 98.35	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 89.98	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 12.76	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 74.99	Hlu*Hulu 2290711209394-U - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 20.53	Holiday Stations 0080 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 2.54	Holiday Stations 0080 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 658.00	I/O Solutions, Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 419.00	I/O Solutions, Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 300.00	Iaai - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 300.00	Iaai - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 123.00	Iaai - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 123.00	Iaai - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 300.00	Iaai - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 123.00	Iaai - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 300.00	Iaai - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 278.97	Iconic Imprint - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,624.00	In *Fileonq - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 105.00	In *Universal Awards - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 75.00	Ipmba - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 170.20	Jimmy Johns - 1646 - E - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 255.30	Jimmy Johns - 1646 - E - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 104.85	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 124.38	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 152.40	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 20.41	Kroger Fuel #3774 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 2.52	Kroger Fuel #3774 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,030.26	Life Assist Inc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 26.48	Love'S #872 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 3.27	Love'S #872 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 69.98	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 119.00	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 82.32	Mcdonald'S F24659 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 878.24	Mitten Housing Booking - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 69.08	Mouser Electronics Inc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 640.00	Msu Billings-Main Campus - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 347.84	National Emergency Train - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 88.57	Office Depot #2135 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 114.99	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 59.98	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,009.60	Omni Charlotte Online Ser - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 930.00	Paypal *Association - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 44.50	Pilot 00007161 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 5.50	Pilot 00007161 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 465.00	Priority Dispatch Corp - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 465.00	Priority Dispatch Corp - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 465.00	Priority Dispatch Corp - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 465.00	Priority Dispatch Corp - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 465.00	Priority Dispatch Corp - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 35.00	Pzg**Mt Dli Ebiz - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 145.00	Pzg**Mt Dli Ebiz - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 145.00	Pzg**Mt Dli Ebiz - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 457.00	Pzg**Mt Dli Ebiz - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 80.00	Pzg**Mt Dli Ebiz - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 80.00	Pzg**Mt Dli Ebiz - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 80.00	Pzg**Mt Dli Ebiz - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 115.49	Quality Inn & Suites - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 14.27	Quality Inn & Suites - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 302.83	Ramada Quantico - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 37.43	Ramada Quantico - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 150.00	Reliable Tent Awning Co - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 314.00	Remotec Inc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 70.00	Rescue Phone - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 640.00	Rogue - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,190.00	Safariland Training Gr - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ (1,190.00)	Safariland Training Gr - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 193.00	Saikoron Llc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 36.88	Samsclub.Com - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 27.98	Scheels Billings - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 250.00	Scheels Billings - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 52.98	Shipton'S Big R East - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 152.49	Sp Forensics Source - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 28.12	Speedway 05351 I-465 Indi - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 3.47	Speedway 05351 I-465 Indi - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 30.00	Sq *Classy N Sassy Coffee - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 141.00	Sq *Dickeys Barbecue Pit - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 118.99	Sq *Firehouse Technology - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 52.90	Sq *Miss Gigi'S Sweets - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 78.54	Sq *Mt Mobile Shredding - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 119.92	Taco Johns 9695 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 13.99	Target 00013334 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 154.99	Target 00013334 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 50.00	Target 00013334 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 102.91	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 217.00	The Home Depot 3101 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 60.04	The Ups Store 2594 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 125.00	Thin Line Towing And Rec - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 572.00	Thomae Billings - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 349.70	Tlo Transunion - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 81.80	Tst* City Brew Coffee - C - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 75.00	Tst* City Brew Coffee - C - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,222.40	United 0162474348852 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 772.40	United 0162474423591 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 822.40	United 0162474645751 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 822.40	United 0162474645752 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 864.70	Verathon Inc - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 15.52	Wal-Mart #1956 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 7.00	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 44.50	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 61.75	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 1,593.00	Wicklander Zulawski Asso - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 12.63	Wingate Inn - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 102.15	Wingate Inn - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 46.40	Yellowstone County Treas - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 21.12	Yellowstone County Treas - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 44.38	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 38.91	Yesway 1172 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 4.81	Yesway 1172 - PCard
05/08/2023	433	U.S. Bank PCards	Public Safety	$ 543.85	Zoll Medical Corp - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 507.00	Aces Brand Imaging - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 326.51	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 367.38	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 473.99	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 325.05	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 198.82	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 181.04	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 182.41	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 234.26	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 25.00	American Water Technol - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 32.48	Amzn Mktp Us*Hj19L8Go0 - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 43.30	Amzn Mktp Us*Hj35P1Vm1 - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 16.57	Amzn Mktp Us*Hj7W76Ke0 - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 31.32	Amzn Mktp Us*Hs0Au2Im2 - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 7.30	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 300.14	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 70.04	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 10.34	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 38.76	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 169.66	Cintas Corp - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 246.54	Cintas Corp - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 9.75	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 983.40	Delta Air 0062375513116 - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 30.00	Delta Air Baggage Fee - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 1,096.20	Fastenal Company 01Mtbll - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 1,504.63	Fastenal Company 01Mtbll - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 752.55	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 331.56	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 11.98	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 137.64	Hose And Rubber Supply Bi - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 300.00	Jarrett'S Stereos - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 53.80	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 77.94	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 112.95	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 32.58	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 110.00	Mac Tools - Billings - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 185.06	Marketing Specialtites - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 55.00	Northwest Industrial Supp - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 184.45	Northwest Industrial Supp - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 119.39	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 270.00	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 85.97	Shipton'S Big R West - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 1,058.00	Solid Waste Associa - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 20.00	Solid Waste Associa - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 19.00	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Solid Waste	$ 42.28	Yellowstone County Treas - PCard
05/08/2023	433	U.S. Bank PCards	Stillwater Const	$ 958.50	Summit Fire & Security - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 13.39	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ (11.88)	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 199.99	A And H Turf And Specialt - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 18.67	Albertsons #0047 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 136.99	Amazon.Com*Hj0X85Ye0 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 44.29	Amzn Mktp Us*H72Lq1Rc1 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 98.88	Amzn Mktp Us*H79Z74N91 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 34.40	Awg 3575 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 51.97	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 297.61	Billings Construction Sup - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 62.88	Bloedorn Lumber Co- Bi - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 44.24	Bloedorn Lumber Co- Bi - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 130.42	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 85.49	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 82.46	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 1,363.00	Cues - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 390.00	Danner-Lacrosse - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 115.83	Edge Construction Supp - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 432.56	Fairmont Hot Springs Reso - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 232.04	Fairmont Hot Springs Reso - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 27.09	Fedex 396980042437 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 132.07	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 6.99	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 322.20	Hivis & Summit Safety - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 313.32	Hivis & Summit Safety - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 122.89	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 15.98	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 99.95	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 24.97	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 15.04	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 25.96	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 182.00	Macon Supply Inc - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 62.68	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 81.59	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 331.57	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 17.55	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 43.00	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 42.89	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ (352.25)	S D Truck Springs - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 63.52	Sams Club #4805 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 214.62	Sams Club #4805 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 15.28	Sams Club #4805 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 119.90	Superior Water Solutions - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 175.50	Superior Water Solutions - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 1,836.74	Trafficsafetystore.Com - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 85.00	Western Ranch Supply - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 32.94	Wm Supercenter #1956 - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 43.82	Yellowstone County Treas - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 160.90	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 318.08	Zoro Tools Inc - PCard
05/08/2023	433	U.S. Bank PCards	Street/Traffic	$ 318.08	Zoro Tools Inc - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Transit	$ 69.26	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 87.73	49Er Communications Inc - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 87.72	49Er Communications Inc - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 14.99	A And H Turf And Specialt - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 39.60	A And H Turf And Specialt - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 127.42	Aaim - Services - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 54.99	Adobe *Creative Cloud - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 67.26	Allianz Travel Ins - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 105.24	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 72.40	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 321.68	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 81.82	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 249.00	Amazon.Com*H71R184G1 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 84.95	Amazon.Com*Hj3Vk3031 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 39.73	Amazon.Com*Hy2Dh6330 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 7.99	Amzn Mktp Us*Hj3Lo78T0 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 43.98	Amzn Mktp Us*Hj7K814N1 Am - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 118.99	Amzn Mktp Us*Hs2837Xl1 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 32.10	Amzn Mktp Us*Hs4Ov4591 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 20.99	Amzn Mktp Us*Hs6Df15J1 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 7.49	Amzn Mktp Us*Hy1Nw1Ls2 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 7.98	Amzn Mktp Us*Hy2Cz2Bi1 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 54.00	Amzn Mktp Us*Hy59G6Kg0 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 23.99	Amzn Mktp Us*Hy9W52Xh2 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 880.00	Apta - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 220.00	Apta - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 1,100.00	Apta - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 99.99	Bestbuycom806750214935 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 1,139.98	Bestbuycom806750214935 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 133.83	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 12.31	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 8.36	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 425.00	Community Transportation - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 668.00	Creative Monograms Smb - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Transit	$ 503.40	Delta Air 0062372048196 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 498.25	Delta Air 0062373261373 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 398.60	Delta Air 0062373261374 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 99.65	Delta Air 0062373261374 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 528.46	Don Brown Bus Sales Inc P - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 17.95	Don Brown Bus Sales Inc P - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 79.00	Ebay O*10-09884-61678 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 75.00	Facebk 4Y8Vplx482 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 20.08	Ferguson Ent #1342 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 150.88	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 46.97	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 37.46	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 46.00	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 164.53	Ibuy Stores Inc - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 8.95	Ibuy Stores Inc - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 410.00	In *Cotter'S Sewer, Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 195.00	In *Yellowstone County On - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 91.54	Jares Fence Company Inc - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 5.50	Kimball Midwest Payeezy - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 8.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 13.58	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 44.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 5.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 8.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 19.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 55.90	Lift Supports - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 119.00	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 660.14	Marketing Specialtites - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 14.99	Microsoft*Store - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 76.20	Montana Moulding And Sign - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 468.99	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 12.52	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 14.04	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 59.99	Napa Store 3547001 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Transit	$ 12.20	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 10.00	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 10.54	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 30.50	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 46.14	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 3.31	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 10.17	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 7.97	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 47.48	Napa Store 3547001 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 69.75	Northwest Pipe Fittings - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 10.69	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 227.12	Omni Hotels - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 25.00	Paypal *Bigskyecono - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 69.26	Simplystamps.Com - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 7.99	Simplystamps.Com - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 114.30	Sq *Transitional Marketin - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 485.21	Sun Supply Inc - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 168.59	Sun Supply Inc - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 32.97	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 35.95	The Home Depot #3101 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 15.66	Wal-Mart #2923 - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 34.00	Western Ranch Supply - PCard
05/08/2023	433	U.S. Bank PCards	Transit	$ 16.59	Zoom.Us 888-799-9666 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 15.48	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 5.09	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 8.15	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 5.09	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 8.15	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 10.86	A And H Turf And Specialt - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 42.36	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 42.36	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 25.75	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 8.17	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 127.00	Alsco Inc. - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 139.58	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 8.17	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 139.58	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 25.75	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 148.50	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 42.36	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 139.58	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 25.75	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 126.21	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 16.34	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 51.49	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 84.71	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 277.76	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 279.16	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 8.17	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 40.00	Amazon.Com*H72Jg2Px0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 6.50	Amazon.Com*Hj5Ha20L1 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 9.59	Amazon.Com*Hs4Hr9Il0 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 11.99	Amzn Mktp Us*H737X6Gs2 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 30.31	Amzn Mktp Us*Hc51G38W2 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 27.98	Amzn Mktp Us*Hj0Wz95S0 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 12.99	Amzn Mktp Us*Hj19L8Go0 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 109.85	Amzn Mktp Us*Hj2I31Pi1 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 29.87	Amzn Mktp Us*Hj33P21S2 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 17.31	Amzn Mktp Us*Hj35P1Vm1 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 6.62	Amzn Mktp Us*Hj7W76Ke0 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 12.52	Amzn Mktp Us*Hs0Au2Im2 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 22.97	Amzn Mktp Us*Hv2Jy9Ed2 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 99.66	Amzn Mktp Us*Hv4W91Vv1 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 230.94	Amzn Mktp Us*Hv60I1Gs0 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 14.99	Amzn Mktp Us*Hy3Xx33O2 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 74.97	Amzn Mktp Us*Hy8Cm43I2 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 12.99	Amzn Mktp Us*Hy9546Q71 Am - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 419.45	B&H Photo 800-606-6969 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 405.77	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 117.05	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 7.71	Bloedorn Lumber Co- Bi - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 715.14	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 534.30	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 168.66	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 53.67	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 34.56	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 2.00	Co Billings Park3 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 81.19	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 552.30	Delta Air 0067924552773 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 19.35	Econo Print - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 20.52	Econo Print - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 3,073.70	Enterprise Specialty Pro - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 16.30	Fastenal Company 01Mtbll - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 66.15	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 1,022.54	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 360.70	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 337.12	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 19.06	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 575.65	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 357.56	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 24.45	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 80.97	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 341.56	Heights Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 109.68	Hose And Rubber Supply Bi - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 199.00	Ipvm Ip Video Market I - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ (199.00)	Ipvm Ip Video Market I - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 218.92	Kb Commercial Products - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 0.92	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 3.44	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 12.60	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 80.02	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 5.00	Kings Ace Hdwe - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 274.03	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 419.30	Midland Scientific - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 152.27	Midland Scientific - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 354.99	Midland Scientific - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 197.70	Midland Scientific - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 120.55	Midland Scientific - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 1,558.36	Midland Scientific - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 554.43	Norco Inc - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 10.77	Northwest Industrial Supp - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 68.03	Nova Tech International - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 42.78	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 35.98	Office Depot #450 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 355.00	Paypal *Msawwa - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 300.00	Paypal *Region8Pret - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 422.70	Pp*Genuinemark - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 46.57	Purvis Industries 68 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 60.00	Pzg**Mt Dli Ebiz - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 1,011.28	Rsd - Billings#57 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 289.30	Selbys - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 229.86	Shipton'S Big R East - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 750.00	Us Green Build Council - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 242.98	Usa Blue Book - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 19.44	Usps Po 2907740107 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ (27.38)	Walmart.Com 8009666546 - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 190.04	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 1,264.77	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 177.92	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 19.00	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Wastewater	$ 245.70	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 23.22	360 Office Solutions Inc - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 15.29	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 12.22	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 80.90	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 15.29	4Te*Alarm Services - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Water	$ 12.22	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 80.90	4Te*Alarm Services - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 42.35	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 42.35	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 231.23	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 77.23	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 72.27	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 24.51	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 190.51	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 24.51	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 228.23	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 77.23	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 72.27	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 222.76	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 42.35	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 81.87	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 77.23	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 49.02	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 163.74	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 154.47	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 474.76	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 84.71	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 416.65	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 24.51	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 235.39	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 189.32	Alsco Inc. - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 59.99	Amazon.Com*H72Jg2Px0 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 114.40	Amazon.Com*Hc28V19Z1 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 62.64	Amazon.Com*Hc69O6Ro2 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 19.48	Amazon.Com*Hj5Ha20L1 Amzn - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 99.92	Amazon.Com*Hs1Fg53N2 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 28.77	Amazon.Com*Hs4Hr9Il0 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 80.46	Amzn Mktp Us*H71Gp3Bf1 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 15.99	Amzn Mktp Us*H784003X2 Am - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Water	$ 131.07	Amzn Mktp Us*H79Bu4021 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 59.80	Amzn Mktp Us*H79Mu5Pr2 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 45.46	Amzn Mktp Us*Hc51G38W2 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 41.97	Amzn Mktp Us*Hj0Wz95S0 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 19.48	Amzn Mktp Us*Hj19L8Go0 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 164.77	Amzn Mktp Us*Hj2I31Pi1 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 25.98	Amzn Mktp Us*Hj35P1Vm1 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 9.94	Amzn Mktp Us*Hj7W76Ke0 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 17.98	Amzn Mktp Us*Hj8C266D2 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 18.79	Amzn Mktp Us*Hs0Au2Im2 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 22.98	Amzn Mktp Us*Hv2Jy9Ed2 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 79.49	Amzn Mktp Us*Hv3Na3Av0 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 36.00	Batteries+Bulbs #0253 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 223.81	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 180.72	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 43.59	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ (6.01)	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 81.43	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 56.30	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 5.23	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 19.88	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 20.25	Billings - Tacoma Screw P - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 7.98	Cab Store Billings, Mt - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 134.18	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 80.51	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 103.68	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 40.64	City Of Billings - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 124.95	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 121.79	Costco Whse #0069 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 405.10	Cpi International - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 180.62	Dxp Enterprises - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 29.03	Econo Print - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 61.58	Econo Print - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 300.38	Environmental Resource - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Water	$ 508.50	Epasales - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 8.99	Evergreen Ace Hardware - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 26.69	Fedex 396562729943 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 9.51	Fei, Inc. - Billings - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ (29.82)	Ferguson Ent #1342 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 54.78	Ferguson Ent #1342 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 23.17	Ferguson Ent #1342 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 99.54	Fickler Oil Co - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 158.70	Flashlightdealer - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 74.10	Flashlightdealer - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 259.92	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 216.36	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 372.84	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 257.52	Grainger - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 327.22	Hach Company - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 760.16	Hach Company - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 451.16	Hach Company - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 1,496.50	Hach Company - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 291.00	Hach Company - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 310.17	Hach Company - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 2,013.12	Hach Company - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 59.58	Hach Company - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 126.75	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 73.35	Hanson Chemical - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 10.48	Harbor Freight Tools 207 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 25.50	Hose And Rubber Supply Bi - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 21.70	Hose And Rubber Supply Bi - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 129.72	Idexx Distribution Inc - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 29.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 6.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 1.37	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 5.15	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 6.29	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 14.04	Kings Ace Hdwe - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Water	$ 65.66	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 13.98	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 15.29	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 18.89	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 46.38	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 14.99	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 35.96	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 45.92	Kings Ace Hdwe - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 31.44	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 123.76	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 32.98	Lowes #00319* - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 387.13	Mcmaster-Carr - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 261.11	Mcmaster-Carr - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 70.20	Midland Implement Co - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 730.32	Motion Industries Eb99 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 16.15	Northwest Industrial Supp - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 163.68	Northwest Scientific Inc - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 135.25	Northwest Scientific Inc - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 19.86	Northwest Scientific Inc - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 90.77	Northwest Scientific Inc - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 105.80	Northwest Scientific Inc - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 58.17	Northwest Scientific Inc - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 76.76	Office Depot #1080 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 178.96	Office Depot #1080 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 26.63	Office Depot #1080 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 382.03	Office Depot #1080 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 151.26	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 43.81	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 333.00	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 8.82	Pacific Steel Branch #02 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 269.27	Paypal *Everlocksys - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 355.00	Paypal *Msawwa - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 140.00	Pzg**Mt Dept Environ Q - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 90.00	Pzg**Mt Dli Ebiz - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/08/2023	433	U.S. Bank PCards	Water	$ 181.04	Pzg**Mt Dnrc Online Pa - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 74.49	Sherwin Williams 703203 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 61.30	Smartsign - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 113.75	Sq *Bw Blacksmith Coffee - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 57.96	Steren - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 323.44	Tfs*Fishersci Ecom Hus - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 94.97	The Home Depot 3101 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 159.99	Tractor-Supply-Co #0303 - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 278.31	Uline *Ship Supplies - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 750.00	Us Green Build Council - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 270.00	West End Lock And Secur - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 999.90	Www.Superbrightleds.Co - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 1,353.46	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 28.32	Yellowstone Valley Elect - PCard
05/08/2023	433	U.S. Bank PCards	Water	$ 16.59	Zoom.Us 888-799-9666 - PCard
05/08/2023	861417	Uniforms2gear	Public Safety	$ 2,956.26	INV2023040528, patrol jackets
05/08/2023	861420	Veloxity One	Library	$ 270.00	Shipping
05/08/2023	861420	Veloxity One	Library	$ 4,800.00	Secure device charging kiosk with 8 lockers ea.
05/08/2023	861424	Western States Automation	Wastewater	$ 263.91	Rotork Gate Actuator for Water Reclamation Facility
05/08/2023	861424	Western States Automation	Wastewater	$ 12,085.00	Rotork Gate Actuator for Water Reclamation Facility
05/08/2023	861425	Western Water Consultants	SID Const	$ 43,136.60	SID 1421 Cypress Point Professional Services Contract
05/08/2023	861426	Wicklander Zulawski & Assoc	Public Safety	$ 4,266.00	32264, criminal level II advanced interviewing training in Billings
05/08/2023	861433	Yellowstone Co GIS	IT Resources	$ 8,750.00	Yellowstone County GIS/MOU Agreement quarterly payment
05/08/2023	861434	Yellowstone Co Sheriff	PD Program	$ 9,425.00	1/2 share of PE/PI Expenses.
05/08/2023	861434	Yellowstone Co Sheriff	PD Program	$ 5,082.24	Overtime for Wyse & Poe.

City Council Regular

Date:	06/12/2023
Title:	Payment of Claims for week of May 15, 2023
Presented by:	Andy Zoeller, Finance Director
Department:	Finance
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

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

Claims in the amount of $2,775,316.58 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 05152023

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	ACH	Joe Johnson Equipt	Street/Traffic	$ 3,545.29	inv#P00767brooms for sweepers
05/16/2023	ACH	Joe Johnson Equipt	Street/Traffic	$ 296.94	inv#P00770tiger tail for vactor hoses
05/16/2023	ACH	Joe Johnson Equipt	Street/Traffic	$ 87.50	P00691
05/16/2023	ACH	Joe Johnson Equipt	Street/Traffic	$ 32.22	P00691
05/16/2023	ACH	NorMont Equipt	Street/Traffic	$ 438.90	inv#29464spray nozzle for unit 1228
05/16/2023	ACH	NorMont Equipt	Street/Traffic	$ 1,352.25	inv#29466traffic cones
05/16/2023	ACH	NorMont Equipt	Street/Traffic	$ 222.40	inv#29464warning flags
05/16/2023	ACH	NorMont Equipt	Street/Traffic	$ 3,081.00	inv#29465emulsion for road patcher
05/16/2023	ACH	NorMont Equipt	Street/Traffic	$ 1,345.71	inv#29466telspar post/bolts/rivets for sign installation
05/16/2023	ACH	Town & Co Supply	Public Safety	$ 673.36	FIRE 7 - DIESEL FUEL
05/16/2023	ACH	Town & Co Supply	Transit	$ 6,162.60	434375. 2000 Gallons Unleaded Fuel
05/16/2023	ACH	Town & Co Supply	Public Safety	$ 656.01	434441 FIRE 1: UNLEADED
05/16/2023	ACH	Town & Co Supply	Wastewater	$ 2,464.97	Fuel for Water Water Plant - Generator
05/16/2023	ACH	Town & Co Supply	Water	$ 1,227.01	Town & Country 434583
05/16/2023	ACH	Town & Co Supply	Transit	$ 19,794.90	432176. 6001 Gallons Dyed #2
05/16/2023	ACH	Town & Co Supply	Public Safety	$ 748.18	434441 FIRE 1: DIESEL
05/16/2023	ACH	Town & Co Supply	Public Safety	$ 825.69	434444 FIRE 6: DIESEL
05/16/2023	ACH	Wastequip Manufac	Solid Waste	$ 17,100.00	Encumbrance per Sourcewell Contract # 040621-WQI.
05/16/2023	861440	3 Bull Contracting	CDBG	$ 31,927.50	CDBG / Comanche Park Site Improvements
05/16/2023	861445	Advanced Employment	Solid Waste	$ 145.60	Contract labor at Landfill week ending 4/16/2023.
05/16/2023	861445	Advanced Employment	Solid Waste	$ 2,921.10	Contract labor at Landfill week ending 4/16/2023.
05/16/2023	861445	Advanced Employment	Facilities	$ 466.48	W/E 04/23/2023 Patrick Kittson
05/16/2023	861445	Advanced Employment	Facilities	$ 199.92	W/E 04/23/2023 Patrick Kittson
05/16/2023	861446	Advanced Eng & Enviro	Water	$ 2,030.00	WO 22-50 WTP Pretreatment coagulant chemical optimization
05/16/2023	861446	Advanced Eng & Enviro	Water	$ 1,892.75	WO 22-50 WTP Pretreatment coagulant chemical optimization
05/16/2023	861448	Alfa Laval	Wastewater	$ 24,865.02	Refurbish the Ds401 Rotating Assembly
05/16/2023	861454	Alternatives	CDBG	$ 17,895.06	CDBG-CV Grant - Wireless/Virtual Services Project
05/16/2023	861458	Askin Construction	Gas Tax	$ 356,488.00	WO 22-07 Mullowney Lane Improvements; Payment 1
05/16/2023	861458	Askin Construction	Gas Tax	$ -	WO 22-07 Mullowney Lane Improvements; Payment 1
05/16/2023	861458	Askin Construction	St Maint Dist	$ -	WO 22-07 Mullowney Lane Improvements; Payment 1
05/16/2023	861458	Askin Construction	Sidewalk Const	$ 23,796.78	WO 22-07 Mullowney Lane Improvements; Payment 1
05/16/2023	861460	ATS Inland NW	Airport	$ 714.00	FY23 Energy Management Services - QTA
05/16/2023	861460	ATS Inland NW	Airport	$ 3,079.00	FY23 Energy Management Services - Terminal
05/16/2023	861464	Beartooth Enviro	Solid Waste	$ 13,048.80	bulk oil shipment. Drummed waste disposal

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861467	Billings Depot	Engineering	$ 15,177.22	June Depot Rent
05/16/2023	861470	Billings Tourism	Tourism BID #2	$ 10,750.00	Paid April Distributed May, 2023
05/16/2023	861484	Community Seven	General	$ 414.44	TDS PEG Fees
05/16/2023	861484	Community Seven	General	$ 5,900.00	City Council Broadcasts
05/16/2023	861490	Creative Bus Sales	Transit	$ 31.61	XA106000420:01Freight on Seat Belt Buckles
05/16/2023	861490	Creative Bus Sales	Transit	$ (36.00)	XA128009900:01. Trim Unit 1876
05/16/2023	861490	Creative Bus Sales	Transit	$ 339.35	XA128008719:01. Freight on Body Repair Parts Unit 1876.
05/16/2023	861490	Creative Bus Sales	Transit	$ 357.98	XA128008719:01. Body Repair Parts Unit 1876
05/16/2023	861490	Creative Bus Sales	Transit	$ 36.00	XA128008719:01. Body Repair Parts Unit 1876
05/16/2023	861490	Creative Bus Sales	Transit	$ 225.80	XA106000420:01. Seat Belt Buckles
05/16/2023	861490	Creative Bus Sales	Transit	$ 593.98	XA128008719:01. Body Repair Parts Unit 1876
05/16/2023	861490	Creative Bus Sales	Transit	$ 1,435.98	XA128008719:01. Body Repair Parts Unit 1876
05/16/2023	861493	Dakota Supply Group	Water	$ 3,300.00	WO 23-20 DSG Invoice for Butterfly Valve
05/16/2023	861493	Dakota Supply Group	Water	$ 64.95	1/2" X 3/8" BRASS HEX BUSHING
05/16/2023	861493	Dakota Supply Group	Water	$ 28.45	6" TYTON PUSH-ON GASKET
05/16/2023	861493	Dakota Supply Group	Water	$ 28.45	6" TYTON PUSH-ON GASKET
05/16/2023	861493	Dakota Supply Group	Water	$ 137.70	TYLER 24" EXTENSION - SCREW TYPE 6860 30B
05/16/2023	861493	Dakota Supply Group	Water	$ 154.70	Fittings for water services
05/16/2023	861493	Dakota Supply Group	Water	$ 7,974.03	7' FIRE HYDRANT - MJ P/N: 364255
05/16/2023	861493	Dakota Supply Group	Water	$ 7,974.03	7' FIRE HYDRANT - PUSH ON
05/16/2023	861493	Dakota Supply Group	Water	$ 7,974.03	7' FIRE HYDRANT - PUSH ON
05/16/2023	861493	Dakota Supply Group	Water	$ 39.30	1" STIFFENERS - CTS PE INSERTS P/N: 6133T1
05/16/2023	861493	Dakota Supply Group	Water	$ 783.90	1" X 3/4" X 3/4" CURB STOP BALL VALVE CTS COMPRESSION
05/16/2023	861493	Dakota Supply Group	Water	$ 30.77	1/2" 90 DEGREE BRASS ELL
05/16/2023	861493	Dakota Supply Group	Water	$ 599.54	3/4" BALL CURB STOP FIP X FIP
05/16/2023	861493	Dakota Supply Group	Water	$ 63.15	3/4" COUPLING CTS X FLARE P/N: 111-035-00360
05/16/2023	861493	Dakota Supply Group	Water	$ 134.12	17 OPERATING NUT W/O SHIELD SP-W17
05/16/2023	861494	Data Imaging System	Facilities	$ 265.00	65 Gallon Bins of Document Shredding/ includes pickup & return of bins
05/16/2023	861494	Data Imaging System	General	$ 8,186.64	Annexation Files uploaded to FTP Boxes 1-25
05/16/2023	861497	Dixie Petro-Chem	Water	$ 18,787.20	Bulk Chlorine
05/16/2023	861498	DLT Solutions	Engineering	$ 7,153.16	Annual Subscription Renewal for Civil 3D AUTOCAD
05/16/2023	861499	DOWL	Water	$ 4,473.55	WO 22-44 Zone 1 Water Storage Improvements; Payment 9
05/16/2023	861501	DT Blgs Partnership	Tax Incrmnt N27	$ 3,000.00	Signage Project through DBA - 30K budgeted for FY22Spitz
05/16/2023	861503	Duval Ford	Public Safety	$ 502,524.00	11 Ford Police Utility Vehicles. PSML.

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861505	EBMS	City Ins Fund	$ 835.00	Statement for June 2023
05/16/2023	861505	EBMS	City Ins Fund	$ 33,193.38	Statement for June 2023
05/16/2023	861505	EBMS	City Ins Fund	$ 60,920.28	Statement for June 2023
05/16/2023	861505	EBMS	City Ins Fund	$ 1,281.00	Statement for June 2023
05/16/2023	861505	EBMS	City Ins Fund	$ 3,064.50	Statement for June 2023
05/16/2023	861505	EBMS	City Ins Fund	$ 5,723.45	Statement for June 2023
05/16/2023	861505	EBMS	Payroll Clearing	$ 11,469.48	Statement for June 2023
05/16/2023	861507	Econo Print Inc.	P.W. Admin	$ 4,263.23	Rate Change Letters
05/16/2023	861507	Econo Print Inc.	Street/Traffic	$ 49.54	inv#321643business cards for ness
05/16/2023	861509	Empire Heat & Cool	Water	$ 95,587.50	Water Treatment Plant High Srvc Pump Station HVAC Procurement
05/16/2023	861512	FarrWest Enviro Supply	Fire Grants	$ 9,500.00	RAE MONITOR TRAINING
05/16/2023	861513	Fender	Public Safety	$ 3,798.90	TUITION FY2023 @ 35% REIMBURSEMENT
05/16/2023	861514	FCS	Storm Sewer	$ 7,457.98	WO 20-37 Stormwater Utility Development; Payment 31
05/16/2023	861514	FCS	Storm Sewer	$ 3,473.25	WO 20-37 Stormwater Utility Development; Payment 32
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 290.90	inv#93227asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 618.56	inv#93228asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 927.51	inv#93229asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 778.52	inv#93230asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 1,827.29	inv#93231asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 665.00	inv#93232asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 393.45	inv#93233asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 595.00	inv#93806concrete at 2908 2nd ave N
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 329.60	inv#93887asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 517.94	inv#93888asphalt
05/16/2023	861516	Fisher Sand & Gravel	Street/Traffic	$ 694.67	inv#93889asphalt
05/16/2023	861522	Galls Inc	Public Safety	$ 1,152.12	022648479, duty jackets
05/16/2023	861522	Galls Inc	Public Safety	$ 529.96	022725146, vertx jackets
05/16/2023	861522	Galls Inc	Public Safety	$ 143.11	022879725,wool caps
05/16/2023	861522	Galls Inc	Public Safety	$ 384.04	022831713, lawpro jacket
05/16/2023	861522	Galls Inc	Public Safety	$ 955.04	022930766, rechargeable flashlights
05/16/2023	861527	Guardian Security	Library	$ 10,666.50	984 April 2023
05/16/2023	861528	Hample Excavation	Airport	$ 10,191.32	Fire Sprinkler Valve & Check Valve Replacement
05/16/2023	861535	Hoppel	Public Safety	$ 3,542.68	FDIC: TRAVEL EXPENSES, APR 22-29 2023
05/16/2023	861538	Idexx Distribution	Water	$ 5,650.55	WTP Micro Supplies

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861539	InfoSend Inc	P.W. Admin	$ 13,446.61	services for April 2023
05/16/2023	861539	InfoSend Inc	P.W. Admin	$ 3,579.83	services for April 2023
05/16/2023	861543	Invoice Cloud	Wastewater	$ 8,967.50	Services for 04/01/2023-04/30/2023
05/16/2023	861543	Invoice Cloud	Solid Waste	$ 8,540.34	Services for 04/01/2023-04/30/2023
05/16/2023	861543	Invoice Cloud	Building	$ 4.09	Services for 04/01/2023-04/30/2023
05/16/2023	861543	Invoice Cloud	Parking	$ 338.06	Services for 04/01/2023-04/30/2023
05/16/2023	861543	Invoice Cloud	Water	$ 11,869.15	Services for 04/01/2023-04/30/2023
05/16/2023	861543	Invoice Cloud	City Ins Fund	$ 45.24	Services for 04/01/2023-04/30/2023
05/16/2023	861544	Jottodesk	Public Safety	$ 8,254.05	7882119C
05/16/2023	861546	Kenetrek	Public Safety	$ 2,843.76	WILDLAND BOOTS
05/16/2023	861546	Kenetrek	Public Safety	$ 155.80	FREIGHT
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 355.00	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 697.32	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 39.26	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 355.00	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 298.68	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 185.00	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 185.00	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 108.28	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 372.50	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 55.90	13402
05/16/2023	861547	Kent D. Bruce Co	Public Safety	$ 5,562.50	13402
05/16/2023	861553	L P Anderson Tire	Public Safety	$ 2,509.36	2015531
05/16/2023	861553	L P Anderson Tire	Public Safety	$ 3,330.00	2018121
05/16/2023	861553	L P Anderson Tire	Airport	$ 6,470.40	Invoice #2018924. 2 Tires Mounts and Dismount Tires B-2
05/16/2023	861553	L P Anderson Tire	Street/Traffic	$ 178.00	2015996
05/16/2023	861553	L P Anderson Tire	Street/Traffic	$ 41.50	2015993
05/16/2023	861553	L P Anderson Tire	Street/Traffic	$ 66.50	2015991
05/16/2023	861553	L P Anderson Tire	Street/Traffic	$ 406.00	2015084
05/16/2023	861558	Madison Agency	Airport	$ 12,691.00	Amendment #1 Marketing & Selling Strategy/Social Media Management
05/16/2023	861559	Mail Tech Services	General	$ 28,988.14	mailing/printing services for Houser letter #2
05/16/2023	861561	Marketing Specialties	Fleet	$ 17,550.00	Invoice 092807, Fuel overfill valve replacements.
05/16/2023	861564	Mead & Hunt	Airport	$ 12,472.84	Amendment 1 to the Master Agreement
05/16/2023	861570	MT Dakota Utilities	EOC 911	$ 72.98	0829398378-2 911 CENTER STANDBY GENERATOR, FY2023

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861570	MT Dakota Utilities	General	$ 109.03	112 138 9381 8
05/16/2023	861570	MT Dakota Utilities	Airport	$ 566.03	788 689 5644 8. Concourse Kitchen. May 2023
05/16/2023	861570	MT Dakota Utilities	Public Safety	$ 622.39	307 111 5825 0
05/16/2023	861570	MT Dakota Utilities	Water	$ 100.92	162 660 1000 4
05/16/2023	861570	MT Dakota Utilities	Public Safety	$ 704.70	819 360 1000 8
05/16/2023	861570	MT Dakota Utilities	Public Safety	$ 150.02	672 860 1000 3
05/16/2023	861570	MT Dakota Utilities	General	$ 241.66	902 360 1000 6
05/16/2023	861570	MT Dakota Utilities	General	$ 99.47	703 760 1000 8
05/16/2023	861570	MT Dakota Utilities	General	$ 65.71	879 660 1000 8
05/16/2023	861570	MT Dakota Utilities	Public Safety	$ 22.53	930 442 2308 4
05/16/2023	861576	Morrison Maierle	Wastewater	$ 5,451.82	WO 23-01 2023 Water/Sewer Replacement - Contract 2 Sewer
05/16/2023	861579	MT Dept Rev-CGR2	Gas Tax	$ 3,603.29	WO 22-07 Mullowney Lane Improvements; Payment 1
05/16/2023	861579	MT Dept Rev-CGR3	Trl Donate	$ 7,673.39	WO 21-38 Warren Trans_Weave Const Contract; Payment 3
05/16/2023	861579	MT Dept Rev-CGR4	Airport	$ 87.08	Pay Request #3 Retainage Release
05/16/2023	861579	MT Dept Rev-CGR5	Wastewater	$ 316.84	Retainage Release FINAL
05/16/2023	861579	MT Dept Rev-CGR6	Airport	$ 160.39	Airport Carpet Installation/Replacement Project
05/16/2023	861579	MT Dept Rev-CGR7	Park Dist 1	$ 10.00	business tax on Granite Peak Watervision for Amend and Stewart
05/16/2023	861579	MT Dept Rev-CGR8	Park Dist 1	$ 534.00	business tax on Steve's Install for Arrowhead
05/16/2023	861579	MT Dept Rev-CGR9	CDBG	$ 322.50	CDBG / Comanche Park Site Improvements
05/16/2023	861579	MT Dept Rev-CGR10	Airport	$ 102.94	Fire Sprinkler Valve & Check Valve Replacement
05/16/2023	861579	MT Dept Rev-CGR11	Sidewalk Const	$ 237.97	WO 22-07 Mullowney Lane Improvements; Payment 1
05/16/2023	861579	MT Dept Rev-CGR12	St Maint Dist	$ -	WO 22-07 Mullowney Lane Improvements; Payment 1
05/16/2023	861579	MT Dept Rev-CGR13	Gas Tax	$ -	WO 22-07 Mullowney Lane Improvements; Payment 1
05/16/2023	861586	NorthWestern Energy	Airport	$ 36.59	0712795-4. Gate 17. April 2023
05/16/2023	861586	NorthWestern Energy	Public Safety	$ 407.88	0720817-6
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 10.48	0722272-2
05/16/2023	861586	NorthWestern Energy	Airport	$ 29.56	0712791-3. Gate 16. April 2023
05/16/2023	861586	NorthWestern Energy	Transit	$ 408.74	0719225-5
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 13.73	0722259-9
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 223.72	1191404-1
05/16/2023	861586	NorthWestern Energy	Airport	$ 30.93	0712797-0. Gate 9. April 2023
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 221.77	0722256-5
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 7.00	0722272-2
05/16/2023	861586	NorthWestern Energy	Airport	$ 33.21	0719759-3. Gate 12. April 2023

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 10.23	0722274-8
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 7.83	0855404-0
05/16/2023	861586	NorthWestern Energy	Airport	$ 8.14	0712813-5. Burn Pit. April 2023
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 295.70	0722273-0
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 100.38	0813489-2
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 1,183.87	0722995-8
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 45.20	1425364-5
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 95.29	0723005-5
05/16/2023	861586	NorthWestern Energy	Building	$ 24.05	1569631-3
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.15	0723025-3
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 12.88	1849408-8
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ -	0723039-4
05/16/2023	861586	NorthWestern Energy	Water	$ 6.00	1867265-9
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.00	0723046-9
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 28.00	1904944-4
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 22.51	0723049-3
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 38.68	1941243-6
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 20.91	0723064-2
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 45.90	1948667-9
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 20.91	0723065-9
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 7.07	2047000-1
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.15	0723384-4
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 7.83	2047011-8
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.00	0723385-1
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 5.18	2055817-7
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.00	0723386-9
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 45.20	3088038-9
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.00	0723388-5
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.00	3178260-0
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 4.15	0723391-9
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 82.63	3241436-9
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 2.77	0723391-9
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.00	3477233-5
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 0.96	0723392-7

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 48.99	3648861-7
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 7.07	0723393-5
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 15.64	3660075-7
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.15	0723394-3
05/16/2023	861586	NorthWestern Energy	Parking	$ 102.21	3835890-9
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.15	0723395-0
05/16/2023	861586	NorthWestern Energy	Facilities	$ 6.00	3866815-8
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.15	0723396-8
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.15	0723397-6
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.15	0723398-4
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.15	0723835-5
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 8.79	0723836-3
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.30	0723840-5
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 16.03	0723879-3
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.76	0723883-5
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 104.82	0723884-3
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 0.96	0723885-0
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 20.91	0723887-6
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 57.55	0999807-1
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ -	1513796-1
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 48.37	1513800-1
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 9.67	1513802-7
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 9.82	1513804-3
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 7.21	1514388-6
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.15	1588262-4
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 0.71	2041362-1
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 8.14	2047007-6
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 7.38	2047010-0
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 7.07	2047013-4
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 7.83	2047017-5
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 7.07	2047019-1
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 46.03	3590004-2
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 45.74	3707234-5
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 45.74	3707235-2

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 45.90	3707236-0
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 10.58	3771457-3
05/16/2023	861586	NorthWestern Energy	Facilities	$ 128.21	3922089-2
05/16/2023	861586	NorthWestern Energy	Water	$ 2,714.36	5809 Canyonwoods Dr, April 2023
05/16/2023	861586	NorthWestern Energy	Wastewater	$ 190.93	389 62nd St Lift Entrance, April 2023
05/16/2023	861586	NorthWestern Energy	Public Safety	$ 9.21	0712532-1
05/16/2023	861586	NorthWestern Energy	Airport	$ 169.07	0712535-4. Employee Parking. April 2023
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.15	0722253-2
05/16/2023	861586	NorthWestern Energy	Wastewater	$ 74,670.29	0100591-7
05/16/2023	861586	NorthWestern Energy	Library	$ 7,908.37	3039007-4 Library electricity April 2023
05/16/2023	861586	NorthWestern Energy	Airport	$ 15.10	0712534-7. Gate 16 Light. April 2023
05/16/2023	861586	NorthWestern Energy	General	$ 241.35	0712538-8
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.00	0722258-1
05/16/2023	861586	NorthWestern Energy	Water	$ 164.71	1142253-2
05/16/2023	861586	NorthWestern Energy	Airport	$ 28.03	0720296-3. Gate 29. April 2023
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.15	0722280-5
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 45.20	1029192-0
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.15	0722281-3
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 45.75	1045813-1
05/16/2023	861586	NorthWestern Energy	Airport	$ 30.82	2114868-9. Runway Weather System. April 2023
05/16/2023	861586	NorthWestern Energy	Airport	$ 6.00	0712805-1. IP-10. April 2023
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.15	0722283-9
05/16/2023	861586	NorthWestern Energy	Street/Traffic	$ 74.19	1045820-6
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.15	0722284-7
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.15	1156527-2
05/16/2023	861586	NorthWestern Energy	Airport	$ 31.99	0719762-7. Gate 13. April 2023
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 15.10	0722279-7
05/16/2023	861586	NorthWestern Energy	Radio	$ 200.11	1006915-1
05/16/2023	861586	NorthWestern Energy	Airport	$ 33.21	0719761-9. Gate 15. April 2023
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 36.03	0722278-9
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 24.82	0978917-3
05/16/2023	861586	NorthWestern Energy	Airport	$ 89.88	0719760-1. Gate 14. April 2023
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 100.88	0722275-5
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 6.92	0881455-0

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.30	0722976-8
05/16/2023	861586	NorthWestern Energy	Water	$ 4.20	1346673-5
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 15.10	0722808-3
05/16/2023	861586	NorthWestern Energy	Water	$ 6.00	1160807-2
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 7.83	0722852-1
05/16/2023	861586	NorthWestern Energy	Public Safety	$ 1,271.85	1183483-5
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 8.79	0722862-0
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 6.00	1230066-1
05/16/2023	861586	NorthWestern Energy	Park Dist 1	$ 54.65	0722901-6
05/16/2023	861586	NorthWestern Energy	Parks Maint	$ 46.03	1265177-4
05/16/2023	861589	Performance Eng & Consult	Storm Sewer	$ 1,881.25	Bitterroot Drive and Wicks Lane Corridor Drainage Improvements
05/16/2023	861589	Performance Eng & Consult	Storm Sewer	$ 8,710.03	Bitterroot Drive and Wicks Lane Corridor Drainage Improvements
05/16/2023	861590	Pierce Flooring	Airport	$ 15,878.61	Airport Carpet Installation/Replacement Project
05/16/2023	861590	Pierce Flooring	Airport	$ 8,620.42	Pay Request #3 Retainage Release
05/16/2023	861597	RE Investment Company	Water	$ 994.50	WRF/WTP-Boom Lift Rental
05/16/2023	861597	RE Investment Company	Water	$ 576.30	Electricians used for lights at Filter G
05/16/2023	861597	RE Investment Company	Wastewater	$ 994.50	WRF/WTP-Boom Lift Rental
05/16/2023	861598	Remix Technologies	Transit	$ 37,500.00	Invoice #INV031-934. Transit Planning and Scheduling 5/1/23 - 4/30/24
05/16/2023	861599	Rimrock Foundation	Court Grants	$ 6,274.19	23 April Rimrock Treatment Services
05/16/2023	861599	Rimrock Foundation	Court Grants	$ 2,443.00	23 April Rimrock Treatment Services
05/16/2023	861601	River Oaks Communication	Airport	$ 5,861.50	4/26/23 Invoice Airport Leases Review for Verizon Cell Towers
05/16/2023	861601	River Oaks Communication	General	$ 114.00	Federal Timetables Consultation
05/16/2023	861602	Roach	Airport	$ 1,629.84	ACI-NA Airports at Work Conference/Alaska Airline HQ Staff Meeting
05/16/2023	861602	Roach	Airport	$ 1,185.88	Allegiant Airport Conference/Airline HQ Staff Meetings
05/16/2023	861607	Sanderson Stewart	Tax Incrmnt S	$ 9,423.50	WO 21-42 SBURA Streets improvements, Phase 1; Payment 18
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 3.30	155477
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 67.63	155477
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 125.32	155477
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 1,560.17	154710
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 943.58	154710
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 22.68	155477
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 104.26	155477
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 263.67	154699
05/16/2023	861617	Solid Waste Systems	Fleet	$ 251.41	0155477-IN

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 260.00	154685
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 3,852.48	154699
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 313.74	154699
05/16/2023	861617	Solid Waste Systems	Fleet	$ 940.75	0155477-IN
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 600.72	154709
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 26.35	154709
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 288.35	154710
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 21.32	154685
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 21.32	154720
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 27.75	154720
05/16/2023	861617	Solid Waste Systems	Solid Waste	$ 140.13	154709
05/16/2023	861620	SRS Crisafulli	Water	$ 2,232.79	Rotomite Sledge Pump Rebuild
05/16/2023	861620	SRS Crisafulli	Water	$ 2,870.00	rotomite sledge Pump Rebuild
05/16/2023	861624	Steves Install	Park Dist 1	$ 52,866.00	improvements and playground for Arrowhead
05/16/2023	861628	Sunbelt Rentals	Water	$ 1,215.00	safety training
05/16/2023	861628	Sunbelt Rentals	Wastewater	$ 600.00	safety training
05/16/2023	861628	Sunbelt Rentals	Engineering	$ 375.00	safety training
05/16/2023	861628	Sunbelt Rentals	Street/Traffic	$ 300.00	safety training
05/16/2023	861628	Sunbelt Rentals	Water	$ 375.00	safety training
05/16/2023	861628	Sunbelt Rentals	Wastewater	$ 810.00	safety training
05/16/2023	861633	TK Elevator	Facilities	$ 3,536.88	May 1, 2023 to July 31, 2023 Gold - Full Maintenance Stillwater Building
05/16/2023	861635	Toter Incorporated	Solid Waste	$ 39,802.63	Encumbrance per Sourcewell Contract #041521-TOT.
05/16/2023	861639	Trinity Tactical Consulting	Public Safety	$ 2,700.00	Trinity Tactical #23-16, Hostage rescue training in Billings
05/16/2023	861644	Warren Transport	Trl Donate	$ 759,665.16	WO 21-38 Schedule II Skyline Trail (Marathan Loop); Payment 3
05/16/2023	861646	Western Municipal Const	Wastewater	$ 31,366.83	Retainage Release Final
05/16/2023	861647	Wicklander Zulawski & Assoc	Public Safety	$ 3,564.00	32406, criminal level I- Investigative Interviewing training in Billings
05/16/2023	861651	Yellowstone Valley Elec	Radio	$ 170.09	4179004 FOX/TANK 800 Mhz RADIO TOWERS ELECTIC SERVICE FY 2023
05/16/2023	861651	Yellowstone Valley Elec	Solid Waste	$ 3,463.85	Electricity Service. Landfill. 03/01/2023 - 04/01/2023.
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 37,841.36	QUOTE: Q-51564, X SERIES ADVANCED MOITOR/DEFIB UNIT
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 482.16	CPR STAT-PADZ HVP MULTI-FUCTION CPR ELECTRONDES - 8 PAID
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 348.07	8300-000676 ONE STEP CABLE, X SERIES
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 580.56	8000-001128 ACCUVENT FLOW TUBE (BOX /10)
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 133.87	8000-0895 CUFF KIT W/WELCH ALLYN SMALL ADULT, ,LARGE ADULT
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 279.56	8009-0020 CPR-D PADZ & CPR STAT PADZ CONNECTOR FOR R SERIES

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 75.34	8900-000219-01 ONE STEP PEDIATRIC CPR ELECTRODE (1-PAIR)
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 704.50	8200-000100-01 SINGLE BAY CHARGER FOR THE SUR POWER
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 19.66	8000-000876-01 PAPER, THERMAL, W/GRID, BPA FREE (BOX/6)
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ -	8707-000502-01 X SERIES ACCESSORY CASE - PRINTER CHUTE
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 793.96	8012-0206 12-LEAD ECG SIMULATOR
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 200.90	8000-001392 MASIMO RAINBOW RC-4, REUSABLE EMS PATIENT CABLE
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 676.00	8000-000371 RAINBOW DCI SP02 / SPCO /SPMET ADULT REUSABLE
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 842.00	8000-0580-01 SIX HOURS RECHARGEABLE
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 66.35	8900-0190 TRAINING CPR STAT-PADZ
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 44.62	REUSE-11L-2MQ WELCH ALLYN REUSE 11L-2MQ CUFF
05/16/2023	861652	Zoll Medical Corpoartion	Public Safety	$ 348.50	8000-000457 MASIMO SINGLE PATIENT EAR SENSOR

City Council Regular

Date:	06/12/2023
Title:	Public Hearing and Resolution FY24 Budget Adoption
Presented by:	Andy Zoeller, Finance Director
Department:	Finance
Presentation:	Yes
Legal Review:	No
Project Number:	N/A

RECOMMENDATION

Staff recommends City Council hold a public hearing and adopt the proposed FY24 budget. Staff and the Budget and Finance Committee recommend that Council spend a few hours dedicated towards adopting the FY24 budget on 6/12/24. If there is still discussion and further amendments needed after this time has elapsed, then adoption can be delayed until the 6/26/2023 City Council Meeting.

The attached budget resolution is consistent with the original proposed budget that was provided to Council and the Public on April 28th. Any amendments will need to be made to the proposed budget to be included in the final adopted FY24 budget.

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

On April 28th the proposed budget for FY24 was provided to City Council. Staff presented at 5 work sessions in May and June. Additional information was provided in the Weekly Admin Report when requested. The City Council Budget and Finance Committee also met to discuss areas of the budget in more detail and have made recommendations to amend the original FY24 budget proposal. Finally, through presentation to Council additional items have been identified by staff which are also being recommended for inclusion in the FY24 budget.

#1 Fire Station Deferred Maintenance

The FY24 proposed budget contains $104,600 for continued improvements to our existing fire stations. Staff is recommending that an additional $155,000 be added to the FY24 budget. In FY23 the approved budget included $350,000 for deferred maintenance. Due to the number of projects that were being carried over from prior years, and in ability to get contractors to respond to some bid packages in FY23, these dollars will likely go unspent and are being requested to be reauthorized in FY24. This will increase the total FY24 amount for fire station deferred maintenance to $259,600.

#2 General Fund Resources for Planning

The 2023 State of Montana legislature enacted laws to place more reliance upon the adopted Growth Policy. As a result of this change, the staff is recommending the budget be amended to include $200,000 for the Growth Policy update. This is proposed to be funded through an increase in General Fund property tax revenue. There has also been an identified need to improve local area and neighborhood plans, specifically for the Skyway Drive and Interchange areas. As such, there is $100,000 recommended being funded from accumulated FY23 General Fund reserves.

#3 Franchise Fee Settlement Expenses

The current FY24 budget contains no provisions for the payment of the franchise fee settlement. The $3.6 million dollar franchise fee settlement is not included in the proposed FY24 budget, and will need be paid in 2024. Staff is recommending using $1.0 million from the estimated FY23 addition to reserves in the General Fund and increasing the property tax levy by $2.6 million, so the entire amount can be paid in FY24. Alternatively, funds could be borrowed and paid over multiple years, but that will cost more due to the additional financing costs associated with borrowing funds. This would be a one-time increase, as this payment will not need to occur in future years.

#4 Additional Personnel for Facilities

Currently, the Fire Department utilizes Fire Department personnel to handle facilities maintenance projects at Fire Stations, beyond daily cleaning and mowing. This position being requested will free up the time being spent by Fire personnel and allow a Facilities staff member to be dedicated to addressing issues and mobilizing vendors as needed for triage and repairs. This $85,000 increase in the Facilities Fund will be funded through increased charges to the Fire Department in future years.

#5 Increase Funding for Elections

The original budget includes $120,000 for elections. Recently, the County Election Administrator informed us that a

City election could run as high as $105,000. Staff is recommending that $125,000 be added to the FY24 budget to create enough capacity for two elections, if a primary is needed. In addition to the increased election costs, some these funds would be used to cover the cost of education on a ballot initiative for a Parks Funding vote. We will know if we need a primary election after June 19. These will be funded with FY23 General Fund reserves.

#6 Court Analysis
An analysis of our Municipal Court process is being done to determine what efficiencies may be found. This project is planned in FY23, but will likely not be under contract until early July. As such, funding will need to be added to the FY24 budget. An estimated $210,000 is being requested from General Fund reserves. Further refinement on this cost proposal is anticipated in the near future.

#7 CPTED Analysis and Implementation
Many staff members from the City participated in CPTED training. There are many facilities that could be analyzed for improvements to reduce crime on City owned properties. This amendment will allocate $120,000 funding from Mental Health Substance Abuse Public Safety funds to specifically address these analysis and improvement costs. This will not increase the FY24 budget, but will specify what the use of the MH/SA fund will be utilized for.

#8 Domestic Violence Funds
An analysis of the feasibility of a Family Justice Center will be completed in late FY24. We anticipate that there will be recommendations to better address Domestic Violence within Billings. This addition would set aside $200,000 for future funding of these recommendations. At this point in time, we are requesting that the fund balance generated from the Mental Health Public Safety Funds in FY23 and FY24 be used to fund this amendment, if it is deemed feasible after analysis is complete.

#9 Nurse Family Partnership
Nurse Family Partnership was identified as a preferred strategy to address domestic violence and juvenile crime. Staff is recommending that the remaining fund balance set aside from the Mental Health and Marijuana funds be allocated to allow for a contract to be developed between the City and Riverstone Health. The recommended amount for this is to increase the Public Safety fund by $198,966 specifically for this program.

#10 Eliminate Funding for Park District 1 Special Assessments and Replace with General Fund Levy
The Budget and Finance Committee recommends eliminating the Special Assessment Charge for Park District 1 in FY24 and replacing that funding with General Fund property tax revenue. This will have no net impact on the individual property taxpayer, as the removal of the Special Assessment will be equal and offset with the increase in Property Tax Levy. This switch will be possible based upon the assumed increase in taxable value in 2023. The FY24 budget will increase as the funds will be collected in the General Fund as tax revenue and a Transfer Out Expense of $3,823,482 will be entered in the General Fund with an offsetting Transfer In Revenue within the Park District 1 fund.

#11 Dedicate $500,000 to Address Lack of Jail Capacity for Misdemeanor Offenses
The Budget and Finance Committee recommends using $500,000 from the Public Safety (Mental Health and Substance Abuse) Fund to provide an annual funding source for temporary modular holding facilities and operations to be located at Yellowstone County Detention Center. This funding will allow for discussions to begin with the Sheriff to develop a contract to operate a temporary 72-hour pre-arraignment misdemeanor holding facility. This will not increase the total budget, but will specify what program some of the Public Safety Mental Health and Substance Abuse funds will be used for. The current budget contains $620,000 to address these issues, but does not specify which program they will be used upon.

The attached budget resolution is consistent with the original proposed budget that was provided to Council and the Public on April 28th. Any amendments will need to be made to the proposed budget to be included in the final adopted FY24 budget.

ALTERNATIVES
City Council may:

- Approve the budget as recommended by Staff; or,
- Amend the budget; or,
- Delay final adoption until June 26th, 2023; or,
- Not Approve the budget and provide direction to staff

FISCAL EFFECTS
The total FY24 proposed budget, with all included amendments would be $379,869,544. This budget will require mills to be the General Fund cap of 74 mills. In order to be able to fund the needed General Fund expenses, a growth in

taxable value of approximately 24% is needed. If taxable value does not increase at the anticipated growth rate, adjustments will need to be made. This will increase the total annual tax bill of the median home by $97 annually over FY23.

	FY 24 Budget Proposed 5/1/23	Sum of all Adjustments 6/5/23	Proposed FY24 Budget with adjustments
REVENUES:			
TAXES	60,976,599	6,688,607	67,665,206
SPECIAL ASSESSMENTS	30,848,393	-3,823,482	27,024,911
LICENSES & PERMITS	4,840,228		4,840,228
INTER-GOVERNMENTAL	51,943,579		51,943,579
CHARGES FOR SERVICE	141,410,385		141,410,385
FINES & FORFEITS	1,620,696		1,620,696
INVESTMENT EARNINGS	1,589,058		1,589,058
DONATIONS / CONTRIBUTIONS	437,000		437,000
INTERFUND TRANSFERS	25,157,371	4,123,482	29,280,853
DEBT PROCEEDS	16,123,900		16,123,900
MISCELLANEOUS	1,537,975		1,537,975
TOTAL REVENUES	**336,485,184**	**6,988,607**	**343,473,791**
EXPENDITURES:			
PERSONAL SERVICES	109,322,468	85,000	109,407,468
OPERATION & MAINTENANCE	111,532,606	4,633,966	116,166,572
CAPITAL	100,104,970	155,000	100,259,970
DEBT SERVICE	24,754,681		24,754,681
INTERFUND TRANSFERS	25,157,371	4,123,482	29,280,853
TOTAL EXPENDITURES	**370,872,096**	**8,997,448**	**379,869,544**

If the amendments provided for above are incorporated into the FY24 budget, the impact to the median home would be as follows:

Median Home Property Taxes

	FY2023	FY2024	Change
General	$227.87	$277.52	$49.65
Public Safety	351.05	$427.53	76.49
Library	15.40	$16.39	0.99
Transit	30.79	$32.78	1.98
General Obligation	24.63	$25.50	0.87
Median Home Property Tax	$649.74	$779.72	$129.98
Park District 1 Assessment	49.18	0.00	(49.18)
Street Maintenance Dist	185.08	198.04	12.96
Storm Sewer	56.40	$59.60	3.20
Total Special Assessments	$290.66	$257.64	($33.02)
Total Taxes and Assessments	**$940.40**	**$1,037.36**	**$96.96**

Attachments

FY24 Budget Resolution
FY24 Proposed Budget

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR THE CITY OF BILLINGS, MONTANA FOR FISCAL YEAR 2024

WHEREAS, the City Administrator of the City of Billings has regularly and lawfully submitted to the City Council of the City of Billings, Montana, the budget for Fiscal Year 2024; and

WHEREAS, the proper notice was published stating that said City Council has completed the PRELIMINARY MUNICIPAL BUDGET for said Fiscal Year, and that said budget has been placed on file and is open to inspection in the office of the City Clerk; and that said City Council would meet for the purpose of annually determining, approving and adopting the budget, and any taxpayer might appear and be heard.

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

Section 1: That the City of Billings proposed budget for fiscal year 2024 as detailed in the budget report and as amended by the City Council and further detailed on EXHIBIT "A", be, and the same is hereby finally determined, approved, and adopted.

Section 2: Pursuant to Sections 7-6-4006 and 7-6-4012, M.C.A., the City Administrator is authorized to amend this budget for the expenditure of additional funds from the following: Debt Service Funds, Fee-based budgets; Trust funds; Federal, State Grants, special assessments and donations accepted and approved by the City Council.

Section 3: The City Council further authorizes and re-appropriates the unexpended balance of Capital Improvement Program items previously budgeted which have not been completed.

PASSED AND APPROVED by the City Council this 12th day of June, 2023.

CITY OF BILLINGS:

BY: _____
William A. Cole, Mayor

ATTEST:

BY: _____
Denise R. Bohlman, City Clerk

Fund/Department	Original Proposal
General Operating Fund:	
Mayor & City Council	393,729
City Administrator	1,347,937
Human Resources	1,089,704
City Attorney	2,924,845
Municipal Court	1,792,135
Finance	1,987,872
Code Enforcement	1,111,845
Parks, Recreation & Public Lands	5,004,486
Non-Departmental	22,266,267
Total General Fund	**37,918,820**
Public Safety Fund:	
Mental Health & Substance Abuse	853,730
Police	30,693,348
Fire	25,563,689
Total Public Safety Fund	**57,110,767**
Special Revenue Fund:	
South Tax Increment	14,174,901
East Tax Increment	1,401,156
North 27th Street Tax Increment	7,495,972
Gas Tax	4,096,093
Building Inspection	2,626,003
Street & Traffic Operating	11,846,154
Fire Programs	258,000
EOC 9-1-1 Grant	1,403,512
City/County Planning	2,389,616
City Attorney Grants	618,394
Municipal Court Grants	547,827
Police Programs	1,359,747
City County Library	4,731,170
Development Services Grants	2,332,509
Park Programs	26,393
Downtown Revolving Loan Program	843,892
Cemetery Improvement	230,000
Street Maintenance Districts	14,467,111
Street Light Districts	3,239,446
Storm Sewer Operating	5,714,497
Park Maintenance District	1,284,867
Park District 1	5,590,277
Arterial Street Fees	452,443
Amend Park	90,989
Ballfield Stadium Donations	80,759
Road Maintenance Dist	563
Sidewalk Hazard Repair	150,000
Ballpark Repair Fund	30,726
Total Special Revenue Fund	**87,483,017**

Exhibit A cont.

Fund/Department	Original Proposal
Debt Service Fund:	
Special Improvement Debt	1,110,100
Series 2004A Street Debt	353,299
Storm Sewer Debt	1,011,624
Sidewalk, Curb & Gutter Debt	490,700
Series 2015 Baseball Refunding	751,410
Series 2012 Library	775,554
Total Debt Service Fund	**4,492,687**
Capital Projects Fund:	
Urban Renewal Land Development	20,045
Sidewalk Construction	1,847,750
Special Improvement Districts	3,076,250
City Hall Construction	1,200,000
Capital Replacement	1,567,658
Dog Park Construction	5,000
Park Construction Fund	65,662
Total Capital Project Fund	**7,782,365**
Enterprise Fund:	
Water	47,536,515
Wastewater	31,506,779
Parking	2,057,972
Solid Waste	21,485,713
Airport	26,508,708
Transit	9,811,804
Total Enterprise Fund	**138,907,491**
Internal Service Fund:	
Fleet Services	2,205,777
Central Services	103,380
Information Resources	3,773,520
City Health Benefits	16,085,790
Central Telephone	458,115
Radio Communications	383,601
Property Insurance	4,131,220
Facilities Management	2,920,738
Public Works Administration	3,215,426
Public Works Engineering	3,893,782
Total Internal Service Fund	**37,171,349**
Permanent Fund	
Cemetery Perpetual Care	5,600
Total Permanent Fund	**5,600**
Total All Funds	**370,872,096**

City of Billings, Montana



Fiscal Year 2024
Proposed Budget

Introduction

May 1, 2023

Honorable Mayor and City Council Members:

It is a privilege to present the City of Billings Fiscal Year 2024 (FY24) Proposed Operating and Capital budget. The effective date of this budget is July 1, 2023 and runs through June 30, 2024. Adopting the budget is one of the most significant policy decisions the Council makes annually. City staff focused on accomplishing the City Council's adopted priorities efficiently to improve the quality of life for our citizens. We look forward to discussing this proposed balanced budget over the next few months.

ACCOMPLISHMENTS IN FY23

Improving the safety of Billings remains our #1 priority. To that end, we are integrating the additional resources voters approved in 2021 to police, code enforcement, prosecution and fire, and implementing most of the 132 recommendations made by the Center for Public Safety management (CPSM) to improve the effectiveness of both the police and fire departments. The remaining additional resources for prosecution and courts are included in the proposed 2024 budget. The following is a list of some of the more significant accomplishments:

- Hired 28 individuals to join the police department, as additions from the public safety mill levy, and completed implementation of over 90% of the 102 CPSM recommendations within the police department.
- Successfully supported six pieces of legislation to improve safety in concert with the Criminal Justice Oversight Council
- Hired 15 firefighters including 10 additional from the public safety mill levy and have implemented over 90% of the 34 CPSM recommendations including:
    - Two medical response teams
- Hired 3 additional code enforcement officers and created standard operating procedures to improve court outcomes.
    - Abated 11 properties
    - Successfully passed legislation to increase municipal court abatements from $9,500 to $25,000.
- Launched problem property strike force to include police, code enforcement, legal, Riverstone
- Hosted several stakeholder crime prevention meetings to determine how best to break the cycle of crime
- Completed design, hired the general contractor and successfully bid the new city hall project
- Successfully closed 3 more illicit businesses within the city limits for a total of 8 since 2021
- Opened 5 of the 8 new gates for the $65M airport terminal project
- Hired Jeff Roach as our new Aviation and Transit Director. Jeff has over 30 years of experience in aviation and over 10 years in transit.
- Broke ground on the Skyline Drive extension (inner belt loop).
- Broke ground on the Skyline Trail project.
- Completed or started the following parks projects:
    - Castle Rock Park Playground
    - Pioneer Park Trail Rehab
    - Central Park Tennis Courts
    - Riverfront Park Trail Improvements
    - Gorham, Millice, Grandview Park Irrigation
- Participated in over a dozen community stakeholder meetings to determine what capital investments should be made in our parks, trails, recreation and open lands

- $17 million in transportation projects
- $9.8 million water and wastewater pipe work
- $2.5 million in water and wastewater plant improvements
- $1.9 million in storm sewer investments
- $1.3 million in solid waste investments
- Secured a grant to acquire 4 electric buses and charging infrastructure
- Completed a 5 year transit development plan to begin implementation this summer
- Successful 2023 retreat for the city council and department directors
- In FY22 there were 13 annexations consisting of approximately 378 acres
- 331 new construction permits for single family dwellings
- Total new construction permits valued at $498 million for calendar year 2022

DRAFT COUNCIL STRATEGIES AND PRIORITIES

- **Improve the safety of Billings. ($65.8 million)**
    - Improve accountability of criminals.
    - Decrease family violence.
    - Maximize programs and partnerships that reduce family violence.
    - Fully investigate the impacts of a Family Justice Center in Billings
    - Activate parks and expand access to recreation programs within neighborhoods throughout the city.
    - Reduce Adverse Childhood Experiences (ACE Scores) partnering with service providers.
    - Build trust with our Native American community.
    - Implement law enforcement, code enforcement, legal, and municipal court strategies to improve the effectiveness of the criminal justice system. 2023/2024.
    - Report data measuring the effectiveness of the criminal justice system. 2023/2024

- **Invest in core infrastructure. ($77.5 million)**
    - Complete airport terminal reconstruction project, building Montana's greatest airport. 2023
    - Complete City Hall/Law and Justice Center project to include a COVID 19 memorial. 2023
    - Complete inner-belt loop and Skyline trail projects 2024
    - Complete water treatment plant and reservoir projects and fund conservation and park components of project. 2025
    - Determine land use and infrastructure policies to serve the inner beltloop and new I-90 interchange areas. 2023
    - Determine 21st Street underpass upgrades to improve downtown transportation system. 2023

- **Increase parks, trails, recreation, and cultural investments. ($19.2 million)**
    - Determine capital investments and educate community on the impacts of additional park and trail development. 2023
        - Determine specifically which projects will be bonded.
        - Determine the level of annual investment to be included in the parks, trails, recreation, and public lands budgets.
    - Determine annual level of maintenance and operation expenses for parks, trails, recreation, and public lands.
        - Vet the impact of using a voter approved parks levy.
        - Vet the impact of using a portion of the City's 74 mill charter cap to fund M&O.

        - CPTED principles will be used activating public spaces for the benefit of neighborhoods, individuals, and crime reduction.
    - Determine level of capital investment to be proposed to voters in 2023 for the multi-generational recreation center and a corresponding strategy for executing on those capital investments.
        - Appoint a task force of key stakeholders to analyze partnership opportunities and recommend the best path forward to build the multigenerational recreation center consistent with the adopted master plan - break ground in 2024.
            - Potential partners include: YMCA, School District 2, Regional Recreation District, private businesses etc.

- **Improve the built environment through quality design. ($6.2 million)**
    - Develop strategies to stimulate infill and redevelopment throughout the city's business and residential districts. 2023/2024
    - Implement the downtown transportation plan/one way street conversions and road diets. 2023/2024
    - Develop a housing strategy in partnership with HomeFront and facilitate 1,000 housing units being added to the city's core. 2023/2024
    - Complete a review of the 2016 growth policy. 2024
    - Update West End and Heights neighborhood plans -update all 8 plans over the next decade.
    - Update subdivision regulations. 2023/2024

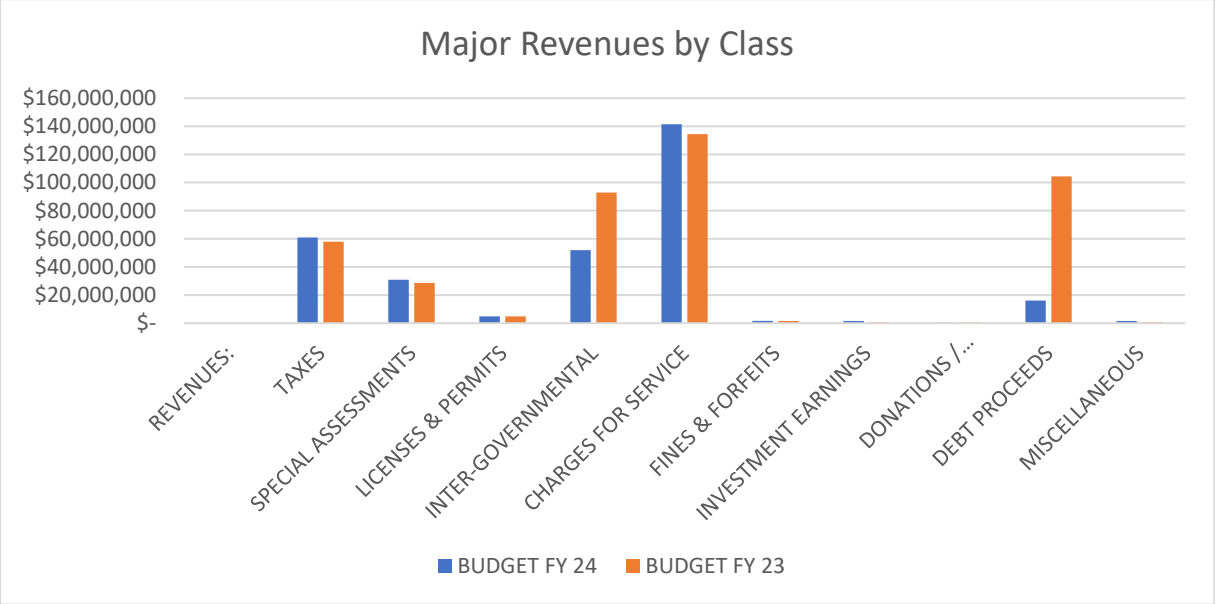
- **Build a high-performance organization (HPO) principled in our core values**. **($95,000)**
    - Complete organizational review of the city's vision, mission, and core values. 2023
    - Complete cost of services studies to better understand cost of delivering police, fire, parks, recreation, trails, storm water, water, wastewater and transportation services and infrastructure. 2023
    - Adopt legislative priorities for the 2025 session focused on improving the safety and economic vibrancy of Billings.
    - Improve the effectiveness of council work sessions, policy implementation and communications. 2023
    - Digitize all essential records for proper storage and access by citizens and staff. 2023/2024
    - Improve public engagement.
    - Systematize a regular review of all ordinances by each department, on a schedule to be determined by administration. 2023
    - Establish a City Charter Review Committee 2023.

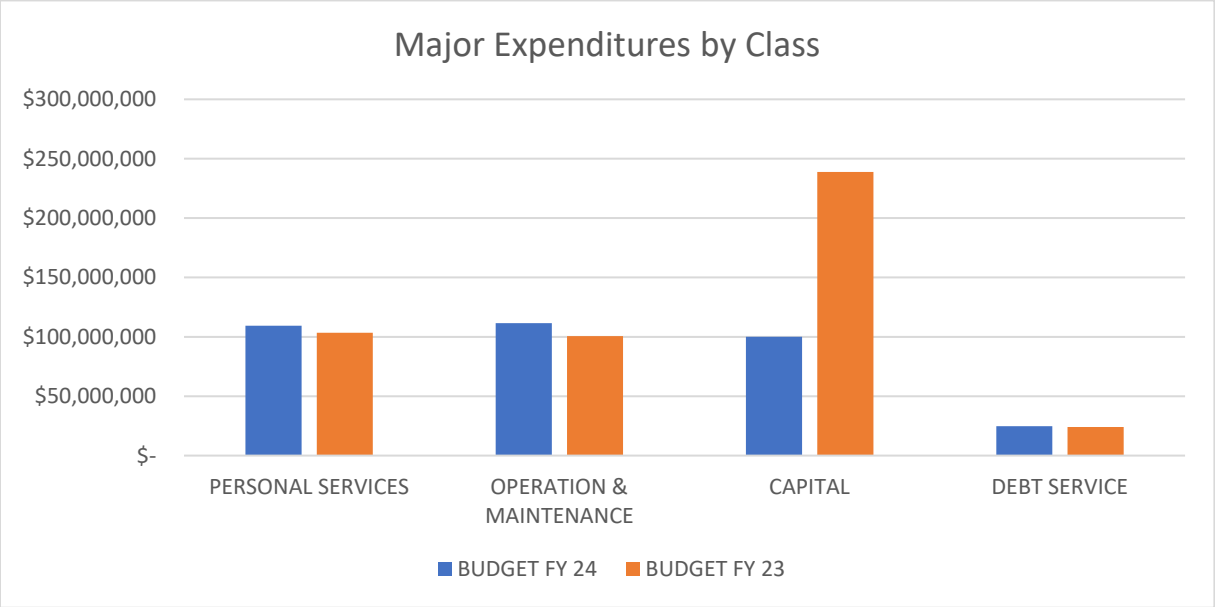
THE FY24 PROPOSED BUDGET

The FY24 proposed budget is funded by estimated revenues totaling $336 million. This includes an estimated increase if property tax revenue of 5.7% due to an increase in property values, increases in special assessments for streets, parks and storm sewer, and proceeds from debt to finance long-term capital projects.

The proposed FY24 budget for the City of Billings contains operating and capital expenses totaling $370.9 million, a decrease of $133.6 million from the prior year. The decrease is due to the reduction in capital investments which were budgeted in FY23, and will not occur again in FY24. There are increases

found in Personal Services for estimated salary and wage adjustments and some additional staffing requests. Operation and Maintenance increases for FY24 include significant increases in property and liability insurance, Information Technology, and facilities costs.





CAPITAL INVESTMENTS

Water and Wastewater Treatment – The FY24 budget contains significant investment in our Water and Wastewater treatment infrastructure. The total planned for all water and wastewater projects in FY24 is $33 million.

Transportation Network – The FY24 budget includes funding for conversion of the remaining downtown streets from one-way to two-way. This will have the effect of making the downtown area more pedestrian friendly by slowing traffic and has shown to benefit commerce.

Airport – Significant investments are planned as additional capital improvements to the Airport infrastructure. Total capital outlay for the Airport is planned at $16.9 million for FY24. All projects funded by Airport revenues and federal grants.

Park Improvements and Replacements – The FY24 budget includes $6.5M from the South TIF fund to begin work on the design of the rec-center. This will be done as a compliment to the voter approved general obligation bonds that will be needed to complete the project, if there is a vote approved by the citizens. The FY24 budget includes funding for replacement of 6 Tennis Courts at Pioneer Park ($1.2M), parking lot and restrooms at Castle Rock Park ($981k), and improvements to Poly Vista Park playground and parking lots ($1.5M).

NEW PERSONNEL IN FY24

The FY24 budget contains costs for an additional 15 FTE's. Three of the positions being added are associated with the passage of the 2021 Public Safety Mill Levy. Each position will be discussed during the department budget presentation. The following chart shows the areas where additional investments in staff are being proposed.

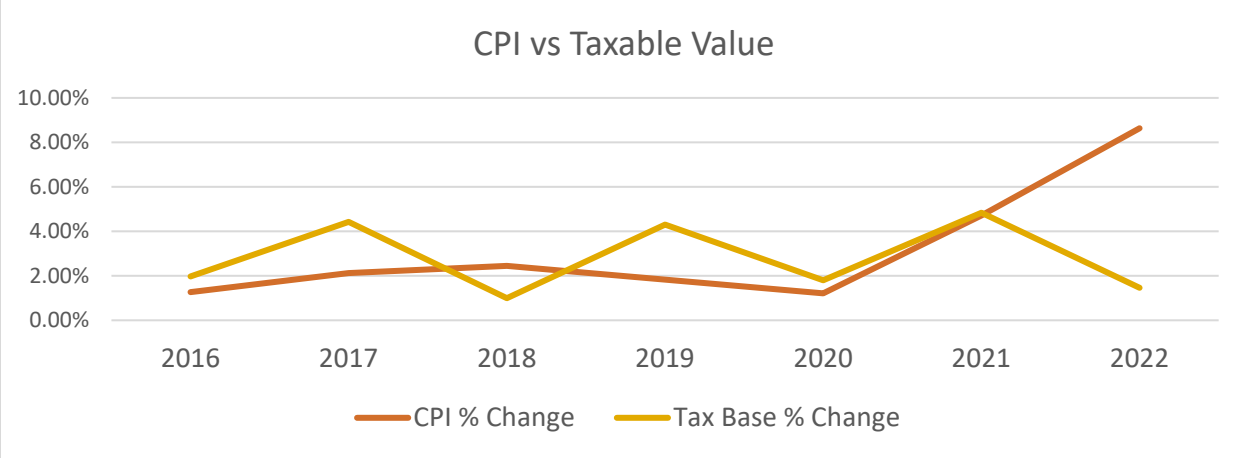
New Employee Requests for FY24

Fund	Department/Division	# of Positions	Position
Airport	Airport	**1**	Airport Police Officer
Library	Library	**1**	Facilities
Library	Library	**2**	Security
Facilities	Facilities	**1**	Lead Facilities Maint Tech
General Fund	Municipal Court	**1**	Infraction Filing Clerk
General Fund	Municipal Court	**1**	Assistant
General Fund	Municipal Court	**1**	Judge
Solid Waste	Public Works	**3**	Landfill
Solid Waste	Public Works	**4**	Collections
		15	

IMPACTS OF INFLATION

In 2022 the Consumer Price Index for All Urban Consumers (CPI-U) increased 8.6% over 2021. Construction Cost Indexes have risen 5.6% over the past 12 months. City operations are impacted by these increases as a significant expense of operating City services involve fuel, labor, energy, and construction. In response to increases in inflation we are adjusting operations to reduce consumption and inputs where possible, we are also proposing rate increases in many areas to keep up with these rising costs. It is anticipated that the impacts of inflation will affect the decisions and operations of the City for the near future.

One of the major funding sources is property tax revenue, which over the past few years has not kept up with inflation.

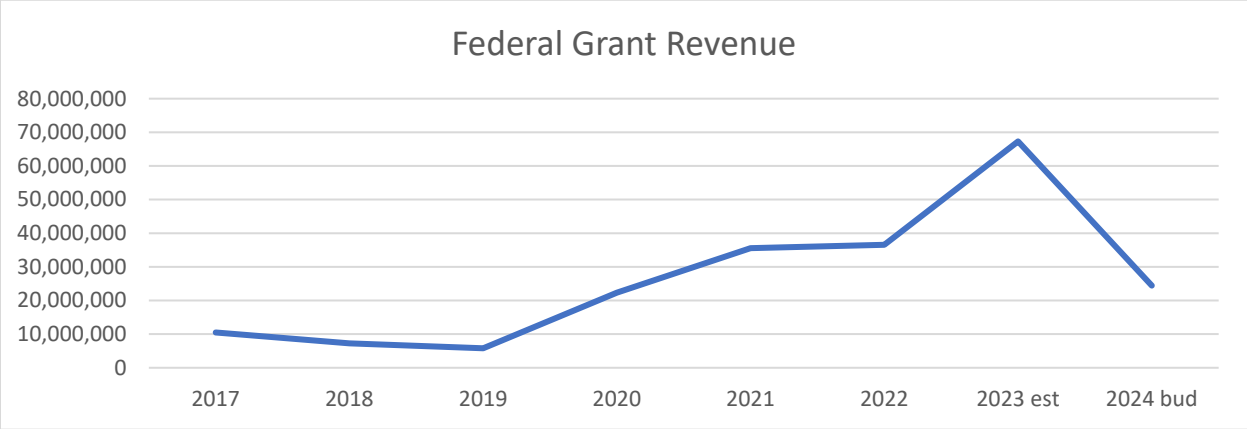


SPECIAL ASSESSMENTS

The City of Billings has multiple special assessment districts. Some are City-wide, while others are for small districts, for varied purposes. These districts are used to fund maintenance and operations of amenities that benefit the individual parcel. Some examples of districts are Parks Districts, Street Light Districts, and Street Maintenance District. The rising cost of labor, fuel, and utilities that are needed to maintain services within these districts require setting the rates high enough to cover theses costs. In FY24 the proposed budget includes increases in assessment revenue ranging from 5-12%.

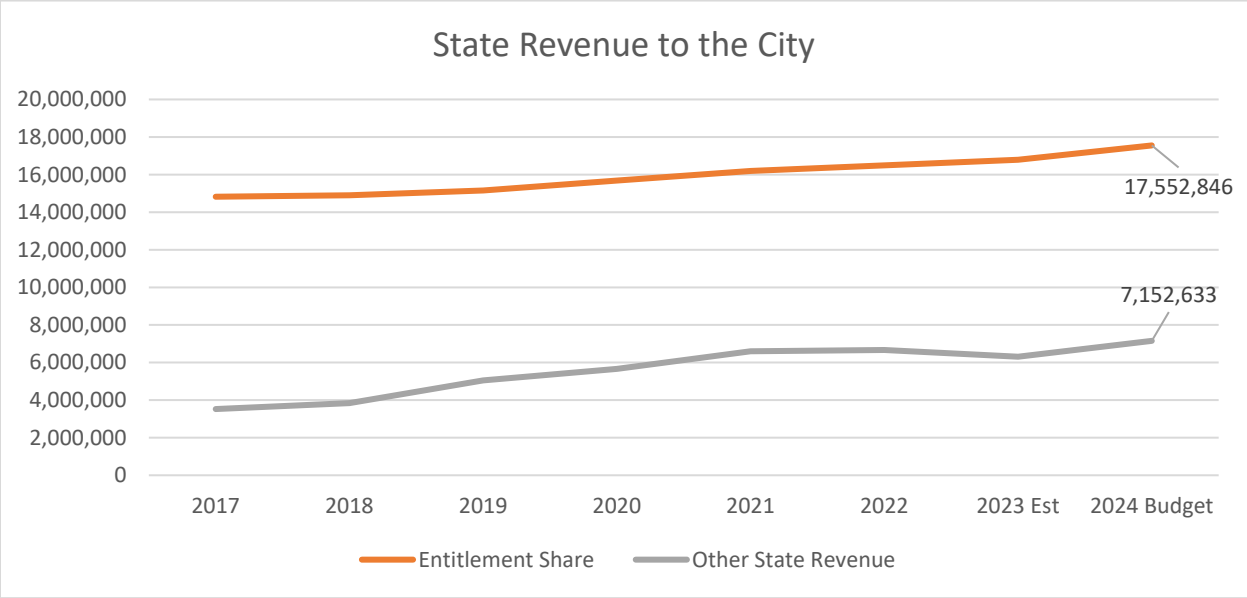
INTERGOVERNMENTAL REVENUE

The City receives revenue from multiple sources to fund operations. These sources include revenue from both Federal and State government. As a percentage of the overall budget, the City receives limited funds from the State and Feds. This has changed significantly in recent years but is expected to return to pre-pandemic levels in the next few years. The revenue from other governments can be found in the budget under the category “Intergovernmental”. For FY24, the City is budgeting $52 million in intergovernmental revenue. This is a decrease of $40.9M over the FY23 budget. This decrease is largely a result of the elimination of America Rescue Plan and CARES Act funds. For FY24 the Federal revenues budgeted are $24 million.



The City also receives money from the State of Montana, titled State Entitlement Share. This is a collection of a variety of tax dollars levied by the State within our City and throughout Montana and redistributed to local governments around the State. This funding has remained relatively flat over the past few years, not keeping up with wage growth or inflation. This is placing a greater burden on local

taxpayers to pick up the difference. For FY24, the growth rate in entitlement share will be 3.4%, or $560k. The City of Billings uses entitlement share to fund General Fund, Public Safety, Library, Transit, Street/Traffic Operating, and the New City Hall Construction. The total State Entitlement share for FY24 will be $17.5 million. Other State revenue includes $4.275 million of Gas Tax, $1.1 million for 9-1-1, and $1.7 million in combined other grant funds for Transit, Legal, Police, and Library.



PROPERTY TAX REVENUE

The FY24 budget is based upon levying 184.53 mills, which is a reduction from the maximum amount authorized by the City Charter, and citizens of Billings. In FY23, the City levied 211.00 mills. The estimated decrease is based upon a significant estimated increase to the property tax base. For FY24, we are estimating a growth in the City's tax base of 19.0%. This assumption is based upon the growth resulting from new construction and re-appraisal. Actual increase in the tax base will not be known until August, but preliminary numbers show residential values in Yellowstone County increasing 29%. Residential property makes up 59% of the tax base in Billings.

While the actual number of mills needed to fund the budget will not be known until late August, we are assuming a reduction in the number of mills levied for all funds except Public Safety. While there is an assumed reduction in the number of mills levied, it will not represent a decrease in the real property tax dollars levied. The budget is built upon an overall property tax revenue increase of 6% over the prior year.

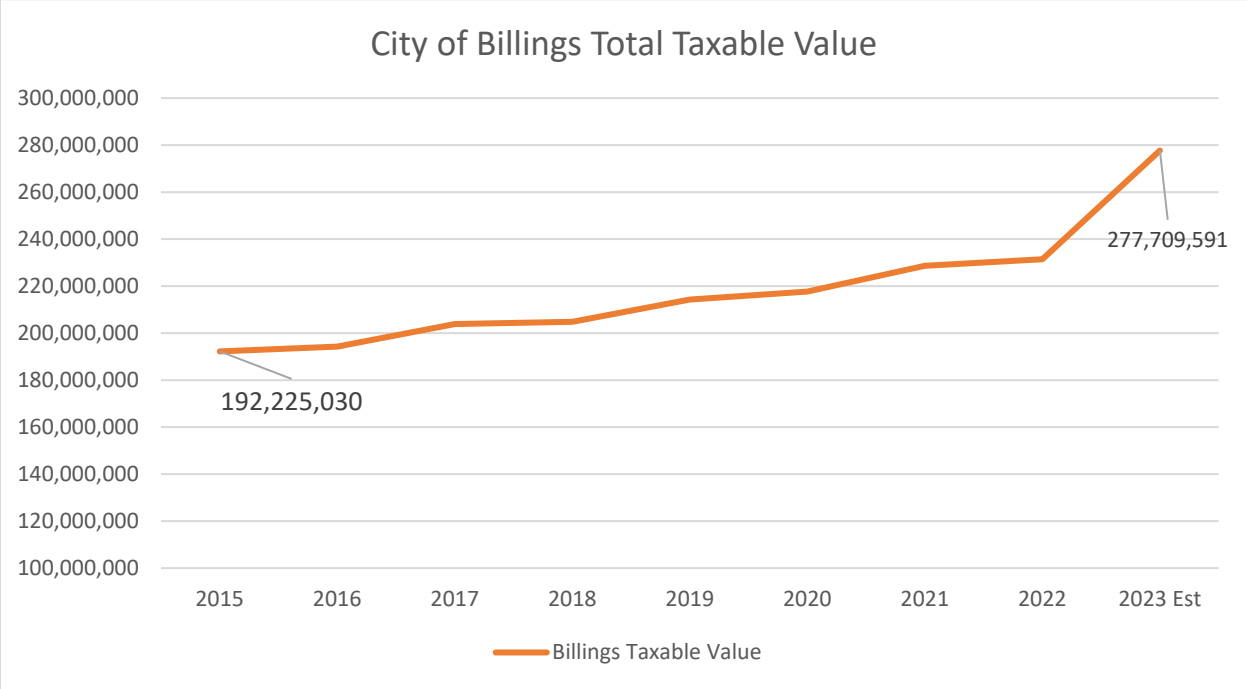
Number of Mills Levied

	FY 23	FY 24
General Fund	74.00	50.62
Public Safety 1999	20.00	20.00
Public Safety 2020	60.00	60.00
Public Safety 2021	34.00	34.00
Transit	10.00	8.74
Library	5.00	4.37
G.O. Library Debt Service	2.96	2.59
G.O. Ballpark Debt Service	3.47	2.87
G.O. Streets Debt Service	1.62	1.37
Total	211.05	184.56

Median Home Property Taxes

	FY2023	FY2024	Change
General	$227.87	$189.84	($38.03)
Public Safety	351.05	$427.53	76.49
Library	15.40	$16.39	0.99
Transit	30.79	$32.78	1.98
General Obligation	24.63	$25.50	0.87
Median Home Property Tax	$649.74	$692.04	$42.30

Over the past 9 years, the City of Billings' tax base has grown at an average rate of 4.7% per year. Historically this amount has been closer to 2.5%, but with recent increases in property values, this amount is estimated to increase. Because the State of Montana undertakes the property reappraisal process every odd numbered year, property value change changes look more like a staircase rather than linear.



MARIJUANA TAX

The revenue from the excise tax from the sale of recreational and medical marijuana in Yellowstone County is expected to be about $650,000 for FY24. A portion of this is being used to help fund the construction of the new city hall ($200,000) and the remainder is being used to add resources to the City's Public Safety Mill levy for mental health and substance abuse.

The proposed budget allocates 2 mills from the 2021 Public Safety mill Levy for substance abuse and mental health impacts on public safety. The budget is recommending that the revenue from marijuana sales excise tax be added to these mills, resulting in a total amount available for substance abuse and mental health of $853,730 in FY24.

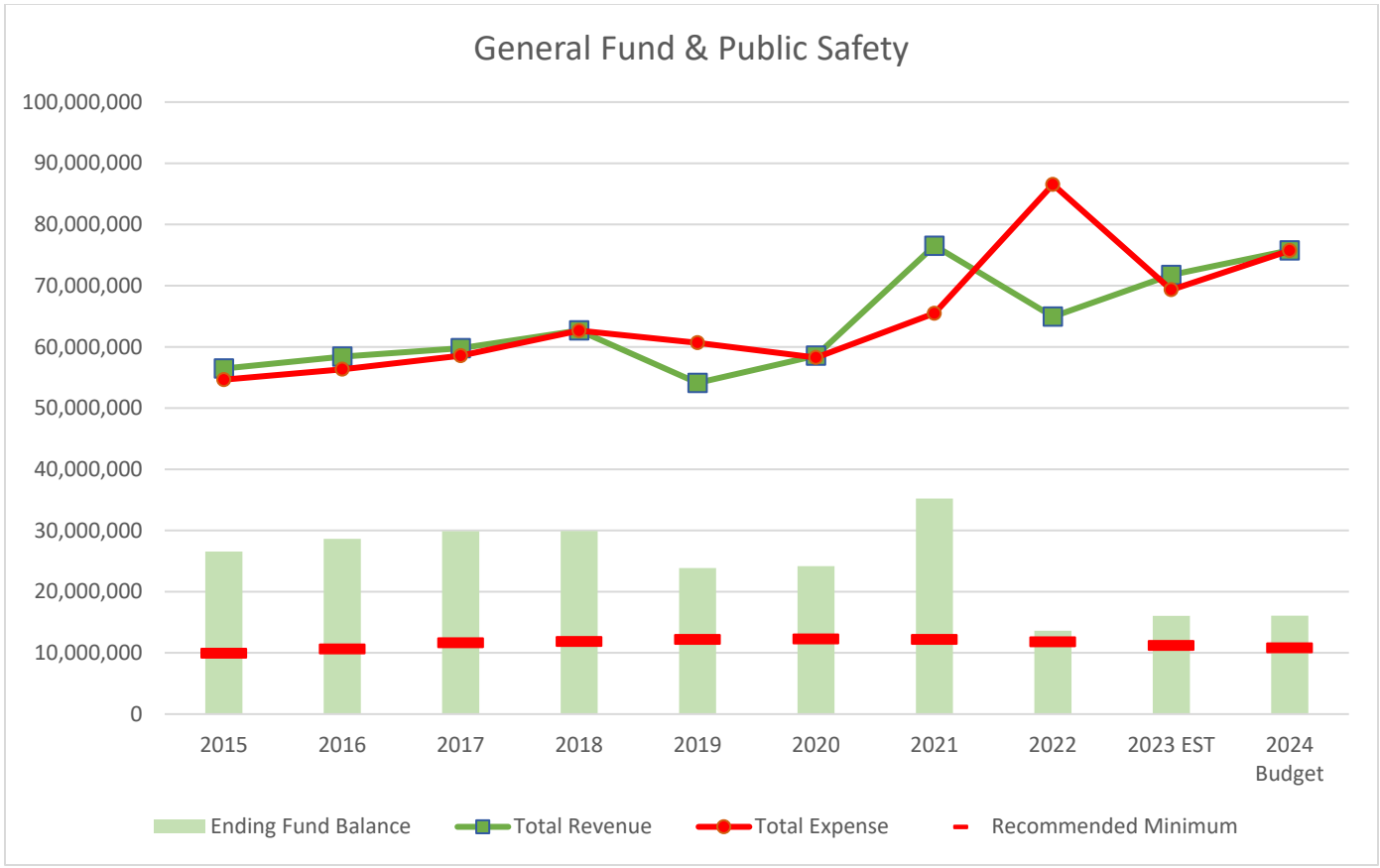
GENERAL & PUBLIC SAFETY FUNDS (GFPS)

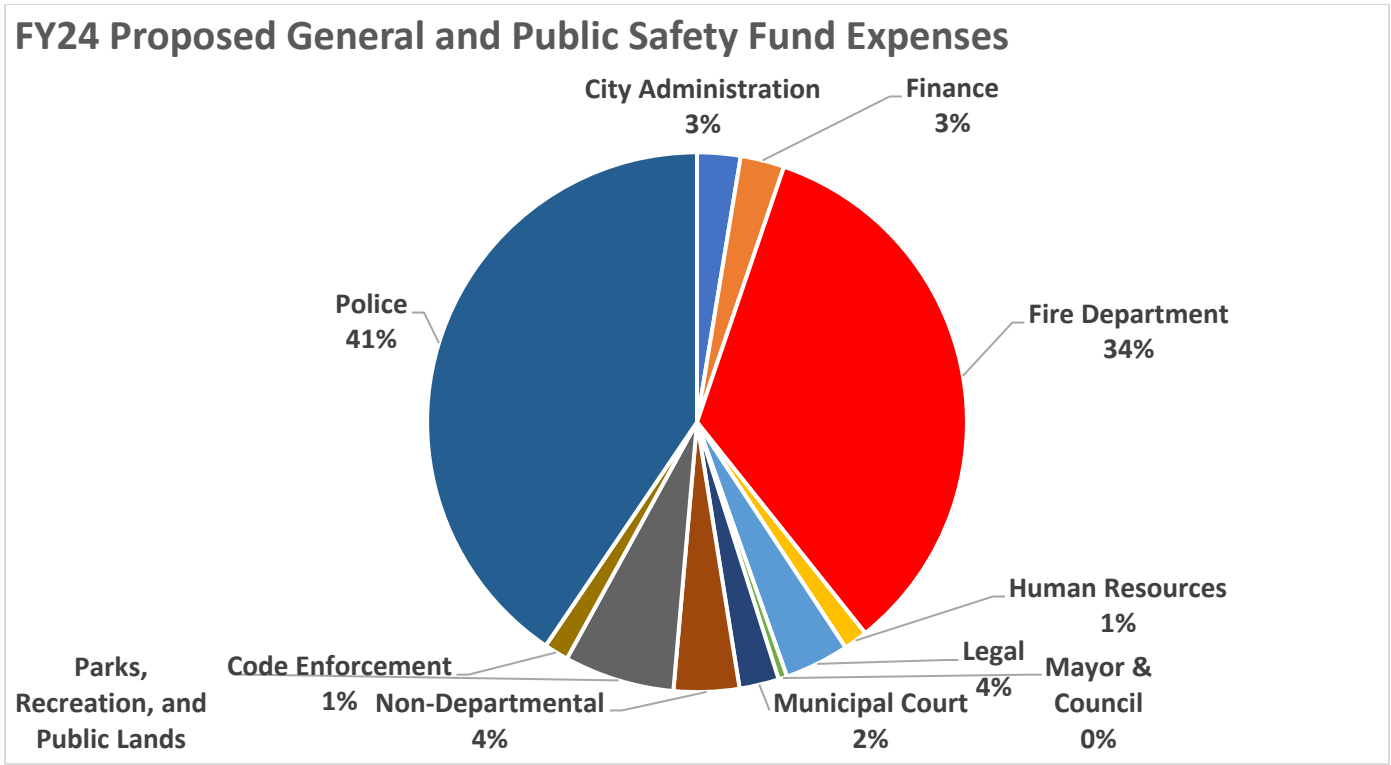
For FY24, we are assuming a growth in taxable value of 20%. However, the budget is built upon an overall increase of 5.6% in tax revenue through a reduction in mills. Overall, this will mean approximately $2.5 million of new property tax revenue into the GFPS funds related to growth in value. Other revenue in the GFPS funds, which make up about 37% of total revenue is estimated to generate an additional $1.5M in revenue.

The budget is built upon the assumption that property values will increase 20%, the total number of mills will be reduced in the General Fund, but not the Public Safety Fund. This will reduce the dollar amount that will be transferred from the General Fund to the Public Safety Fund.

The FY24 budget estimates an ending fund balance that is $3.4 million higher than the recommended minimum reserve of $10.8 million.

GFPS Revenue Class	FY24 Proposed Budget	FY23 Budget	Difference
Taxes	47,323,233	44,819,259	2,503,974
License And Permits	2,008,228	2,003,454	4,774
Intergovernmental	17,076,243	16,439,991	636,252
Charge for Service	7,532,151	7,139,681	392,470
Fines And Forfeitures	1,328,846	1,302,446	26,400
Investment Earnings	70,000	42,164	27,836
Transfers From	322,894	224,675	98,219
Miscellaneous	117,220	52,450	64,770
Revenue Total	**75,778,815**	**72,024,120**	**3,754,695**


General Fund & Public Safety
100,000,000
90,000,000
80,000,000
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
0
2015
2016
2017
2018
2019
2020
2021
2022
2023 EST
2024 Budget
Ending Fund Balance
Total Revenue
Total Expense
Recommended Minimum


FY24 Proposed General and Public Safety Fund Expenses
City Administration 3%
Finance 3%
Police 41%
Fire Department 34%
Human Resources 1%
Legal 4%
Mayor & Council 0%
Municipal Court 2%
Non-Departmental 4%
Code Enforcement 1%
Parks, Recreation, and Public Lands

PROPERTY TAXES, ASSESSMENTS, AND UTILITY BILLS

The FY24 budget is based upon a variety of rate changes to maintain services equivalent to prior years. The median home value in Billings, based upon the Department of Revenue is currently $231,500. This is expected to increase once new values have been imported in July.

The FY24 budget proposal is funded based upon assumed growth in the tax base at 20%, resulting in a Council approved reduction in the number of mills, a Council approved increase in special assessments, and Council approved rate increases in utilities. For property tax mills, the City's Charter caps the maximum number of mills that may be levied by the City of Billings. The City is currently at the ceiling and is recommending a reduction in FY24 due to the anticipated large increase in taxable value. The total number of mills levied in FY23 was 211.00. Based upon the assumed growth it is estimated that the total number of mills needed in FY24 will be 184.53 mills.

Overall, when looking at the City as a whole, the average residential property owner would see an increase in taxes and assessments of 6.5% over the prior year.

Number of Mills Levied

	FY 23	FY 24
General Fund	74.00	50.62
Public Safety 1999	20.00	20.00
Public Safety 2020	60.00	60.00
Public Safety 2021	34.00	34.00
Transit	10.00	8.74
Library	5.00	4.37
G.O. Library Debt Service	2.96	2.59
G.O. Ballpark Debt Service	3.47	2.87
G.O. Streets Debt Service	1.62	1.37
Total	211.05	184.56

This change in mills will impact the median homeowner an estimated $42 per year, due to the anticipated increase in property values.

Median Home Property Taxes

	FY2023	**FY2024**	**Change**
General	$227.87	$189.84	($38.03)
Public Safety	351.05	$427.53	76.49
Library	15.40	$16.39	0.99
Transit	30.79	$32.78	1.98
General Obligation	24.63	$25.50	0.87
Median Home Property Tax	$649.74	$692.04	$42.30

The City also has 3 City-wide special districts, Park District 1, Street Maintenance District, and Storm Sewer. These special districts are used to provide funding for their specific purposes. Rates for these districts are set by City Council and assessed to all properties within the City.

Park District 1 – PD1 is assessed against all properties and for FY23 was set at 1.597% of the taxable value for each property. The proposed FY24 budget is based upon the assumption that assessment

revenue would increase 5.7% to keep up with inflation. The estimated rate need to generate this revenue is 1.377%. This is nearly the same rate that was assessed in FY22 (1.3875%). The median home will see an increase of $2.45 per year over FY23.

Street Maintenance District – The FY24 budget proposal includes an increase of 7% in the SMD assessment. The proposed budget is based upon a rate increase of $12.96 per year for the average homeowner.

Stormwater Fees – These funds are used to build and maintain the stormwater infrastructure throughout the City. The proposed budget is based upon a rate increase of 5.7%, or $3.20 per year for the average homeowner.

With the changes in rates as well as the removal of the Arterial District and offsetting increase in the Street Maintenance District, the total impact of assessments on the typical home is $18.62/year.

Median Home Property Taxes

	FY2023	FY2024	Change
General	$227.87	$189.84	($38.03)
Public Safety	351.05	$427.53	76.49
Library	15.40	$16.39	0.99
Transit	30.79	$32.78	1.98
General Obligation	24.63	$25.50	0.87
Median Home Property Tax	$649.74	$692.04	$42.30
Park District 1 Assessment	49.18	51.63	2.46
Street Maintenance Dist	185.08	198.04	12.96
Storm Sewer	56.40	$59.60	3.20
Total Special Assessments	$290.66	$309.27	$18.62
Total Taxes and Assessments	**$940.40**	**$1,001.32**	**$60.92**

The FY24 budget is also based upon rate increases to Solid Waste, as well as rate increases already approved for Water and Wastewater. The impacts to the typical homeowner are provided below.

Average Home Monthly Utility Bill

	FY23 Monthly	FY24 Monthly	Change
Water	39.49	42.76	3.27
Wastewater	27.37	28.14	0.77
Solid Waste	12.45	Unknown	Unknown
Total Monthly Utility Bill	$79.31	$70.90	Unknown

COUNCIL DECISIONS THAT NEED TO BE MADE

During our 2023 Council retreat, we identified the following crime prevention strategies:

- Decrease family violence.
- Activate parks and expand access to recreation programs within neighborhoods throughout the city.
- Reduce Adverse Childhood Experiences (ACE Scores).

- Build trust with our Native American community.

Once these strategies are approved by the Council, decisions will need to be made on how best to invest the city's limited resources to implement these priorities.

I recommend we dedicate three revenue sources to reducing crime – the two mills from the public safety levy, the 3% marijuana excise tax, and our opioid settlement dollars. During our 2021 public safety levy educational efforts, the city committed to earmarking a minimum of 2 mills for substance abuse and mental health. We, as Yellowstone County electorates also voted in a 3% excise tax on the sale of marijuana. Third, we have been notified of opioid settlement dollars that will be paid to the city over the next decade and these dollars must be spent on the impacts of opioid addiction. Combined, we estimate the City will have $887K to implement these critical strategies. The budget contains $228,730 for the purpose of Crisis Response Units from these funds. The budget also contains $625K for generic purposes under mental health and substance abuse, but clarity is needed.

Stakeholders including Substance abuse Connect, Riverstone Health, School District 2, Rimrock and the City have held several discussions throughout the past several months to collaborate in the critical areas of ACEs, substance abuse and trauma reduction. The value evidence based proven programs remain the focus of our conversations. Crisis Response, home visitation, mentorships, and the development of a family justice center a few of the ideas being pursued.

These are extraordinarily complex issues, and we remain committed to making the best use of these dollars for the desired outcomes.

What should be said about the parks, trails, recreation decisions that have yet to be made?

We need your help to make these critical decisions.

CONCLUSION

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

Respectfully,

Chris Kukulski, City Administrator

Andrew Zoeller, Finance Director

Departmental Budget Overviews

City Administration

City Administration

Current Year Department Budgeted Expense Total:

City Administration: $1,967,937

Change from Prior Year:

City Administration: $192,416

Public Safety: (-$180,000)

City Administration's office includes the City Administrator, Assistant City Administrator, City Clerk and support staff. The department serves the role of coordination of overall city activity, consistent communication with City Council, and presentation of a balanced budget and its quarterly status.

There will be a budget increase for Personal Services of $61,895 which includes a 3% COLA.

New Programs:

The City will continue to seek new programs aimed at targeting mental health and substance abuse in an effort to reduce crime. The Public Safety Fund has $620,000 designated in FY24 for these efforts, which is a $180,000 decrease from the prior year's budget. The main portion of the current year's budget is a carryover from 2023. These efforts will be funded from both the Marijuana Excise tax and 2 mills of the 2021 Public Safety Mill Levy so that the City can effectively deal with the root causes of crime.

In FY23, the City participated in providing low barrier shelter services with United Way (Continuum of Care, Crisis Center & First Church partnership) for the 2022 winter season and has paid $93,736 to assist in this cause. Additionally, a $2,500 cash donation was made for the 2023 Big Sky Drug & Alcohol Symposium hosted by the Yellowstone DUI Task Force.

The City has agreed to partner with Rimrock Foundation and Substance Abuse Connect to provide Mobile Crisis Response (MCR) services for individuals experiencing acute mental health crisis as determined by dispatch. The Mobile Crisis Response Unit will provide behavioral health co-responder services that partner with EMT/paramedic resources for Crisis Response Units.

Staffing Authorization:

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	PROPOSED FY24
CITY ADMINISTRATOR	1.0	1.0	1.0	1.0
ASSISTANT CITY ADMINISTRATOR	1.0	1.0	1.0	1.0
PUBLIC INFORMATION OFFICER	-	1.0	1.0	1.0
EXECUTIVE SECRETARY	1.0	1.0	1.0	1.0
RECORDS SPECIALIST	-	-	1.0	1.0
CITY CLERK	1.0	1.0	1.0	1.0
DEPUTY CITY CLERK	1.0	1.0	1.0	1.0
TOTAL	**5.0**	**6.0**	**7.0**	**7.0**

Budgeted Revenues:

CITY ADMINISTRATOR DEPARTMENT REVENUE

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
AMERICAN RESCUE PLAN FUND	$ (3,879)	$ 6,891,785	$ 8,955,247	$ 9,037,814	$ -
GENERAL FUND	$ 69,114	$ -	$ -	$ -	$ -
TOTAL REVENUES	**$ 65,235**	**$ 6,891,785**	**$ 8,955,247**	**$ 9,037,814**	**$ -**

CITY ADMINISTRATOR DEPARTMENT ALL FUNDS

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
TAXES	$ -		$ -	$ -	$ -
INTERGOVERNMENTAL REVENUES	69,114	7,000,000	8,940,314	8,940,314	-
INVESTMENT EARNINGS	(3,879)	(108,215)	14,933	97,500	-
MISCELLANEOUS	-	-	-	-	-
TOTAL REVENUES	**$ 65,235**	**$ 6,891,785**	**$ 8,955,247**	**$ 9,037,814**	**$ -**

Budgeted Expenditures:

CITY ADMINISTRATOR
DEPARTMENT FUNDS

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
AMERICAN RESCUE PLAN FUND	$ -	$ 2,298,750	$ 8,969,247	$ 8,969,247	$ -
PUBLIC SAFETY FUND	-	-	800,000	225,000	620,000
GENERAL FUND	1,048,760	969,973	1,155,521	1,095,000	1,347,937
TOTAL EXPENDITURES	**$ 1,048,760**	**$ 3,268,723**	**$10,924,768**	**$10,289,247**	**$1,967,937**

CITY ADMINISTRATOR
DEPARTMENT EXPENSES

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
PERSONAL SERVICES	$ 726,837	$ 788,914	$ 909,383	$ 885,000	$ 971,278
OPERATIONS AND MAINTENANCE	321,923	181,059	1,046,138	435,000	996,659
TRANSFERS	-	-	8,969,247	8,969,247	-
CAPITAL	-	2,298,750	-	-	-
TOTAL EXPENDITURES	**$ 1,048,760**	**$ 3,268,723**	**$10,924,768**	**$10,289,247**	**$1,967,937**

City Administration:

CITY ADMINISTRATOR GENERAL FUND
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
PERSONAL SERVICES	$ 726,837	$ 788,914	$ 909,383	$ 885,000	$ 971,278
OPERATIONS AND MAINTENANCE	321,923	181,059	246,138	210,000	376,659
TOTAL EXPENDITURES	**$ 1,048,760**	**$ 969,973**	**$ 1,155,521**	**$ 1,095,000**	**$1,347,937**

City Clerk

Administration – City Clerk's Office

Current Year Department Budgeted Expense Total:

$400,236



Change from Prior Year:

$97,231

Overall Budget Justification:

The FY24 budget for the City Clerk's office is $400,236, this is an increase in costs of $ 97,231 from the prior year. This amount is included in the overall City Administration budget of $ 1,967,937.

Services and support provided includes Council agendas, minutes, resolution and ordinance preparation, and indexing, records management and maintenance, elections, bid openings, acceptance of service of process for summons, subpoenas and tort claims on behalf of the City of Billings, and management of public records requests. Budget increases in the FY24 budget are an increase for TRP replacements, a desktop scanner for the Records Specialist; $30,000 to outsource a large records series scanning project; and $80,000 for RFP to acquire and replace the digital records storage system.

New or Expanded Programs:

During FY23 the City's annexation files, a permanent record, were scanned and digitally preserved using an outside local source for $15,000. This year the Clerk's office has 60 boxes of SID files, a permanent record, ready to be scanned and digitally preserved for an estimated $30,000. Other smaller records series will be digitized internally, to try to meet our goal of digitally converting 400 boxes of archives before the move to the New City Hall in the spring of 2024. To date, approximately 30 boxes have been removed from storage.

The City's first Records Specialist was added in October 2022. She has been inventorying and auditing all the existing City Clerk records from which she has started to develop a comprehensive filing plan for the Clerk's office and will ultimately include all departments. From the information gathered through inventorying and auditing she is building the digital records storage system in the current document imaging solution, Questys. She has presented before the Leadership team concerning expectations for a records/archival program for the entire organization. She is developing training materials and will be training key records managers and records coordinators throughout the organization on a regular basis.

Accomplishments:

The City Clerk's office interviewed candidates for the new Records Specialist position in August of 2022. The new Records Specialist joined the team in October 2022 and has made a significant impact in the direction the City's archives and records are kept. Currently, she is working toward a capstone approach for retaining the City's emails in coordination with the IT Department. The email capstone archiving is expected to be completed by the end of June 2023.

We continue to utilize DocuSign eSignature software, to provide approvers and signators quick, contactless access to agreements, contracts, etc. The automated electronic signature system meets or exceeds stringent global security standards and has been very successful in expediting signature gathering and eliminates lags in the execution of documents. It provides the Clerk's office with digitally certified copies of all contracts and agreements, etc.

The City Clerk's Office has further reduced its carbon footprint by preparing all resolutions and ordinances digitally, utilizing DocuSign software. Minutes, resolutions, ordinances and for the most part, contracts and agreements, are no longer printed on paper, thereby reducing the need for future physical storage space.

New for FY24:

The City Clerk's office is requesting funding for an RFP for a new digital records storage system that will better meet the City's needs now and well into the future. When Questys was acquired in 2018, it was a new-to-the-vendor (Harris Industries) module. The City used several Harris Industries modules and through a competitive RFP process chose the Questys product to add to the suite. Harris has not improved or kept with industry standards and Questys is deemed obsolete in meeting the City's goals and objectives. No other municipalities are found to be using this product. Any records that have been saved in Questys will be migrated into the new digital records storage system.

Also contained within the TRP is the replacement of a laptop computer for the Council Chambers. The estimated cost of replacement is $1,400. It is necessary to keep the technology fleet current.

Department Goals:

- Implement records management training throughout the organization.
- Continue digitization of paper documents for greater public records access and minimize storage needs.
- Implement FOIA requests software

Facilities Management

Facilities Management

FY24 Department Budgeted Expense Total:



Facilities Funds: $2,920,738

New City Hall: $1,200,000

Total estimated project cost: $42,456,581

FY22: $13,500,000

FY23: $14,681,433

FY24: $1,200,000



Change from Budget FY23:

Facilities Expenses: $(1,045,445)

City Hall Construction: $(13,481,433)

Overall Budget Justification:

The Facilities Division FY24 expense budget is $2,920,738. This is a $1,045,445 decrease from last year due to completion of various large hail repairs. The City Hall Construction fund budget is $1,200,000 for any cost increases on current contracts, which will be awarded in FY23. In FY22, the Stillwater Building was purchased and in FY23 and FY24, the budget includes design, abatement, construction, furniture, and moving.

There are increased costs for ongoing maintenance, utilities, and services. Utility charges have increased 13% on average.

Tenant charges at City Hall have increased approximately 3% for all City Departments.

Tenant charges at YVAS have increased approximately 3% for Police.

Tenant charges at BOC did not see an increase, except for Solid Waste. A debt service charge was added to that department to begin the process of paying back the general

fund for the purchase of the 20-acre parcel contiguous to BOC. Debt service charge for all other tenants falls off after FY24 but we increased their rent and are using that delta for reserves.

We have added revenue from the tenant rent at the New City Hall Building for Yellowstone County. Additionally, we added three months' rent for most City departments that are moving to the New City Hall as we assume a three-month occupancy in that location from May – June 2024. The actual date for move in will be dependent upon construction completion.

Tenant charges have increased due to added facility management scope and increased material and service costs.

Personal services have decreased $36,141.27 due to reorg and elimination of a part of management position. Additionally, one Maintenance Support II FTE has been requested for FY24 to help with increased maintenance needs when we move into New City Hall.

Budgeted Revenues:

FACILITIES MANAGEMENT FUND
REVENUES BY CLASS

ALL FUNDS

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
REVENUES:					
TAXES	-	-	-	-	200,000
CHARGES FOR SERVICES	$ 593,289	$ 690,724	$ 1,140,761	$ 724,886	$ 1,482,824
INTERGOVERNMENTAL	782,682	28,205	-	-	650,000
RENTS	-	1,101,959	828,488	1,289,400	1,554,985
INVESTMENT EARNINGS	5,820	(62,432)	9,202	1,000	101,000
MISCELLANEOUS	3,299,027	10,676	-	169,990	30,000
TRANSFERS	532,057	532,057	9,810,431	532,057	456,894
TOTAL REVENUES	**$ 5,212,875**	**$ 2,301,189**	**$ 11,788,882**	**$ 2,717,333**	**$ 4,475,703**

FACILITIES MANAGEMENT FUND
REVENUES BY FUND

ALL FUNDS

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
REVENUES:					
CITY HALL CONSTRUCTION	$ -	$ -	$ 9,278,373	$ 114,612	$ 1,047,000
FACILITIES MANAGEMENT	5,212,875	2,301,189	2,510,510	2,602,721	3,428,703
TOTAL REVENUES	**$ 5,212,875**	**$ 2,301,189**	**$ 11,788,883**	**$ 2,717,333**	**$ 4,475,703**

Budgeted Expenditures:

FACILITIES MANAGEMENT FUND
OPERATING BUDGET BY CLASS

ALL FUNDS

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
EXPENDITURES:					
PERSONAL SERVICES	$ 462,722	$ 650,805	$ 650,765	$ 580,000	$ 704,137
OPERATIONS AND MAINTENANCE	1,063,448	1,918,384	2,591,360	2,965,144	1,811,601
CAPITAL	151,087	163,300	14,873,433	2,075,000	1,605,000
DEBT SERVICE	16,744	3,319	532,057	470,050	-
TOTAL EXPENDITURES	**$ 1,694,001**	**$ 2,735,808**	**$ 18,647,615**	**$ 6,090,194**	**$ 4,120,738**

FACILITIES MANAGEMENT FUND
OPERATING BUDGET BY FUND

ALL FUNDS

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
EXPENDITURES:					
CITY HALL CONSTRUCTION	$ -	$ -	$ 14,681,433	$ 2,000,000	$ 1,200,000
FACILITIES MANAGEMENT	1,694,001	2,735,808	3,966,182	4,090,194	2,920,738
TOTAL EXPENDITURES	**$ 1,694,001**	**$ 2,735,808**	**$ 18,647,615**	**$ 6,090,194**	**$ 4,120,738**

New or Expanded Programs:

- Construction of the Stillwater Building for the New City Hall facility.
- Master Planning of BOC.
- Real Estate services in disposal of Real Property of City Hall, Park 3 retail space, and two surface lots.
- Hail repairs at Billings Community Center – new roof and siding.
- Hail repairs at Billings Public Library – replacement of exterior ornamental metalwork.
- Installation and management of access control system at Fire Stations 1-8.
- Fire Station 8 remodel.

Staffing:

In January of 2023 there was a reorg and elimination of a part of management position.

Facilities is requesting an additional Maintenance Support II FTE for FY24.

	STAFFING AUTHORIZATION			
POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	PROPOSED FY24
FACILITIES MANAGER	-	0.3	0.3	1.0
FACILITIES SUPERINTENDENT	1.0	1.0	1.0	-
FACILITIES SPECIALIST	-	1.0	1.0	1.0
LEAD FACILITIES MAINT TECH	-	-	-	1.0
FACILITIES MAIN SUPPORT I	2.0	3.0	3.0	4.0
FACILITIES MAIN SUPPORT II	3.0	3.0	3.0	2.0
TOTAL	**6.0**	**8.3**	**8.3**	**9.0**

Additional Comments:

In the coming fiscal year, the Facilities Division will manage the New City Hall construction project, commissioning of the building, coordinating moving departments to the new facility, and decommissioning and disposal of the current City Hall.

We continue to work on resolving the two outstanding Hail Claim projects from the 2019 storm: Billings Community Center and Billings Public Library.

Department Goals:

The Facilities Division strives to provide valuable and cost-effective services to the city departments and divisions it serves. Successful completion of the New City Hall facility and disposing of Real Property is the Division's primary goal for FY24.

Building Division

Building Division

FY24 Department Budgeted Expense Total:



$2,626,003

Change from Budget FY23:

$(694,601)

Overall Budget Justification:

The Building Division is responsible for issuing permits, performing plan review, and conducting field inspections for commercial and residential construction within the City of Billings. The Division acts as an information source to both the construction community and the public as it relates to building codes and construction. The funding is obtained through permit and plan review fees.

Revenue: Permit and plan review revenues for FY24 are projected to be $2,643,000, which is approximately $12,500 more than last year's budget. Revenues can fluctuate a great deal based on actual construction activity, which can be difficult to predict. The FY23 revenue estimates were fairly close to what was estimated. There has been a decline in single family residential construction over the last several months, but an increase in commercial construction and multi-family housing developments. We believe the construction activity will continue at the current levels in the coming fiscal year.

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Budgeted Revenues:

BUILDING INSPECTION FUND
REVENUES

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
REVENUE:					
LICENSES & PERMITS	$ 2,389,478	$ 3,065,110	$ 2,630,500	$ 2,963,228	$ 2,571,000
GRANTS	120,076	-	-	-	-
INTEREST ON INVESTMEN	4,213	(56,199)	6,996	1,500	72,000
MISCELLANEOUS	1,952	37,107	10,000	1,700	-
TOTAL REVENUE	**$ 2,515,719**	**$ 3,046,018**	**$ 2,647,496**	**$ 2,966,428**	**$ 2,643,000**

Budgeted Expenditures:

Expenditures: Expenditures are set at $2,625,473 for FY24. The majority of our expenses are payroll and O&M for our office and vehicles. Capital expenditures in FY23 included two vehicle replacements, the Building Division's portion of construction costs for the New City Hall, and a new permitting software program. That is why our budgeted expenses were over $700,000 more in the previous fiscal year. There will be some added expenses for new furniture and moving costs, but no large capital expenditures in FY24.

Reserves: The Building Division reserves are currently limited by the state to no more than 12 months' worth of budgeted operating expenses. The latest audit shows that the building division exceeds the state-mandated reserve limit. There is currently a bill in the legislature to increase the reserve limit from 12 months to 36 months. However, if we are finding that we continually have excess reserves, we will work to improve services, or reduce fees accordingly.

BUILDING INSPECTION FUND
EXPENDITURES

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
EXPENDITURES:					
PERSONAL SERVICES	$ 1,246,325	$ 1,380,499	$ 1,557,941	$ 1,501,180	$ 1,757,328
OPERATIONS & MAINT.	756,817	776,228	893,537	750,000	793,675
CAPITAL	-	47,212	560,000	600,000	75,000
INTERFUND TRANSFERS	-	-	309,126	309,126	-
TOTAL EXPENDITURES	**$ 2,003,142**	**$ 2,203,939**	**$ 3,320,604**	**$ 3,160,306**	**$ 2,626,003**

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New or Ongoing Programs:

We are currently in contract negotiations with our selected vendor for a new online permitting and plane review program. The software implementation is expected to take 12-14 months. The new system will have features such as a user-friendly online portal for customers, online payment capability, electronic plan review, and online inspection scheduling and correction notices.

We improved our Special Inspection Program, records and data management by adding a Building Division Records Specialist position. This position helps to increase our efficiency and services to our customers. They are responsible for keeping inspection records organized and up to date during the course of a construction project so that inspectors can focus on providing timely and complete inspections to keep projects

moving. This position also works to compile and provide timely and relevant data regarding construction and development in the City.

Staffing:

The Building Division added a Records Specialist position during FY23. This results in the total of FTEs to 18. We are not requesting any additional staff for FY24.

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
BUILDING OFFICIAL	1.0	-	-	1.0
BUILDING & FACILITIES MANAGER		0.7	0.7	-
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
SR. COMBINATION INSPECTOR	1.0	1.0	1.0	1.0
DEPUTY BUILDING OFFICIAL	1.0	1.0	1.0	1.0
SR. PERMIT TECHNICIAN/COORD	1.0	1.0	1.0	1.0
BUILDING RECORDS SPECIALIST	-	-	-	1.0
PLANS EXAMINER	3.0	2.0	3.0	3.0
ELECTRICAL INSPECTOR I	1.0	1.0	1.0	1.0
ELECTRICAL INSPECTOR II	1.0	1.0	1.0	1.0
COMBINATION INSPECTOR III	2.0	1.0	1.0	1.0
COMBINATION INSPECTOR I	1.0	4.0	4.0	4.0
PLUMBING INSPECTOR	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT I	0.3	0.3	0.3	0.3
BUILDING PERMIT TECH	1.0	1.0	1.0	1.0
TOTAL	**17.3**	**16.0**	**17.0**	**18.3**

Fleet Services

Fleet Services



Current Year Department Budgeted Expense Total:

$2,205,777

Change from Prior year:

$159,952

Overall Budget Justification:

The FY24 budget for the Fleet Services Division is $2,205,777; this represents an increase of $159,952 from the previous year. Services provided by the Fleet Service Division include the maintenance and repair of City vehicles and equipment; preventive maintenance programs; parts and fuel inventory management; Fleet inventory; Equipment Replacement Plan (ERP); Fleet computer module operation and maintenance; processing competitive bids for equipment procurement; assisting departments with vehicle specifications and vehicle disposal; preparing vehicles for service; maintenance activity reporting and City mail courier services. There will be increases in payroll, because of the 3.0% COLA, IT charges, Building Rent charges & Liability Insurance.

There are Capital expenditures for the FY24 fiscal year.

Fleet Services revenues are generated from user departments for services provided, including revenues from mechanic labor; parts, tires and fuel markup; courier services; pool vehicle rental and interest on investments. The total projected revenue for FY24 is $2,355,119, an increase of $292,812 from the prior year. This will subject to any changes in the cost of fuel.

Accomplished Programs:

We have completed the 2 ½ year process of switching the Fleet Management program from H.T.E to Asset Works. This conversion went live in November 2022 and has significantly contributed to the overall success of managing a fleet of over 1100 pieces of equipment utilized by the City of Billings.

Budgeted Revenues:

FLEET SERVICES FUND
OPERATING BUDGET

FUND 6010

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
REVENUES:					
FLEET SERVICES	$ 1,817,672	$ 1,827,996	$ 1,999,807	$ 2,150,000	$ 2,296,369
COURIER	39,972	40,752	40,750	42,000	40,750
INTEREST EARNINGS	2,039	(19,764)	3,750	500	18,000
INTERGOVERNMENTAL	98,366	72,132	-	-	-
MISCELLANEOUS	19,508	30,573	18,000	55,376	-
TOTAL REVENUE	**$ 1,977,557**	**$ 1,951,689**	**$ 2,062,307**	**$ 2,247,876**	**$ 2,355,119**

Budgeted Expenditures:

FLEET SERVICES FUND
OPERATING BUDGET

FUND 6010

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
EXPENSES:					
PERSONAL SERVICES	$ 1,855,927	$ 1,251,179	$ 1,546,818	$ 1,525,000	$ 1,556,035
OPERATION & MAINTENANCE	352,361	323,416	403,238	430,000	611,375
CAPITAL	-	26,200	-	-	-
TRANSFERS OUT	107,129	95,770	95,769	95,770	38,367
TOTAL EXPENSES	**$ 2,315,417**	**$ 1,696,565**	**$ 2,045,825**	**$ 2,050,770**	**$ 2,205,777**

Staffing:

No staffing changes for FY24.

FLEET SERVICES FUND
STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
FLEET SERVICES MANAGER	1.0	1.0	1.0	1.0
MECHANIC II	6.0	6.0	4.0	4.0
MECHANIC III	2.0	2.0	2.0	2.0
MECHANIC IV	1.0	1.0	2.0	2.0
LEAD MECHANIC			1.0	1.0
FLEET SERV SHOP FOREMAN	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
STORES CLERK	1.0	1.0	-	-
VEHICLE SERVICE TECHNICIAN	3.0	3.0	3.0	3.0
INVENTORY CONTROL SPEC. I	1.0	1.0	2.0	2.0
COURIER/ACCOUNT CLERK II	1.0	1.0	1.0	1.0
TOTAL	**18.0**	**18.0**	**18.0**	**18.0**

Department Goals:

Goal: Implementation of a new Fleet billing system.
Action: Conversion and Implementation of the new Fleet billing system.
Action**:** Implement a web-based billing program that separates the three levels of mechanics to their completed certificate wage levels.
Outcome(s):

A billing system that specifically matches each mechanics ASE or EVT wage level to our department billing system.

Goal: Implementation of a parts location system in Fleet's parts room.
Action: Implement a system from Asset Works, using known, proven techniques.
Action: Number all locations for ease of use.
Outcome(s):

A user-friendly system to quickly locate any given part efficiently.

Goal: Continue to enhance further development of Fleet maintenance technology and training programs.
Action: Acquisition of updated technical tools, diagnostic software and equipment required to support current technology.
Action: Provide various training opportunities for staff including the new fleet Management system and current diagnostics for light and heavy-duty equipment applications. Maintain employee development and technical training.
Action: Transition to a web-based Fleet Management system that will provide technicians with up- to-date information and history of Fleet equipment.
Outcome(s):

A trained and equipped staff that will help improve capabilities for effective updated diagnostics and proficient repair and maintenance of the City fleet.

Goal: Groom Fleet employees for potential promotions.
Action: Recognize employee potential and willingness for increased responsibilities.
Action: Allow employees to solve difficult problems and to shadow higher-level positions.
Action: Provide the required training for additional responsibilities.
Outcome(s): A well trained staff that is recognized for their skills and abilities.
Which increase employee morale and retention.
The potential for Fleet Services Division to have qualified employees ready to move into higher-level positions.

Goal: Update the Equipment Replacement Plan (ERP) for the FY2025 and future year's budgets.
Action: Assist departments with plan preparation and presentation.
Action: Prepare replacement documents for committee review and recommendations.
Action: Prepare and participate in presentation of plan documents for City Administration and Council approval.
Action: Formalize final plan documents for incorporation into the FY2025 budget.
Outcome(s): An established comprehensive plan designed to systematically replace and fund City vehicles and equipment.

Mayor & City Council

Mayor and City Council

Current Year Department Budgeted Expense Total:

$393,729

Change from Prior year:

$44,586



Overall Budget Justification:

The Mayor and City Council are funded through the General Fund. The Mayor is elected at large, and two councilpersons are elected in each of the five wards. The Mayor and Councilors serve four year terms and are limited to two consecutive terms. Members must reside within the Ward from which they are elected and must be qualified voters of the city.

The Mayor and City Council budget reflects an increase of $44,586 from FY23. Personal Services increased $9,647 due to an increase in pay-based benefit costs, while Salary & Wages remained at FY23 budgeted amounts. Operations and Maintenance increased $34,939 which includes $6,500 to purchase tablets for the new elected officials, $18,439 to cover facility charges and the $10,000 yearly Executive Committee Contribution to Substance Abuse Connect.

This year's budget also includes $25,000 for Council Contingency, which is the same amount budgeted in FY23. Council Contingency is an amount available for directed use by the City Council upon affirmative vote by the majority of City Council.

Budget Expenditures:

MAYOR AND CITY COUNCIL

DEPARTMENT EXPENSE

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ 225,228	$ 577,112	$ 349,143	$ 345,089	$ 393,729
TOTAL EXPENDITURES	**$ 225,228**	**$ 577,112**	**$ 349,143**	**$ 345,089**	**$ 393,729**

MAYOR AND CITY COUNCIL

OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 131,053	$ 153,381	$ 224,088	$ 177,349	$ 233,735
OPERATIONS AND MAINTENANCE	94,175	423,731	125,055	167,740	159,994
TOTAL EXPENDITURES	**$ 225,228**	**$ 577,112**	**$ 349,143**	**$ 345,089**	**$ 393,729**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
MAYOR	1.0	1.0	1.0	1.0
COUNCIL MEMBERS	10.0	10.0	10.0	10.0
TOTAL	**11.0**	**11.0**	**11.0**	**11.0**

Non-Departmental

Non-Departmental – General Fund

Current Year Department Budgeted Expense Total:

$22,266,267

Change from Prior year:

($2,502,723)

Overall Budget Justification:

The non-departmental budget consists of items that do not fit within a specific department/division budget. This includes transfers for Public Safety, Library, strategic planning initiatives and various other expenditures. The $2.5 million overall decrease in expenditures from FY23 is a result of a $2.8 million decrease in interdepartmental transfers offset by a $400,000 increase in liability insurance costs.

FY24 estimated tax revenues are expected to provide additional dollars targeted to supplement the Public Safety Fund. As such, the current non-departmental budget reflects a $3.0 million reduction in the budgeted transfers to the Public Safety Fund.

The City is seeing a spike in higher liability insurance costs resulting in an estimated budgeted cost for FY24 of $983,318. Liability insurance costs are expected to be approximately 69% higher in the upcoming budget year.

Budgeted Expenditures:

NON-DEPARTMENTAL

GENERAL FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 73,010	$ 68,393	$ 115,566	$ 35,000	$ 115,566
OPERATIONS AND MAINTENANCE	527,048	1,086,730	1,148,715	956,164	1,480,038
CAPITAL	1,125,163	-	-	-	-
TRANSFERS	12,552,950	47,943,093	23,504,709	22,258,778	20,670,663
TOTAL EXPENDITURES	**$ 14,278,171**	**$ 49,098,216**	**$ 24,768,990**	**$23,249,942**	**$22,266,267**

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
SICK AND VACATION PAYOFF	$ 73,010	$ 68,393	$ 115,566	$ 35,000	$ 115,566
LIABILITY INSURANCE	173,884	531,623	583,480	593,796	983,318
PROFESSIONAL SERVICES	1,457,594	545,123	541,235	345,293	472,720
SPECIAL ASSESSMENTS	20,734	9,984	24,000	17,075	24,000
TRANSFERS TO OTHER FUNDS					
LIBRARY	1,082,895	1,127,533	1,139,373	1,139,373	1,196,458
COMMUNITY DEVELOPMENT	59,583	65,000	65,200	65,200	79,750
CITY HALL CONSTRUCTION	-	20,350,560	-	750,000	100,000
PUBLIC SAFETY	11,410,471	26,400,000	22,300,136	20,304,205	19,294,455
TOTAL EXPENDITURES	**$ 14,278,171**	**$ 49,098,216**	**$ 24,768,990**	**$ 23,249,942**	**$ 22,266,267**

Parking

Parking

Current Year Department Budgeted Expense Total: $2,057,972

Change from Prior year: $153,346

Overall Budget Justification:

The FY24 budget for the Parking Department is $2,057,972 with an increase in costs of $153,346 compared to the prior year. Previous year services will continue for FY24. The Parking Division services include both on-street and off-street parking in downtown Billings as well as being the clearinghouse for all citywide parking citations. The Division operates and maintains four parking structures, three city-owned parking lots, approximately 756 parking meters and 6 Level Two Electric Vehicle charging ports. Increases in the FY24 budget are associated with the following: Construction and Capital consisting of two new enforcement vehicles and a Condition Audit for the parking structures totaling $123,204; Operations and Maintenance totaling $30,142. Personal Services expenses will decrease by $70,781 due to the elimination of two staff positions. The total automation of the Park 3 garage led to the elimination of the two staff positions

New or Expanded Programs:

The Parking Division is proposing rate increase for both on and off-street parking. Metered parking would see an increase of .25 cents for the 1st and 2nd hours, .50 cents for the 3rd hour. Parking is proposing an increase to the maximum stay at the meters from 3 to 4 hours at a charge of $3.50 for the 4th hour. Bus bag rental will increase to $10/day/meter and meter bag rental will increase to $20/meter/1st day and $10/meter for each additional day. Monthly permits and lot spaces will increase by $5. Off-street parking garage rates will be as follows: Hourly increase of .25 cents per hour with a maximum charge per day of $15.00. Hourly garage rates will be 24 hours per day, 7 days a week. Garage monthly rates will increase by 5% each year for the next 3 years. Parking will continue to honor the group discounts. Delivery permits will increase from $12.00/year to $50.00/year. Once the street conversions are complete, the Parking Department plans to begin the Curbside Delivery Program catering to businesses such as Uber, Uber Eats, Grub Hub, Door Dash, etc.

Staffing Changes:

The Parking Division is not proposing any new staffing changes.

Additional Comments:

Rate increases are necessary to cover increasing maintenance and operational costs.

Department Goals:

The main goal of the Parking Division is to continue addressing the financial status of the division. Parking enforcement routes will expand as necessary. The Parking Division will continue researching and possibly implementing programs that would increase revenue along with exploring options to reduce the expenses.

PARKING DIVISION
Goals for FY24

Department Goals:

Goal: Continue to address the financial status of the Parking Division.

Action:

- Resume collections on unpaid parking citations.
- Impose late payment fee for parking citations.
- Research and potentially implement programs that would improve parking revenues.
- Explore options to reduce expenses.

Outcome(s):

- Progression to a more self-sustaining operation reducing the reliance for TIF.
- Improves parking operations by staying current on Capital Projects and required operational equipment.

Goal: Enhance Parking Facilities Environment

Action:

- Continue updating parking garage awnings and signs.
- Enhance signage and wayfinding.
- Improve interior appearance of garages with high pressure washing and painting.
- Clean parking decks and repaint parking lines.
- Upgrade lighting.
- Continue to boost security measures with installation of additional cameras where needed.
- Increase Maintenance Reserve Fund.

Outcome(s):

- Improves public perception.
- Visiting patrons encounter a positive experience.
- Reduction of crime such as vandalism and theft.
- Expands downtown utilization.

Goal: Improve public education regarding downtown parking.

Action(s):

- Improve education on how to use parking technology.
- Improve education on available options to pay for parking.
- Create map of downtown parking to disperse to public.

Outcome(s):

- Enhance the perception of parking as a positive element of the community experience.

PARKING FUND
OPERATING BUDGET

FUND 5210

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 265,390**	**$ 341,322**	**$ 739,909**	**$ 566,558**	**$ 1,070,088**
REVENUES:					
PARKING METER INCOME	$ 427,621	$ 490,577	$ 451,250	$ 428,984	$ 592,900
VIOLATIONS	75,141	102,051	100,000	124,955	110,850
SURFACE LOTS	40,489	40,945	40,250	39,185	45,450
PARK 1 - GARAGE	242,601	260,409	262,250	265,950	283,400
PARK 1 - STORE RENTAL	56,850	55,683	56,850	62,425	55,683
PARK 2	475,946	612,909	571,063	620,909	684,115
PARK 3	240,848	292,370	279,330	293,250	337,000
EMPIRE PARKING GARAGE	204,784	207,591	222,350	258,448	283,100
INVESTMENT EARNINGS	717	(11,647)	1,421	9,561	9,000
ELECT CAR CHARGING GRANT	25,500	-	-	-	-
CARES GRANT	1,260	-	-	-	
VEHICLE PERMITS	-	13,224	22,289	18,207	35,000
TIF TRANSFER	100,000	130,000	130,000	130,000	130,000
MISC. REVENUE	5,698	4,572	-	6,668	-
TOTAL REVENUE	**$ 1,897,455**	**$ 2,198,684**	**$ 2,137,053**	**$ 2,258,542**	**$ 2,566,498**

	ACTUAL FY 21	ACTUAL FY 22	APPROVED FY 23	ESTIMATE FY 23	PROPOSED FY 24
EXPENSES:					
ADMINISTRATION	$ 317,651	$ 307,242	$ 265,743	$ 262,055	$ 279,458
ENFORCEMENT	260,569	322,829	262,548	254,807	276,897
METER COLLECT. & MAINT.	380,865	254,134	227,629	243,464	249,719
SURFACE LOTS	16,770	26,101	25,010	25,214	26,194
PARK 1 - GARAGE	133,485	145,647	163,387	167,034	186,273
PARK 1 - STORE RENTAL	19,176	14,828	21,910	22,899	21,700
PARK 2	326,394	318,631	298,066	282,019	337,725
PARK 3	138,964	203,056	249,920	186,841	149,181
EMPIRE PARKING GARAGE	126,140	116,690	134,630	145,667	151,838
DEBT SERVICE-PRINCIPAL	-	-	169,459	-	177,092
DEBT SERVICE-INTEREST	96,364	89,186	86,324	86,324	78,691
CONSTRUCTION & CAPITAL	-	25,397	-	78,688	123,204
TOTAL EXPENSES	**$ 1,816,379**	**$ 1,823,741**	**$ 1,904,626**	**$ 1,755,012**	**$ 2,057,972**

PARKING FUND
OPERATING BUDGET

FUND 5210

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
PERSONAL SERVICES	$ 959,720	$ 850,444	$ 879,932	$ 825,000	$ 809,151
OPERATIONS AND MAINTENANCE	760,295	858,714	768,911	765,000	869,834
CAPITAL	-	25,397	-	78,688	123,204
DEBT SERVICE	96,364	89,186	255,783	86,324	255,783
TOTAL EXPENSES	**$1,816,379**	**$1,823,741**	**$1,904,626**	**$1,755,012**	**$2,057,972**

PARKING FUND
STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	PROPOSED FY24
PARKING MANAGER	1.0	1.0	1.0	1.0
PARKING GARAGE ATTENDANT	1.0	1.0	1.0	-
PARKING METER COLLECTION / MAINTENANCE WORKER	2.0	2.0	2.0	2.0
PKG GARAGE ATTNDT/ACCT CLERK I	2.0	2.0	2.0	1.0
FACILITIES MAINT SUPPORT I	2.0	3.0	3.0	3.0
PARKING ENFORCEMENT OFFICERS	3.0	3.0	3.0	3.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
TOTAL	**12.0**	**13.0**	**13.0**	**11.0**

Aviation & Transit

Airport

Aviation & Transit Department

Airport

Current Year Department (Aviation Division) Budgeted Expense Total: $26,508,708

Change from Prior Year Budget Expense: ($1,658,040)

Overall Budget Justification:



The Aviation Division of the Aviation and Transit Department operates and maintains the City of Billings Logan International Airport, providing the facilities for commercial service airline operators to offer transportation for travelers utilizing the Airport's Terminal Building. In pre-COVID years, the annual number of passengers totaled around 900,000. In 2020, the passenger numbers dropped to just over 500,000 and bounced back to more than 788,000 during 2022. Other businesses and activities located at the Airport include car rentals, restaurant/deli/lounge, gift shop, public parking, Fixed Base Operators (FBO), radio/avionics repair shops, executive hangars, a general aviation hangar complex, air freight/mail operators, the Transportation Security Administration (TSA), the Federal Aviation Administration (FAA), as well as numerous other State and Federal agencies. The Airport operation is a self-supporting Enterprise Fund that does not receive any General Fund or local tax revenue support. Airline landing fees, parking fees, as well as tenant concession, rental, and lease revenues offset the costs to operate and maintain the Airport facilities. Additionally, the Airport received COVID relief funds from the Federal Government in the form of operating grants, which will continue to be used to offset the revenue short falls for Fiscal Years 2023 and 2024.

Revenues:
The Airport's FY 2024 budgeted revenues total $20,773,389, which is a decrease of $12,493,244 from the FY 2023 budget. The decrease is primarily due to a reduction in future Federal grant funding provided by the Infrastructure Bill passed by Congress that will be used for the Terminal Building Expansion Project (Terminal Project). PFC collections are expected to increase as passenger traffic rebounds from the lows experienced during the COVID-19 pandemic and the funds will be applied to the Terminal Construction costs and Airport snow removal equipment. Operating revenues increased $1,423,244 to reflect the anticipated recovery of passengers, while lease rates increase due to CPI-U adjustments that are written into most ground, building, and hangar leases. Those increases will be higher than normal due to the increases seen in the CPI-U, the result of inflationary pressures.

Expenses:
The Airport's Personnel Services FY 2024 budget is $55,882 more than the FY 2023 budget. This increase is due to step increases and the addition of a position in Airport Police to alleviate overtime costs and cover paid time off. The Airport's FY 2024 Operations and Maintenance budget is $440,743 more than that of FY 2023. This is primarily the result of an increase in retail fuel costs for the car rentals since the increased passenger traffic has resulted in more car rental activity, along with Airport insurance costs, and City of Billings cost allocations.

Capital:
The FY 2024 capital projects include the following:

1. The Terminal Project will have annual AIP contributions applied to the cost of the project. For FY 2024 that amount will be approximately $1,700,000. Remaining Terminal expenses should be about $5,200,000, which will be paid with Airport reserves.
2. PFC funds are dedicated for purchase of snow removal equipment totaling $2,500,000.

3. There are no CFC funded projects budgeted for FY 2024.
4. Other projects budgeted in FY 2024 include: the reconstruction of the mid-field service road ($660,000), replacement of the commercial aircraft ramp ($3,173,825), resurfacing of the Terminal access road ($1,388,888), upgrading regulators in the airfield lighting vault ($175,000), upgrade of the fire alarm system in the Terminal ($50,000), window replacement in the IP-9 building ($200,000), updating the Airport Master Plan ($888,889), purchase of an additional floor sweeper for the new concourse ($30,000), replacing the phone board with a digital display system ($100,000), constructing a new cargo ramp FY 2024 ($2,500,000), and upgrading fiber-optic security system on Gates 12-16 ($75,000).

Debt Service:
The Airport's debt service payments consist of principal and interest payments on the Airport's Series 2020B Revenue Bonds secured with Car Rental Facility Charge (CFC) revenue. The FY 2024 Debt Service Principal and Debt Service Interest budgets may be less than the FY 2023 budgets due to lower than anticipated borrowing for the Terminal Expansion project.

New or Expanded Programs:

Continued Terminal Expansion Project with the start of Phases III and IV.

Initiate a multi-year Airport Master Plan (AMP) update.

Expand the Airport's Air Service Development effort.

Staffing Changes:

A full time Airport Police Officer position to reduce Airport Police overtime, cover officer absences, and patrol additional Terminal space to ensure passenger safety.

AIRPORT GOALS:

Goal: **Initiate the Multi-Year Airport Master Plan Update Project – Completion Target 2025**

Action(s) Complete an Airport Master Plan Update using a robust public process.

Outcome: A twenty-year forecast of future Airport development with a detailed implementation/financial plan.

Goal: **Expand the Air Service Development Effort to Increase Air Service at the Airport**

Action: Expand communication, coordination, and cooperation with air carriers regarding new flights, additional airline seats, and improved service for the community.

Outcome: Robust travel opportunities for the users of the Airport at a fair price.

Goal: **Advance Airport Expansion Project – Completion Target 2024**

Action(s): To continue the multi-year, phased Terminal Expansion Project.

Outcome: Successful management of each phase of the project through completion of the project in early 2024.

Action(s): Continue to work with the FAA to secure additional grant funding to help finance the project.

Outcome: Reduce the amount of debt that will be needed to complete the project.

Action(s) Institute a plan for customer safety and comfort during the three-year construction project.

Outcome: Smooth construction project without significant inconvenience to the traveling public.

Goal: **Prepare a New Passenger Facility Charge (PFC) Application**

Action: Consult with airlines to complete a new PFC application.

Outcome: Continue to collect PFC funds from airlines for the next five years in order to fund required Airport improvements.

Goal: **Enhance the Airport's Marketing and Adverting Program**

Action: Work with consultants to update, add, and install advertising amenities within the Airport Terminal Building to create highly visible and desirable advertising options.

Work with local tourism agencies and businesses to advertise and enhance the image of the Airport and the community.

Create print and digital advertising to promote the Airport.

Outcome: Generate additional Airport revenue from advertising, promote the Airport, and improve community relations.

AIRPORT FUND
OPERATING BUDGET

FUNDS 5600-5690 & 4050-4090

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 17,127,642**	**$ 17,902,911**	**$24,608,729**	**$23,301,122**	**$ 26,959,601**
REVENUES:					
CHARGE FOR SERVICES	$ 8,495,665	$ 9,380,208	$10,159,247	$ 9,454,699	$ 10,975,604
FEDERAL/STATE GRANT REVENUE	13,060,034	15,044,060	15,700,000	12,230,000	7,450,000
PFC REVENUE	1,222,713	1,497,293	1,500,000	1,300,000	1,200,000
CFC REVENUE	539,577	669,099	700,000	700,000	714,000
INVESTMENT INTEREST	23,415	(203,878)	41,196	272,433	241,485
SALE OF EQUIPMENT/LAND	-	-	-		-
ARPA GRANT	3,193,804	-	3,000,000	1,889,000	-
BOND REVENUE	-	-	2,000,000	-	-
REFUNDS/REIMBURSEMENTS	48,472	107,215	166,190	167,621	192,300
TOTAL REVENUE	**$ 26,583,680**	**$ 26,493,997**	**$33,266,633**	**$26,013,753**	**$ 20,773,389**
EXPENSES:					
ADMINISTRATION	$ 2,017,191	$ 1,658,379	$ 2,003,894	$ 1,534,303	$ 2,184,941
BUILDING MAINTENANCE	1,836,608	1,934,310	2,147,695	1,864,604	2,283,370
AIRFIELD MAINTENANCE	1,250,196	1,363,996	1,628,464	1,623,841	1,653,987
AIRPORT POLICE	781,987	994,652	982,428	1,018,096	1,018,277
AIRCRAFT RESCUE FIREFIGHTING	1,170,581	1,137,494	1,263,744	1,153,550	1,271,491
BUSINESS PARK	152,719	187,666	213,755	184,000	201,205
CAR RENTAL FUELING	194,386	327,188	270,000	320,000	399,000
CAR WASH FACILITY O&M	143,808	152,305	201,351	157,970	195,685
AIRPORT AIP GRANT PROJECTS	15,256,766	19,315,247	16,099,817	11,476,096	12,422,714
AIRPORT PFC PROJECTS	1,600,000	-	1,500,000	-	-
AIRPORT CFC PROJECTS	-	-	-	-	-
CAPITAL OUTLAY	584,611	1,292,249	1,452,000	2,634,714	4,518,888
BOND ISSUE COSTS	313,611	-	-	-	-
DEBT SERVICE-PRINCIPAL	-	-	275,000	275,000	275,000
DEBT SERVICE-INTEREST	156,770	117,721	128,600	113,100	84,150
TOTAL EXPENSES	**$ 25,459,234**	**$ 28,481,207**	**$28,166,748**	**$22,355,274**	**$ 26,508,708**
WORKING CAPITAL CHANGES NOT BUDGETED:	(349,177)	7,385,421	-	-	-
WORKING CAPITAL - ENDING	**$ 17,902,911**	**$ 23,301,122**	**$29,708,614**	**$26,959,601**	**$ 21,224,282**
LESS OPERATING RESERVE	**1,343,000**	**1,429,000**	**1,480,000**	**1,565,000**	**1,565,000**
LESS REVENUE BOND RESERVE	**2,425,000**	**2,425,000**	**2,425,000**	**2,425,000**	**2,425,000**
AVAILABLE WORKING CAPITAL	**$ 14,134,911**	**$ 19,447,122**	**$25,803,614**	**$22,969,601**	**$ 17,234,282**

AIRPORT FUND
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 5,226,601	$ 5,126,523	$ 5,266,685	$ 4,945,752	$ 5,322,567
OPERATIONS AND MAINTENANCE	2,320,875	2,629,467	3,444,646	2,910,612	3,885,389
CAPITAL	17,441,377	20,607,496	19,051,817	11,876,000	16,941,602
DEBT SERVICE	470,381	117,721	403,600	388,100	359,150
TOTAL EXPENSES	**$ 25,459,234**	**$ 28,481,207**	**$ 28,166,748**	**$20,120,464**	**$26,508,708**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
AVIATION & TRANSIT DIRECTOR	0.8	0.8	0.8	0.8
ASSISTANT AVIATION DIRECTOR	0.9	0.9	0.9	0.9
AVIATION & TRANS BUSINESS MGR	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
MARKETING SPECIALIST	-	0.5	0.5	0.5
IT SPECIALIST	-	-	1.0	1.0
AIRPORT POLICE SUPERVISOR	1.0	1.0	1.0	1.0
AIRPORT POLICE OFFICERS	8.0	8.0	8.0	8.0
POLICE SUPPORT SPECIALIST	1.0	1.0	1.0	1.0
ARFF/AIRFIELD MAINT. WORKER	14.0	15.0	15.0	16.0
EQUIPMENT OPER/MAINT. WORKER	1.0	-	-	-
AFM/ELECTRICIAN II	1.0	1.0	1.0	1.0
AIRPORT FACILITIES SUPERVISOR	1.0	1.0	1.0	1.0
FACILITIES MAINT. MECHANIC	3.0	3.0	3.0	3.0
FACILITIES MAINT SUPPORT I	12.0	12.0	12.0	12.0
LEAD FAC MAINT SUPPORT 1	1.0	1.0	1.0	1.0
OPERATIONS ARFF SUPERVISOR	1.0	1.0	1.0	1.0
LEAD FACILITIES MAINT. MECHANIC	1.0	1.0	1.0	1.0
OPERATIONS AFM SUPERVISOR	1.0	1.0	1.0	1.0
ACCOUNTANT II	1.0	1.0	1.0	1.0
SR. ACCOUNT CLERK	1.0	1.0	1.0	1.0
AIRPORT ENG/PLAN MANAGER	1.0	1.0	1.0	-
AFM WORKER/MECHANIC I	1.0	1.0	1.0	1.0
LEAD AIRFIELD MAINT WORK/MECH	1.0	1.0	1.0	1.0
TOTAL	**54.7**	**55.2**	**56.2**	**56.2**

MET Transit

MET Transit

Current Year Department Budgeted Expense Total: $9,811,804

Change from Prior Year: ($1,263,715)

Overall Budget Justification:



The Transit Division of the Aviation and Transit Department is responsible for providing Fixed-Route bus and Paratransit van transportation service for the City's citizens. This service meets a significant percentage of the mobility needs for those citizens without access to private transportation (referred to as transit-dependent citizens), particularly students, seniors, low income, and individuals with disabilities.

Revenues:

The budget for Transit revenues totals $9,544,961 for FY 2024, which is a decrease of $3,626,956 from the FY 2023 budget. This decrease is mainly due to decreased capital expenditure in the coming year as well as the exhaustion of COVID funds in FY 2023. Anticipated operating revenue decreased slightly due to 50% of entitlement funds being redirected to the Stillwater Building construction project; however, this allocation was offset by increased State TransADE funding and increased Federal funding levels as a result of the Infrastructure Investment and Jobs Act.

Expenses:

Total FY 2024 budgeted operating expenses of $6,849,329 reflect an increase of $695,158 from FY 2023. Personnel services increased significantly by $529,323, due to step increases for those employees with six years of service or less, a union negotiated three percent cost of living pay increase, and the addition of five (5) FTE to support the implementation of the Transit Development Plan fixed-route overhaul and improvement. Overall operating expenses increased by $165,836 primarily due to fixed-route expense increases from the planned implementation of the fixed-route overhaul, which results in an additional 200,000+ miles of revenue service annually. Additional miles result in increases in fuel consumption, tire lease fees, and overall fleet maintenance.

Capital:

Transit's FY 2024 capital expenditure budget totals $2,962,475 and consists of four (4) paratransit vehicles ($350,400), refurbishment and remodel of multiple items at the METroplex facility ($2,000,000) carried forward from FY 2023 with additional funds budgeted in support of the project ($290,075), and additional facility improvements required for electric bus charging stations ($302,000). MET will also replace the METroplex primary computer server ($20,000) using local funds.

A Section 5310 Grant will fund 85% of the allowed costs for the Paratransit vehicles. A combination of Section 5339A formula and 5339B/C competitive grants will be used for 80% of the facility projects. Capital reserves will be utilized to cover the local portions of the capital projects, making up the difference between projected expenses over revenues.

New or Expanded Programs:

Rollout of fixed-route system overhaul, supporting additional frequency and hours of service for the community.

Staffing Changes:

Approval of the Transit Development Plan in FY 2023 resulted in the addition of five (5) Transit Operators to support expanded service frequency and hours; these positions are carried forward into FY 2024 resulting in the increases referenced above.

MET GOALS:

Goal: **Improve Daily Transit Operations Efficiency and Effectiveness**

Action(s): Continue with remodel of existing office area to centralize daily operations, allow improved communication between fixed-route, paratransit operations, and maintenance operations, while also allowing for enhanced meeting and training space.

Outcome: More effective use of staff time and improved communication resulting in decreased service delay time frames when issues arise; more expedient response to incidents and emergencies; improved communication effectiveness by creating enhanced meeting and training space for both internal staff meetings and external community involved meetings.

Goal: **Complete Facility Updates in Support of No Emission Vehicles**

Action(s): In addition to other facility projects, update infrastructure and facility systems to support install of bus charging stations to support implementation of awarded all electric buses. Infrastructure updates will also include safety features to support charging and maintenance of electric vehicles.

Outcome: Ability to successfully deploy electric vehicles into service while ensuring proper safety and maintenance in support of said deployment.

Goal: **Improve Transit System Convenience and Usability**

Action(s): Implement system wide fixed-route improvements to scheduling and routes to provide increased frequency and service hours, ensuring enhanced usability for the public.

Outcome: A more efficient and effective Transit system resulting in increased ridership, convenience, and customer satisfaction.

Goal: **Increase Transit Division Revenue Generation**

Action(s): Continue growth of Transit advertising program to increase generated revenue, better leverage existing customer contracts, and expand advertising options. Realize increased revenues from fares and user fees in conjunction with fixed-route system overhaul.

Outcome: An increase in revenue generated providing improved ability to meet match requirements as well as additional funds for utilization in operations.

TRANSIT FUND
OPERATING BUDGET

FUNDS 5710,5720,4110,4120,2040

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 3,860,774**	**$ 5,011,999**	**$ 7,070,709**	**$ 6,250,919**	**$ 7,820,766**
REVENUES:					
STATE AND FEDERAL GRANTS	$ 3,041,348	$ 4,637,037	$ 5,309,844	$ 4,965,893	$ 3,356,665
FTA CAPITAL GRANT	334,765	5,493,896	4,024,578	6,180,204	2,371,500
TAX REVENUE	2,396,685	2,508,073	2,531,644	2,561,718	2,644,105
INTER GOVERNMENTAL	492,102	501,903	514,532	517,716	334,478
OPERATING REVENUES	578,428	613,023	771,550	750,162	747,014
INTEREST ON INVESTMENTS	3,769	(59,817)	7,070	21,556	78,500
MISCELLANEOUS	17,465	11,916	7,050	20,654	7,050
SALE SURPLUS EQUIP	-	471	5,649	36,107	5,649
TOTAL REVENUE	**$ 6,864,562**	**$ 13,706,502**	**$ 13,171,917**	**$ 15,054,010**	**$ 9,544,961**
EXPENSES:					
ADMINISTRATION	$ 1,024,059	$ 713,888	$ 630,858	$ 690,005	$ 798,039
OPERATIONS/DRIVERS	2,100,026	2,409,211	2,738,106	2,581,737	3,247,269
OPERATIONS/NON-DRIVERS	839,901	516,555	476,329	484,963	399,908
MAINTENANCE	807,845	983,364	1,089,362	1,132,352	1,261,200
MARKETING	20,922	262,618	103,701	47,664	92,409
PARATRANSIT	1,072,355	1,034,352	1,096,685	965,841	1,025,004
DOWNTOWN TRANSFER CNTR	82,320	23,355	19,130	34,469	25,500
CAPITAL-LOCAL	-	-	-	-	20,000
CAPITAL - FEDERAL	130,864	6,531,026	4,921,348	7,547,132	2,942,475
O & M - LOCAL	112,863	15,912	-	-	-
TOTAL EXPENSES	**$ 6,191,155**	**$ 12,490,281**	**$ 11,075,519**	**$ 13,484,163**	**$ 9,811,804**
WORKING CAP. CHANGES NOT BUDGETED	477,818	22,699	-	-	-
WORKING CAPITAL - ENDING	**$ 5,011,999**	**$ 6,250,919**	**$ 9,167,107**	**$ 7,820,766**	**$ 7,553,923**
LESS OPERATING RESERVE	**904,000**	**1,000,000**	**1,046,000**	**1,046,000**	**1,165,000**
AVAILABLE WORKING CAPITAL	**$ 4,107,999**	**$ 5,250,919**	**$ 8,121,107**	**$ 6,774,766**	**$ 6,388,923**

TRANSIT FUND
OPERATING BUDGET

FUND 5710,5720,4110,4120,2040

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 4,480,857	$ 4,138,393	$ 4,555,609	$ 4,156,450	$ 5,084,931
OPERATIONS AND MAINTENANCE	1,579,434	1,820,862	1,598,562	1,780,581	1,764,398
CAPITAL	130,864	6,531,026	4,921,348	7,547,132	2,962,475
TOTAL EXPENSES	**$ 6,191,155**	**$ 12,490,281**	**$ 11,075,519**	**$ 13,484,163**	**$ 9,811,804**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
AVIATION & TRANSIT DIRECTOR	0.4	0.2	0.2	0.2
ASSISTANT AVIATION DIRECTOR	0.2	0.1	0.1	0.1
TRANSIT MANAGER	1.0	1.0	1.0	1.0
TRANSIT SUPERVISOR	4.0	4.0	3.0	3.0
ROAD SUPERVISOR	-	-	2.0	2.0
MARKETING SPECIALIST	-	0.5	0.5	0.5
TRANSIT PLANNING & DEVELOPMENT COORD.	-	-	-	-
PC SUPPORT SPECIALIST	-	-	-	
TRANSIT/PARATRANSIT OPERATORS	34.0	34.0	34.0	34.0
ADMINISTRATIVE SUPPORT III	1.0	1.0	1.0	1.0
TRANSIT SERVICE WORKER	1.0	2.0	2.0	2.0
MECHANIC II	3.0	3.0	3.0	3.0
MECHANIC I	1.0	-	-	-
ADMINISTRATIVE SUPPORT I	-	-	-	-
VEHICLE SERVICE TECHNICIAN	1.0	-	-	-
FACILITIES MAINT MECHANIC	-	-	-	-
ON CALL TRANSIT/PARATRANS OPR	6.3	6.3	6.3	6.3
LEAD TRANSIT SERVICES DISPATCHER	1.0	-	-	-
TRANSIT SERVICES DISPATCHER	3.0	4.0	4.0	4.0
TOTAL	**55.9**	**56.1**	**57.1**	**57.1**

Finance

Finance Department

Current Year Department Budgeted Expense Total:

$6,583,939

Change from Prior year:

-$228,684



Overall Budget Justification:

The finance department fills many roles at the City including Purchasing, Accounts Payable, Business Licenses, Debt and Investment Management, Property Tax and Assessment Administration, Accounting, Budgeting, and Financial Reporting. The operating budget for the Finance Department is paid from the General Fund. The amount being requested for FY24 from the General Fund is $2.1 million. This amount will be used to pay the salaries and the operation and maintenance of the department.

The FY24 budget for the Finance Department is $6.7 million, this is a decrease of $228,684 from the prior year. The decreases for Fiscal Year 2024 are the result of savings in debt service costs through reduced overall debt and refinanced debt for interest rate savings.

New or Expanded Programs:

Finance staff will implement new software purchased in FY23 to update our tax and assessment software.

Staffing Changes:

There are no new FTEs requested for FY24

Department Goals:

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

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

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

Goal: Assist Administration and City Council to develop a long-range funding plan for the Parks and Recreation.

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

Outcome: Long-range funding for the Capital and Operating needs of the City's Parks and Recreation Department.

Goal: Implement new Governmental Accounting Standards (GASB 96).

Action: Successfully implement new GASB standard 96. This will be done by utilizing the new software purchased in FY22.

Outcome: Maintain a clean audit opinion and accurate financial statements.

Goal: Expand Purchasing assistance to staff Citywide.

Action:

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

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

Revenue:

FINANCE
DEPARTMENT REVENUE

REVENUE BY FUND	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ 35,442,059	$ 36,186,814	$ 36,651,735	$36,651,735	$ 34,908,446
PUBLIC SAFETY FUND	30,643,446	46,425,341	49,612,865	49,612,865	52,411,363
CENTRAL SERVICES FUND	114,126	101,500	114,073	114,073	114,973
CAPITAL REPLACEMENT FUND	1,779,818	1,797,011	1,904,475	1,904,475	2,281,000
SPECIAL IMPROVEMENT DISTRICT BONDS	837,790	1,392,412	914,010	914,010	994,000
SIDEWALK DISTRICT BONDS	406,917	526,981	583,300	583,300	536,500
STORM SEWER DEBT SERVICE	1,002,877	1,019,013	1,016,907	1,016,907	1,025,400
GENERAL OBLIGATION DEBT					
LIBRARY G.O.	9,740,232	1,034,252	638,428	638,428	674,435
PARKS G.O. SERIES 2000	707	92	-	-	-
STREET IMPROVEMENTS G.O. 2004A	324,972	320,431	348,980	348,980	355,346
BALLPARK G.O. 2015 REFUNDING	704,882	692,101	747,435	747,435	743,868
TOTAL REVENUE	**$ 80,997,826**	**$ 89,495,948**	**$ 92,532,208**	**$92,532,208**	**$ 94,045,331**

FINANCE
DEPARTMENT ALL FUNDS

REVENUE BY TYPE	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
TAXES	$ 37,174,256	$ 38,430,367	$ 45,687,690	$47,744,965	$ 49,092,532
SPECIAL ASSESSMENTS	1,271,223	1,681,947	1,491,000	1,542,036	1,515,000
LICENSES & PERMITS	2,254,839	1,965,532	1,961,454	1,961,454	1,968,028
INTERGOVERNMENTAL	14,139,297	14,428,700	14,824,811	15,135,806	15,409,258
CHARGES FOR SERVICE	3,303,125	3,433,428	3,295,347	3,295,347	3,367,308
INVESTMENT EARNINGS	35,406	(375,706)	63,436	50,000	173,750
CONTRIBUTIONS/DONATIONS	300,000	300,000	-	-	-
DEBT PROCEEDS	8,361,475	-	-	-	-
INTERFUND TRANSFERS	14,149,368	29,604,623	25,207,344	22,801,475	22,518,339
MISCELLANEOUS	8,837	27,057	1,126	1,126	1,116
TOTAL REVENUE	**$ 80,997,826**	**$ 89,495,948**	**$ 92,532,208**	**$92,532,208**	**$ 94,045,331**

Budgeted Expenditure:

FINANCE
DEPARTMENT EXPENSE

EXPENSE BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$1,524,458	$ 1,626,034	$ 1,945,119	$1,785,000	$ 1,987,872
CENTRAL SERVICES FUND	85,064	105,144	124,498	124,498	103,380
CAPITAL REPLACEMENT FUND	2,376	3,264	2,615	2,615	-
SPECIAL IMPROVEMENT DISTRICT BONDS	888,378	2,748,171	1,241,100	1,210,000	1,110,100
SIDEWALK DISTRICT BONDS	496,958	471,958	527,700	527,000	490,700
STORM SEWER DEBT SERVICE	1,008,634	1,003,402	1,007,513	1,007,513	1,011,624
GENERAL OBLIGATION DEBT					
LIBRARY G.O.	1,295,417	9,420,682	1,007,944	1,077,944	775,554
PARKS G.O. SERIES 2000	123,756	-	-	-	-
STREET IMPROVEMENTS G.O. 2004A	348,622	349,368	351,908	351,908	353,299
BALLPARK G.O. 2015 REFUNDING	759,743	754,736	754,043	754,043	751,410
TOTAL EXPENDITURES	**$6,533,406**	**$ 16,482,759**	**$ 6,962,440**	**$6,840,521**	**$ 6,583,939**

FINANCE
DEPARTMENT ALL FUNDS

EXPENSE BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$1,064,237	$ 1,091,191	$ 1,226,175	$1,080,000	$ 1,297,777
OPERATIONS AND MAINTENANCE	682,999	669,081	934,082	809,498	894,924
CAPITAL	-	22,410	28,028	2,615	7,544
DEBT SERVICE	4,786,170	12,950,758	4,774,155	4,928,408	4,383,694
TRANSFERS	-	1,749,319	-	20,000	-
TOTAL EXPENDITURES	**$6,533,406**	**$ 16,482,759**	**$ 6,962,440**	**$6,840,521**	**$ 6,583,939**

FINANCE
OPERATING BUDGET

GENERAL FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$1,064,237	$ 1,091,191	$ 1,226,175	$1,080,000	$ 1,297,777
OPERATIONS AND MAINTENANCE	460,222	534,843	718,944	705,000	690,095
CAPITAL	-	-	-	-	-
TOTAL EXPENDITURES	**$1,524,459**	**$ 1,626,034**	**$ 1,945,119**	**$1,785,000**	**$ 1,987,872**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
FINANCE DIRECTOR	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
ACCOUNTANT II	3.0	3.0	3.0	3.0
ACCOUNTING TECHNICIAN	1.0	1.0	1.0	1.0
ACCOUNT CLERK II	3.0	3.0	3.0	3.0
DEBT/INVESTMENT COORDINATOR	1.0	1.0	1.0	1.0
GRANTS ADMINISTRATOR	-	-	1.0	1.0
PURCHASING AGENT	1.0	1.0	1.0	1.0
TOTAL	**11.0**	**11.0**	**12.0**	**12.0**

Fire

Fire Department

FY 2024 Department Budgeted Expense Total:

- Fire: $25,563,689
- 911: $1,403,512
- Radio: $383,601
- Grants: $258,000
- Capital Replacement: $868,566
- Road Maintenance District: $563

Change from FY 2023:

- Fire: $558,203
- 911: $208,708
- Radio: $91,422
- Grants: $(215,090)
- Capital Replacement:
- Road Maintenance District: $(21)

Overall Budget Justification:

The Fire Department's primary duty is to provide fire, emergency medical, hazardous materials, rescue and service assists, as well as fire and arson investigation, to the citizens of Billings and those Yellowstone County residents residing within the BUFSA (Billings Urban Fire Service Area).

In addition, Fire is responsible for the maintenance of 11 separate facilities, including the new 911 Center. Funds associated within the Fire group are Public Safety Fire, 911 Center, Radio Communication Fund, Fire Grants and Road Maintenance funds.

Charges have increased in Personal Services in the Fire department by $708,385 due to an increase in labor contracts and fuller staffing. O & M has increased by $276,890 mainly due to an increase in monthly internal charges and inflation. Capital is increased in FY24 due to the purchase of a new pumper truck, and 3 new vehicles. This charge will be funded by the Equipment replacement fund for $868,566 and capital in the Public Safety fund for $296,434.

Crisis Response Unit:

The Mobile Crisis Response Unit (CRU) is a partnership between the Billings Fire Department and Rimrock Foundation for responding to emergent behavioral health

incidents within the BFD's response area, dispatched through the 9-1-1 Center. The CRU team may also respond to non-emergency calls (e.g. welfare checks) as directed. The CRU team will also offer timely follow-up and connection to community resources, usually within 48 hours of the initial call. This team will provide assessments, stabilization, and referrals for behavioral health-related continuum of care. The purpose of the CRU is to rapidly respond, effectively screen, and provide early intervention to individuals experiencing mental health crisis.

BFD Mobile Response Team:

The Mobile Response Team (MRT) consists of two firefighters, a Paramedic and an EMT responding to help offset the rising medical needs of the community, with the intention to provide aid in lieu of an engine company. The program allows our engine companies to be more available in their first due areas for high-acuity responses like fire, rescue, motor vehicle accidents, and hazmat calls. The MRT's are decreasing mileage and wear and tear on the fire engines while providing an increased Advanced Life Support care. This program has received a generous grant to purchase lifesaving equipment from Phillip 66.

HazMat:

The Montana Regional HazMat Team in Billings is one of six teams whose function is to coordinate response with entities outside their local government jurisdiction, provide HazMat awareness level outreach training with their response areas and for the maintenance and update of assigned state equipment used in hazardous materials responses.

800 MHz:

The 800 MHz Radio Systems budget is an internal service fund comprised of all City Departments utilizing the 800 MHz system. User departments: Street/Traffic, Police, Fire, Solid Waste, Utilities, Transit, Airport and Parking. User departments fund the operational and maintenance expenses for the base system using a formula based upon their use of the system.

City-County 9-1-1 Center:

The Joint City-County 9-1-1 Center processes and dispatches 9-1-1 calls for all of the City of Billings and Yellowstone County, excluding Laurel.

FIRE DEPARTMENT ALL FUNDS
REVENUE BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
REVENUE:					
LICENSES & PERMITS	$ 300	$ 3,800	$ 2,001	$ 2,000	$ 2,200
INTER-GOVERNMENTAL	9,097,632	2,125,502	2,862,823	1,994,200	2,354,289
CHARGES FOR SERVICE	2,144,417	2,329,861	2,333,851	2,516,856	2,553,955
SPECIAL ASSESSMENTS	2,823	2,822	2,876	2,150	2,875
MISCELLANEOUS	365,131	35,263	71,496	84,720	143,552
TOTAL REVENUE	**$ 11,610,303**	**$ 4,497,248**	**$ 5,273,047**	**$ 4,599,926**	**$ 5,056,871**

FIRE DEPARTMENT ALL FUNDS
REVENUE BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
REVENUE:					
FIRE PUBLIC SAFETY	$ 9,983,209	$ 3,121,040	$ 3,061,786	$ 3,080,500	$ 3,300,170
911 EMERGENCY OPS	1,243,510	972,186	1,029,733	1,027,000	1,138,246
FIRE GRANTS	68,795	109,924	376,285	187,500	272,881
RADIO COMMUNICATIONS	311,946	291,558	301,491	302,756	342,499
FIRE STATION CONSTRUCTION	-	-	500,875	-	-
ROAD MAINTENANCE	2,842	2,540	2,875	2,170	3,075
TOTAL REVENUE	**$ 11,610,302**	**$ 4,497,248**	**$ 5,273,045**	**$ 4,599,926**	**$ 5,056,871**

FIRE DEPARTMENT ALL FUNDS
OPERATING BUDGET BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FIRE DEPT GEN FUND	$ 21,963,642	$ 23,592,406	$ 25,005,486	$ 23,555,000	$ 25,563,689
911 EMERGENCY OPS	848,267	760,067	1,194,804	793,000	1,403,512
FIRE GRANTS	44,154	120,773	473,090	190,524	258,000
RADIO COMMUNICATIONS	209,722	359,574	292,179	480,000	383,601
CAPITAL REPLACEMENT	1,976,346	-	249,088	250,000	868,566
ROAD MAINTENANCE	360	417	584	584	563
TOTAL EXPENDITURES	**$ 25,042,491**	**$ 24,833,237**	**$ 27,215,231**	**$ 25,269,108**	**$ 28,477,931**

FIRE DEPARTMENT ALL FUNDS
OPERATING BUDGET BY CLASS

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 18,897,963	$ 18,959,050	$ 20,625,389	$ 18,513,000	$ 21,339,473
OPERATIONS AND MAINTENANCE	2,690,895	3,303,140	4,616,038	4,761,392	4,972,248
CAPITAL	2,456,028	261,831	629,088	650,000	1,299,600
TRANSFERS	997,605	2,309,216	1,344,717	1,344,716	866,610
TOTAL EXPENDITURES	**$ 25,042,491**	**$ 24,833,237**	**$ 27,215,232**	**$ 25,269,108**	**$ 28,477,931**

Staffing Changes:

No new staffing will happen in FY24.

	STAFFING AUTHORIZATION			
POSITION	**ACTUAL FY 21**	**ACTUAL FY 22**	**BUDGET FY 23**	**PROPOSED FY 24**
FIRE CHIEF	1.0	1.0	1.0	1.0
ASSISTANT FIRE CHIEF	2.0	3.0	3.0	3.0
ADMINISTRATION SUPPORT I	1.0	1.0	-	-
ADMINISTRATION SUPPORT II	1.0	1.0	2.0	2.0
SR ADMINISTRATION SUPPORT IV	1.0	1.0	1.0	1.0
FIRE MARSHAL	1.0	1.0	1.0	1.0
ASSISTANT FIRE MARSHAL	1.0	1.0	1.0	1.0
DEPUTY FIRE MARSHAL	3.0	3.0	5.0	5.0
FIRE TRAINING OFFICER	1.0	1.0	1.0	1.0
ASST FIRE TRAINING OFFICER	1.0	1.0	1.0	1.0
FIRE BATTALION CHIEF	4.0	4.0	4.0	4.0
FIRE CAPTAIN	30.0	30.0	30.0	30.0
FIRE ENGINEER	30.0	30.0	30.0	30.0
PUBLIC SAFETY TECHNICIAN	0.3	0.3	0.3	0.3
FIREFIGHTER	46.0	46.0	56.0	56.0
LOGISTICS OFFICER	-	-	1.0	1.0
COMMUNICATIONS CNTR MANAGER	1.0	1.0	1.0	1.0
EMERGENCY SERV. DISPATCHER III	19.0	19.0	19.0	19.0
EMERGENCY SERV. DISPATCHER II	3.0	3.0	1.0	1.0
EMERGENCY SERV. DISPATCHER I	4.0	4.0	1.0	1.0
EMERGENCY SERV OPERATOR-TRAIN	3.0	3.0	6.0	6.0
EMERGENCY SERVICES OPERATOR	2.0	2.0	4.0	4.0
EMERG.SERV.DISPATCH SHIFT SUPR.	4.0	4.0	4.0	4.0
SUBTOTAL PUBLIC SAFETY	**159.3**	**160.3**	**173.3**	**173.3**
911 GRANT POSITIONS:				
PUBLIC SAFETY TECHNICIAN	0.3	0.3	0.3	0.3
COMM CENTER ASST MGER	1	1	1.0	1.0
TOTAL FIRE DEPARTMENT POSTIIONS	**160.6**	**161.6**	**174.6**	**174.6**

Proposed Capital:

$1,165,000 for one pumper truck and 3 additional vehicles.

Department Goals:

Goal: Succession planning and performance for Fire and 911 Center personnel

Objective: Provide the cross training and skills necessary to have individuals capable of assuming the duties and responsibilities of each position and/or rank.

Action(s): Continue programs designed to train and mentor fire/911 personnel.

Goal: Three, Five and ten-year facility maintenance plan.

Objective: Develop a plan to address current repair needs, fire facilities expansions and/or relocations.

Action(s): Continue creating plan that will identify current repair needs, on-going maintenance of fire facilities and/or building or relocating fire stations.

Goal: Enhanced Training for Fire and 911 Personnel

Objective: Maintain essential skills necessary to ensure the safety of firefighters and the community with technology, hands-on, virtual simulators.

Action(s): Prioritize essential training with an emphasis on safety for not only fire personnel, but also the community we serve.

Goal: Continue to provide Smoke and Carbon Monoxide Alarms/Detectors available to anyone who needs one.

Objective: To have a working smoke detector in every home in City of Billings and the BUFSA.

Action(s): Continue to work with the American Red Cross and our generous donors to purchase smoke and carbon monoxide alarms and batteries and install them in homes throughout the City and BUFSA.

Goal: Enhance level of training for the Billings Regional HazMat Team

Objective: To have trained HazMat Technicians and Tox-Medics on the department who can respond to hazardous materials incidents within the City of Billings, Yellowstone County and teams' regional response area of eastern Montana.

Action(s): Continue to provide highly technical and specialize training for Technicians and Tox-Medics.

Goal: Provide Public Safety dispatching services that meet the changing needs and expectations of public safety responders and the community.

Objective: Identify disparities between public safety responders and the community's expectations and the 9-1-1 Center's ability to provide them.

Action(s): Identify current and future gaps in public safety service delivery, and prioritize service delivery needs in order to better serve and meet the changing needs of the community.

Goal: Continue to Develop a Cooperative City-County Plan for development of an Emergency Operations Center

Objective: Study for location, layout, and site of an Emergency Operations Center.

Action(s): Determine need, funding sources, and procure a small study for the eventual funding request for an EOC.

Goal: **Complete Standby Generator Replacements for Radio Towers.**

Objective: Minimize the impact upon the City in the event of a planned or unplanned power outage.

Action(s): Replace standby generator at Fox and Landfill tower sites.

Goal: **Continue Implementation of CPSM Study Recommendations.**

Objective: To increase efficiency.

Action(s): Identify specific projects from the report.

Goal: **Secure a Contract with ambulance provider.**

Objective: To provide a stable level of safety to the community.

Action(s): Negotiate contract with ambulance service provider.

Goal: **Develop Implementation Plan for Mobile Response Teams.**

Objective: Efficient use of equipment and decrease maintenance costs.

Action(s): Identify equipment and train appropriate staff.

Human Resources

Human Resources Department

Current Year Department Budgeted Expense Total:



Human Resources: $1,099,835

City Health Benefits: $16,085,790

Property Insurance: $4,186,720

Change from Prior Year:

Human Resources: $66,566

City Health Benefits: $277,137

Property Insurance: $1,068,007

Overall Budget Justification:

The FY24 Human Resources Department budget is $1,099,835, this is an increase in costs of $66,566 over the prior year. Services that have been provided in the past will continue for the coming fiscal year. This includes Benefits and FMLA Administration, Timekeeping and Payroll, Workers' Compensation, Property and Liability Insurance Administration, Employee Recruitment, Workplace Investigations, Drug and Alcohol Program Administration, Collective Bargaining Agreements Administration, Discipline and Grievance and Arbitration Procedures.

The primary increase to the Human Resources budget is in Personal Services due to increased costs in salaries and benefits.

The FY24 Property and Liability Insurance budget will be increasing by $1,068,007, driven by a 27% increase in property insurance premiums, a 20% increase in liability insurance premiums, and a 52% increase in cyber security insurance premiums.

The FY24 Health Insurance budget will increase by $277,137, driven by a 6% projected increase in medical claims costs.

Budgeted Revenues:

HUMAN RESOURCES
REVENUE BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ -	$ -	$ -	$ -	$ -
HEALTH BENEFITS	13,399,365	13,442,437	13,580,382	13,738,664	13,482,000
PROPERTY INSURANCE	2,073,660	2,516,693	2,636,853	2,583,162	3,774,748
TOTAL EXPENDITURES	**$ 15,473,025**	**$ 15,959,130**	**$ 16,217,235**	**$ 16,321,826**	**$ 17,256,748**

HUMAN RESOURCES
REVENUE BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
CHARGE FOR SERVICES	$ 15,452,533	$ 16,100,801	$ 16,195,935	$ 16,325,345	$ 17,202,948
INVESTMENT EARNINGS	15,205	(148,731)	21,300	(3,519)	53,800
MISCELLANEOUS	5,287	7,060	-	-	-
TOTAL EXPENDITURES	**$ 15,473,025**	**$ 15,959,130**	**$ 16,217,235**	**$ 16,321,826**	**$ 17,256,748**

Budgeted Expenditures:

HUMAN RESOURCES
OPERATING BUDGET BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ 823,157	$ 848,740	$ 1,033,271	$ 968,919	$ 1,089,704
HEALTH BENEFITS	12,554,295	14,206,793	15,808,653	13,611,262	16,085,790
PROPERTY INSURANCE	2,589,261	2,798,401	3,118,713	3,315,000	4,131,220
TOTAL EXPENDITURES	**$ 15,966,713**	**$ 17,853,934**	**$ 19,960,637**	**$ 17,895,181**	**$ 21,306,714**

HUMAN RESOURCES
OPERATING BUDGET BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 811,447	$ 1,109,811	$ 854,609	$ 813,260	$ 906,263
OPERATIONS AND MAINTENANCE	15,155,266	16,744,123	19,106,028	17,081,921	20,400,451
TOTAL EXPENDITURES	**$ 15,966,713**	**$ 17,853,934**	**$ 19,960,637**	**$ 17,895,181**	**$ 21,306,714**

Ongoing Programs:

- The Applicant Tracking software to streamline the recruiting process costs $30,000 annually.
- The timekeeping software to make hours entry more efficient for departments costs $44,000 annually.
- Cyber Security insurance costs have increased dramatically due to an industry-wide historic increase in cyber liability claims experienced nationwide. The premium cost is $72,537, up from $38,000 last fiscal year for the same level of insurance coverage.

Staffing:

HUMAN RESOURCES
STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
HUMAN RESOURCES				
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0	1.0
HUMAN RESOURCES ASSOCIATE	0.5	1.0	1.0	1.0
PAYROLL/HR GENERALIST	1.0	1.0	1.0	1.0
PAYROLL/HR ANALYST	1.0	1.0	2.0	2.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
PROPERTY INSURANCE				
RISK/SAFETY OFFICER	1.0	1.0	1.0	1.0
TOTAL HUMAN RESOURCES	**5.5**	**6.0**	**7.0**	**7.0**

Department Goals:

Goal: Increase the City of Billings Social Media presence as it relates to recruiting vacant positions.

Action(s): Post all vacant positions on social media and professional websites. Continue to review and monitor which platform provides the greatest number and quality of applicants.

Outcome(s):

- The City of Billings will be in compliance with EEOC and draw a larger applicant pool for vacant positions.

Goal: Update the Human Resources Policies and Procedures Manual.

Action(s): Review the Human Resources Policies and Procedures handbook to reflect the City's most current practices. These policies and procedures will benefit all employees and supervisors by communicating operational policies and by advising employees of the City's expectations regarding their performance. The completed manuals will be distributed to all employees in either electronic or hardcopy format.

Outcome(s):

- Well-thought-out policy and procedure manuals will provide information and guidance to all employees of the City of Billings.

Goal: Provide additional ongoing employee and management development and training programs.

Action(s): Increase training for all employees. Supervisory training will focus on safety, workers' compensation, liability, harassment and diversity awareness, workplace violence, employment laws, drug and alcohol reasonable suspicion, and City finances/budgeting. Employee training will focus on such topics as ethics, safety, harassment, workplace violence, diversity and inclusion, customer service, and employee benefits.

Outcome(s):

- A training program that efficiently improves the employees' and supervisors' skills and abilities to perform their assigned functions.

Information Technology

Information Technology Fund

Current Year Department Budgeted Expense Total:

Information Technology**:** $ 3,773,520

Central Telephone: $ 458,115



Change from Prior Year:

Information Technology**:** $ 267,246

Central Telephone: $(7,031)

Overall Budget Justification:

The Information Technology Department is focused on bringing people and technology together to meet the needs of the organization and the citizens of Billings. In pursuit of its goal, ITD provides technology-related strategic planning, project management, integration, technology procurement, E-mail, networking, communications, application development, GIS, mapping, overall hardware and software support, vendor relations, and training services.

The Information Technology Budget is $3,773,520 which is $267,246 or 7.62% more than last year's budget. The FY24 budget increases are due to the increases in organization wide migration to Microsoft O365 licenses, cyber security modules, and a 3% COLA.

In FY24, Personal Services costs increased over FY23 by $ 167,705 primarily due to COLA, and Steps. Operating expenses have increased by $71,541 which includes increases to cover future renewal of Microsoft Office 365 licenses. Departments purchase their initial licenses and then IT includes their annual renewal in our budget so that IT can make a single payment to Microsoft for everyone's annual renewal. FY24 brings us some added security software expenses of $60,500 to enhance Email & desktop protection along with data classification. Capital expenses for FY24 are $155,500 for Phase 2 of a Wi-Fi replacement project and 14 new network switches for the Stillwater Building, which was approved in the FY24 TRP.

Information Technology is an internal support function with revenues of $3,652,449 generated primarily by charges for service. The ITD charges for each department/division are based on the previous calendar year's usage of PC and Network resources/support time, application resources/staff support time, virtual server services, data storage management, and GIS resources/support time. The number of PC's, the amount of disk space allocated, the number of virtual servers, and the number of E-mail accounts are all examples of resources used to calculate annual charges. FY24 total revenues are $ 121,071 below total expenses due to using reserve funds saved for the replacement of the Wi-Fi system.

Under the direction of the Information Technology Director, the Telecommunications Manager and the IT Support Specialist provide telephone, voice mail, call accounting, communications related procurement, cell phone, infrastructure support, and related financial accounting services for 12 remote sites, 521 landline phones, 32 Centrex phone lines, 41 outside analog lines, and 388 Smartphones/cell phones.

The Central Telephone Service (Fund 606) is an internal support function with revenues of $ 465,330 derived predominately from phone related services, including management of cellular services, and interest income. Expenses for FY24 are $ 458,115 which represents a decrease of -$7,031 (- 1.53%) below FY23.

Budgeted Revenues:

INFORMATION TECHNOLOGY
DEPARTMENT REVENUE

REVENUE BY FUND	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
INFORMATION RESOURCES	$ 2,701,101	$ 2,911,608	$ 3,454,390	$ 3,307,262	$ 3,652,449
TELEPHONE	443,337	428,833	455,581	455,328	465,330
TOTAL REVENUE	**$ 3,144,438**	**$ 3,340,441**	**$ 3,909,971**	**$ 3,762,590**	**$ 4,117,779**

INFORMATION TECHNOLOGY
DEPARTMENT ALL FUNDS

REVENUE BY CLASSIFICATION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
CHARGE FOR SERVICE	$ 2,911,514	$ 3,234,446	$ 3,907,574	$ 3,760,890	$ 4,104,279
OTHER	231,076	123,584	-	-	-
INVESTMENT EARNINGS	1,848	(17,589)	2,397	1,700	13,500
TOTAL REVENUE	**$ 3,144,438**	**$ 3,340,441**	**$ 3,909,971**	**$ 3,762,590**	**$ 4,117,779**

Budgeted Expenditures:

INFORMATION TECHNOLOGY
DEPARTMENT EXPENSE

EXPENSE BY FUND	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
INFORMATION RESOURCES	$ 2,814,675	$ 2,869,915	$ 3,506,274	$ 3,286,000	$ 3,773,520
TELEPHONE	548,633	401,265	465,146	432,602	458,115
TOTAL EXPENDITURES	**$ 3,363,308**	**$ 3,271,180**	**$ 3,971,420**	**$ 3,718,602**	**$ 4,231,635**

DEPARTMENT ALL FUNDS

EXPENSE BY CLASSIFICATION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 2,348,579	$ 2,143,834	$ 2,343,029	$ 2,180,602	$ 2,521,981
OPERATIONS AND MAINTENANCE	931,825	1,095,432	1,480,891	1,418,000	1,554,154
CAPITAL	82,904	31,914	147,500	120,000	155,500
TOTAL EXPENDITURES	**$ 3,363,308**	**$ 3,271,180**	**$ 3,971,420**	**$ 3,718,602**	**$ 4,231,635**

Staffing:

	STAFFING AUTHORIZATION			
POSITION	ACTUAL FY21	ACTUAL FY22	BUDGET FY 23	PROPOSED FY 24
INFORMATION TECHNOLOGY DIRECTOR	0.9	0.9	0.9	0.9
APPLICATION DEVELOPER	3.0	3.0	3.0	3.0
OPERATION SUPPORT SPECIALIST	1.0	1.0	1.0	1.0
GIS SPECIALIST	1.0	1.0	1.0	1.0
GIS COORDINATOR	1.0	1.0	1.0	1.0
LAND MANAGEMENT COORDINATOR	1.0	1.0	1.0	1.0
SENIOR APPLICATION DEVELOPER	1.0	1.0	1.0	1.0
IT MANAGER	1.0	1.0	1.0	1.0
PUBLIC SAFETY TECH SUPPORT	1.0	1.0	2.0	2.0
P. C. SUPPORT SPECIALIST	2.0	2.0	2.0	2.0
NETWORK ADMINISTRATOR	1.0	1.0	1.0	1.0
ASST. NETWORK ADMINISTRATOR	1.0	1.0	1.0	1.0
IT SUPPORT SPECIALIST	0.8	0.8	0.8	0.8
IT SECURITY ENGINEER	0.9	0.9	0.9	0.9
GIS TECHNICIAN	2.0	2.0	3.0	3.0
GIS ASSET ANALYST	-	1.0	1.0	1.0
TOTAL	**18.6**	**19.6**	**21.5**	**21.5**

Department Goals:

Goal: Support and assist customer departments to accomplish their goals when needed.

Action(s): Partner with the Police & Fire Departments in addressing the technology needs identified in the CPSM Operations and Data Analysis Reports along with defined goals associated with the successful Public Safety Mill Levy.

Outcome(s):

- Public Safety is critical to our organization and our community. Supporting Police & Fire and their technology goals will have a positive impact on their ability to deliver services to our community. Continue to be a liaison between our vendors and Public Safety to find viable solutions to help create efficiencies. Find solutions that help bring data to command staff and the public.

Action(s): Provide Administration support for the continued implementation of our Centralized Document Management System including project management, installation, end-user training, backups, and building overall organization awareness of the benefits of the new system.

Outcome(s):

- A strong understanding by the staff on how to use our document management system will enhance their ability to access and share documents, reduce paper and document storage, develop automated workflows to improve efficiency, and follow the city's records retention policies.

Action(s): Provide Administration support for the continued implementation of a new Capstone Records Retention Policy in regard to electronic records such as Email.

Outcome(s):

- Successfully managing the retention and selective disposal of Emails supports the new Capstone Records Retention Policy.

Action(s): Continue to provide a leadership role in implementation, training, support, and upgrading large software solutions including ERP solutions, Public Safety, and GIS solutions.

Outcome(s):

- Information Technology works together with departments and agencies to ensure software solutions and infrastructure are accessible 24/7. Work with vendors to manage upgrades and enhancement requests. Provide on-going support to these systems along with training resources and professional development opportunities.

Action(s): Work with departments looking for new software systems to develop RFP's, provide input on solutions, and help in the planning and implementation of new solutions.

Outcome(s):

- By assisting departments to identify the issues, define their needs, participate in the search and procurement of new solutions, and engage in the planning & implementation phases, we can help the outstanding people in these areas make a smooth transition.

Action(s): Complete the move of production software and data off our AS400 environment.

Outcome(s):

- Migrate systems including Property Tax, SIDs, Inventory, Cemetery, and Airport Lease Management to new solutions on reliable and secure platforms.

Action(s): Assist Planning, Building, and Finance in implementing a new Community Development system.

Outcome(s):

- A successful transition to a new Community Development System that will meet the needs for Permitting, Planning, Code Enforcement, and Business Licensing.

Action(s): Assist Public Works in implementing a new Utility Billing system.

Outcome(s):

- A successful transition to a new cloud hosted Utility Billing System that will meet Public Work's utility management and billing needs.

Action(s): Work with Facilities, Administration, and City Departments on the successful move to the Stillwater Building.

Outcome(s):

- Migration of the City's existing fiber infrastructure and communications to the Stillwater Building will ensure we can continue to provide fast and reliable network services and preserve our past investments in city owned fiber.
- Helping design and implement a robust network wiring infrastructure will ensure successful delivery of network services throughout the new facility.
- Supporting new technologies such as conference room setups, access control systems, cameras, manage print systems, digital informational displays, and more will help ensure our new facility meets the needs of the public and our organization.

Goal: Increase city service efficiency and effectiveness by planning for and investing in technology.

Action(s): Provide support to end-users as they move to Microsoft O365 licenses.

Outcome(s):

- Microsoft Office 365 (O365) will benefit the organization by providing the tools for collaboration, simplifying communications and document/file sharing, providing access to user data from anywhere, standardizing Office applications across the organization, and enhanced business intelligence tools all delivered in a secure environment available across multiple devices for each licensed user.

Action(s): Upgrade networking infrastructure to keep up with growing demands on resources.

Outcome(s):

- By keeping the networking hardware and software up to date with the latest technology, Departments receive faster and more efficient service. This increases the stability of the network and the applications running on it.

Goal: Protect the integrity of the City's information and IT assets by strengthening our cybersecurity posture.

Action(s): Improve network/system security to meet all State & Federal Regulations and protect the organization's valuable resources & data.

Outcome(s):

- Compliance with Montana Department of Justice regulations both strengthens our security and ensures our organization can continue to access the Criminal Justice Information Network (CJIN) which is critical for all City of Billings and Yellowstone County Public Safety Agencies.
- Adherence to industry standards in system security will prevent unwanted attacks such as viruses, malware, ransomware, unauthorized access, denial of service, and so on.

Action(s): Protect the Confidentiality of our organization's data, ensure our data is real, accurate, and safeguarded from unauthorized user modification, and focus on providing availability to data so that authorized users can securely access and modify their data in a timely fashion.

Outcome(s):

- Through the use of Encryption, Access Control, Authentication, and Authorization we can prevent information from reaching the wrong people while making sure the right people can access it.
- By managing our routine on-site, off-site, and immutable cloud backup strategies we can ensure our data is protected from being altered by an outside entity.
- Cybersecurity measures can have an impact on convenience & accessibility in the workplace. We must always look for the balance between security and access that meets our business goals and aligns with our acceptable levels of risk.

Action(s): Provide Cybersecurity Training to all city staff with access to Email or the city network on a monthly basis

Outcome(s):

- We are only as strong as our weakest link. Cybersecurity training raises the staff's awareness of potential threats that could happen when working on-line and with computer systems.

Action(s): Continue to update and prioritize the contents of our Cybersecurity Roadmap
Outcome(s):

- The Cybersecurity Roadmap helps us understand what security technologies we have in place today, identifies the areas that need addressed to meet industry best practices & standards, and assigns priority to these areas providing clarity on where to focus our resources moving forward.

Goal: Improve accessibility to and expand use of GIS services.

Action(s): Implement Public Works Strategic Asset Management Plan (SAMP) Data and Technology Improvement Initiatives.
Outcome(s):

- GIS data/resources will adhere to SAMP guidelines, continuing our commitment to following a standardized framework. This uniform system will allow for consistent data creation and maintenance. Continued enterprise integration will support the sharing of GIS data across the entire organization and enhance Billings citizens' access to City information.

Action(s): Advance the deployment of Cityworks, our GIS Centric Asset & Work Order Management System. This action includes improving functionality for departments already using the system and assisting other departments in implementing the technology to meet their goals.
Outcome(s):

- Increased utilization of the Cityworks system will improve our ability to manage assets, allocate staff resources through work orders, share data throughout the organization, access data from mobile devices, and generate informative reports.

Action(s): Provide GIS services in response to requests for mapping, reports, applications, and analysis by departments throughout the organization.
Outcome(s):

- Visual representations that discover, quantify, and predict trends and patterns to meet the Department's planning/analytical needs, as well as the needs of citizens.

Action(s): Provide support and GIS data for Public Safety Software.
Outcome(s):

- Through the City IT and Yellowstone County GIS staff's combined efforts, dispatch and emergency responders will have accurate data to allow for safe and effective operations. This includes modifying jurisdictional boundaries to account for annexation activity, keeping address and street centerline data current and accurate, troubleshooting underlying GIS data and processes that make such software operational, and staying abreast of the latest developments in public safety technologies and tools.

Action(s): Work with departments to consolidate and manage GIS data.
Outcome(s):

- Use stakeholder engagement process to ensure critical GIS layers are updated and maintained.

Action(s): Expand GIS governance process beyond Public Works.
Outcome(s):

- Scheduled meetings for understanding needs and expectations will build rapport. Improved communication will produce accountability and established workflows allowing the GIS Team to develop and maintain robust resources.

Action(s): Maintain and expand land records database in accordance with filed legal documents and planning projects to include road naming/addressing of modern standards and all correct legal parcels for utilization of many departments including but not limited to utilities, taxation/finance, planning/zoning, building departments and the like.
Outcome(s):

- Addressing that is in the best interests of public safety and records that can be utilized fluidly across the many platforms of various departments for all functions of City process.

Action(s): Develop GIS training resources using train the trainer philosophy.
Outcome(s):

- Increased utilization of GIS resources (e.g., maps, apps, tools) via trainings and resources like videos and handouts.
- Increased awareness of mapping applications to improve departmental efficiency.

Legal

City Attorney

Current Year Department Budgeted Expense Total:

$3,543,239

Change from Prior year:

$223,740

Overall Budget Justification:

The FY24 budget for the City Attorney is $3,543,239, which includes an increase of $223,740 over FY23. This includes an increase in Personal Services which includes three new positions, two new prosecutor positions and a victim/witness specialist position. These positions will be added as a result of the Public Safety Mill Levy passage. These additional positions will result in additional monthly charges for telephone, parking, membership fees, miscellaneous equipment (computers), facilities/rent, office supplies (furniture), and subscriptions for license fees (Westlaw).

There is a $47,425 increase in O&M due to regular monthly charges (IT, Telephone, Facilities, Parking). There is also an approximate $1200 increase in membership fees due to a yearly increase in bar dues as well as because there are additional attorneys being added to the office.

New or Expanded Programs:

None proposed for FY 2024

Budgeted Revenues:

CITY ATTORNEY
DEPARTMENT REVENUE

REVENUE BY FUND	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ 4,448	$ 3,120	$ -	$ 2,500	$ -
CITY ATTORNEY GRANTS	277,522	531,933	586,758	569,000	624,036
TOTAL REVENUE	**$ 281,970**	**$ 535,053**	**$ 586,758**	**$ 571,500**	**$ 624,036**

CITY ATTORNEY
DEPARTMENT ALL FUNDS

REVENUE BY CLASSIFICATION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
CHARGE FOR SERVICE	$ 4,448	$ 3,120	$ -	$ 2,500	$ -
FINES AND FORFEITURE	45,469	53,084	46,000	40,000	46,000
INTERGOVERNMENTAL	79,068	143,149	155,458	128,900	160,000
INVESTMENT EARNINGS	-	(183)	-	100	-
TRANSFER IN	152,985	335,883	385,300	400,000	418,036
TOTAL REVENUE	**$ 281,970**	**$ 535,053**	**$ 586,758**	**$ 571,500**	**$ 624,036**

Budgeted Expenditures:

CITY ATTORNEY
DEPARTMENT EXPENSE BY FUND

EXPENSE BY FUND	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ 2,123,860	$ 2,346,529	$ 2,921,497	$ 2,414,550	$ 2,924,845
CITY ATTORNEY GRANTS	315,178	531,706	586,405	566,500	618,394
TOTAL EXPENDITURES	**$ 2,439,038**	**$ 2,878,235**	**$ 3,507,902**	**$ 2,981,050**	**$ 3,543,239**

CITY ATTORNEY
DEPARTMENT ALL FUNDS BY CLASS

EXPENSE BY CLASSIFICATION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 1,681,477	$ 2,062,772	$ 2,638,143	$ 2,247,329	$ 2,593,319
OPERATIONS AND MAINTENANC	604,578	479,580	484,459	323,721	531,884
TRANSFERS	152,985	335,883	385,300	410,000	418,036
TOTAL EXPENDITURES	**$ 2,439,040**	**$ 2,878,235**	**$ 3,507,902**	**$ 2,981,050**	**$ 3,543,239**

Staffing Changes:

No new positions are being requested.

CITY ATTORNEY
STAFFING AUTHORIZATION

CITY ATTORNEY POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
CITY ATTORNEY	1.0	1.0	1.0	1.0
ASSISTANT CITY ATTORNEY	1.0	1.0	1.0	1.0
DEPUTY CITY ATTORNEY	6.0	6.0	8.0	8.0
VICTIM WITNESS SPECIALIST	1.0	1.0	2.0	2.0
LEGAL SECRETARY	1.0	1.0	1.0	1.0
PARALEGAL		1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	2.0	3.0	3.0	3.0
TOTAL	**12.0**	**14.0**	**17.0**	**17.0**
LEGAL GRANT POSITION				
VICTIM WITNESS SPECIALIST	2.0	3.0	3.0	3.0
ADMINISTRATIVE ASSISTANT	0.5	-	-	-
DEPUTY CITY ATTORNEY	1.0	2.0	1.0	2.0
TOTAL	**3.5**	**5.0**	**4.0**	**5.0**
TOTAL CITY ATTORNEY	**15.5**	**19.0**	**21.0**	**22.0**

Additional Comments:

As a result of the passing of the Public Safety Mill Levy, the Legal Department will be able to hire additional staff over the next 2-3 years. The two additional Municipal Court prosecutors and one Victim/Witness specialist are the first phase in implementing the

Legal Department's plan for the levy funds. The new staff will assist in addressing ongoing prosecution needs and providing adequate services to victims.

Department Goals for FY 2024:

- To prosecute criminal cases in a timely and efficient manner in the best interests of justice, the best interests of the citizens of Billings, and the interests of victims of crime.

- To be a critical part of the City's leadership team through integration with department directors, City Council, and other city agencies such as the various city boards and commissions.

- To work effectively with the Billings Police Department and other law enforcement agencies, including the Airport Police and MSU-Billings Police Department to enforce state laws and city ordinances related to misdemeanor offenses within the city.

- To work with other city personnel and officials in enforcing city ordinances including zoning, building code, fire code, etc.

- To provide legal advice to the City Administrator, Mayor, City Council, departmental staff, and city boards concerning legal matters that arise with respect to city services and operations.

- To practice preventative law by being an integral member of the city's departmental teams and by providing legal risk management services and proactive legal advice.

- Address the logistics of finding adequate space for the legal department in order to better address management and supervision of all staff.

The most significant way this proposed budget will help address these goals is by providing the resources for this office to begin to manage the caseload burden of prosecutors. As this office is able to hire additional staff, the cases will be distributed to a more manageable level in order to provide better services to the citizens of Billings and the victims of crime.

Library



Library Department

Current Year Department Budgeted Expense Total:

$4,736,311

Change from Prior Year:

$448,680

Overall Budget Justification:

The FY24 operating budget for the Library Department is $4.7 million. This is an increase of $448,680 from the previous year, comprised mostly of payroll COLA, benefits and an additional Facilities I position ($96,388) and O&M increases. The largest portion of the O&M increases stem from the replacement of the sorter and conveyance system ($425,000) used for Circulation operations. Other costs include City cost allocation/interdepartmental charges and uncontrollable costs such as insurance ($37,425), utilities ($14,000), and small increases in maintenance contracts ($13,000), supply costs, etc. Another notable change is the current security contract moving from third party to in-house; no significant change to the budget.

In addition to the Library Fund, the Library has budgeted $5,141 from the Equipment Replacement Fund for the replacement of a van, which was included in the FY24 ERP.

New or Expanded Programs:

Over the last few years, the Billings Public Library (BPL) has revamped and updated its normal operations to provide safe, efficient service to Yellowstone County residents in the wake of the COVID-19 pandemic. The BPL continues to evolve to meet rising needs of patrons, community partners, and professionals in the community stemming from this event. To date, the BPL has implemented two Library Express Lockers to create 24/7, contactless access to library materials for all patrons. Funding for Locker #3 is complete, with implementation scheduled for July or August 2023. Fundraising for Locker #4 is underway and placement is under review. Currently, within the last 18 months, the BPL has accomplished 76% of its three-year recovery plan of returning to pre-COVID operations. Additionally, the State Library extended funding for Wi-Fi hotspots through October 2023, and the BPL expects to sustain this service thereafter.

Budgeted Revenue:

CITY-COUNTY LIBRARY FUND
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 3,484,598**	**$ 4,000,822**	**$ 4,281,424**	**$ 4,395,907**	**$4,778,915**
REVENUE:					
CITY TAXES	$ 1,203,323	$ 1,256,370	$ 1,265,971	$ 1,326,635	$1,322,239
FEDERAL GRANT	156,698	-		-	
COUNTY PROPERTY TAX	1,153,896	1,202,098	1,186,100	1,250,000	1,270,233
STATE GRANTS/AID		2,247	2,000	2,252	2,000
STATE REIMBURSEMENTS	514,357	529,910	541,366	544,816	410,167
CHARGES FOR SERVICE	5,788	12,884	14,550	13,830	14,650
FINES & FORFEITURES	12,616	12,589	17,500	13,600	15,000
INTEREST ON INVESTMENTS	3,432	(53,223)	6,521	11,653	23,500
DONATIONS/CONTRIBUTIONS	79,884	14,927	83,000	13,780	87,500
TRANSFER FR GENERAL FUND	1,082,896	1,127,533	1,139,373	1,140,576	1,196,458
SALE OF SURPLUS EQUIP	175	-	50	58	50
MISCELLANEOUS	38,010	95,258	31,200	37,268	32,450
TOTAL REVENUE	**$ 4,251,075**	**$ 4,200,593**	**$ 4,287,631**	**$ 4,354,468**	**$4,374,247**

Budgeted Expenditures:

CITY-COUNTY LIBRARY FUND
OPERATING BUDGET

EXPENSE BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 2,378,926	$ 2,412,504	$ 2,636,423	$ 2,510,040	$ 2,732,811
OPERATIONS AND MAINTENANCE	1,314,980	1,356,134	1,514,435	1,417,715	1,970,483
CAPITAL	-	-	-	-	5,000
TRANSFERS	40,945	36,869	43,705	43,705	22,876
TOTAL EXPENDITURES	**$ 3,734,851**	**$ 3,805,507**	**$ 4,194,563**	**$ 3,971,460**	**$ 4,731,170**

Staffing Changes:

	STAFFING AUTHORIZATION			
POSITION	**ACTUAL FY 21**	**ACTUAL FY 22**	**BUDGET FY 23**	**PROPOSED FY 24**
DIRECTOR OF LIBRARY	1.0	1.0	1.0	1.0
ASST. LIBRARY DIRECTOR	1.0	1.0	1.0	1.0
LIBRARY SVCS SPEC III	2.0	2.0	2.0	2.0
LIBRARIAN	11.0	11.0	11.0	11.0
LIBRARY & FACILITY COORD	1.0	1.0	1.0	1.0
LIBRARY TECHNICIAN	1.0	1.0	1.0	1.0
LIBRARY SVCS SPEC IV	2.0	2.0	2.0	2.0
LIBRARY SVCS SPEC II	7.8	9.8	9.8	9.8
FACILITIES MAINT SUPPORT II	2.0	2.0	2.0	2.0
FACILITIES MAINT SUPPORT I	1.0	1.0	1.0	2.0
LIBRARY INFORMATION SYSTEMS COORDINATOR	1.0	1.0	1.0	1.0
CIRCULATION MANAGER	-	-	1.0	1.0
SECURITY				1.0
LIBRARY SVCS SPEC I	2.0	-	-	-
TOTAL	**32.8**	**32.8**	**33.8**	**35.8**

Department Goals:

Goal: Sustain evolving services based on the expectation that they will become the standard.

Action: Create, revise, and/or discontinue current service models to all City/County demographics in order to implement best practices, serviceability, and fiscal stewardship.

Outcome: Continuation of servicing all residents of Yellowstone County.

Goal: Preventative Maintenance Plan

Action: Continue the creation and implementation of a preventative maintenance plan for the library building's systems and structure, while continuing to meet the LEEDs Platinum requirements.

Outcome: A designated plan and funding to maintain the library and its systems. Maintaining the library by updating/replacing systems and equipment at the end of their life cycle will ultimately save the library additional repair costs that would occur if these items were not maintained/replaced timely.

Municipal Court

Municipal Court



FY 2024 Department Budgeted Expense Total:

Municipal Court: $1,792,135

Court Grants: $547,827

Change from Budget FY 2022:

Municipal Court: $202,533

Court Grants: $31,821

Overall Budget Justification:

The Billings Municipal Court is a Court of Limited Jurisdiction and processes misdemeanor cases within the City of Billings. The court processes over 15,000 citations per year and over 30,000 hearings per year, making it the largest court in the State of Montana.

The Municipal Court budget consists of two divisions: the Judicial Division and the Receipts and Records Division. The Judicial budget funds one full time Municipal Court Judge, Judicial Assistant, and four Bailiffs. The court is requesting PSML funding for an additional elected full-time Municipal Court Judge, Judicial Assistant, and Civil Infractions/Filing clerk. The Receipts and Records budget funds the Municipal Court Administrator, seven Account Clerk II's, Sr. Courtroom Collections Clerk, and a Courtroom/Collections Clerk.

The personnel proposed budget shows an increase of $157,358 for FY 24. The increase is due to the addition of three PSML staff additions. O&M proposed budget shows an increase of $67,381. Increase is due to internal services cost projections, Stillwater facility fee, one-time operational costs for new staff, and pre-trial subsidy funding.

FY 24 total request for positions is 21.8, increasing from 18.7 in FY 23. Increase is due to staff requested through the PSML. Two treatment court positions have also been moved to full-time.

Billings Adult Misdemeanor Treatment Court (BAMTC) consists of three specialty courts: Drug Treatment Court, DUI Treatment Court, and Co-Occurring Treatment Court. These courts are 100% funded by Federal Grants and secured by the Billings Municipal Court.

The grants are reflected below under Municipal Court Grants. Court grants are used to aid offenders in treatment of mental, drug, and/or alcohol related ailments to become contributing citizens of the community and to reduce the chance of repeat-offending.

MUNICIPAL COURT
OPERATING BUDGET

FUND 0100-12000

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$1,108,825	$ 1,101,724	$ 1,277,525	$1,120,094	$1,412,677
OPERATIONS AND MAINTENANCE	291,914	281,850	312,077	290,000	379,458
TOTAL EXPENDITURES	**$1,400,739**	**$ 1,383,574**	**$ 1,589,602**	**$1,410,094**	**$1,792,135**

MUNICIPAL COURT GRANTS
OPERATING BUDGET

FUNDS 2450-2480, 7370-7380

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
REVENUE:					
INTER-GOVERNMENTAL	$ 404,495	$ 254,341	$ 516,006	$ 356,000	$ 547,827
CHARGES FOR SERVICE	-	1,028	-	-	-
INTEREST	46	25	-	-	-
TOTAL REVENUE	**$ 404,541**	**$ 255,394**	**$ 516,006**	**$ 356,000**	**$ 547,827**
EXPENDITURES:					
PERSONAL SERVICES	$ 158,317	$ 161,835	$ 171,018	$ 129,900	$ 197,514
OPERATION & MAINTENANCE	134,937	198,485	344,988	172,500	350,313
TOTAL EXPENDITURES	**$ 293,254**	**$ 360,320**	**$ 516,006**	**$ 302,400**	**$ 547,827**

Staffing

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
MUNICIPAL JUDGE	1.5	1.5	1.5	2.0
MUNICIPAL COURT BAILIFF/CLERK	3.0	3.0	4.0	4.0
ADMININSTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
COURT ADMINISTRATOR	1.0	1.0	1.0	1.0
ACCOUNT CLERK II	7.0	7.0	7.0	7.0
TREATMENT COURT SUPPORT SPEC	-	0.8	-	-
CIVIL INFRACTIONS/FILING CLERK	1.0	1.0	1.0	2.0
SR COLLECTION CLERK	-	-	1.0	1.0
COLLECTION CLERK	1.0	1.0	1.0	1.0
SUBTOTAL MUNICIPAL COURT	**15.5**	**16.3**	**17.5**	**19.0**
GRANT POSITION:				
MENTAL HEALTH COORD	0.8		-	-
DUI COORD	0.7		-	-
TREATMENT COURT SUPPORT SPEC	0.8		-	-
TREATMENT COURT COORD/MGR	-	0.8	0.8	1.0
TREATMENT COURT COORD	0.7	1.6	1.6	1.8
TOTAL MUNICIPAL COURT	**18.5**	**18.7**	**19.9**	**21.8**

Municipal Court
Goals for FY 24

Department Goals:

Goal: The timely processing and adjudication of all cases by reviewing operations and instituting policies to ensure the incorporation and utilization of best practices to ensure efficiency, consistency, and quality in all aspects of the Court's operations.
Action: Continue to assess the court calendar and clerk procedures to make changes where necessary to ensure efficiency.
Outcome(s):
- Cases are adjudicated within the national ABA standards which will shorten the court docket, create less daily paperwork, and provide better service to the public.

Goal: Completion of Municipal Court Analysis for Expansion
Action: Develop RFP for court study and analysis to assist with transition to two judges and new court space.
Outcome(s):
- Successful transition to an expanded Municipal Court.

Goal: Integration of a 2nd Full Time Municipal Court Judge CY 24.
Action: Hiring of additional staff. Meeting with other partners to review case reassignment. Update court calendar to include new Judge.
Outcome(s):
- Successful transition to two Judges. Implementation of PSML goal.

Goal: Assess future funding opportunities to secure the future of the Billings Adult Misdemeanor Treatment Court.
Action: Pursue statewide and federal funding opportunities to secure the treatment courts.
Outcome(s):
Continuation of Billings Adult Misdemeanor Treatment Courts.

Goal: Placement of Billings Municipal Court defendants into the state mandated pretrial program.
Action: Work with county staff to identify individuals who are eligible for the pretrial program. Assign jail release conditions that include monitoring. Secure additional funding for subsidies.
Outcome (s):
- Reduce jail population and failure to appears.

Goal: Quality of Life for All People in All Places.
Action: Utilize statutory authority over defendants to ensure accountabilities for all sentencing orders. Utilize area resources that support safe and healthy alternatives for defendants to meet the sentencing orders put in place for all defendants, regardless of ability to pay.
Outcome (s):
- Meet the needs for all.

Goal: Electronic Records and Retention.
Action: Continue the process of scanning and digitally archiving all paper records. Follow the digital records guidelines and State retention schedule.
Outcome(s):
- Ensure against loss by flood, fire, or natural disaster, as well as conserving physical space.

Searchable system for old records.

Parks & Recreation & Public Lands

Parks & Recreation



Current Year Department Budgeted Expense Total

$12,744,657

Change from prior year:

$ 2,086,519

Overall Budget Justification:

The FY24 proposed budget for the Parks and Recreation Department will focus on the continuation of providing safe and enjoyable programs, services, and facilities that enhance the community's quality of life. The proposed budget reflects some increases in seasonal wages and inflationary adjustments for goods and services to maintain our current level of service. Our proposed FY24 budget will continue to focus on the Department's ability to improve safety and increase recreational opportunities for the community.

Overall Budget Justification: Administration

The Administration Division consists of the Parks and Recreation Director, Parks Planner, Community Outreach and Engagement Coordinator, Administrative Support II and Customer Service Coordinator. Major functions include budget management, customer service and guidance, park planning and development, volunteer coordination, public outreach and communication, awareness campaigns, and direction for the whole department.

Overall Budget Justification: Parks Division

The Parks Division consists of three sections: Parks, Cemetery and Forestry /Natural Lands. The Parks Division has 24 full time staff; Parks Superintendent, Parks Supervisor, Cemetery/Park Supervisor, Forester, Arborist, Horticulturist, a Parks Mechanic, and seventeen Equipment Operators. During the summer months, over 30 seasonal employees join the team and are spread throughout the city parks. Park maintenance is much more than just turf care, it includes staff maintaining 5 spray grounds, 2 wading pools, 38 playgrounds, 24 picnic shelters, 24 restrooms, over 40 miles of hard surface trails, more than 10,000 trees, 1,200 acres of natural areas and one cemetery. All of which require different levels of maintenance and care. Our Focus is to ensure safe places for the community to enjoy and recreate. Staff is dedicated to safety and continue to receive training and certifications so they are up to date on the latest technology and industry standards. Currently, 6 staff members are Certified Playground inspectors, 12 are Certified Pesticide Applicators, 7 hold a CDL license and 3 are Certified Arborists. Through our commitment to safety, all playgrounds are maintained to meet the Consumer Safety Performance Specification for Playground Equipment for Public Use, all trees are maintained to ISA standards and all pools and splash pads are inspected annually to comply with state and federal regulations.

Additionally, the Parks Division facilitates events ranging from corporate functions to graduation parties.

Park Maintenance provides the Management and maintenance of approximately 2,716 acres of parkland consisting of developed (1,255 acres), undeveloped (248 acres), and natural area (1,213 acres), green space and greenway parks throughout Billings. The Division manages and maintains approximately 420 acres of lands that we do not own but manage as open space for public access and use.

Urban Forestry /Natural Resources plans, coordinates, and carries out the enforcement of Billings Municipal Codes, Chapter 25, Ordinances regarding tree care and maintenance within the City Limits of Billings. Responsibilities include planning, developing and implementing comprehensive Urban Forestry and Natural Resources programs development and management of grants, contracts and in-house projects in developed parks, natural area park lands, public open space and other public facilities and properties. Programs include; park tree management and maintenance, Horticulture programs, tree inventories and GIS mapping, tree and landscape installations, natural resources management, nuisance and noxious weed management and other citywide vegetation management programs. Over 9,400 park trees are managed and maintained, valued at almost 28 million dollars, which provides an estimated $129.73 in environmental benefits each year per tree.

Cemetery Maintenance maintains 65 acres of parkland for the use as a cemetery. Family of many of the 26,000 individuals buried in the cemetery contact Cemetery staff every year for grave locations, as well as genealogical and general information. In addition, staff assists families with the burial of their loved ones. Staff works with community organizations to hold community memorial events in the Cemetery.

Overall Budget Justification: Recreation Division

The Recreation Division FY24 budget request of $1,796,666 ($71,267 more than FY23, not including seasonal wage benefits) is comprised of seven full-time employees; one Recreation Superintendent, three Recreation Specialists, one Recreation and Wellness Specialist, one Recreation and Wellness Support and one Maintenance Worker at the Community Center. To assist in providing recreation programs and services to the Billings community the Recreation Division employs as many as 250 seasonal/temporary staff annually. Our focus is providing quality year-round recreational opportunities for all ages. Through our partnership with School District #2, we are able to utilize six middle school gymnasiums that provide the space for programming during the school year. In addition to the School District's gymnasiums, we are fortunate to have an abundance of parks for programming during the summer season, which in total, equates to over 140+ different recreational programs that nearly 7000 registered participants enjoy annually.

The Recreation Division is also responsible for the operations of our municipal pools at Rose and South Parks as well as the wading pools at Pioneer and Hawthorne Parks. We are committed to upholding the highest regards for safety and strive to follow the Model Aquatic Health Code. Many in our management staff are certified as Aquatic Facility Operators through the National Parks and Recreation Department and all of our

lifeguards are certified through the American Red Cross. We take great pride in providing a safe and enjoyable experience for the 50,000+ visitors to our municipal aquatic facilities each summer.

As we look at programming for all ages, it is important to understand the tremendous role our staff at the Community and Senior Center plays in providing health and wellness programs and services for our senior population. We are again thrilled to expand our new partnership with the Adult Resource Alliance of Yellowstone County (ARAYC) in collaborating with our staff to provide Parks and Recreation programs and activities to the facilities the ARAYC currently operate on the Westend and in the Heights.

In addition, the Recreation Staff is also responsible for the daily operation of the Strike Zone Batting Cages located at Stewart Park. This facility provides an enjoyable atmosphere for kids and adult to practice their skills in baseball and softball in the spring and summer months.

With all of the recreational opportunities available to our community and the increase in programs offered, we have budgeted an estimated $1,070,000 in revenue for FY24, which is 60% of the overall requested budget for the Recreation Division.

New or Expanded Programs: Parks Division

- Temporary Wages ($25,000) This increase is to provide a $1.00/hr. increase to all seasonal staff. Currently Park Attendants are paid $14.00/hr. This wage is not competitive in Billings and makes recruitment of seasonal employees very difficult. With the increase we hope to retain more staff and make recruitment easier.
- Temporary Wages ($3,000) This increase would allow Forestry to offer a $1.00/hr. increase for seasonal wages. This will help with retention of existing seasonal staff and assist in the recruitment of new seasonal employees.
- Temporary Wages ($3,500) This increase would allow the Cemetery to offer a $1.00/hr. increase for seasonal wages. This will help with retention of existing seasonal staff and assist in the recruitment of new seasonal employees
- Mach/Equip Parts ($500) Price increase.
- Tires, Tubes, Etc. ($500) Price increase.
- Building/Equipment Maintenance ($20,000) The office building roof is old T-Lock shingles that are curled and in desperate need of replacement before the roof fails and begins to leak.
- Building/Equipment Maintenance ($45,000) Currently the Cemetery has to store equipment outside because the shop space is very limited. Equipment stored out in the weather and sun has a shorter useful life and increased maintenance costs. This request is to build an additional cold storage building, so all equipment could be stored safe and not subject to the harsh weather conditions.
- Grounds Maintenance ($10,000) Increase is to cover price increases for fertilizer, mulch and pesticide prices.
- Temporary Wages ($6,000) Increase to provide $1.00/hr. increase for seasonal wages assisting with retention and recruitment of seasonal employees.

- Mach/Equip Parts ($5,000) Cover costs increases.

New or Expanded Programs: Recreation Division

- Seasonal Wage Increase for Aquatics Staff – $10,000 (ongoing). Increase hourly wage rates by $0.50 for summer seasonal aquatic staff to be competitive in the local economy and with other similar service providers in Billings. With the current hourly pay rates, it is often difficult to attract enough qualified applicants to fill key aquatic staff positions. Without qualified lifeguards, swim instructors and supervisors, the level of aquatics service that PRPL is able to provide to our community will decline. Without aquatic staff, we will have to consider reduced pool hours or facility closures. We have estimated an additional $15,000 in revenue from daily pool admission and waterslide fees in FY24. We also anticipate a continued growth in our American Red Cross Learn to Swim Program to account for $15,000 more in revenue with our upcoming registration fee increase for the summer of 2023.
- Inflationary Adjustment for Pool Chemicals and Supplies – $3,000 (ongoing). We continue to see increases in pool chemicals, cleaning supplies, first aid supplies, and water testing systems. We have estimated an additional $15,000 in revenue from daily pool admission and waterslide fees in FY24. We also anticipate a continued growth in our American Red Cross Learn to Swim Program to account for $15,000 more in revenue with our upcoming registration fee increase for the summer of 2023.
- Inflationary Adjustment for Pool Concession - $8,000 (ongoing). The cost of pool concession goods continues to increase. We have estimated an increase of at least $15,000 in revenue for summer of 2023.
- Vermont Systems Pool Admission Kiosk - $4,700 (one-time). We have identified an additional customer service station to accept daily admission fees at Rose, in an effort to better manage the wait times to enter the pool. This kiosk is portable and can be used when needed and securely stored when not in use. We have estimated and additional $30,000 in total revenue at Rose Pool for FY24.
- Seasonal Wage Increase for Program Staff - $12,000 (ongoing). To remain competitive in attracting seasonal employees for all of our youth, adult and senior recreation programs and activities, we have increased wages by $0.50 on average. To account for this increase we have estimated and additional $70,000 in revenue with the upcoming registration fee increase.
- Inflationary Adjustment for Recreation Program Supplies - $2,500 (one-time). To offset the increased cost of supplies and equipment to provide quality recreation programs we have estimated an additional $70,000 in revenue to cover this expenditure increase as well as the seasonal wage increase.
- Community Center Hardwood Floor – $4,500 (one-time). The hardwood floor at the Community Center is in need of service to keep if functional and safe for participants. A leaking roof damaged the floor during the summer on 2022. Hardwood floor experts suggest stripping and re-waxing the floor. The floor was last stripped and waxed over 7+ years ago.
- Community Center Dishwasher Replacement – $9,945 (one-time). In conjunction with the Adult Resource Alliance of Yellowstone County’s meal site

and formal partnership, it has been determined that the dishwasher is in need of replacement due to its age (25+ years) and functionality. The City of Billings receives $40,000 annually from the ARAYC through the Senior Mill Levy.

- Neighborhood Centers Refrigerator Replacements – $4,000 (one-time). The refrigerators at both North Park and Zimmerman Centers are very old and in need of replacement. They are used by both summer camp staff and building renters. We have estimated a $4,000 increase in rental revenue for FY24.

Department Goals:

The goals for the Parks and Recreation Department continue to be providing safe and enjoyable programs, services and facilities that enhance the community's quality of life.

The Department continues to highlight safety as our number one goal. This includes park and trail users to anyone who enrolls into one of our many programs. The Parks Division continues to look into ways the design and maintenance of the landscape can make users safer, from better management techniques to well-designed shrub beds. The Department's Police officer continues to have a large impact on safety in the parks and the programs offered, from informing the next shift of potential problems to meeting with the various programs to better understand their security needs and his role in that.

To assist in the pursuit of improved public safety, the multi-generational recreation center will provide many youth and adults a safe and healthy outlet to pursue recreation thus reducing crime and incarceration. The Parks and Recreation Department continues to prioritize positioning itself as the organization responsible for the design, construction, operations and management of a multi-generational recreation facility in Billings. The Parks and Recreation Comprehensive Department Plan, completed in 2017, identified a multi-generational recreation center as its #1 priority to move the Department forward and bring the community together. In addition, the current and past Capital Improvement Plans (CIP) have included the recreation center as a project to be completed within the next 3-5 years. Throughout the last few years, the Department has added technology that makes transitioning to this facility advantageous, with the implementation of Point-of-Sale, Facility Reservation Management, and Pass Management that not only meet our current needs, but the future needs. These new components integrate with our current registration system that includes online and mobile capabilities.

PARKS RECREATION AND PUBLIC LANDS
DEPARTMENT REVENUE

REVENUE BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ 1,339,782	$ 1,418,507	$ 1,583,336	$ 1,480,000	$ 1,701,100
PARK DISTRICT 1	3,075,944	3,429,165	3,619,938	3,256,173	3,865,482
PARK MAINTENANCE DISTRICT	1,193,460	1,135,067	1,272,521	1,200,000	1,361,036
AMEND PARK	6,461	12,550	25,448	25,000	27,300
BALLPARK DONATION	61,637	61,708	61,195	61,000	74,500
BALLPARK REPAIR FUND	30,103	27,963	30,223	30,500	32,000
CEMETERY IMPROVEMENTS	25,609	29,453	14,411	14,500	16,500
CEMETERY PERPETUAL TRUST	21,683	14,560	17,194	16,000	23,450
DOG PARK CONSTRUCTION	27,230	7	5,000	100	5,000
PARK CONSTRUCTION	316	1,414	-	-	600
PARKS PROGRAMS	140,949	139,502	123,927	123,927	167,750
TOTAL REVENUE	**$ 5,923,174**	**$ 6,269,896**	**$ 6,753,193**	**$ 6,207,200**	**$ 7,274,718**

PARKS RECREATION AND PUBLIC LANDS
DEPARTMENT ALL FUNDS

REVENUE BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
SPECIAL ASSESSMENTS	$ 4,194,568	$ 4,278,026	$ 4,881,797	$ 4,300,000	$ 5,171,518
CHARGE FOR SERVICE	1,337,516	1,437,166	1,579,886	1,500,000	1,699,250
CONTRIBUTIONS/DONATIONS	235,130	292,158	180,000	295,000	217,500
INTERGOVERNMENTAL	50,641	238,503	40,000	40,000	40,000
INVESTMENT EARNINGS	15,960	(147,018)	18,310	15,000	94,850
LICENSE AND PERMITS	7,050	12,882	7,000	11,000	6,000
MICELLANEOUS	2,405	4,258	600	600	-
TRANSFERS IN	79,904	153,921	45,600	45,600	45,600
TOTAL REVENUE	**$ 5,923,174**	**$ 6,269,896**	**$ 6,753,193**	**$ 6,207,200**	**$ 7,274,718**

PARKS RECREATION AND PUBLIC LANDS
DEPARTMENT EXPENSE

EXPENSE BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ 4,930,070	$ 4,926,090	$ 4,797,802	$ 4,794,809	$ 5,004,486
PARK DISTRICT 1	2,692,708	3,628,877	3,864,938	3,502,545	5,590,277
PARK MAINTENANCE DISTRICT	948,948	966,172	1,236,341	1,100,000	1,284,867
AMEND PARK	11,447	31,253	31,018	19,020	90,989
BALLPARK DONATION	20,509	9,309	121,279	17,780	80,759
BALLPARK REPAIR FUND	3,144	15,073	30,744	15,744	30,726
CEMETERY IMPROVEMENTS	-	-	-	26,000	230,000
CEMETERY PERPETUAL TRUST	3,679	1,972	5,600	5,000	5,600
DOG PARK CONSTRUCTION	44,085	-	5,000	2,000	5,000
PARK CONSTRUCTION	22,947	80,610	-	-	65,662
PARKS PROGRAMS	156,384	156,458	150,445	156,000	26,393
CAPITAL REPLACEMENT	145,447	-	414,971	414,971	329,898
TOTAL EXPENDITURES	**$ 8,979,368**	**$ 9,815,814**	**$ 10,658,138**	**$ 10,053,869**	**$ 12,744,657**

PARKS RECREATION AND PUBLIC LANDS
DEPARTMENT ALL FUNDS

EXPENSE BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 3,955,810	$ 4,240,869	$ 4,558,194	$ 4,300,000	$ 4,661,662
OPERATIONS AND MAINTENANCE	2,800,852	2,937,489	3,412,354	3,100,000	3,737,980
CAPITAL	1,781,347	2,089,976	2,233,721	2,200,000	3,902,896
TRANSFERS	441,359	547,480	453,869	453,869	442,119
TOTAL EXPENDITURES	**$ 8,979,368**	**$ 9,815,814**	**$ 10,658,138**	**$ 10,053,869**	**$ 12,744,657**

PARKS RECREATION AND PUBLIC LANDS
OPERATING BUDGET (GENERAL FUND)

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 3,687,595	$ 3,905,719	$ 4,100,906	$ 3,950,000	$ 4,215,083
OPERATIONS AND MAINTENANCE	507,908	604,825	582,087	660,000	703,085
CAPITAL	422,374	68,345	-	70,000	19,345
TRANSFERS	312,193	347,201	114,809	114,809	66,973
TOTAL EXPENDITURES	**$ 4,930,070**	**$ 4,926,090**	**$ 4,797,802**	**$ 4,794,809**	**$ 5,004,486**

PARKS RECREATION AND PUBLIC LANDS
DEPARTMENT EXPENSE (ALL FUNDS)

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 3,955,810	$ 4,240,869	$ 4,558,194	$ 4,300,000	$ 4,661,662
OPERATIONS AND MAINTENANCE	2,800,852	2,937,489	3,412,354	3,100,000	3,737,980
CAPITAL	1,781,347	2,089,976	2,233,721	2,200,000	3,902,896
TRANSFERS	441,359	547,480	453,869	453,869	442,119
TOTAL EXPENDITURES	**$ 8,979,368**	**$ 9,815,814**	**$ 10,658,138**	**$ 10,053,869**	**$ 12,744,657**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
DIR. PARKS, RECREATION, PUBLIC LANDS	1.0	1.0	1.0	1.0
PARKS SUPERINTENDENT	1.0	1.0	1.0	1.0
PARKS SUPERVISOR	2.0	2.0	2.0	2.0
ARBORIST	1.0	1.0	1.0	1.0
FORESTER/NAT'L RESOURCE SUP	1.0	1.0	1.0	1.0
EQUIPMENT OPER./MAINT. WORKER	9.0	9.0	8.0	8.0
PARKS MAINT MECHANIC	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	2.0	2.0	2.0	2.0
SR. EQUIP. OPER/MAINT. WORKER	6.0	6.0	7.0	7.0
RECREATION SUPERINTENDENT	1.0	1.0	1.0	1.0
RECREATION SPECIALIST	3.0	3.0	3.0	3.0
PARK PLANNER	1.0	1.0	1.0	1.0
PROJECT MANAGER			1.0	1.0
ADMINISTRATIVE SUPPORT I	1.0	1.0	1.0	1.0
CUSTOMER SERVICE ASSISTANT				
COMMUNITY CENTER SUPERVISOR	1.0	1.0	1.0	1.0
VOLUNTEER PROGRAM COORDINATOR	1.0	1.0	1.0	1.0
FACILITIES MAINT SUPPORT II	1.0	1.0	1.0	1.0
COMMUNITY CENTER SUPERVISOR				
	33.0	**33.0**	**34.0**	**34.0**

Planning, Community Services, Zoning & Code Enforcement

Planning and Community Services Department (PCSD)

The PCSD focuses on Quality of Life, Safety, Fairness/Equity, Community Voice, Communication and Education. Our Department initials in our approach to our work also stand for: P-Planning, C-Community, S-Solutions, D-Delivery. The PCSD is made up of three divisions – Code Enforcement, Community Development and Planning. We also provide direct support to the City for its three Urban Renewal Districts and we support the City's Neighborhood Task Forces. The Planning Division serves both Billings and Yellowstone County and our designation as a Metropolitan Planning Organization for Transportation Planning work also requires we work across political boundaries with the City and County. Our activities are public facing in all of our services and that makes excellent customer service a critical pillar in our Department.

Current Year Department Budgeted Expense Total:

$5,854,015



Change from Prior year:

$(142,375)

Overall Budget Justification:

The Planning and Community Services Department (PCSD) FY24 budget is $5,854,015; this is a decrease in expenses from FY23 of $142,375. A significant amount of revenue for FY24 is the ongoing management of CDBG-CV (CARES Act) and HUD-ARP (American Rescue Plan) funding received by the City of Billings from the Department of Housing and Urban Development (See summary in Community Development Division section below). The Department anticipates spending about $202,054 in reserves in the Planning Division in FY24. However, the Planning Division reserve levels continue to remain well above the minimum set by City Council.

In addition to the program changes discussed below, increases in operational areas of the FY24 budget are mostly related to increases in IT and GIS charges of about $16,067. IT costs have increased sharply in the past three years, going up 30% in two years for the Planning Division and accounting for 34% of the Community Development Division's grant administration costs. Some short term and long term solutions to these increases are being explored as noted in the CD and Planning sections below since some charges have been found to be misallocated to specific divisions and PCSD Divisions are not able to simply pass along these costs to customers and absorb them year after year. There are also unallocated IT GIS costs that are spread across many Divisions and Departments as a percentage allocation. This allocation calculation has not been updated in years and PCSD will work with City Administration, IT and other Departments to update this before FY25. This appears to be the single largest area of charges to the Planning Division and is a priority.

Personal Services for all divisions will increase an additional $112,375 for an increase in steps and a 3% COLA.

The PCSD utilizes multiple revenue sources to deliver the services it provides to its customers. These varied sources means that there are limits to revenue sharing and mixing across the three PCSD divisions – Code Enforcement, Community Development, and Planning. PCSD revenue is expected to remain about the same in FY24 with steady license and application income, the ongoing HUD and FHWA grants, and the Public Safety Mill Levy.

Highlighted Programs:

CDBG-CV Projects Ongoing:

The City of Billings was awarded a Coronavirus Aid, Relief, and Economic Security (CARES) Act allocation to exclusively support coronavirus response. The funding of $909,126 is being used to benefit low-income individuals and families and cannot duplicate local, state, or federal resources.

The City worked with the CD Board and City Council in making a substantial amendment to the Consolidated Plan to allocate CDBG funding for coronavirus response, preparation, and prevention projects. Funding has been allocated for administration and grant awards have been made to The Salvation Army, the Downtown Business Improvement District, Alternatives, Billings Public Schools, and Boys and Girls Club, and for several park improvements across the City. All awards can be viewed online at www.BillingsMT.gov/CDBGcv.

HOME-ARP Application Process in 2023:

The U.S. Department of Housing and Urban Development awarded Billings $1,211,321 in HOME-ARP (American Rescue Plan) funding in 2021 to help provide housing, shelter, and / or services for people: experiencing homelessness; at-risk of homelessness; or fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.

City staff published a survey for service providers in October 2022, drafted the allocation plan in February 2023, and submitted the allocation plan by March 31, 2023. The City has until 2030 to expend these funds.

Following HUD’s approval of the allocation plan, City staff must create / implement extensive procedures based on identified needs (beneficiary preferences and prioritization, tenant selection, determining household contributions to rent based on household income, allowable maximum subsidy and length of service eligibility for each qualifying household, maximum cost of each provided service, complete program rules, a formal process for termination of assistance to qualified households [including written notifications and communications], prevention of conflict of interest, standards of conduct pertaining to internal controls, new standardized underwriting guidelines for all types of projects [including sources / uses, developer fee reasonableness, assessment of current market demand, determination of developer's experience and financial capacity / net worth / liquidity, and assess viability through a fifteen-year compliance

period], methods for examining individual / household income to determine monthly rent payments for the fifteen year compliance period, etc.).

Award recommendations will be established by the Community Development Board and submitted to the City Council for review / approval.

Code Enforcement PSML Strategy Implementation:
With the addition of three code enforcement officer positions, Code Enforcement is able to revise some job responsibilities, as well as update the residential enforcement areas.

Code Enforcement goes into FY24 with 5 residential Code Enforcement Officers, two specialized Code Enforcement Officer IIs, updated service areas to create a more equal distribution of workload and enforcement, improved coordination with Municipal Court and City Legal, and critical involvement in the City's new Nuisance Property Team. The Division is poised to continue robust implementation of its PSML Strategies.

Neighborhood Plan Update Process Moving Forward:
The Planning Division is budgeting for at least one Neighborhood plan in FY24 and is continuing to pursue State CDBG Planning grants to help fund additional neighborhood plan work. However, the Division will still need to manage expectations as staffing and funding capacity at this time means updating about one neighborhood plan per year, and maybe two with CDBG grant funds. With approximately 8 existing plans that are all out of date, the time frame to complete them all is still many years. Like needed funding for area and corridor land use plans, the need for a new revenue source for neighborhood planning is part of the greater solution to quality land use planning in Billings.

Department Staffing

The PCSD Director continues to work with PCSD Division Managers, City Finance and Administration to improve the allocation of the salary, benefits, and expenses of the Director across the PCSD Divisions and three urban renewal districts. While the Director's position has historically been financially attached to the Planning Division, increased allocation from the CE Division and Urban Renewal Districts is being made in FY24 to reflect where the position's time and oversight is focused.

Department and City Council Priorities and Goals (adopted April 2022):

Goal: Improve the safety of Billings *(City Council and Department)*

- Implement PSML funded Code Enforcement strategies to improve safety and keep neighborhoods clean
- Continue improving our transportation corridors and infrastructure with continued funding in the FY24 Planning Division Budget for the Active Transportation Planner and Traffic Technician positions, and conducting planning studies and outreach efforts to prioritize SRTS, multi-modal access, and safety programs and projects.

Goal: Implement allocation of CDBG-CV (COVID) and HUD-ARP funding provided to the City of Billings in 2022 and 2023 *(Department)*

- Provide funding support to low income residents and/or though service organizations that support low income residents and families
- Ensure use of funds meet HUD guidelines and requirements

Goal: Improve Communication with our citizens *(Department)*

- Work in coordination with City PIO to:
    - Inform and engage Neighborhood Task Forces
    - Continue application of Social Media Tools, Implementation of Public Participation Plan in Land Use, Zoning and Transportation Planning Projects
- Continue successful utilization of electronic public engagement and meeting tools

Goal: Create a park development program and analyze all park funding to build excellent parks and trails throughout the City *(City Council and Department)*

- Increase trails investments in partnership with City Public Works, PRPL, Billings TrailNet, Big Sky Economic Development, Healthy By Design, and others
- Support opportunities for grants and secure a permanent funding source for grant matching funds and construction of non-motorized transportation investments.

Goal: Regulate medical and recreational marijuana dispensaries/storefronts. Analyze land use and financial impacts of legalized recreational use of marijuana on the City and recommend policy improvements. *(City Council and Department)*

- Regulations were adopted in late 2021 and implementation continues
- Code Enforcement, Finance, Building, Police and Legal are coordinating on license process and complaint response and enforcement

Goal: Stimulate Redevelopment within downtown and other business districts *(City Council and Department)*

- Implement street conversions and better multi-modal access to Downtown
- Use zoning code to support new development and redevelopment for new commercial, residential and mixed use projects
- Participate in Housing Strategy Initiative passed by Council in 2022

Goal: Transportation/Land-Use System Improvements *(City Council and Department)*

- Billings Bypass Corridor Study completed in early 2023
- Construct the Inner Belt Loop (IBL) and Skyline Trail
- Fund evaluation of land use planning and utility extension options for IBL and northern portion of the Billings Bypass corridors

Goal: Define strategy to complete cost of services study to help fund police, fire, parks and transportation infrastructure in partnership with Yellowstone County *(City Council and Department)*

- RFP launched in February 2023
- Contract with consultant in spring 2023 to complete the Study

Goal: Monitor the implementation of Project ReCode in first two years at 4, 7 and 12 month reporting periods *(City Council and Department)*

- Final 12 month reporting concluded in spring 2022
- Proposed Substantive Amendments to the code to Council in Spring 2023

Goal: Begin evaluation and prioritization of Neighborhood Plan updating *(City Council and Department)*

- Applying for State CDBG grant as part of strategy to tackle up to 2 neighborhood plan updates annually
- Identify funding options to further increase capacity for this kind of long range planning program

STAFFING AUTHORIZATION - ALL DEPARTMENTS

POSITION	DIVISION FUNDING	ACTUAL FY 21	ACTUAL FY22	BUDGET FY23	PROPOSED FY24
PLANNING/COMM SERV DIRECTOR	PLANNING	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT I	BUILDING	0.3	0.3	0.3	0.3
	CODE ENFORCEMENT	0.3	0.3	0.3	0.3
	PLANNING	0.4	0.4	0.4	0.4
	TOTAL	**1.0**	**1.0**	**1.0**	**1.0**
CODE ENFORCEMENT OFFICER	BUILDING	0.0	0.0	0.0	0.0
	CODE ENFORCEMENT	2.0	3.0	3.0	3.0
	TOTAL	**2.0**	**3.0**	**3.0**	**3.0**
COMMUNITY SERVICES MANAGER	CDBG	1.0	1.0	1.0	1.0
COMMUNITY DEV GRANT COORDINATOR	CDBG	2.0	3.0	2.0	3.0
GRANTS TECHNICIAN	CDBG	1.5	0.5	1.5	0.5
CODE ENFORCEMENT CLERK	CODE ENFORCEMENT	1.0	1.0	1.0	1.0
CODE ENFORCEMENT OFFICER	CODE ENFORCEMENT	0.0	0.0	2.0	2.0
CODE ENFORCEMENT OFFICER II	CODE ENFORCEMENT	1.0	1.0	2.0	2.0
CODE ENFORCEMENT MANAGER	CODE ENFORCEMENT	0.0	1.0	1.0	1.0
ACTIVE TRANSPORTATION PLANNER	PLANNING	0.8	1.0	1.0	1.0
ZONING COORDINATOR	PLANNING	1.0	1.0	1.0	1.0
PLANNER I	PLANNING	1.0	2.0	2.0	3.0
PLANNER II	PLANNING	1.0	1.0	1.0	1.0
PLANNING ASSISTANT	PLANNING	1.0	1.0	1.0	0.0
PLANNING CLERK	PLANNING	1.0	1.0	1.0	1.0
PLANNING DIVISION MANAGER	PLANNING	1.0	1.0	1.0	1.0
TRANSPORTATION PLANNER	PLANNING	1.0	1.0	1.0	1.0
TRANSPORTATION PLANNING COORD	PLANNING	1.0	1.0	1.0	1.0
TOTAL STAFF		**19.3**	**22.5**	**25.5**	**25.5**

Budgeted Revenues:

PCSD
DEPARTMENT AND FUNDS

REVENUE BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
TAXES	$ 537,675	$ 555,899	$ 523,000	$ 519,718	$ 508,247
LICENSES & PERMITS	57,444	83,637	81,250	91,912	85,000
INTERGOVERNMENTAL	2,135,739	2,050,552	3,771,540	3,205,104	3,447,727
CHARGES FOR SERVICE	345,872	516,776	362,532	469,440	411,347
INVESTMENT EARNINGS	1,189	(21,187)	2,502	4,582	18,971
CONTRIBUTIONS/DONATIONS	500	85,000	-	-	5,000
INTERFUND TRANSFERS	60,614	65,000	65,200	80,137	79,750
MISCELLANEOUS	895,332	963,228	331,500	662,843	650,000
TOTAL REVENUE	**$ 4,034,365**	**$4,298,905**	**$5,137,524**	**$ 5,033,736**	**$ 5,206,042**

PCSD
ALL DEPARTMENT REVENUES

REVENUE BY FUND

FUND NAME	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ (15,925)	$ 40,371	$ 23,000	$ 57,276	$ 23,000
BIKE PATH/TRAIL DONATION	-	84,496	138	275,623	200
CDBG FUND	2,136,072	2,016,320	3,044,732	2,626,837	2,995,279
CITY COUNTY PLANNING FUND	1,914,218	2,157,718	2,069,654	2,074,000	2,187,563
TOTAL REVENUE	**$ 4,034,365**	**$4,298,905**	**$5,137,524**	**$ 5,033,736**	**$ 5,206,042**

Budgeted Expenditures:

PCSD
ALL DEPARTMENTS AND FUNDS

EXPENSE BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$2,042,079	$2,250,264	$2,641,966	$ 2,459,782	$ 2,754,341
OPERATIONS AND MAINTENANCE	1,953,936	2,004,311	3,205,702	2,603,671	3,067,098
CAPITAL	-	182,542	132,000	547,919	7,000
TRANSFERS	8,142	16,759	16,722	48,722	25,576
TOTAL EXPENDITURES	**$4,004,157**	**$4,453,876**	**$5,996,390**	**$ 5,660,094**	**$ 5,854,015**

PCSD
ALL DEPARTMENT EXPENSES

EXPENSE BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
GENERAL FUND	$ 556,350	$ 722,168	$1,156,484	$ 951,967	$ 1,111,845
BIKE PATH/TRAIL DONATION	-	72,580	-	350,000	-
CAPITAL REPLACEMENT	-	23,966	-	-	-
CDBG FUND	1,622,656	1,633,018	2,585,841	2,172,509	2,352,554
CITY COUNTY PLANNING FUND	1,825,151	2,002,144	2,254,065	2,185,618	2,389,616
TOTAL EXPENDITURES	**$4,004,157**	**$4,453,876**	**$5,996,390**	**$ 5,660,094**	**$ 5,854,015**

Code Enforcement:

The Code Enforcement Division is funded by the City's General Fund. The Division enforces 22 City codes, including junk vehicles, parking, weeds, nuisances, signage, and right-of-way obstructions. The Division handles an average of more than 3,500 cases per year. The Division provides code enforcement response to citizen concerns on a city-wide basis.

This Division does generate some revenue from parking tickets and weed abatement. However, the parking ticket funds are budgeted within the Parking Division and the weed abatement charges return to the General Fund. Therefore, none of the revenue sources are reflected clearly as a revenue stream for CE operations. CE does not carry reserves called out separately from the General Fund.

Revenue:

$1,111,845

Expenses:

$1,111,845

Additional Notes:

- The CE Division is integral to the City Council's priority to improve the safety of Billings through voter approval of the Public Safety Mill Levy in 2022 and ongoing efforts. The added resources for the Division with passage of the levy adds about $500,000 in additional revenue over the next five years and is helping implement additions of staff and resources. This financial investment is enabling the Division to:
    - Be more proactive in its enforcement
    - Increase abatements to clean up neighborhoods
    - Plan and conduct strategic enforcements in coordination with other city departments
    - Improve court outcomes and process with Legal staff support
    - Increase outreach and education

Budgeted Expenditures:

CODE ENFORCEMENT
OPERATING BUDGET

GENERAL FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 422,511	$ 506,181	$ 808,160	$ 662,065	$ 827,126
OPERATIONS AND MAINTENANCE	127,867	121,912	253,307	203,885	261,640
CAPITAL	-	81,028	82,000	41,000	-
TRANSFERS	5,972	13,047	13,017	45,017	23,079
TOTAL EXPENDITURES	**$ 556,350**	**$ 722,168**	**$ 1,156,484**	**$ 951,967**	**$ 1,111,845**

Community Development:

The Community Development Division manages federal funding including the U.S. Department of Housing and Urban Development *(Community Development Block Grant and HOME Investment Partnerships program)* and the Corporation for National and Community Service *(AmeriCorps VISTA).* These federal resources pay for personnel wages, benefits, and operations costs to implement homebuyer, home repair, housing development, and poverty-impact programs. Given the limited funds that may be allocated to administration of the HUD programs, $3,500 will be allocated this year to cover the PCSD Director's oversight of the Division.

Community Development receives an annual General Fund allocation to cover rent and parking (FY24 $79,750). The Division also received a one-time $250,000 in 2013 from an SID loan fund reallocation the City Council approved and a one-time $196,500 in 2015 from a South 27th Street property sale. These revolving funds are used for housing projects and more than 40 families have been assisted with home ownership / repair projects to date.

The Division does not carry reserves, but federal funding and affiliated loan repayment revenues can be carried over from one City Fiscal Year to the next. The Division experienced significant loan repayment activity in 2021 and 2022 due to the increase in home values in Billings. This is a positive in terms of having program income to re-allocate in services, but HUD annual expenditure deadlines also make it challenging to meet expenditure requirements. Further discussion of the CDBG-CV and HUD-ARP funding awards is under the Highlighted Programs section above.

FY24 Revenue/Expenditures:

Program	Revenue Amount	Expenditure Amount
Community Development Block Grant	$780,678	$623,918
CDBG-CV (Coronavirus Grant)	$1,150,755	$1,150,755
HOME Grant	$882,885	$378,086
AmeriCorps VISTA Grant	$100,300	$100,000
General Funds Transfer (Rent)	$79,840	$79,750
Council Revolving Loan Fund & Misc	$551	-
TOTAL	$2,995,009	$2,332,509

Long Term Service Agility: The Division is not proposing any new programs or projects for FY24 but it continues to face significant challenges due to its very limited funding outside of its core HUD programs. Issues of affordable housing, homelessness and other social service programs and challenges are a significant concern and focus in Billings. The City Council approved a Council Initiative to develop a Housing Strategy for Billings to help address housing access and affordability challenges. And while Community Development staff could bring knowledge and expertise to some of these discussions and efforts, the HUD grant funding does not enable staff to vary from the primary goals and programming covered by the HUD grants. Further, there is not enough current staff capacity even if funding were available to participate. Other large communities in Montana have addressed this by bringing local general funds to community development activities. Internal charges for services like IT are also becoming unsustainable under HUD grant administration caps. The Division can't pass these costs along to anyone and also can't continue to absorb annual increases. City Administration, Finance, the IT Director, PCSD Director, and CD Manager are working to make reductions in IT costs for CD as we transition to the new City Hall in 2024 and how charges are allocated across PCSD.

Budgeted Expenditures:

COMMUNITY DEVELOPMENT GRANTS FUND
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	PROPOSED FY24
PERSONAL SERVICES	$ 430,958	$ 451,211	$ 480,250	$ 524,299	$ 494,132
OPERATIONS AND MAINTENANCE	1,180,273	1,167,165	2,043,021	1,487,750	1,838,377
CAPITAL	-	4,968	-	156,919	-
TOTAL EXPENDITURES	**$ 1,611,231**	**$ 1,623,344**	**$ 2,523,271**	**$ 2,168,968**	**$ 2,332,509**

Community Development Program:

Urban Renewal Property Acquisition Fund:

This fund is used to account for Tax Increment assets primarily related to property on South 27th Street. As the City sells property previously acquired through the Tax Increment Program (not affiliated with the current Downtown District, EBURD or SBBURD), the funds are deposited in Fund 4280 making them available for additional Tax Increment-related activities or for ongoing operating a maintenance costs associated with the property previously acquired, such as snow removal and weed control. There is a slight increase in both Operating and Maintenance Expenses and Interest Income.

URBAN RENEWAL PROPERTY ACQUISITION FUND
OPERATING BUDGET

FUND 4280

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 235,041**	**$ 223,683**	**$ 223,323**	**$ 213,601**	**$ 204,086**
REVENUE:					
TRANSFERS IN	$ -	$ -	$ -	$ -	$ -
INTEREST ON INVESTMENTS	64	(410)	$ 67	$ (12)	$ 270
MISCELLANEOUS	-	-	-	-	-
SALE OF PROPERTY	-	-	-	-	-
TOTAL REVENUE	**$ 64**	**$ (410)**	**$ 67**	**$ (12)**	**$ 270**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 11,422	$ 9,672	$ 12,570	$ 9,503	$ 13,045
DECREASE IN VALUE - LAND & IMPROVEMENTS	-	-	50,000	-	7,000
TRANSFER OUT	-	-	-	-	-
TOTAL EXPENDITURES	**$ 11,422**	**$ 9,672**	**$ 62,570**	**$ 9,503**	**$ 20,045**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 223,683**	**$ 213,601**	**$ 160,820**	**$ 204,086**	**$ 184,311**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	223,683	213,601	160,820	204,086	184,311
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Planning:

The Planning Division provides comprehensive planning services for the City of Billings and Yellowstone County. This includes subdivision and zoning administration and transportation planning services for the Metropolitan Planning Organization. The Planning Division draws on three revenue sources to sustain all of its operations – a County-Wide Mill Levy, charges for permit and application fees, and federal funds allocated to the Billings Metropolitan Planning Organization (MPO) for transportation planning services. The MPO funds can be used with local match funding from the Mill Levy and charges for service at levels of 20% to 80% depending on the program and staff activities.

Planning continues to face significant challenges in funding long range planning activities, like area plans for the Inner Belt Loop and north end of the Billings Bypass (See City Priorities and Goals section above), and efforts like updating the City's Growth Policy and neighborhood planning work. The Division also can't easily absorb significant internal charges in areas like IT services. While Planning does charge for many of its services and adjust fees per Council approval every two years, keeping fees on pace with the costs to deliver the services, and dealing with annual internal charge increases cannot all be stacked on fees. City Administration, Finance, the IT Director, PCSD Director, and Planning Manager made some changes in the FY24 budget to how internal charges are allocated and are also looking at longer term solutions for FY25. Discussions between Administration and PCSD include consideration of an increase in the County-Wide Planning Levy. The levy is a multi-year strategy and some short–term adjustments – managing long range planning expectations and adjusting IT service allocations – may be needed to manage costs.

Revenue:

$2,187,562

Expenses:

$2,389,616

Reserve:

Spending $202,054 in reserves in FY24 still leaves the Division with an estimated $523,600 in reserves at the end of FY24, well above the minimum required.

Budgeted Expenditures:

CITY-COUNTY PLANNING FUND
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 1,188,610	$ 1,292,871	$ 1,353,556	$ 1,273,417	$ 1,433,083
OPERATIONS AND MAINTENANCE	634,371	705,561	896,804	908,495	954,036
TRANSFERS	1,139	3,712	3,705	2,674	2,497
TOTAL EXPENDITURES	**$ 1,824,120**	**$ 2,002,144**	**$ 2,254,065**	**$ 2,184,586**	**$ 2,389,616**

Police

Billings Police Department:

Current Year Department Budgeted Expense Total:

Change from Prior Year:

Overall Budget Justification:



The primary function of the Billings Police Department is to protect life, property, and the pursuit of constitutionally guaranteed activities through the enforcement of laws, statues, and local ordinances and promoting a safe environment within the philosophy of community policing. The Police Department is split between the Public Safety Fund for a large majority of their expenses and income, but additional grant funds provide reimbursement for several specific programs. The Police Department will continue to provide services for patrol, investigation, animal control, K-9 policing, traffic safety and partner with local, state, and federal investigations.

The budget for all Police Department expenses is expected to be $32.4 million and has increased from the prior year by $1,444,351. The transfers out increased by $181,377 for equipment replacement values for facilities, animal shelter and police which includes police technology replacements. There are 10 police vehicles budgeted for in the Equipment Replacement Plan (ERP) at a capital cost of $337,800 and one vehicle for the Animal Shelter at $23,688. The police department also reserved an additional $142,200 to cover excess costs, over the equipment replacement program, to cover inflated car values. The debt service for the Police Evidence Building has increased by $98,219 due to variable interest rate increases.

Personal Services will increase an additional $1,320,093 for an increase in steps and a 3% COLA. Operation and Maintenance showed a small decrease of $1,330. The South TIF Urban Renewal Fund will continue to transfer in $312,294 to cover the entire debt service payment.

The Billings Police Department also encompasses the Animal Control Division. Donations to the Animal Shelter are tracked, but with the privatization of the Animal Shelter in 2009, projected revenues for the Animal Shelter are no longer expected as public donations have been going directly to the Yellowstone Valley Animal Shelter. The accounts are left open for possible donations through the City.

Any expenditures within Animal Control will be used for spay and neuter relief, education, animal health and welfare, facility improvements, and other projects and initiatives to benefit animals.

Downtown Police Officer

In FY23, the Downtown Billings Association (DBA) requested that an additional officer be available during evening hours in the Downtown area. The DBA increased the BID charges to pay for the new officer. The current year's budget is $262,890 for both revenue and expenditures for the three officers.

Mobile Data Terminals

The police department is contracting with Insight Public Sector to purchase 40 new Mobile Data Terminals (MDT) for $277,466. The goal is to fully equip 128 patrol vehicles. The MDT's will be funded by the Police Technology Equipment Replacement Program where they budgeted $418,000 for FY23.

SRO Training

The school district is planning on reimbursing $30,000 in training and supplies for school resource officers. This will increase revenue in the Public Safety Fund by $30,000 and increase the training expense in the Public Safety Fund.

Budgeted Revenues:

REVENUES

REVENUE BY FUND

POLICE DEPARTMENT
POLICE DEPARTMENT BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
ANIMAL SHELTER	$ 54	$ (554)	$ 62	$ (17)	$ 410
POLICE PROGRAMS/GRANTS	1,852,389	1,191,215	1,317,715	1,264,722	1,086,791
PUBLIC SAFETY	9,342,659	1,171,820	1,230,476	1,259,417	1,368,075
TOTAL REVENUE	**$ 11,195,102**	**$ 2,362,481**	**$ 2,548,253**	**$ 2,524,122**	**$ 2,455,276**

REVENUE BY CLASSIFICATION

POLICE DEPARTMENT
POLICE DEPARTMENT BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
CHARGE FOR SERVICE	$ 562,750	$ 482,948	$ 650,019	$ 680,435	$ 684,190
CONTRIBUTIONS/DONATIONS	167,055	107,402	155,000	87,780	85,000
FINES AND FORFEITURES	591,508	283,821	133,400	159,803	137,300
INTERGOVERNMENTAL	7,046,913	1,242,176	1,340,719	1,340,719	1,181,932
INVESTMENT EARNINGS	4,004	(19,626)	8,190	542	14,460
LICENSE AND PERMITS	33,443	30,827	33,000	32,969	32,000
MISCELLANEOUS	24,817	17,671	13,850	7,799	8,100
OTHER FINANCING	2,514,612	3,185	-	-	-
TRANSFER FROMS	250,000	214,077	214,075	214,075	312,294
TOTAL REVENUE	**$ 11,195,102**	**$ 2,362,481**	**$ 2,548,253**	**$ 2,524,122**	**$ 2,455,276**

Budgeted Expenditures:

POLICE DEPARTMENT

EXPENDITURES BY FUND — POLICE DEPARTMENT BY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
ANIMAL SHELTER	$ -	$ -	$ -	$ -	$ -
CAPITAL REPLACEMENT	19,768	359,030	381,339	381,339	361,488
POLICE PROGRAMS/GRANTS	1,542,393	1,392,861	1,624,300	1,744,014	1,359,747
PUBLIC SAFETY	28,019,022	26,850,611	28,964,593	28,592,250	30,693,348
TOTAL BUDGETED EXPENDITURES	**$ 29,581,184**	**$ 28,602,502**	**$ 30,970,232**	**$ 30,717,603**	**$ 32,414,583**

POLICE DEPARTMENT

EXPENDITURES BY CLASSIFICATION — POLICE DEPARTMENT BY CLASSIFICATION

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 21,259,613	$ 21,420,429	$ 23,451,498	$ 23,111,944	$ 24,771,591
OPERATIONS & MAINTENANCE	5,857,626	5,615,889	5,832,882	5,929,364	5,831,552
CAPITAL OUTLAY	1,530,144	501,569	664,196	664,196	510,188
DEBT SERVICE	127,985	214,077	214,075	204,518	312,294
TRANSFERS OUT	805,816	850,538	807,581	807,581	988,958
TOTAL BUDGETED EXPENDITURES	**$ 29,581,184**	**$ 28,602,502**	**$ 30,970,232**	**$ 30,717,603**	**$ 32,414,583**

Public Safety Fund:

POLICE DEPARTMENT

OPERATING BUDGET

PUBLIC SAFETY FUND

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
PERSONAL SERVICES	$ 20,919,515	$ 21,106,257	$ 22,969,911	$ 22,630,358	$ 24,271,756
OPERATIONS AND MAINTENANCE	4,785,280	4,537,200	4,973,026	4,949,795	4,971,640
CAPITAL	1,380,426	142,539	-	-	148,700
DEBT SERVICE	127,985	214,077	214,075	204,516	312,294
TRANSFERS	805,816	850,538	807,581	807,581	988,958
TOTAL EXPENDITURES	**$ 28,019,022**	**$ 26,850,611**	**$ 28,964,593**	**$ 28,592,250**	**$ 30,693,348**

Staffing:

	STAFFING AUTHORIZATION			
	ACTUAL	ACTUAL	BUDGET	PROPOSED
POSITION	**FY 21**	**FY 22**	**FY 23**	**FY 24**
CHIEF OF POLICE	1.0	1.0	1.0	1.0
ASST CHIEF OF POLICE	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT III	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
VOLUNTEER COORDINATOR	1.0	1.0	1.0	1.0
IDENTIFICATION SUPERVISOR	1.0	1.0	1.0	1.0
POLICE SUPPORT SPECIALIST	13.0	13.0	14.5	14.5
POLICE CAPTAINS	3.0	3.0	3.0	3.0
POLICE LIEUTENANT	6.0	6.0	6.0	6.0
POLICE SERGEANT	16.0	16.0	20.0	20.0
POLICE OFFICER	126.0	126.0	133.0	133.0
COMMUNITY SERVICE OFFICERS	-	-	7.0	7.0
PROPERTY EVIDENCE TECHNICIAN	3.0	3.0	3.0	3.0
CRIME ANALYST	1.0	1.0	1.0	1.0
IDENTIFICATION TECHNICIAN	1.0	1.0	6.0	6.0
PUBLIC SAFETY TECHNICIAN	0.3	0.3	0.3	0.3
POLICE RECORDS SUPERVISOR	1.0	1.0	1.0	1.0
INTERNAL SERVICES SPECIALIST	1.0	1.0	1.0	1.0
ANIMAL CONTROL SUPERVISOR	1.0	1.0	1.0	1.0
ANIMAL CONTROL OFFICERS	4.0	4.0	4.0	4.0
SR ANIMAL CONTROL OFFICERS	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT I	1.0	1.0	1.0	1.0
SUBTOTAL PUBLIC SAFETY	**184.3**	**184.3**	**208.8**	**208.8**
GRANT POSITIONS:				
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
POLICE OFFICER-DOWNTOWN BEAT	2.0	2.0	3.0	3.0
PC/COMPUTER FORENSIC EXAMINER	1.0	1.0	-	-
TOTAL POLICE/POLICE GRANTS	**188.3**	**188.3**	**212.8**	**212.8**

Department Goals:

Division – Administration:

1. **Goal:** Complete implementation of Center for Public Safety Management (CPSM) recommendations relating to operational efficiency and effectiveness and Public Safety Mill levy obligations.

   Action:
   - Continue to implement feasible recommendations made by CPSM and PSML obligations. Utilize collaborative planning and execution with department staff and other stake holders.

   Outcome:
   - Successful implementation of CPSM recommendations and fulfillment of PSML obligations.

2. **Goal:** Strengthen communications.

   Action:
   - Continue with public outreach, i.e. Chat with the Chief, PSA's, public meetings.
   - Expand outreach through use of social and traditional media.
   - Utilize city's PIO to share positive stories and highlight work of department members.

   Outcome:
   - Increased transparency of department operations.
   - Develop trust and rapport within the community.

Division – Crime Prevention – Volunteer Programs:

1. **Goal**: Increase the number of volunteers and services offered the community.

   Action:
   - Increase recruiting efforts.
   - Increase awareness of available programs.
   - Re-energize Neighborhood Watch programs.
   - Explore places to expand volunteer involvement.
   - Provide educational outreach to bolster crime prevention efforts.

   Outcome:
   - Increase number of volunteers.
   - Offer additional classes, information, and trainings to the public.
   - Create and enhance community engagement.
   - Increase public outreach events that build better relationships with citizens.
   - Increase crime prevention programs.

Division – Patrol Operations:

1. **Goal**: Reduce, solve, and prevent crime. Enhance traffic enforcement.

Action:
- Implement strategies and methods to reduce violent crimes.
- Utilize data-driven approaches to create strategies for crime and traffic safety.
- Enhance use of radar trailers with coordinated enforcement.
- Continue emphasis on DUI enforcement.
- Enhance dedicated enforcement program (S.T.E.P.)

Outcome:
- Reduction of Part 1 and Part 2 crimes.
- Reduce fatal and personal injury accidents.
- Address and reduce neighborhood traffic complaints.
- Decrease DUI's through prevention and education.
- Reduce illegal drug activity.

2. **Goal**: Continue to assess beat boundaries, patrol areas, and deployment per CPSM recommendation.

Action:
- Identify patterns and changes in call loads (demand for service) and adjust resources accordingly.

Outcome:
- Maximize effectiveness of officer deployment.

3. **Goal**: Expand Community Policing Program.

Action:
- Facilitate community and neighborhood policing programs.
- Provide representation to neighborhood task forces.
- Add additional officers through public/private partnership.

Outcome
- Increase citizen/officer interaction.
- Collaborate with merchants, and citizens.
- Enhance citizen/officer communication.
- Reduce crime through cooperative effort.

4. **Goal:** Enhance use of Communication Center Assets.

Action:
- Cooperate and coordinate with Communications Center.

Outcome:
- Increase dispatch ability to identify nearest available units.
- Ensure best possible response times.

- Ensure proper resources are sent.

Division – Training/Planning/Research:

1. **Goal**: enhance PD access to online training opportunities to enhance career development.

   Action:
   - Provide accessible location with adequate equipment that makes ongoing education a possibility for everyone.
   - Promote programs that utilize online capabilities designed for the development of Law Enforcement personnel.

   Outcome:
   - Produces a motivated, professional workforce.
   - Facilitate career development and succession training.
   - Facilitate compilation of P.O.S.T. credit requirements.
   - Facilitate compilation of mandatory yearly training requirements per policy.
   - Minimizes necessity to travel for training.

2. **Goal:** Continue to provide quality law enforcement training available for all area law enforcement personnel.

   Action:
   - Maintain all mandated training and certifications for BPD personnel.
   - Host regional training with quality instructors to maintain professional law enforcement standards.
   - Present timely, affordable training that would be available to all area law enforcement personnel.

   Outcome:
   - Develop and maintain high levels of competency in wide areas of professional specialties.
   - Develop and maintain strong working relationships with other law enforcement agencies.

3. **Goal:** Continue to enhance policy and procedure manual for all BPD personnel.

   Action:
   - Provide online access that gives officers the ability to access policy and procedure manual at any time.
   - Updated policy and procedures to stay current with local, state, and federal laws.

   Outcome:
   - Maintain high level of professionalism and accountability within the Billings Police Department.

Division – Support Services:

1. Goal: Increase public access to information.

   Action:
   - Expand use of LERMS (Law Enforcement Records Management System), DSS (Decision Support Software) and DAM (Data Analysis Mapping) to allow analysis and display of criminal statistics, incident maps and trend analysis.

   Outcome:
   - Produce more accurate statistical information regarding crime in the community.
   - Better support of crime prevention efforts.

2. Goal: Improve Effectiveness of Patrol Officers by implementing mobile data terminal software and training.

   Action:
   - Improve effectiveness and efficiency in field reporting.
   - In-Car reporting for all offenses.
   - Electronic submission of reports to other law enforcement, City Attorney, County Attorney and other government agencies within Yellowstone County.

   Outcome:
   - Increased efficiency and effectiveness allowing officers more time for essential duties

Subdivision – Animal Control:

1. **Goal:** Continue enforcement plan that will maximize available animal control personnel.

   Action:
   - Assign staff to cover more hours of a work day.
   - Assign staff to cover seven (7) days a week.

   Outcome:
   - Improve efficiency and effectiveness of Animal Control operations.
   - Improve community relations.
   - Improve response time.

2. **Goal:** Enhance liaison with local pet stores and veterinarians to improve communication and cooperation.

   Action:
   - ACO's will make regular stops at pet stores and veterinarians.

- Use public service announcements and other means of media, increase programs and contacts with general public to educate about animal issues and laws affecting them.

Outcome:

- Establish relationship with business.
- Conduct compliance checks.
- Responsible pet owners and an educated public about their responsibilities when dealing with animal related issues.

Division – Investigations:

1. **Goal:** Enhance case review system

   Action:
   - Enhance quality control measures relating to case assignment.
   - Develop comprehensive case evaluation system assessing complexity for assignment purposes.

   Outcome:
   - Ensure quality investigations.
   - Assure equity in case assignment.
   - Facilitate feedback and solicitation of ideas and suggestions.

2. **Goal:** Improve Crime Scene Investigation.

   Action:
   - Utilize new crime scene technology.
   - Expand capabilities for major crime scene evidence collection and processing through use of civilian crime scene technicians.
   - Enhance computer forensics to meet existing and future needs.
   - Maintain collaborative efforts with other law enforcement partners.

   Outcome:
   - Improved service and response in evidence recovery and crime scene processing.
   - Free detectives time.
   - Ensure a quality crime scene investigation.
   - Provide for accurate reproduction of crime scene.
   - Become proficient with technology and increasing effectiveness and efficiency.

Public Works

Billings PUBLIC WORKS

EXCELLENCE
INNOVATION
INTEGRITY

"Exceed expectations through innovation, integrity, and service to the community."

Total Public Works Budgeted Expenses

Prior Year FY23 Total	Current Year FY24 Total	$ Change From Prior Year
$276,399,175	$152,527,952	($123,871,223)

Total Public Works Budgeted Revenues

Prior Year FY23 Total	Current Year FY24 Total	$ Change From Prior Year
$242,288,833	$132,417,196	($109,871,637)

Overall Budget Justification (Summary)

The FY24 budget of $152,527,952 supports all the functions and services that the Public Works Department currently provides. These functions and services are managed by seven divisions within the Public Works Department and include:

- **Administration**
  - **Accounting & Financial Services** Responsible for Department's accounting, analysis, budget preparation and control, construction payments, financial management, internal controls compliance, payables, rate and fee determination, and solid waste, utility, and miscellaneous billing for approximately 40,000 customers, and account services.
  - **Asset Management** Oversee a set of practices and processes to minimize life cycle costs of assets at an acceptable level of risk, while continuously delivering established levels of service.
  - **Boards & Commissions**
    - **Public Works Board** Advisory partnership for all aspects of Public Works operations.
    - **Energy & Conservation Commission** Recommends policies and practices regarding energy consumption and resource conservation.
  - **Communications** Promote positive relations through accurate, transparent information.
  - **Information Management** Develop policies and procedures, maintain records, and manage the sharing of information.
  - **Inventory** Purchasing, bulk ordering, and administration of the storeroom to keep parts on hand.
  - **Personnel Administration** Oversee hiring of employees, disciplinary actions, and employee engagement initiatives.
  - **Planning & Organization** Short and long-term capital, financial, and program initiatives.

- **Safety & Facilities** Development and management of safety program, including training, field audits, incident investigations, and reports. Maintenance of Public Works facilities.
- **Special Assessments** Administer special assessments for storm assessments, 198 street improvement lighting maintenance districts, and 2 street maintenance districts.
- **Technology** Oversee asset management software, GIS, and other technology initiatives**.**

- **Distribution & Collection**
  - **Hydrant & Valve Maintenance** Critical infrastructure includes approximately 4,700 fire hydrants and 7,500 valves that requires regular maintenance to ensure reliability.
  - **Lift Station Maintenance** Operation and maintenance of 11 sewer lift stations.
  - **Locate Services** Supports the 811 Call Before You Dig program.
  - **Pipe Bursting** Replacement of small diameter water and wastewater pipe.
  - **Wastewater Mains and Manholes** Condition assessments, regular maintenance of more than 500 miles of wastewater pipe and respond to sewer back-ups.
  - **Water Mains** Condition assessments, regular maintenance of approximately 500 miles of water pipe and respond to water main breaks and leaks.
  - **Water Meters** Installation, replacement, and repair of residential and business water meters.

- **Engineering**
  - **ADA Compliance** Ensure projects are designed to meet requirements of the Americans with Disabilities Act and manage annual program to install ADA ramps.
  - **Capital Program Management & Design** Responsible for all street, streetlight, sidewalk, storm, trails, landfill, building, water, and wastewater design, construction, inspection, and project management, as well as project management of other City Departments' capital projects and Tax Increment Financing Districts' capital projects.
  - **Infrastructure Planning** Manage plans, policies, and standards for Public Works infrastructure.
  - **Right of Way Management** Provide planning and coordination of all activities in the ROW through issuance of permits, planning, review, and inspection, ensuring safety and mobility. This includes special events.
  - **PAVER Program** Oversee the pavement maintenance program including overlays, chip seals, dig outs, and crack seals.
  - **Private Development Oversight** Subdivision review, private contract plan review, traffic coordination, and inspection of private development.
  - **Sidewalk Maintenance Program** Manage the annual missing and large sidewalk project, the on-going concrete program (grinding), and the annual small concrete replacement program.
  - **Stormwater Management** Administer stormwater management manual.
  - **Traffic Engineering** Manage and prioritize the planning, design, and improvements of traffic control systems.

- **Environmental Affairs**
  - **Monitoring & Reporting** Administer construction BMPs, FOG program, landfill hazardous waste, and Stormwater Systems.
  - **MS4 Permit** Enforce regulations and ensure compliance with MS4 permit.

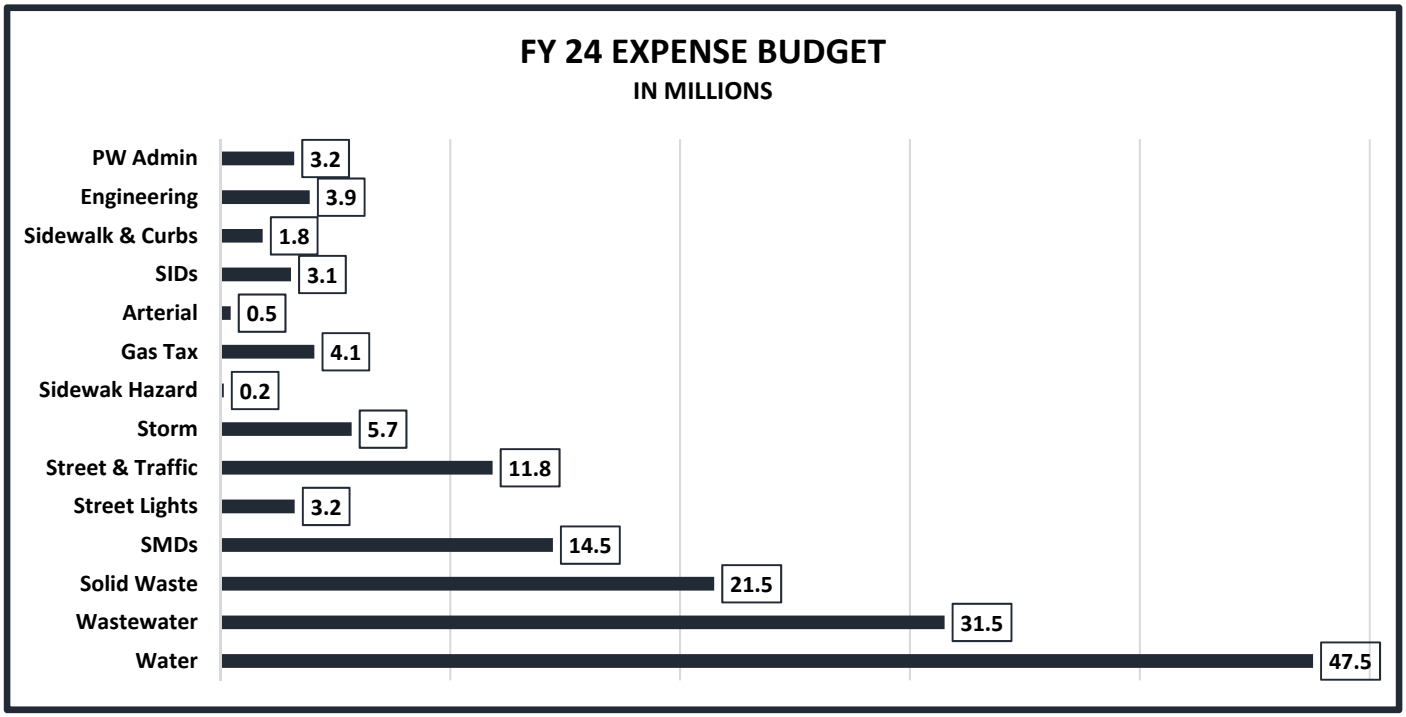
- **Regulatory Compliance** Ensure compliance with permits and regulations for landfill, wastewater, stormwater, the Environmental Protection Agency, and the Montana Department of Environmental Quality.
- **Wastewater Pretreatment Program** Manage pretreatment program.

- **Solid Waste**
  - **Collection Services** Trash collection for commercial operations and both household and yard waste collection for residential customers.
  - **Household Hazardous Waste** Accepted at landfill.
  - **Landfill Operations** Provide environmentally safe disposal service for the City of Billings, Yellowstone County, and several other Montana counties, as well as parts of Wyoming.
  - **Recycling** Drop off services for used oil, antifreeze, cardboard, and electronic waste.
  - **Roll Off Services** Provide temporary and permanent roll off (drop box) containers for construction and demolition.

- **Street-Traffic**
  - **Landscaping** Maintenance of trees and grassy areas in the right of way.
  - **Locate Services** Support the 811 Call Before You Dig program.
  - **Snow & Ice** Deicing, sanding, plowing, and hauling of snow.
  - **Storm Drains** Storm drain and inlet cleaning, maintenance, and repair of approximately 300 miles of pipe and more than 8,500 inlets.
  - **Streetlights** Streetlight maintenance for approximately 4,500 lights.
  - **Traffic Controls** Traffic signal and sign maintenance, crosswalk, bike lanes, and other pavement markings.
  - **Street Maintenance** Sweeping, pothole repair, road maintenance for the Distribution and Collection Division after water main break repairs and pipe bursting projects, and other pavement management, as well as maintaining gravel roads and alleys.
  - **Walkways and Trails** Maintenance of trails and walkways in the right of way.

- **Water Quality**
  - **Pump Stations** Operation and maintenance for 13 pumping stations.
  - **Reservoirs** Operation and maintenance for 16 reservoirs as well as manage 3 reservoirs for the County Water District of Billings Heights.
  - **Wastewater Reclamation Facility** Operation and Maintenance of 36 MGD water reclamation facility and all associated infrastructure to treat wastewater generated by the City and maintain environmental standards for returning reclaimed water to the Yellowstone River.
  - **Water Treatment Plant** Operation and maintenance of 60 MGD water treatment plant including intakes and all associated infrastructure to always ensure the safety and adequate reserves of drinking water for the City of Billings.
  - **Water Quality Laboratories** State certified laboratory responsible for testing and monitoring water quality.

While the services of the Public Works Department are divided into 7 divisions, the budget for Public Works encompasses 14 accounting funds as shown below:



Each fund accounts for its own expenses and revenues and revenues are legally restricted to be used for legal expenses of the fund. The following is the purpose of each Public Works fund:

- **Internal Service Funds [$7,109,208]** account for services performed for other Public Works and City Departments' funds.
  - **Public Works Administration [$3,215,426]** provides services to the Public Works divisions.
  - **Public Works Engineering [$3,893,782]** provides capital project management services to other Public Works funds, other City Departments and manages public right-of-way.

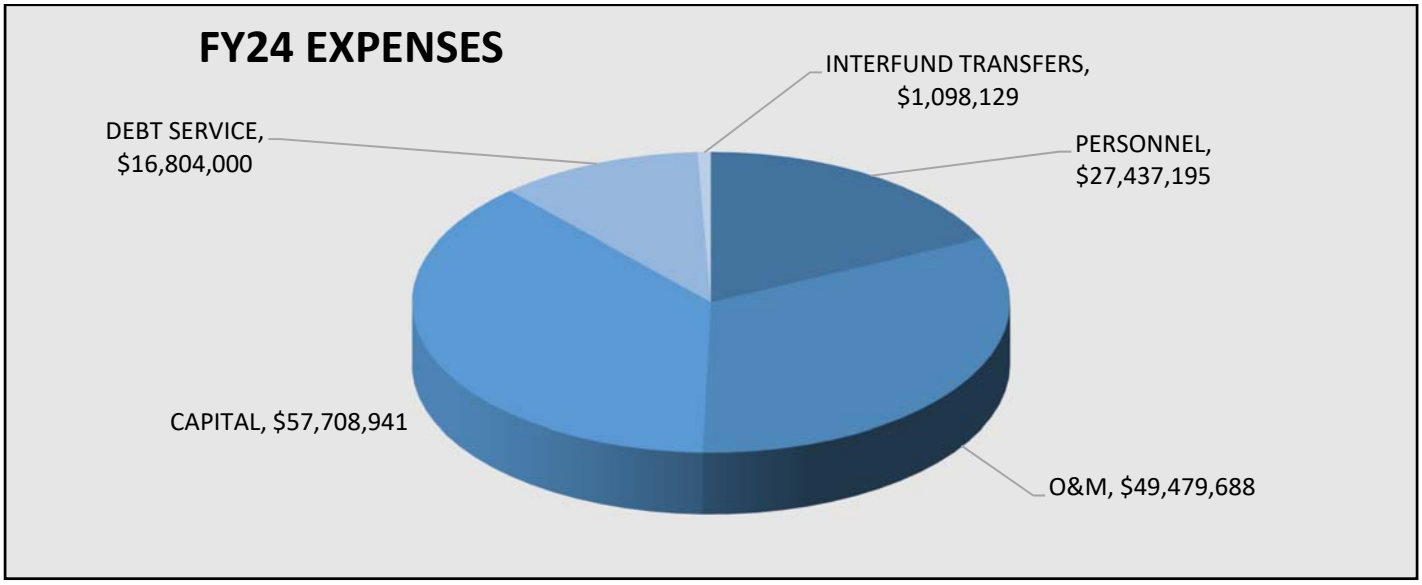
- **Capital Project Funds [$4,924,000]** account for financial resources to be used for the construction of infrastructure that are financed through assessments to property owners that benefit from the improvements.
  - **Sidewalk and Curb District [$1,847,750]** fund accounts for the construction of sidewalks and curbs.
  - **Special Improvement Districts (SIDs) [$3,076,250]** accounts for the construction of public streets, water, wastewater, streetlights, and storm infrastructure.

- **Special Revenue Funds [$39,965,744]** account for the proceeds of specific revenue sources to finance specified legal activities.
  - **Arterial Street Fees** [**$452,443]** fund accounts for the construction and reconstruction of arterial streets within the City. This fund will be dissolved at the end of FY2024.
  - **Gas Tax [$4,096,093]** fund accounts for revenues received from the State of Montana fuel tax and is expended for the maintenance and construction of local, collector, and arterial streets and appurtenances.

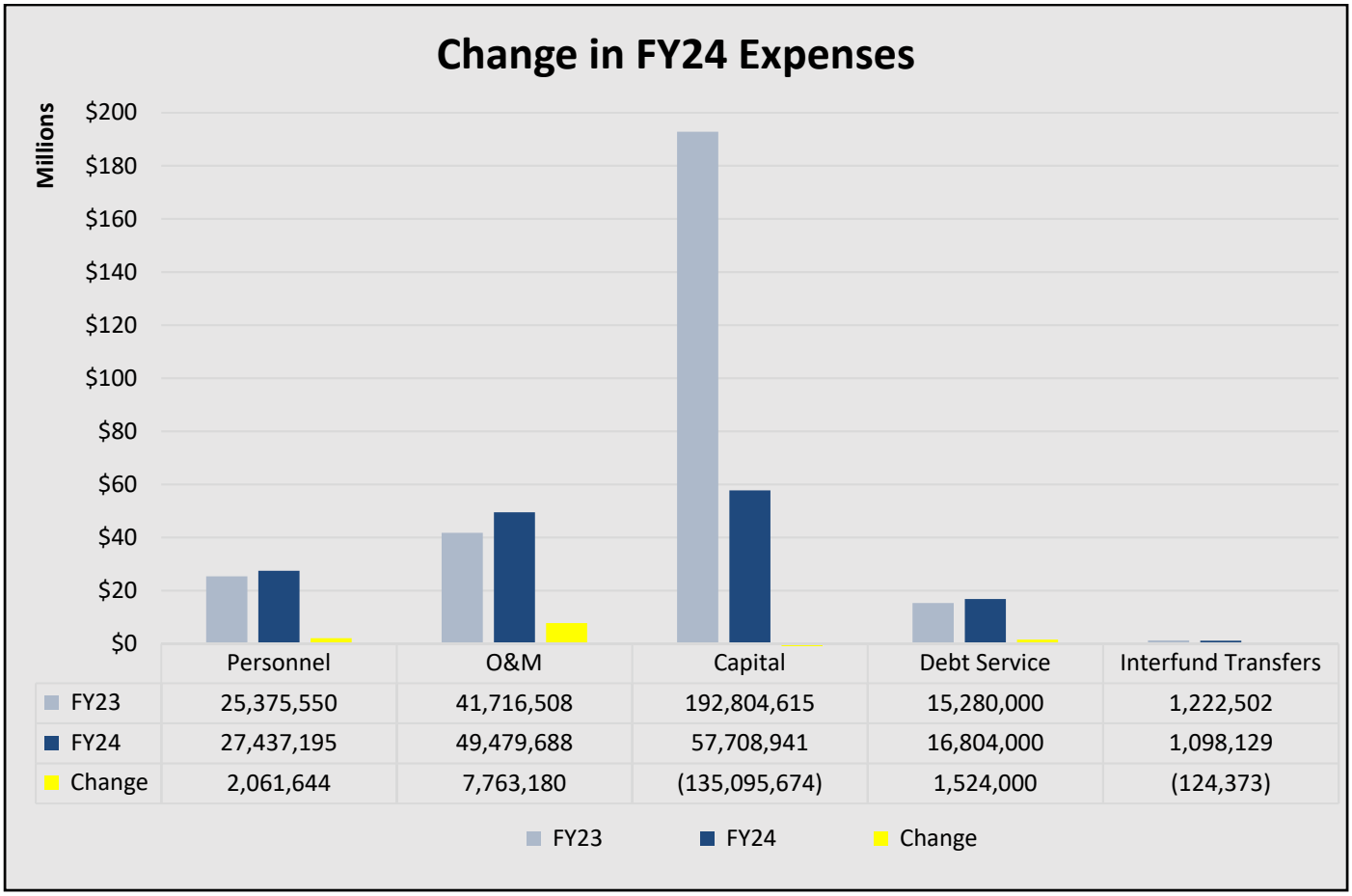
- **Sidewalk Hazard [$150,000]** fund accounts for minor repairs to sidewalks and is funded via assessing adjacent property owners by billing upon completion of the repair or on property taxes.
- **Storm Sewer [$5,714,497]** fund accounts for the operation and maintenance of the storm sewer system, as well as the transfer to a storm debt service fund to pay the debt service on two large capital projects from previous years.
- **Street and Traffic [$11,846,154**] fund accounts for street cleaning, snow and ice management, minor street repairs, alley and gravel road maintenance, signs, traffic signal maintenance, pavement markings, landscaping, maintenance of walkways and trails in the right of way. It also accounts for the labor and maintenance expenses for streetlights and storm and charges the Storm Sewer and Street Light Maintenance District funds for this work.
- **Street Light Maintenance Districts [$3,239,446]** fund accounts for the operations and maintenance of street lighting systems within all light districts in the City.
- **Street Maintenance Districts (SMD) [$14,467,111]** accounts for SMD assessments from 2 districts. District 1 is the downtown Billings area and receives additional street sweeping and snow plowing/hauling services. District 2 incorporates the entire City.

- **Enterprise Funds [$100,529,001]** account for operations that are funded and operated in a manner similar to private business enterprises.
  - **Solid Waste [$21,485,712]** fund accounts for all activities of trash collection and the landfill.
  - **Wastewater [$31,506,774]** fund accounts for all activities of the wastewater system.
  - **Water [$47,536,515]** fund accounts for all activities of the water system.

The expense budget is categorized into personnel, operating and maintenance (O&M), capital, debt service, and interfund transfers. 18% of Public Works FY24 budget is for personnel expenses, 32.5% is O&M, 37.8% is capital, 11% is debt service, and the remaining 0.7% is interfund transfers. The interfund transfer amount of $1,098,129 is transferred to debt service funds, bringing the actual amount of debt service expenses for the Department to $17,902,129.



The changes from the FY23 budget to the FY24 budget are shown below and the major changes for each expense category are detailed in the subsections below the following chart:



	Personnel	O&M	Capital	Debt Service	Interfund Transfers
FY23	25,375,550	41,716,508	192,804,615	15,280,000	1,222,502
FY24	27,437,195	49,479,688	57,708,941	16,804,000	1,098,129
Change	2,061,644	7,763,180	(135,095,674)	1,524,000	(124,373)

Personnel Budget

The FY24 personnel budget of $27,437,195 is an increase of $2,061,644 or 8% over the FY23 budget. The budget includes the addition of multiple full-time positions to replace temporary positions across three divisions. Five full-time maintenance worker/equipment operator positions were added to the Street and Traffic Division, six in the Solid Waste Division, and two positions added to Distribution & Collections. These thirteen full-time positions will replace 39 temporary positions. In today's labor market, Public Works has been unable to fill the temporary positions. The full time positions will enable Public Works to complete needed work and meet the current level of service. The Compost Facility is scheduled to be completed at the Landfill in FY2024, therefore Solid Waste is also requesting three landfill maintenance for the composting operation. Additionally, four new collection workers are being requested in Solid Waste for the addition of four routes that are needed to serve the City. Approximately 3,900 customers have been added since the last time routes were added. The remainder of the FY24 budget increase is for step and cost of living increases for employees.

Operating and Maintenance Budget

The FY24 operation and maintenance budget of $49,479,688 is an increase of $7,763,180 from the FY23 budget. The primary FY24 operating and maintenance budget increases include the following:

- **$100,000** in the Solid Waste fund for **Routeware tablet replacements**.
- **$112,200** in the Solid Waste fund for **operational requirements for the new Compost Facility.**
- **$890,000** in the Wastewater fund for **maintenance of existing facilities.** This includes roof replacement ($600,000) and multiple facility component replacements ($290,000).
- **$566,300** for an increase in **fuel costs**. Much of this increase is in Solid Waste. The remaining increases are in the Street & Traffic, Wastewater, Water, and Engineering funds.
- **$922,200** for an increase in **natural gas and electricity costs** for all departments. Rates increased roughly 20% between FY2023 and FY2024.
- **$3,000,000** in the Water fund for **an agreement with the Billings Bench Water Association (BBWA)** to use the BBWA as the water source for the new West End Water Reservoir and to facilitate facilities improvements.
- **$153,000** in the Water fund for an increase in the **water meter budget.** Public Works has been systematically programming the replacement of aging water meters each year and a budget increase is needed to keep up with inflationary cost increases and maintain the replacement cycle.
- **$183,450** in the Street & Traffic and Water funds for **inflationary cost increases for ice melt product, asphalt, and other materials**.
- **$100,000** in the Wastewater fund for the **replacement of the waste activated sludge pumps at the WRF**. The pumps are critical to effective operation of the nutrient removal capabilities of the treatment process.
- **$75,000** in the Wastewater fund to **rebuild a centrifuge scroll at the WRF.** Centrifuges dewater the biosolids produced as an end product of the treatment of sewage.
- **$292,392** in Engineering ($34,276), Street & Traffic ($124,373), and Solid Waste ($133,743) for **rent** increases.
- **$121,350** for increases in **motor vehicle parts**, primarily in the Solid Waste Fund.
- **$138,500** for increases in **motor vehicle labor**, primarily in the Solid Waste Fund.
- **$726,709** in **insurance** increases across all funds. 86% of the increase is in the Solid Waste, Wastewater, and Water Funds.

Capital Budget

Capital expenses of $57,708,941 are included in the FY24 budget for Public Works. These expenses include:

- **Equipment & Technology Replacements [$3,922,198]** All vehicles, large equipment, and technology hardware are replaced according to their replacement plan useful life per the City of Billings' Equipment Replacement Plan and Technology Replacement Plan. Equipment and technology replacements are funded in the budgets for the Public Works Engineering, Street-Traffic, Solid Waste, Wastewater, and Water funds.

- **Equipment & Technology Replacements from Prior Years [$798,000]** Due to high inflationary increases, and the inability to replace vehicles and equipment from supply shortages in prior years, twenty-two vehicles not ordered in FY22 or FY23 will be ordered in FY24 as prices normalize and supplies increase.

- **Solid Waste [$3,043,743]** Expenses are budgeted in the Solid Waste fund.
  - **BOC Facility Upgrades and Land Purchase [$1,143,743]** Modifications at the Billings Operations Center to make room for containers and maintenance facilities.
  - **CNG Fueling Station [$1,000,000]** Funds a cover over the fueling station and other upgrades to the CNG fueling station. Utilizing Compressed Natural Gas (CNG) to fuel heavy equipment increases fuel efficiency and provides an average savings of $10,000 in fuel costs per vehicle in operation annually.
  - **Landfill West Slope Stabilization [$900,000]** Construction of slope stabilization above Meadowlark Trailer Park and the stormwater pond.

- **Stormwater [$2,712,000]** Expenses are budgeted in the Storm Sewer Fund.
  - **Annual Projects [$320,000]** Expenditures address culvert and problem drainage locations.
  - **Cove Creek/Little Cove Creek Study [$280,000]** Flood mitigation study for regional stormwater detention northwest of Rimrock and 80th.
  - **West Heights Stormwater Detention [$50,000]** Install larger truck mains to accommodate heavy rainfall during storms in High Sierra Subdivision.
  - **Rehabilitation Projects [$362,000]** Replacement of aging storm drainpipe in need of repair.
  - **Land for Storm Outfalls [$200,000]** Upgrades to the City's storm outfalls as city expands.
  - **Yegan Drain Southern Leg Capacity Improvements [$200,000]** Provide second outfall to relieve demand.

- **Transportation [$15,580,000]** Expenses are budgeted in the Sidewalk and Curb District [$1,585,000], Special Improvement Districts [$2,675,000], Arterial [$450,000], Gas Tax [$3,647,000], and Street Maintenance District [$6,584,000] funds.
  - **Annual ADA & Sidewalk Projects [$1,359,000]** Includes the annual Americans with Disabilities Act ramp construction and the annual replacement and infill sidewalk programs.
  - **Annual Street Reconstruction Projects [$3,920,000]** Includes annual gravel street reconstruction and annual non-maintainable street reconstruction. Staff is actively pursuing gravel street SIDs to help reduce maintenance costs.
  - **PAVER Program [$1,475,000]** Annual program to address crack sealing, overlay, chip seals, and dig outs on City streets.
  - **Special Improvement District Projects (SID) [$1,165,000]** Annual amount for any SIDs that neighborhoods bring forward.
  - **Traffic Control Projects [$1,821,000]** Annual programs for enhanced pedestrian crossings and travel corridor construction, as well as continuation of traffic calming projects, traffic signal upgrades, and planned intersection improvements.
  - **Safe Routes to School (SRTS) [$500,000]** Updates to street, traffic control devices, and routes in residential and commercial areas to improve safety and encourage walking and biking to elementary schools.
  - **Bike Boulevard [$240,000]** Construction of a bike boulevard in the area of Howard, Terry and 24th Street West and a second along 24th Street West and Arvin. This project diverts bicyclists to non-arterial streets and creates barriers between vehicular and bicycle traffic.
  - **Gabel Road [$550,000]** Development is occurring in the Broso Valley Subdivision and the level of growth requires traffic signal installation.

- **Downtown Pavement Maintenance, Signals, and Street Improvements [$3,600,000]** The one-way to two-way conversion moves toward a consistent network of two-way streets within downtown Billings, increasing accessibility for all users. Other benefits include increased exposure for businesses and increased bicycle connectivity. The City will also chip seal and install traffic control upgrades in the area.
- **Remote Restrooms, Breakrooms, and Storage Locations [$950,000**] Additional location for staff breaks, and the storage of Sand and Slicer materials to increase storage space, improve efficiency, and reduce staff travel time.

- **Utility [$31,653,000]** Expenses are budgeted in Wastewater [$13,098,000] and Water [$18,555,000]
  - **Hydrogen Sulfide Mitigation [$500,000]** Construction of buildings and upgrades needed to mitigate H2S in the wastewater system.
  - **Water and Wastewater- Central Sewer and Water Extension [$290,000]** Construction of additional water and wastewater mains west of Shiloh to 44th Street West to serve community growth.
  - **Wastewater – Digester Gas Interior Piping Replacement [$1,200,000]** Replace gas and sludge piping in the primary and secondary digester buildings of the digestion process.
  - **Hesper Sewer [$500,000]** Construction of new sewer main on Hesper Road from Shiloh to 48th Street West.
  - **Monad Sewer [$4,000,000]** Construction of new sewer main from Monad and Shiloh Road to King and 48th Street West.
  - **Wastewater and Water Compensation Agreements [$788,000]** Annual program for compensation agreements with private developers for oversizing water and sewer mains. $188,000 was not used in FY23.
  - **Wastewater Main Replacements [$5,575,000]** Annual program for the replacement of sewer mains throughout the City. The annual program amount was increased by 10% per year beginning in FY22 to slowly begin increasing the funding to the level that is needed.
  - **Wastewater Facility Upgrades [$1,211,000]** Upgrades of wastewater campus electrical and Belknap Service Center remodel.
  - **Water Main Replacements [$5,300,000]** Annual program for the replacement of water mains throughout the City. The annual program amount was increased by 10% per year beginning in FY22 to slowly begin increasing the funding to the level that is needed.
  - **Water Treatment Plant Electrical Improvement [$900,000]** On-going program to fund the replacement of power lines, switches, and transformers at the water treatment plant and pump stations. In FY24, the 15kV switchgear will have the cap-trip and capacitors replaced and the PLC processors will be upgraded in 7 pump stations.
  - **Willet Reservoir and Pump Station Improvements [$750,000]** Construction of the recoating of the Willett Storage Tank and pump station upgrades.
  - **Zone 4 Pump Station Improvements [$5,600,000]** Construction of additional pumping capacity into pressure zone #4 on the northwest end of Billings.
  - **West End Distribution [$4,000,000]** Construction of Zone 2 (44th and King) and Zone 3 (Hesper and Gable) distribution connections to the new West End Water Treatment Plant.
  - **Water – Briarwood Water Line [$300,000]** Construction of 1,300 feet of 16-inch water line along Briarwood Boulevard that is needed for redundancy.
  - **Water – Storage Improvements to Zone 1 [$700,000]** Construction of additional water tank in Pressure Zone #1 serving the downtown area, including critical healthcare facilities such as the hospitals.

- **Water – Voelker Pump Station Improvements [$300,000]** Updates to the Voelker Pump Station that will be needed when the west end plant comes online.

Debt Service and Interfund Transfers Budget

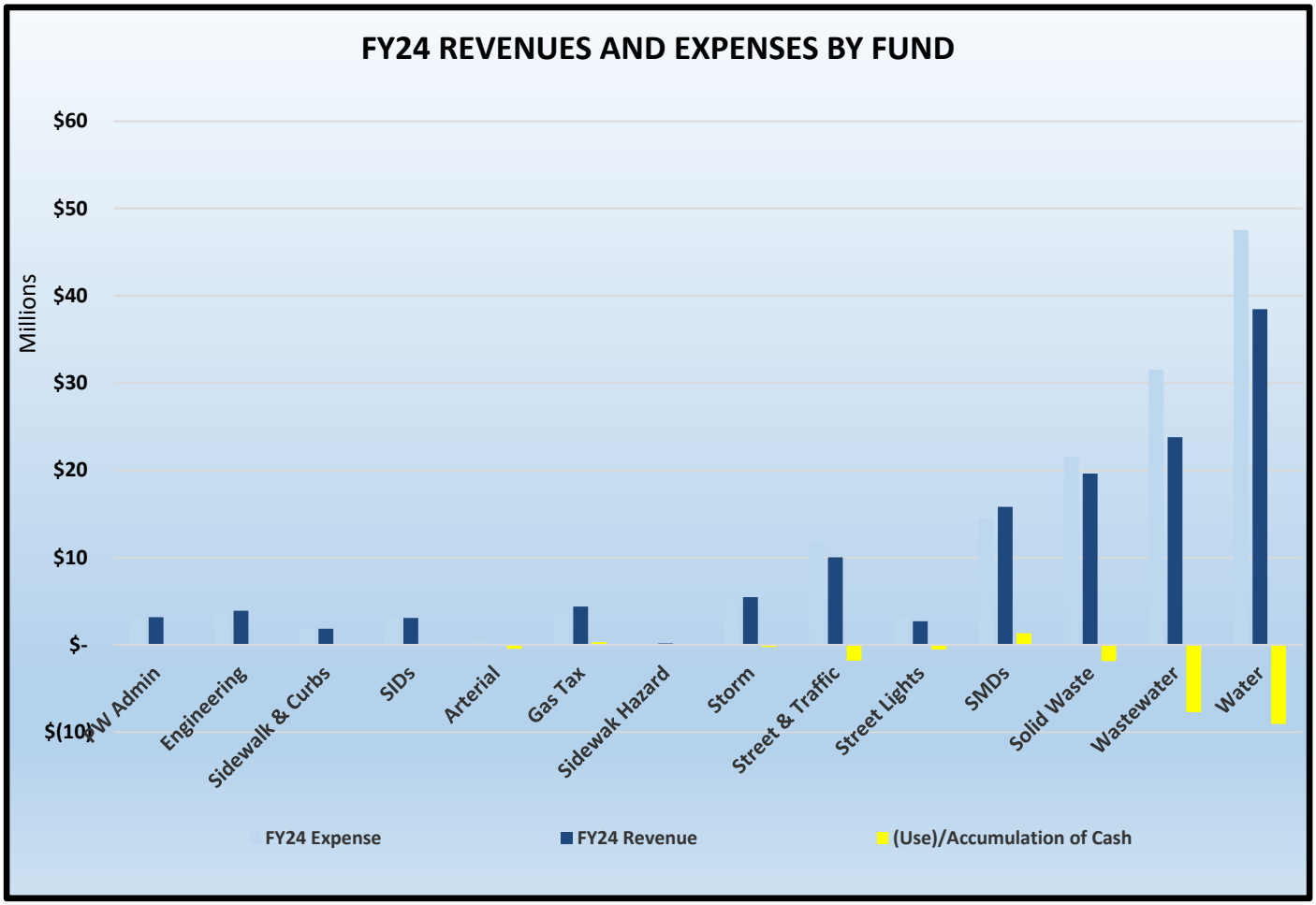
The FY24 debt service budget of $16,804,000 is an increase of $1,524,000 over the FY23 budget. This is the annual amount required to pay for debt service on Public Works outstanding bond issues. The increase is for new debt service for the west end water reservoir project. The annual debt service amount includes:

- $1,546,000 of solid waste debt for the Landfill Transfer Station that was completed in FY21. This debt will be paid off in 2039.
- $5,358,000 of wastewater debt for the Headworks construction, Briarwood sewer extension, 2009 wastewater main replacements, UV disinfection project, the 5 Mile Lift Station, and the recently completed wastewater nutrient improvement project. The first debt issue will be paid off in 2026 and the last and largest of the debt will be paid off in 2036.
- $9,900,000 of water debt for the Filter Building construction, 2009 water main replacements, Zone 4 reservoir construction, 2010 water main replacements, Fox reservoir construction, Zone 3 reservoir expansion, and the Briarwood reservoir expansion, and estimated debt service that will be issued in FY23 for the new west end water treatment plant and reservoir. The first debt issue for existing debt will be paid off in 2026 and the last of the existing debt will be paid off in 2035. The west end project debt will be paid off in about 2043.

The FY24 interfund transfer budget of $1,098,129 is a decrease of $124,373 from the FY23 budget. The decrease is due to the reduction of transfers to pay debt at the BOC. The FY24 interfund transfers includes a transfer of $83,129 from the Street and Traffic Fund to the City's Facilities Management Fund for the annual debt amount for Street and Traffic's proportionate share of the Billings Operation Center construction debt. It also includes a $1,015,000 transfer from the Storm Sewer fund to the Storm Sewer Debt Fund for the payment of annual debt service for the Shiloh Conservation Area (SCA) and East End Storm bond issues. The SCA debt will be paid off in 2033 and the East End Storm debt will be paid off in 2035.

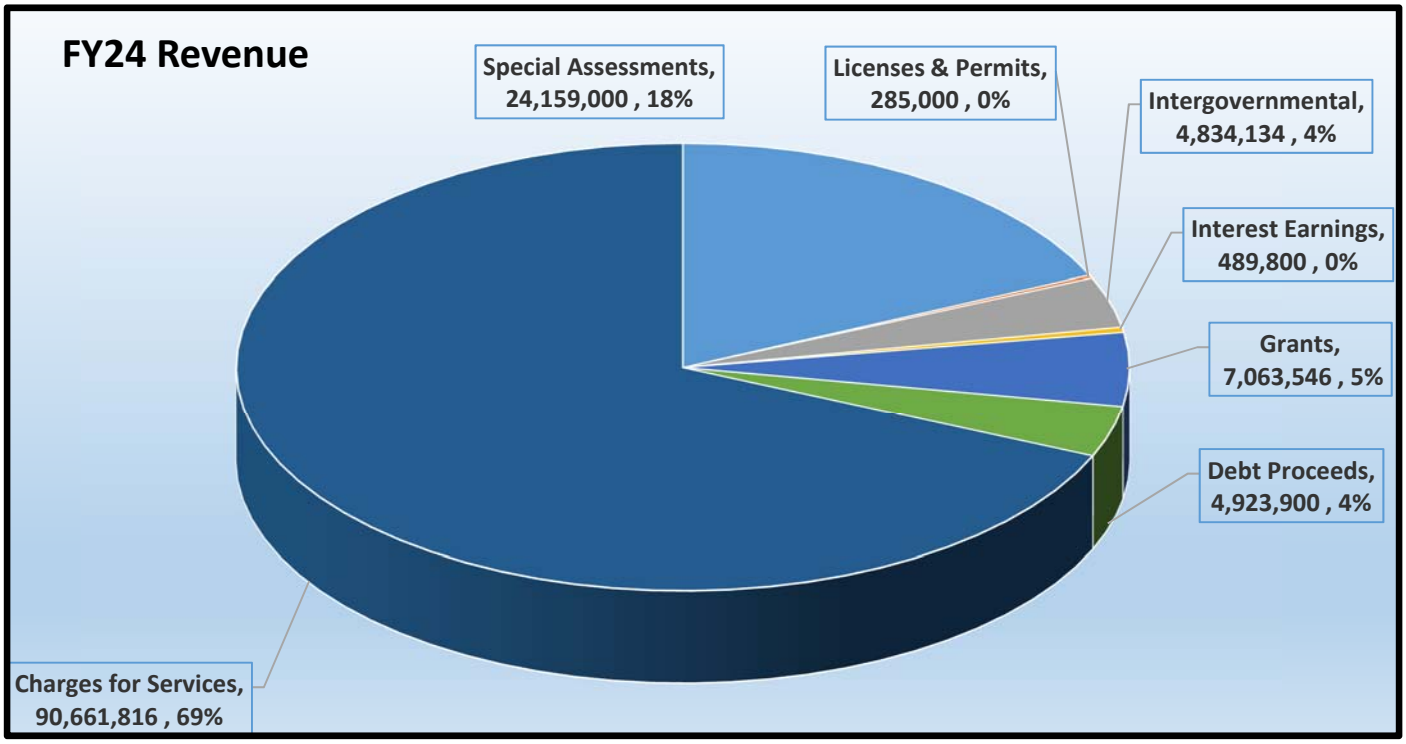
Revenue Budget

The FY24 revenue budget for Public Works is $132,417,196 a decrease of $109,871,637 over the FY23 budget. FY24 budgeted revenues are $20,110,756 less than FY24 budgeted expenses. This revenue gap is primarily for capital projects planned in FY23 for which Public Works has been accumulating cash. The Street & Traffic, Solid Waste, Wastewater and Water funds have the largest revenue gaps, but have a planned excess of cash reserves to cover the expenses in the FY24 budget. The Street Maintenance District fund has a planned accumulation of cash to fund projects in the approved Capital Improvement Plan in future years.



Revenues in Public Works are distributed into seven categories. The largest category in FY24 is charges for services. $90,633,206 of charges for services revenue is budgeted in FY24, representing 68.4% of the revenues. Charges for services is primarily revenues from solid waste, wastewater, and water charges, but also includes internal Public Works charges for services as well as other miscellaneous charges.

The other revenue categories are grants, interest earnings, intergovernmental, licenses and permits, and special assessments. Debt proceeds are for revenues from the sale of Sidewalk and Curb District and Special Improvement District (SID) bonds of $4,923,900, 3.7% of the budget. Budgeted grants of $7,063,546 in FY24 is for American Rescue Plan Act (ARPA) grants for water. Interest earnings budgeted in FY24 is $489,800. Intergovernmental revenues of $4,834,134 include $4,275,000 for state fuel tax revenues and $95,334 from the Planning Department for a traffic technician position that is funded by a planning grant, both accounted for in the Gas Tax Fund. It also includes $463,800 for Street-Traffic's share of the HB 124 state entitlement funding. Licenses and permits for engineering, sidewalk hazard, storm, water, and wastewater total $285,000 in the FY24 budget. Budgeted special assessments in FY24 are $24,159,000, representing 18% of the budgeted revenues and include assessments for encroachments, storm, street light maintenance districts, and street maintenance districts.



Public Works has several rate increases programmed for FY24. Public Works typically adjusts its assessments annually for storm, and street maintenance districts per the Construction Cost Index (CCI). The most recent 12 month average CCI was 5.6%, and accordingly, storm is proposed to increase by 5.6% in FY23. Street Maintenance District 1 is proposed to increase by 4.9% to cover the cost of services in the fund. Street Maintenance District 2 is proposed to increase by 4.7% plus the $336,000 that was cut in FY23 for a total increase of 7%.

Currently, a residential property owner with an average 9,691 square foot lot pays $56.40 for storm per year. This annual fee will increase by $3.20 to $59.60 per year if the proposed 5.6% rate increase is adopted. Residential properties currently pay $185.08 per year for a 9,691 square foot property for street maintenance district fees. It is estimated that the FY24 amount for the average residential property owner will be approximately $198.04, an increase of $12.96.

Light district assessments for FY24 will be calculated in August 2023 after all expenses of each district for FY23 are accounted for. Each district will be assessed for their estimated electricity, maintenance, administration costs, as well as for any needed increases or decreases to reserve levels.

A comprehensive solid waste rate study is currently underway to establish collection, landfill, and roll off rates going forward that will include a Pay As you Throw (PAY-T) structure. While commercial customers pay for the garbage that is picked up and put in the landfill, residential customers currently pay a flat rate for any amount of garbage they put out at the curb or in the alley. A PAY-T structure will encourage more conservation and is a more equitable way to charge for garbage services. It is estimated that overall fees residential and commercial collection fees will need to increase by 5%, roll off fees need to increase by 7%, and landfill tipping fees increase by 7%. The following are the current rates:

Solid Waste Service	FY23 Monthly Rate	Proposed FY24 Monthly Rate
Residential Garbage Collection	$12.45	
Commercial Garbage Collection (8yd, 2x per week)	$149.34	
Roll Off Service	$185.00	
Landfill MSW per Ton – Billings	$23.50	
Landfill MSW per Ton – MT other than Billings	$35.25	
Landfill MSW per Ton – Outside of Montana	$47.00	

A rate study was recently conducted to establish water and wastewater rates for fiscal years 2024 and 2025. On average, a homeowner will see a $1.67 increase per month for water and a $.77 increase per month for wastewater. The methodology for calculating System Development Fees (SDFs) has not changed since FY 08. An SDF advisory committee, consisting of a council member, developers, and staff, was utilized to review the methodology and recommend new methodology to the City Council. The rate increases per the rate study for FY24 are as follows:

Customer Type	% Increase
Water – Residential	4.2%
Water – Non-Residential	4.8%
Water – Seasonal	4.7%
Water – Bulk Resellers	4.7%
Heights Water District	48.9%
Private Fire Line	6.0%
Water System Development Fee	TBD
Wastewater – Residential & Non-Residential	2.8%
Wastewater – Septage	0%
Wastewater – Lockwood Water & Sewer	11.7%
Wastewater – Phillips 66 Refinery	80%
Wastewater – ExxonMobil Refinery	(4.6)%
Wastewater System Development Fee	TBD

New or Expanded Programs

It is Public Works' continued mission to support the ***Adopted Priorities*** of the City Council, and the needs of the community. Public Works' current Department Programs and Capital Projects reflect this philosophy. Here are some of the new or expanded programs Public Works will be implementing in FY24:



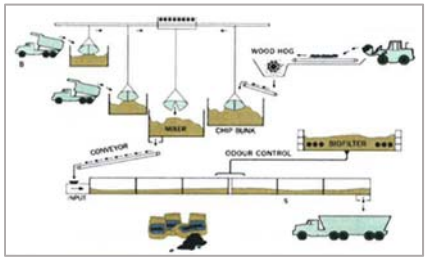
Inner Belt Loop

The Inner Belt Loop is intended to connect the west side of the heights with the west end of Billings via Zimmerman Trail. Wicks Lane to Alkali Creek Road was constructed several years ago as the first step in the completion of this route. Obtaining the BUILD grant for part of this project accelerated the time frame allowing the final phases to be completed ahead of schedule. The construction is anticipated to be complete in the Fall of 2023 or Spring of 2024.



West End Water Treatment Plant & Reservoir

Construction of the West End Treatment Plant and Reservoir will begin in FY23. This project will increase water storage from hours to months and provide critical redundancy in the water system. A $97M bond sale is currently being prepared to fund a portion of the project. Construction is expected to be complete in the Spring of 2025.



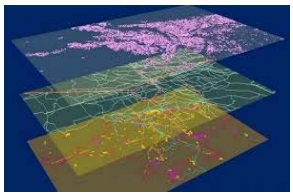
Landfill Composting Program

The creation of a new composting facility will allow us to reuse some of the refuse to enhance soils both around the landfill and City parks. It will also reduce the amount of waste going into the landfill. This will lead to longer life of the landfill and expensive cells will last longer. The composting of biosolids, wood, leaves and other items saves many needed but limited organic compounds from being placed into the landfill never being able to be recovered. This will be our first step in achieving a zero waste landfill.



Asset Management

Infrastructure intensive organizations like Public Works are increasingly recognizing the benefits of comprehensive asset management as a set of practices and processes to maximize the return on investment for assets, improve decision-making related to new and aging infrastructure, enhance organizational performance, and increase community satisfaction. One of the key goals and benefits of the asset management initiative is that all service areas begin to use consistent approaches, practices, and processes. Consistency in decision-making principles, processes, and performance reporting will help elected officials obtain a better understanding of the activities and assets presenting high risk as well as the organizational areas with high or low performance. Public Works began Phase 1, the planning, and data accumulation phase, of asset management in FY20 and began Phase 2, the implementation phase in FY21. The implementation phase will continue for several years and will require extensive staff resources in FY24.



Geographic Information Systems (GIS)

The City of Billings currently has a well-developed GIS that supports the Public Works Department. As the technology spectrum continues to evolve, further refinement and enhancement of the City's enterprise GIS environment is key in handling changing needs and maximizing financial investments in the system. The primary objective of the project is to extend a straightforward and easy to access GIS system that will improve the productivity and efficiency of Public Work's staff as they conduct business operations. Community engagement and open data access will also be improved through the enterprise GIS system. Public Works began the first phase in FY 20 and the implementation phase began in FY 22. The implementation phase is planned to be complete by December 2023. The City of Billings has received a Special Achievement in GIS (SAG) award for its efforts focused on modernizing Public Works' workflows in a GIS/Esri-centric fashion.



Stormwater Program

While Public Works has a stormwater fee that is assessed to all properties in the City, it does not have a formal program similar to the water and wastewater functions. Because of this, the stormwater system has not been addressed adequately for many years in terms of deferred maintenance, capital improvements, and planning for the future. The benefits of a more formalized stormwater program are formalized rules and regulations, a rate structure that is more equitable than the existing fee system and based on a cost of services, proactive management of the infrastructure, and concentrated Public Works resources to support a critical function.



Solid Waste

The rate study will include Pay As You Throw (PAY-T) options. Currently all residential customers pay the same regardless of how much trash they have. A PAY-T system is more equitable and encourages conservation. PAY-T scenarios will include two options. The first is to convert the monthly "extras" pickup to recycling. The second option is to continue to pick up extras once per month and charge for the additional trash. The recycling option will be more expensive as it is less expensive to bury the materials in the landfill than it is to recycle it.

Department Goals

Goal: Utilize best asset management practices to make the most cost-effective capital infrastructure decisions.

Action(s):

- Complete first phase of the asset management plan for transportation, solid waste, storm, and water and wastewater systems.
- Begin implementing asset management practices throughout organization.
- Integrate asset management into organizational planning.

Outcome(s):

- A strategic asset management plan based on industry best practices.
- Better coordination of capital project construction and maintenance between all Public Works divisions.
- Ability to utilize data-driven decision making to enable Public Works to determine the most efficient use of funds.
- Risk mitigation to transportation solid waste, storm, water, and wastewater systems.
- Longer asset lives through improved maintenance programs.

Goal: As needed, review and revise the City Code items directly affecting the Public Works Department.

Action(s):

- Review all sections of the Billings City Code that pertain to the department.
- Work with the Legal Department to revise all City Codes to reflect current City policies and operations.
- Develop revised City Codes for the Mayor and City Council to review for approval or elimination.

Outcome(s):

- Billings City Codes pertaining to the Public Works Department are updated as directed by the Mayor and City Council through Council initiative.

Goal: Implement benchmarking measures across all Public Works Divisions.

Action(s):

- Identify appropriate benchmarking measure for each division.
- Develop benchmarking tool to track measures.
- Compare benchmarks against similar organizations.

Outcome(s):

- Improved work plans to increase efficiencies.

Goal: Improve safety standards.

Action(s):

- Identify areas of concern.
- Develop policies and best practices for employees to follow.
- Continue to engage employees to improve safety with Employee Safety task group.
- Conduct PPE review audits throughout organization.
- Find opportunities to promote safety culture.

Outcome(s):

- Decrease in accidents.

Goal: Educate and promote vision of 'exceeding expectations through innovation, integrity, and service to the community both internally and externally'.

Action(s):

- Improve website and social media presence.
- Identify more opportunities for education outreach such as open houses, school interactions, and public speaking engagements.
- Develop communications plan.
- Develop educational brochures.
- Continue to have department-wide supervisor meetings.
- Increase Public Works management interactions with all employee groups.

Outcome(s):

- Increase in public awareness.
- Improved relationship with customers.
- Improved interactions between Public Works Divisions.
- Better employee awareness of expectations and how to achieve vision.

Goal: Hire and retain employees that fit Public Works Department Vision.

Action(s):

- Re-evaluate hiring process to incorporate Department Vision.
- Improve evaluations and evaluation process.
- Develop on-boarding orientation to communicate expectations.
- Continue efforts to improve employee morale through the Employee Engagement task group.
- Identify opportunities for public acknowledgement of excellent work.
- Conduct employee survey to better understand staff perspective.

Outcome(s):

- Increase in employee morale and retention.
- More honest, constructive employee feedback, and evaluations.
- More engaged employees resulting in increased efficiencies and better customer service.

Goal: Seek and utilize new technologies and maximize existing technologies to improve efficiencies.

Action(s):

- Outsource GIS to obtain a fully functional GIS system that internal IT staff will be able to maintain.
- Promote education and conferences relating to technology for staff.
- Explore employee incentives for innovation.

Outcome(s):

- Modernized GIS system that is more functional for staff and the public.
- Increased efficiencies.
- Ability to utilize GIS functionality during City Council meetings.

Goal: Ensure each division operates within financial limitations, while maintaining resources necessary to achieve current levels of service.

Action(s):

- Review all cost allocations, fees, and rates to ensure they are at an appropriate level to cover expenses.
- Ensure reserves are adequate for the needs of each fund and maintain compliance with fiscal policies and legal requirements.

Outcome(s):

- Revenues maintained at sufficient levels to support services.
- Adequate reserves available for emergencies.
- Stable, more predictable rates, and lessened impact to customers.

Goal: Enhance customer service, and communications between divisions and customers.

Action(s):

- Promote automatic payments, online payments, and recurring payments.
- Promote paperless billing for utility bills.
- Utilize website and Facebook to provide up-to-date information regarding snow plowing, water main breaks, solid waste operations, construction updates, assessments, rates, and fees.
- Allocate staff in the most cost effective and customer service oriented manner.

- Research community organizations to partner with to assist low-income customers with their utility bills.
- Implement mobile service orders.
- Implement customer service training across all Public Works divisions.
- Conduct a public survey to identify service shortfalls.

Outcome(s):

- Increased efficiencies.
- Decrease in mailing and postage costs.
- Decrease in operational costs through more efficient dispatching.
- Increase in customer service.
- Decreased workload through technology resulting in a delay or elimination of need to hire additional personnel.
- Enhanced and more efficient communication between divisions.
- Increase in transparency to customers.

Goal Ensure the Billings Regional Landfill maintains compliance with state and federal operational and environmental rules and regulations.

Action(s):

- Continue to address landfill customer inquiries regarding proper handling, testing, and disposal of special wastes.
- Coordinate with MDU environmental personnel for required EPA reporting on landfill greenhouse gas emissions.
- Continue working with MDEQ Air Quality Bureau and consultants to address landfill compliance issues regarding NSPS/EG regulations.
- Complete required semi-annual and annual monitoring reporting for Title V air quality permit.
- Complete and submit Annual Emission Inventory Compliance Certification to the MDEQ Air Quality Bureau.
- Continue to work with landfill personnel to improve and maintain stormwater BMPs.
- Complete required annual landfill licensing application, quarterly and annual stormwater reporting, bi-annual groundwater monitoring/reporting and quarterly methane monitoring/reporting for MDEQ Solid Waste Bureau.

Outcome(s):

- Reduce potential for regulatory non-compliance and adverse impacts to air, ground and surface waters.

Goal: Continue to reduce the effect of the landfill on the neighboring properties.

Action(s):

- Complete construction of the capital improvement projects, which will allow all municipal solid waste to be dumped inside a building, processed through grinders, and then placed in the landfill.
- Continue public education on bagging trash prior to placing that trash into their collection barrels.
- Continue picking up trash on the roads to the landfill and the roads adjacent to the landfill.
- Continue planting trees around the landfill.
- Regularly schedule meetings with Public Works staff and neighboring property owners.

Outcome(s):

- Better relationship with surrounding property owners.
- Reduction in staff time required to pick up trash in and around the landfill.

Goal: Develop Solid Waste Program and Rates

Action(s):

- Develop framework for "Pay as you Throw" solid waste collection system.
- Develop options for a recycling program.
- Develop rates commensurate with recommended program.
- Extensive public outreach effort to incorporate solid waste program changes.

Outcome(s):

- Sustainable solid waste program.
- More equitable rate structure.

- **Goal: Implement Solid Waste Route Optimization**

Action(s):

- Review tactical route model and give real-world adjustments to the model.
- Meet with operators with new routes to get employee buy-in.
- Develop a communication, outreach, and education strategy to rollout to customers who will be affected with day changes.

Outcome(s):

- Cleaner residential route boundaries.
- Balanced routes.
- Reduced overall fleet mileage that will save money in fuel, maintenance, etc.
- Increased employee morale.

Goal: Continue the procedures for cleaning and maintaining the City's storm drain system.

Action(s):

- Continue inventory of storm sewer system using closed circuit TV system.
- Prioritize problem sections of the system.
- Initiate repairs using Public Works staff when possible, and identifying future capital improvement projects.
- Focus on cleaning/jetting storm sewer sections where excess sediment has accumulated.

Outcome(s):

- Improved flow and capacity of the storm sewer system.
- Reliable data on the GIS map.
- Reduce problem areas/complaint calls.
- Change from reactive to proactive maintenance

Goal: Implement Storm Utility

Action(s):

- Review options for funding stormwater systems.
- Develop plan based on the preferred option.
- Formalize policies for stormwater.
- Assess staffing levels.
- Engage stakeholders to assist in the development of a plan that serves the community.

Outcome(s):

- Framework to implement stormwater funding program that allows for a sustainable stormwater system.
- More equitable rate structure.
- Consistent policies in place for public and staff.

Goal: Ensure the City's MS4 stormwater program complies with Federal Phase II Stormwater Regulations and State General Permit.

Action(s):

- Implement the MS4 program six-control measures to comply with the 2022 five-year general permit.
- Complete and submit annual stormwater report and bi-annual stormwater sampling.
- Update or develop public information pamphlets on Illicit Discharge Detection & Elimination (IDDE), Fat, Oil, and Grease (FOG), Residential, and Commercial Best Management Practices (BMPs).
- Locate and remove illicit connections to the stormwater system discovered by the CCTV program.
- Update land ownership surveys on existing ditches and drains within the City limits.
- Continue to respond to IDDE complaints and eliminate illicit/cross connections.
- Update Billings MS4 stormwater map in the Heights area.

Outcome(s):

- Reduce stormwater pollution into state waters.

Goal: Ensure all regulatory signs and traffic signals are in compliance with the Manual of Uniform Control Devices (MUTCD) standards.

Action(s):

- Replace all overhead 8" indication lights with 12" LED lights.
- Test reflectivity on all regulatory signs.

Outcome(s):

- Regulatory signs and traffic signal will meet current MUTCD standards.

Goal: Provide well-maintained public rights-of-ways.

Action(s):

- Continue programs for pothole repair, street reconstruction, gravel street and alley upkeep, snow and ice control, storm drain cleaning/jetting, sweeping, maintaining multi-use trails, mowing, weed abatement, maintaining signalized intersections, all street signs, and pavement markings.

Outcome(s):

- Provide safe driving surfaces and movement of vehicle and pedestrian traffic.

Goal: Assess school crosswalks for (Premark) heat tape applications

Action(s):

- Continue the program to place heat tape on school crosswalks (grade schools)

Outcome(s):

- More durable heat tape application for crosswalk markings.

Goal: Maintain a pretreatment program to comply with the Clean Water Act - water pollution control program.

Action(s):

- Conduct a Local Limits Re-evaluation to comply with the pretreatment program rules.
- Complete and submit annual pretreatment report to EPA.
- Conduct inspections of permitted and potential Industrial Users dischargers
- Assist Lockwood Water and Sewer District in managing pretreatment program through the Pretreatment Program Interlocal Agreement.
- Analyze the impact of future significant industrial dischargers on the City's collection and treatment systems.
- Comply with the Capacity, Management, Operation, and Maintenance (CMOM).
- Coordinate with Distribution and Collection field crews to locate and resolve Fats Oil and Grease (FOG) discharges including on-site inspections of food services businesses.
- Continue sulfate and hydrogen sulfide investigation including field monitoring and sampling

Outcome(s):

- Reduce potential upsets at the Water Reclamation Facility, sanitary sewer overflows, and protect the health and safety of workers.
- Maintain EPA regulatory compliance.

Goal: Monitor legislation and legal action as it relates to nitrogen and phosphorus levels on the Yellowstone River and the associated effect on the Water Reclamation Facility discharge requirements.

Action(s):

- Collaborate and share data with MDEQ to assist them in setting informed treatment standards.
- Support legislation, if needed, to recreate nutrient legislation that makes sense in Montana.
- Assess nutrient trading opportunities with upstream watershed groups, feedlots, and/or agriculture.

Outcome(s):

- Cost savings by eliminating the need for unnecessary treatment plant upgrades.
- Protection of Yellowstone River water quality.

Goal: Standardize Water Reclamation Facility (WRF) operations and maintain activities.

Action(s):

- Implement new Standard Operating Procedures (SOP) Manual for safe and successful biological nutrient removal at the Water Reclamation Facility.
- Utilize asset management and maintenance software to optimize maintenance.
- Meet all MPDES permit requirements.

Outcome(s):

- Operations adhere to consistent Standard Operations procedures reducing risk of treatment plant upset.
- Lower cost of treatment due to optimized chemical and energy use.
- Optimized utilization of staff for maintenance activities.

Goal: Implement resource recovery through amending landfill compost with phosphorus-rich-bio solids from the Water Reclamation Facility.

Action(s):

- Begin construction of phosphorus recovery technologies at the Water Reclamation Facility.
- Optimize chemical and energy associated with nutrient recovery technology.

Outcome(s):

- Beneficial reuse of phosphorus.
- Higher quality water discharged from Water Reclamation Facility.
- Establish the City of Billings as an innovative environmental leader for phosphorus recovery in the region.

Goal: Evaluate and develop a comprehensive plan/strategy for the water and sewer main replacement program.

Action(s):

- Analyze the number and cause of water and sewer main breaks. Look for common factors of cause.
- Using GIS develop a map of the age and type of pipe within the City.
- Review the City's break history compared to national averages.
- Evaluate the costs and the frequency of repairs compared to the cost of large water and sewer pipe replacement projects.

Outcome(s):

- Short and long-term plans developed to address the cost and the customer disruption for the water and sewer replacement/repair program.

Goal: Meet or exceed requirements/mandates of the Environmental Protection Agency (EPA) and Montana Department of Environmental Quality (MDEQ) Lead and Copper Rule Revisions (LCRR).

Action:

- Submit initial water service inventory to MDEQ by October 16, 2024. Provide a system where customers/property owners can identify water service type. Include language in the annual CCR explaining how customers/property owners can access the water service inventory. Inform all persons served by lead, galvanized requiring replacement(GRR), or lead status unknown water system at the water service connection within 30 days of completion of the initial inventory and

repeat the notification on an annual basis until the service connection is no longer a lead, GRR, or lead status unknown line.

Outcome:

- Complete removal/replacement of all lead and GRR water service lines in the City of Billings water distribution system.

Goal: Remove and replace existing lead services within the City of Billings water system.

Action(s):

- Continue to determine the locations of existing lead services within the Billings water service system and map locations.
- Establish strategy for the elimination of lead services from the water main to the property line.
- Develop a list of property owners that may have lead services from the property line to the house and contact them to verify if the services are lead.
- Develop a funding strategy to assist property owners with the cost of replacing the lead services.

Outcome(s):

- Elimination of lead services within the City of Billings water system.

Goal: Update Source Water Delineation and Assessment Report.

Action(s):

- Continue coordination meetings to update and field verify facilities identified in the original Assessment and Delineation survey.
- Conduct a minimum of one presentation to the Local Emergency Planning Committee (LEPC).

Outcome(s):

- A susceptibility assessment of significant, potential contaminant sources in the spill response area for the Laurel, Billings, and Lockwood Water Treatment Plant intakes is provided.

Goal: Begin detailed design and construction of redundant water supply and treatment for the drinking water system.

Action(s):

- Begin construction of west end intake and treatment plant.
- Complete modifications to High Service Pump Station to allow back feed from new treatment plant.
- Complete design of raw water reservoir.
- Enter into an agreement with BBWA to utilize the ditch for conveyance to the west end facility.

Outcome(s):

- Increased water supply storage from a few hours to several months.
- Increased trails and water recreational opportunities for the public.
- Reduced energy costs related to pumping water.

Goal: Improve resilience and redundancy of the water system to critical City assets.

Action(s):

- Construct an additional three million gallons of potable water storage in pressure Zone 1, which includes the hospitals and all the downtown area.
- Design and construct the Zone 4 Pump Station located in the northwest part of the City.

Outcome(s):

- More reliable water supply to critical City functions and assets.
- Mitigation of risks related to having only one river intake during high water demands.

Goal: Provide superior quality potable water.

Action(s):

- Produce, pressurize, and store drinking water for the community in adequate quantities and meet all regulatory requirements and quality control standards.
- Maintain and repair all water treatment, pressurization, and storage facilities.
- Increase staff operational knowledge of UV disinfection system.
- Inventory and test backflow prevention devices.

Outcome(s):

- Community water needs met.
- Replacement of aging/malfunctioning infrastructure to increase capacity while ensuring a quality product.
- Obtain the longest productive life possible.
- Superior quality potable water above MDEQ standards provided.

Goal: Continue communication with the consuming public about drinking water treatment and the quality of their drinking water.

Action(s):

- Prepare and distribute the annual Consumer Confidence Report providing details about the quality of the City's drinking water.
- Provide monthly water quality information enhanced with responses to frequently asked questions and other useful drinking water information on the Department's website.
- Provide facility tours to educate the public about drinking water treatment; provide information to civic groups, schools and others regarding drinking water processes and quality; and respond to citizen inquiries regarding the quality of the City's drinking water.

Outcome(s):

- Maintain and enhance the public's confidence in the City's drinking water.
- More informed public about their drinking water and the processes required to provide it.

Goal: Develop a 5-year rolling plan for construction of missing sidewalks.

Action(s):

- Review areas of missing sidewalk that provide important connectivity.
- Review and coordinate areas of missing sidewalk with Safe Routes to School programs.

Outcome(s):

- Regularly install areas of missing sidewalk to provide pedestrian connectivity.

Goal: Update Site Develop Ordinances.

Action(s):

- Review code related to private roads.
- Provide alignment with site zoning e.g. hard surface paving.
- Provide code alignment with subdivision regulation update.

Outcome(s):

- Site development ordinance is in alignment with subdivision and zoning regulations.

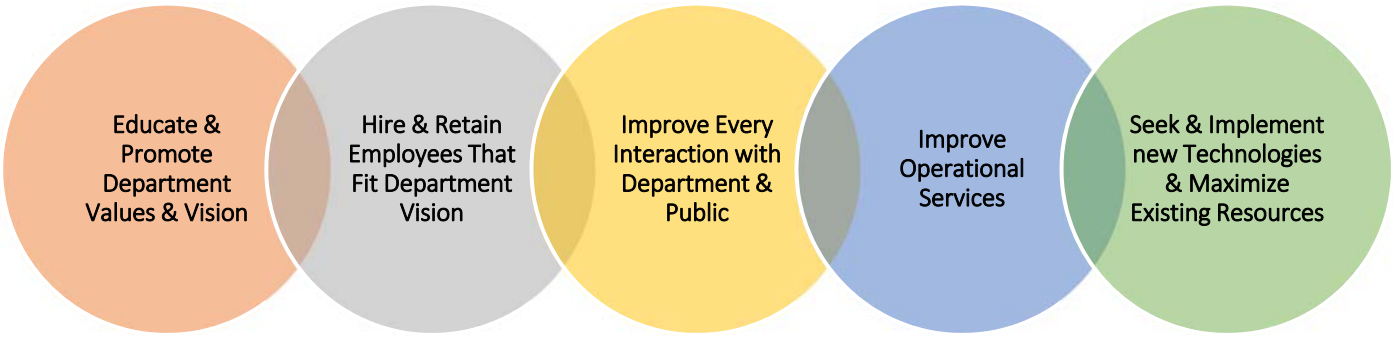
Goal: Develop Traffic Control Policies.

Action(s):

- Review transportation policy topics including access management, crosswalks, pavement markings, school zones, speed limits, stop signs, street lighting, temporary traffic control, and traffic calming.
- Develop policies and review with the Public Works Board.

Outcome(s):

- Provide a clear and concise set of policies and guidelines for common transportation elements.



In addition to the defined goals for FY24, the Public Works Department continues to further the implementation of our established ***Strategic Goals*** through projects such as increased external and internal communications, employee engagement initiatives, customer service programs, asset management, efficiency initiatives, GIS expansion, and other technology initiatives. The Public Works leadership team will continue to identify ways to improve efficiencies and create policies and programs that support our vision and mission.

Detailed Fund Summaries

PUBLIC WORKS ADMINISTRATION
OPERATING BUDGET

FUND 6600

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
WORKING CAPITAL-BEGINNING	**$ 375,197**	**$ 615,971**	**$ 710,542**	**$ 875,032**	**$ 857,000**
REVENUES:					
CHARGE FOR SERVICES	2,888,837	2,794,737	2,924,130	2,924,130	3,166,871
INTERGOVERNMENTAL	97,969	89,689	-	-	-
INVESTMENT EARNINGS	935	(13,651)	2,000	3,848	4,000
TOTAL REVENUE	**$ 2,987,741**	**$ 2,870,775**	**$ 2,926,130**	**$ 2,927,978**	**$ 3,170,871**
EXPENSES:					
PERSONAL SERVICES	$ 1,979,242	$ 1,612,923	$ 1,937,779	$ 1,899,750	$ 2,137,224
OPERATIONS & MAINTENANCE	931,497	860,628	1,060,560	1,034,260	1,078,202
CAPITAL	9,245	12,598	12,000	12,000	-
TOTAL EXPENSES	**$ 2,919,984**	**$ 2,486,149**	**$ 3,010,339**	**$ 2,946,010**	**$ 3,215,426**
WORKING CAP. CHANGES NOT BUDGETED	173,017	(125,565)	-	-	-
WORKING CAPITAL-ENDING	**$ 615,971**	**$ 875,032**	**$ 626,333**	**$ 857,000**	**$ 812,445**
LESS OPERATING RESERVE	232,859	197,884	239,867	234,721	257,234
AVAILABLE WORKING CAPITAL	**$ 383,112**	**$ 677,148**	**$ 386,466**	**$ 622,279**	**$ 555,211**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	REQUEST FY 24
ACCOUNT CLERK II	6.0	6.0	6.0	6.0
ADMINISTRATIVE SUPPORT II	-	-	-	1.0
ADMINISTRATIVE SUPPORT III	1.0	1.0	1.0	1.0
ASSET MANAGEMENT ANALYST	-	-	1.0	1.0
BILLINGS SERV COORD	1.0	1.0	1.0	1.0
DEPUTY DIRECTOR OF PUBLIC WORKS	1.0	1.0	1.0	1.0
DIRECTOR OF PUBLIC WORKS	1.0	1.0	1.0	1.0
FACILITIES MAINT SUPPORT II	2.0	2.0	2.0	2.0
PROJECT & COMMUNICATION COORD	1.0	1.0	1.0	1.0
PUBLIC WORKS FINANCIAL ANALYST	1.0	1.0	1.0	1.0
PUBLIC WORKS FISCAL SERVICES MGR	1.0	1.0	1.0	1.0
SAFETY & TRAINING COORDINATOR	1.0	1.0	1.0	1.0
SENIOR ACCOUNT/PERMIT CLERK	2.0	2.0	2.0	2.0
SPECIAL ASSESSMENT COORD	1.0	1.0	1.0	1.0
UTILITY BUSINESS MANAGER	1.0	1.0	1.0	1.0
TOTAL	20.0	20.0	21.0	22.0

FUND 6700

PUBLIC WORKS ENGINEERING
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
WORKING CAPITAL-BEGINNING	**$ 124,891**	**$ 234,065**	**$ 279,833**	**$ 219,901**	**$ 269,645**
REVENUES:					
SPECIAL ASSESSMENTS	$ 54,751	$ 60,979	$ 55,000	$ 81,283	$ 85,000
LICENSES & PERMITS	128,177	127,936	134,000	117,700	140,500
CHARGE FOR SERVICES	2,923,873	2,984,796	3,326,256	3,254,556	3,677,186
INTERGOVERNMENTAL	132,100	135,891	-	-	-
INVESTMENT EARNINGS	186	(3,637)	1,000	1,133	2,500
MISCELLANEOUS	949	2,455	-	-	-
TOTAL REVENUE	**$ 3,240,036**	**$ 3,308,420**	**$ 3,516,256**	**$ 3,454,672**	**$ 3,905,186**
EXPENSES:					
PERSONAL SERVICES	$ 2,657,485	$ 2,386,123	$ 2,594,589	$ 2,607,288	$ 2,771,437
OPERATIONS & MAINTENANCE	641,037	763,061	767,836	797,391	943,345
CAPITAL	25,359	32,762	75,985	249	179,000
TOTAL EXPENSES	**$ 3,323,881**	**$ 3,181,946**	**$ 3,438,410**	**$ 3,404,928**	**$ 3,893,782**
WORKING CAP. CHANGES NOT BUDGETED	193,019	(140,638)	-	-	-
WORKING CAPITAL-ENDING	**$ 234,065**	**$ 219,901**	**$ 357,679**	**$ 269,645**	**$ 281,049**
LESS OPERATING RESERVE	329,852	314,918	336,243	340,468	371,478
AVAILABLE WORKING CAPITAL	**$ (95,787)**	**$ (95,017)**	**$ 21,437**	**$ (70,823)**	**$ (90,429)**

PUBLIC WORKS ENGINEERING
OPERATING BUDGET

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	REQUEST FY 24
CITY ENGINEER	1.0	1.0	1.0	1.0
CITY TRAFFIC ENGINEER	1.0	1.0	1.0	1.0
ENGINEER II	5.0	5.0	6.0	6.0
ENGINEER I	4.0	4.0	4.0	4.0
ENGINEER III	1.0	1.0	1.0	1.0
PERMIT CLERK	1.0	1.0	1.0	1.0
ENGINEERING DATA SPECIALIST	1.0	1.0	1.0	1.0
ENGINEER INSPECTOR II	4.0	4.0	5.0	5.0
ENGINEERING INSPECTOR SUPERVISOR	1.0	1.0	-	-
SURVEYOR/CAD TECH	1.0	1.0	1.0	1.0
TRAFFIC TECHNICIAN*	1.0	1.0	1.0	1.0
SENIOR ENGINEERING TECH	2.0	2.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
TOTAL	**24.0**	**24.0**	**24.0**	**24.0**

**EXPENSES ACCOUNTED FOR IN GAS TAX FUND*

SIDEWALK AND CURB DISTRICTS FUND
OPERATING BUDGET

FUNDS 4340

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE BEGINNING	**$ (203,792)**	**$ (487,460)**	**$ (1,253)**	**$ (832,178)**	**$ -**
REVENUE:					
INTEREST EARNINGS	$ -	$ (3,254)	$ 1,253	$ (133)	$ 100
PRIVATE CONTRIBUTIONS	67,101	393,842	-	-	-
SALE OF BONDS	317,102	960,000	2,599,275	2,366,172	1,847,650
TOTAL REVENUE	**$ 384,203**	**$ 1,350,588**	**$ 2,600,528**	**$ 2,366,039**	**$ 1,847,750**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ -	$ -	$ -	$ 57,640	$ -
BOND ISSUANCE COSTS	21,000	15,000	25,000	25,000	25,000
CONST-SIDEWALK BY CITY	646,871	1,680,306	2,574,275	1,444,032	1,822,750
TRANSFER OTHER FUNDS	-	-	-	7,189	-
TOTAL EXPENDITURES	**$ 667,871**	**$ 1,695,306**	**$ 2,599,275**	**$ 1,533,861**	**$ 1,847,750**
FUND BALANCE ENDING	**$ (487,460)**	**$ (832,178)**	**$ -**	**$ -**	**$ -**
LESS:					
RESTRICTED	(487,460)	(832,178)	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SPECIAL IMPROVEMENT DISTRICT FUNDS
OPERATING BUDGET

FUND 4500

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE BEGINNING	**$ 703,247**	**$ 308,573**	**$ -**	**$ 345,977**	**$ -**
REVENUE:					
INTEREST EARNINGS	$ 1,472	$ (12,326)	$ -	$ (169)	$ -
PRIVATE CONTRIBUTIONS	523,178	2,889	-	-	-
SALE OF BONDS	1,133,316	3,040,000	2,808,000	2,502,532	3,076,250
TOTAL REVENUE	**$ 1,657,966**	**$ 3,030,563**	**$ 2,808,000**	**$ 2,502,363**	**$ 3,076,250**
EXPENDITURES:					
BOND ISSUANCE COSTS	$ 22,000	$ 159,777	$ 48,000	$ 48,000	$ -
REFUNDS	58,000	34,494	-	-	-
CONST-ROADS/STREET/PARKING	1,972,640	2,746,652	2,760,000	2,800,340	3,076,250
TRANSFER OTHER FUNDS	-	52,236	-	-	-
TOTAL EXPENDITURES	**$ 2,052,640**	**$ 2,993,159**	**$ 2,808,000**	**$ 2,848,340**	**$ 3,076,250**
FUND BALANCE ENDING	**$ 308,573**	**$ 345,977**	**$ -**	**$ -**	**$ -**
LESS:					
RESTRICTED	308,573	345,977	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

ARTERIAL STREET FEES FUND
OPERATING BUDGET

FUND 8450

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE BEGINNING	**$ 6,619,927**	**$ 9,186,611**	**$ 6,485,664**	**$ 8,846,692**	**$ 451,443**
REVENUE:					
SPECIAL ASSESSMENTS	$ 4,630,401	$ 4,759,537	$ -	$ 29,411	$ -
INTEREST ON INVESTMENTS	5,763	(109,577)	10,000	1,000	1,000
MISCELLANEOUS	-	-	-	-	-
GRANTS-DOT	-	-	7,620,385	7,620,385	-
TOTAL REVENUE	**$ 4,636,164**	**$ 4,649,960**	**$ 7,630,385**	**$ 7,650,796**	**$ 1,000**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ 247,517	$ 359,507	$ 164,999	$ 464,999	$ 2,443
CAPITAL	1,821,963	4,630,372	13,951,050	15,581,046	450,000
TOTAL EXPENDITURES	**$ 2,069,480**	**$ 4,989,879**	**$14,116,049**	**$16,046,045**	**$ 452,443**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 9,186,611**	**$ 8,846,692**	**$ -**	**$ 451,443**	**$ -**
PLUS: INTERFUND DEBT OUTSTANDING	**3,144,882**				
PLUS: INTERFUND DEBT TRANSFER	**-**	**-**	**-**	**-**	**-**
UNOBLIGATED CASH FOR CURRENT USE	**$ 12,331,493**	**$ 8,846,692**	**$ -**	**$ 451,443**	**$ -**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	9,186,611	8,846,692	-	451,443	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

GAS TAX FUND
OPERATING BUDGET

FUND 2050 & 2060

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE BEGINNING	**$ 7,355,031**	**$ 8,588,838**	**$ 5,550,181**	**$ 7,432,294**	**$ 2,715,697**
REVENUE:					
STATE GAS TAX	$ 3,724,908	$ 3,944,961	$ 3,960,000	$ 4,301,345	$ 4,275,000
STATE REIMBURSEMENTS					
COUNTY CONTRACT SERVICE	67,335	88,488	92,594	92,594	95,334
GRANTS					
CHARGE FOR SERVICES					
INTEREST ON INVESTMENTS	5,841	(91,523)	20,000	6,747	21,000
CONTRIBUTIONS/DONATIONS	-	-	57,000	-	-
TRANSFERS:					
STREET MAINT DISTRICTS	1,700,000	1,760,000	-	-	-
STORM SEWER					
GENERAL FUND					
STATE REIMBURSEMENTS					
MISCELLANEOUS	-	-	-	57,000	-
TOTAL REVENUE	**$ 5,498,084**	**$ 5,701,926**	**$ 4,129,594**	**$ 4,457,686**	**$ 4,391,334**
EXPENDITURES:					
PERSONAL SERVICES	$ 67,335	$ 87,944	$ 92,593	$ 92,527	$ 95,333
OPERATION & MAINTENANCE	2,351,525	3,462,048	339,430	349,430	353,760
CAPITAL PROJECTS	1,845,417	3,293,478	6,834,410	8,732,326	3,647,000
TRANSFERS	-	15,000	-	-	-
STREET/TRAFFIC OPERATING	-	-	-	-	-
PAVER PROGRAM	-	-	-	-	-
CORNER LOT SUBSIDY	-	-	-	-	-
TRANSP. ENHANCEMENT	-	-	-	-	-
SID/ SIDEWALK CONSTRUCTI	-	-	-	-	-
TOTAL EXPENDITURES	**$ 4,264,277**	**$ 6,858,470**	**$ 7,266,433**	**$ 9,174,283**	**$ 4,096,093**
FUND BALANCE ENDING	**$ 8,588,838**	**$ 7,432,294**	**$ 2,413,342**	**$ 2,715,697**	**$ 3,010,938**
LESS:					
RESTRICTED:					
OTHER PROJECTS	8,588,838	7,432,294	2,413,342	2,715,697	3,010,938
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SIDEWALK HAZARD
OPERATING BUDGET

FUND 2080

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE BEGINNING	**$ 92,517**	**$ 80,646**	**$ 74,646**	**$ 95,764**	**$ 9,016**
REVENUE:					
SPECIAL ASSESSMENTS	$ 19,649	$ 1,325	$ 12,000	$ 17,843	$ 150,000
CHARGE FOR SERVICES	5,242	-	63,154	6,000	12,000
INTEREST ON INVESTMENTS	161	(1,296)	200	44	200
TRANSFERS	-	15,000	-	-	-
TOTAL REVENUE	**$ 25,052**	**$ 15,029**	**$ 75,354**	**$ 23,887**	**$ 162,200**
EXPENDITURES:					
OPERATION & MAINTENANCE	36,923	(89)	150,000	110,635	150,000
TOTAL EXPENDITURES	**$ 36,923**	**$ (89)**	**$ 150,000**	**$ 110,635**	**$ 150,000**
FUND BALANCE ENDING	**$ 80,646**	**$ 95,764**	**$ -**	**$ 9,016**	**$ 21,216**
LESS:					
RESTRICTED:					
OTHER PROJECTS	80,646	95,764	-	9,016	21,216
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STORM SEWER FUND
OPERATING BUDGET

FUND 8400 & 2070

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE BEGINNING	**$ 2,298,644**	**$ 3,190,730**	**$1,720,252**	**$ 3,959,537**	**$ 1,569,195**
REVENUE:					
SPECIAL ASSESSMENTS	$ 4,748,236	$ 4,912,575	$ 5,100,000	$ 5,215,341	$ 5,440,000
INTEREST ON INVESTMENTS	2,364	(52,799)	15,500	9,536	15,500
LICENSES & PERMITS	-	-	500	-	500
OTHER	13,654	52,553	5,610	5,712	5,610
TOTAL REVENUE	**$ 4,764,254**	**$ 4,912,329**	**$ 5,121,610**	**$ 5,230,589**	**$ 5,461,610**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 2,228,352	$ 2,015,987	$ 2,100,098	$ 2,511,556	$ 1,987,497
CAPITAL	643,816	1,107,535	3,585,000	4,094,375	2,712,000
TRANSFERS TO BOND AND INTEREST	1,000,000	1,020,000	1,015,000	1,015,000	1,015,000
TOTAL EXPENDITURES	**$ 3,872,168**	**$ 4,143,522**	**$ 6,700,098**	**$ 7,620,931**	**$ 5,714,497**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 3,190,730**	**$ 3,959,537**	**$ 141,764**	**$ 1,569,195**	**$ 1,316,308**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	3,190,730	3,959,537	141,764	1,569,195	1,316,308
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STREET AND TRAFFIC FUND
OPERATING BUDGET

FUND 2110

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE BEGINNING	**$ 3,905,444**	**$ 5,323,359**	**$ 5,355,030**	**$ 6,722,811**	**$ 5,552,676**
REVENUE:					
STATE REIMBURSEMENTS	$ 753,884	$ 760,485	$ 760,000	$ 787,197	$ 463,800
CONCRETE REPAIR	-	-	207,000	100,000	150,000
FIRE SERVICES FEES	12,061	11,948	11,000	11,000	11,000
STREET LIGHT	197,524	181,945	244,000	244,000	251,932
STREET MAINTENANCE	7,555,000	7,900,000	7,250,000	7,250,000	7,612,000
SOLID WASTE	106,137	115,388	100,000	100,000	100,000
STORM SEWER MAINT.	1,373,417	953,158	1,060,000	1,060,000	1,108,807
BBWA LATERAL MAINT.	4,500	4,500	4,500	4,500	4,500
UTILITY CHG FOR SERVICES	317,030	528,509	250,000	250,000	300,000
INTERDEPARTMENTAL CHGS	1,385	1,058	1,000	500	1,000
INVESTMENT EARNINGS	2,489	(62,443)	10,000	9,712	10,000
MISCELLANEOUS	33,825	20,573	10,000	10,115	10,000
TRANSFER-GEN FUND	34,409	-	-	-	-
TOTAL REVENUE	**$10,391,661**	**$ 10,415,121**	**$ 9,907,500**	**$ 9,827,024**	**$ 10,023,039**
EXPENDITURES:					
PERSONAL SERVICES	$ 4,011,563	$ 4,005,181	$ 4,714,126	$ 4,565,536	$ 5,057,646
OPERATIONS AND MAINTENANCE	3,422,737	3,606,609	4,577,978	4,646,953	4,873,193
CAPITAL	1,331,944	1,196,377	971,684	1,577,168	1,832,186
TRANSFERS	207,502	207,502	207,502	207,502	83,129
TOTAL EXPENDITURES	**$ 8,973,746**	**$ 9,015,669**	**$ 10,471,290**	**$ 10,997,159**	**$ 11,846,154**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 5,323,359**	**$ 6,722,811**	**$ 4,791,240**	**$ 5,552,676**	**$ 3,729,561**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	5,323,359	6,722,811	4,791,240	5,552,676	3,729,561
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STREET AND TRAFFIC FUND
OPERATING BUDGET

FUND 2110

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
PERSONAL SERVICES	$ 4,011,563	$ 4,005,181	$ 4,714,126	$ 4,565,536	$ 5,057,646
OPERATIONS AND MAINTENANCE	3,422,737	3,606,609	4,577,978	4,646,953	4,873,193
CAPITAL	1,331,944	1,196,377	1,593,683	1,577,168	1,832,186
TRANSFERS	207,502	207,502	207,502	207,502	83,129
TOTAL EXPENDITURES	**$ 8,973,746**	**$ 9,015,669**	**$ 11,093,289**	**$ 10,997,159**	**$ 11,846,154**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	REQUEST FY 24
STREET/TRAFFIC SUPERINTENDENT	1.0	1.0	1.0	1.0
STREET/TRAFFIC SUPERVISOR	4.0	4.0	4.0	4.0
SR. EQUIPMENT OPER/MAINT. WKR	3.0	3.0	3.0	3.0
EQUIP OPER/MAINT WORKER	29.0	32.0	32.0	38.0
MAINTENANCE WORKER	4.0	1.0	5.0	4.0
TRAFFIC INSPECTOR II	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT III	1.0	1.0	1.0	1.0
ELECTRICIAN III	2.0	1.0	1.0	1.0
ELECTRICIAN II	-	3.0	3.0	3.0
ARBORIST	1.0	1.0	-	-
TOTAL	**48.0**	**48.0**	**51.0**	**56.0**

STREET LIGHT MAINTENANCE DISTRICTS FUND
OPERATING BUDGET

FUND 8100

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE - BEGINNING	**$ 1,963,942**	**$ 2,245,385**	**$ 2,130,695**	**$ 2,419,079**	**$ 2,255,418**
REVENUE:					
INTEREST EARNINGS	$ 18,892	$ (31,543)	$ 5,000	$ 2,218	$ 6,000
SPECIAL ASSESSMENTS	2,441,811	2,377,577	2,400,000	2,446,987	2,700,000
INTERGOVERNMENTAL	530	-	-	-	-
MISCELLANEOUS	-	14,621	-	7,842	-
TOTAL REVENUE	**$ 2,461,233**	**$ 2,360,655**	**$ 2,405,000**	**$ 2,457,047**	**$ 2,706,000**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 2,179,790	$ 2,186,961	$ 2,913,208	$ 2,620,708	$ 3,239,446
TOTAL EXPENDITURES	**$ 2,179,790**	**$ 2,186,961**	**$ 2,913,208**	**$ 2,620,708**	**$ 3,239,446**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE - ENDING	**$ 2,245,385**	**$ 2,419,079**	**$ 1,622,487**	**$ 2,255,418**	**$ 1,721,972**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	2,245,385	2,419,079	1,622,487	2,255,418	1,721,972
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STREET MAINTENANCE DISTRICTS FUND
OPERATING BUDGET

FUND 8010 & 8020

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
FUND BALANCE BEGINNING	**$ 4,390,924**	**$ 4,631,884**	**$ 4,313,239**	**$ 4,423,656**	**$ 6,109,865**
REVENUE:					
SPECIAL ASSESSMENTS	$ 9,590,564	$ 9,625,744	$ 14,635,000	$ 14,760,307	$ 15,784,000
INTEREST ON INVESTMENTS	5,886	(73,626)	20,700	(2,819)	20,500
TOTAL REVENUE	**$ 9,596,450**	**$ 9,552,118**	**$ 14,655,700**	**$ 14,757,488**	**$ 15,804,500**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ 7,655,490	$ 8,000,346	$ 7,346,279	$ 7,346,279	$ 7,883,111
CAPITAL	-	-	5,725,000	5,725,000	6,584,000
TRANSFER TO GAS TAX FUND	1,700,000	1,760,000	-	-	-
TOTAL EXPENDITURES	**$ 9,355,490**	**$ 9,760,346**	**$ 13,071,279**	**$ 13,071,279**	**$ 14,467,111**
FUND BALANCE ENDING	**$ 4,631,884**	**$ 4,423,656**	**$ 5,897,660**	**$ 6,109,865**	**$ 7,447,254**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	4,631,884	4,423,656	5,897,660	6,109,865	7,447,254
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SOLID WASTE FUND
OPERATING BUDGET

FUNDS 5410,5420,5440,5450

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
WORKING CAPITAL - BEGINNING	**$21,690,527**	**$ 15,460,105**	**$ 12,548,212**	**$ 17,963,506**	**$ 7,209,643**
REVENUES:					
GARBAGE COLLECTION-RES	$ 5,856,028	$ 6,091,303	$ 5,930,000	$ 5,930,000	$ 6,150,000
GARBAGE COLLECTION-COMM	4,585,072	4,807,288	4,760,000	4,760,000	4,910,000
CONATINER SALES	-	35,600	-	-	-
COLLECTION-BILLED	1,218,881	1,411,872	1,440,000	1,458,368	1,482,700
LANDFILL CHARGES	6,039,774	6,460,887	6,675,000	6,539,590	6,817,250
MISC CHARGE FOR SERVICES	72,579	82,831	80,000	120,000	113,500
SURCHARGES	17,555	19,460	20,000	56	21,000
SPECIAL ASSESSMENTS	-	-	-	-	-
INTEREST ON INVSTMNT/LOANS	44,609	(393,599)	96,781	252,150	121,300
SALE OF SURPLUS EQUIP/LAND	92,843	10,374	-	-	-
CARES GRANT	1,329	-	-	-	-
REFUNDS/REIMBURSEMENTS	14,770	755,856	-	2,453,298	-
TOTAL REVENUE	**$17,943,440**	**$ 19,281,872**	**$ 19,001,781**	**$ 21,513,462**	**$ 19,615,750**
EXPENSES:					
ADMINISTRATION	$ 1,987,427	$ 4,038,902	$ 1,562,906	$ 1,508,827	$ 1,689,801
TRANSFER OUT-Facilities	-	-	-	-	143,743
COLLECTION	8,429,186	9,938,534	11,687,639	12,672,153	12,135,243
LANDFILL	14,248,676	4,770,874	15,201,896	18,086,345	7,516,925
TOTAL EXPENSES	**$24,665,289**	**$ 18,748,310**	**$ 28,452,441**	**$ 32,267,325**	**$ 21,485,712**
WORKING CAP. CHANGES NOT BUDGETED	491,427	1,969,839	-	-	-
WORKING CAPITAL - ENDING	**$15,460,105**	**$ 17,963,506**	**$ 3,097,552**	**$ 7,209,643**	**$ 5,339,681**
LESS OPERATING RESERVE	**4,377,000**	**5,260,000**	**2,943,030**	**5,817,734**	**3,445,781**
LESS DEBT RESERVE	**-**	**-**	**-**	**-**	**-**
AVAILABLE WORKING CAPITAL	**$11,083,105**	**$ 12,703,506**	**$ 154,522**	**$ 1,391,909**	**$ 1,893,901**

SOLID WASTE FUND
OPERATING BUDGET

FUNDS 5410,5420,5440,5450

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
PERSONAL SERVICES	$ 6,468,914	$ 6,014,192	$ 6,319,482	$ 6,436,251	$ 7,352,194
OPERATIONS AND MAINTENANCE	6,030,940	10,097,407	7,057,927	12,265,309	8,297,884
CAPITAL	11,375,716	1,875,742	13,510,032	12,000,765	4,145,891
DEBT SERVICE	759,719	722,969	1,565,000	1,565,000	1,546,000
TRANSFERS	30,000	38,000	-	-	143,743
TOTAL EXPENSES	**$24,665,289**	**$ 18,748,310**	**$28,452,441**	**$ 32,267,325**	**$ 21,485,712**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	REQUEST FY 24
SOLID WASTE SUPT.	1.0	1.0	1.0	1.0
SOLID WASTE SUPERVISOR	5.0	5.0	5.0	5.0
SR EQUIP. OPER / MAINT WORKER	5.0	5.0	5.0	5.0
ADMINISTRATIVE SUPPORT III	1.0	1.0	-	-
EQUIP. OPER / MAINT. WORKER	46.0	46.0	42.0	65.0
MAINTENANCE WORKER	7.0	9.0	15.0	5.0
ADMINISTRATIVE SUPPORT II	-	-	1.0	1.0
FACILITIES MAINT SUPPORT I	1.0	1.0	1.0	1.0
LANDFILL ATTENDANTS	3.0	3.0	3.0	3.0
TOTAL	**69.0**	**71.0**	**73.0**	**86.0**

WASTEWATER FUND
OPERATING BUDGET

FUNDS 5120,5130,5180,5190,4210

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
WORKING CAPITAL - BEGINNING	**$34,232,430**	**$ 34,689,881**	**$ 20,131,087**	**$ 27,143,989**	**$ 15,470,542**
REVENUES:					
WASTEWATER CHARGES	$20,546,771	$ 20,487,507	$ 20,621,200	$ 20,437,000	$ 21,049,600
PERMITS	70,620	65,285	65,000	55,000	65,000
OTHER CHARGES FOR SERV.	289,730	265,703	315,750	309,750	338,360
WHOLESALE SURCHARGE	86,967	90,568	82,000	90,000	93,000
LATE PAYMENT CHARGES	43,835	44,917	45,000	43,000	45,000
SYSTEM DEVELOPMENT FEE	1,736,706	2,661,255	1,700,000	2,600,000	1,800,000
STATE FEE	53,070	58,120	50,000	55,000	55,000
CONTRIBUTIONS/DONATIONS	30,145	-	-	-	-
ARPA GRANT	5,268	-	-	-	-
ARMY CORPS OF ENGINEERS GR	-	-	-	1,800,000	200,000
MISCELLANEOUS	99,120	15,127	-	12,000	-
SALE OF EQUIPMENT	11,466	2,600	-	-	-
TRANSFERS IN-OTHER FUNDS	-	8,000			
INTEREST ON INVESTMENTS	46,624	(485,564)	51,000	127,764	145,000
TOTAL REVENUE	**$23,020,322**	**$ 23,213,518**	**$ 22,929,950**	**$ 25,529,514**	**$ 23,790,960**
EXPENSES:					
ADMINISTRATION	$ 2,054,261	$ 1,689,791	$ 1,707,227	$ 1,870,843	$ 2,225,151
FISCAL SERVICES	489,310	(23,148)	75,933	77,891	80,323
TREATMENT PLANT	5,322,669	6,585,357	5,955,621	6,987,511	7,072,619
COLLECTION SYSTEM	1,508,609	1,750,455	1,750,421	1,855,476	2,227,172
ENVIRONMENTAL AFFAIRS	453,945	398,629	503,889	455,659	520,130
REPLACEMENT EXPEND.	7,832,987	13,275,330	15,893,972	20,580,581	14,023,379
INTRA-FUND TRANSFERS	-	15,200	-		
BOND PRINCIPAL	-	-	2,670,000	2,705,000	2,840,000
BOND INTEREST	2,237,107	2,141,143	2,705,000	2,670,000	2,518,000
TOTAL EXPENSES	**$19,898,888**	**$ 25,832,757**	**$ 31,262,063**	**$ 37,202,961**	**$ 31,506,774**
W.C. CHANGES NOT BUDGETED	(2,663,983)	(4,926,653)	-	-	-
WORKING CAPITAL - ENDING	**$34,689,881**	**$ 27,143,989**	**$ 11,798,974**	**$ 15,470,542**	**$ 7,754,728**
LESS OPERATING RESERVE	**1,845,000**	**1,845,000**	**1,800,000**	**-**	**2,181,999**
LESS SRF LOAN RESERVE	**1,444,526**	**1,444,526**	**1,445,000**	**-**	**-**
AVAILABLE WORKING CAPITAL	**$31,400,355**	**$ 23,854,463**	**$ 8,553,974**	**$ 15,470,542**	**$ 5,572,729**

WASTEWATER FUND
OPERATING BUDGET

FUND 5120,5130,5180,4210

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
PERSONAL SERVICES	$ 4,333,937	$ 3,853,610	$ 4,375,936	$ 4,234,454	$ 4,748,269
OPERATIONS AND MAINTENANCE	5,494,857	6,547,474	5,617,155	7,012,926	7,377,126
CAPITAL	7,832,987	13,275,330	15,893,972	20,580,581	14,023,379
DEBT SERVICE	2,237,107	2,141,143	5,375,000	5,375,000	5,358,000
			-		
TOTAL EXPENSES	**$ 19,898,888**	**$ 25,817,557**	**$31,262,063**	**$ 37,202,961**	**$ 31,506,774**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	REQUEST FY 24
ACCOUNT CLERK II	-	-	-	-
ACCOUNTING TECHNICIAN	0.25	0.25	0.25	0.25
ADMINISTRATIVE SUPPORT II	0.4	0.4	0.4	-
BILLINGS SERVICE COORD	-	-	-	-
CHIEF CHEMIST	1.0	1.0	1.0	1.0
CONTROL SYS PROG ANALYST II	1.0	1.0	1.0	1.0
D&C SUPERINTENDENT	0.4	0.4	0.4	0.5
DRAFTING TECHNICIAN	0.4	0.4	0.4	0.5
ELECTRICAL CNTRL SYS SPEC	0.5	0.5	0.5	0.5
ELECTRICAL MAINT SUPERVISOR	0.5	0.5	0.5	0.5
ELECTRICIAN III	3.0	3.0	3.5	3.5
ENG INSPECTOR II	0.8	0.8	0.8	1.0
ENGINEER II	-	-	-	-
ENVIRONMENTAL COMPL COORD	2.0	2.0	2.0	2.0
ENVIRONMENTAL ENGINEER	1.0	1.0	1.0	1.0
ENVIRONMETNAL COORD I	1.0	1.0	1.0	1.0
EQUIP OPER/MAINT WORKER	7.2	7.6	7.6	11.5
FACILITIES MAINT SUPPORT II	1.0	1.0	1.0	1.0
LAB SUPERVISOR	1.0	1.0	1.0	1.0
LAB TECHNICIAN	1.0	1.0	1.0	1.0
MECHANIC I	0.4	0.4	-	-
PLANT MECHANIC SUPERVISOR	1.0	1.0	1.0	1.0
PLANT OPER SUPERVISOR	1.0	1.0	1.0	1.0
SR EQUIP OPER MAINT WKR	1.6	1.6	1.6	2.0
SR. ACCOUNT CLERK	-	-	-	-
SYSTEMS MAINT SUPERVISOR	1.6	1.6	1.6	2.0
TREATMENT PLANT TECH III	5.0	6.0	11.0	11.0
TREATMENT PLANT TECHNICIAN I	2.0	1.0	-	-
TREATMENT PLANT TECHNICIAN II	6.0	6.0	2.0	1.0
WATER QUALITY SUPERINTENDENT	0.5	0.5	0.5	0.5
WASTEWATER TREATMENT MGR	1.0	1.0	1.0	1.0
WIRELESS NETWORK TECH	0.5	0.5	-	-
TOTAL	**43.05**	**43.45**	**43.05**	**46.75**

WATER FUND
OPERATING BUDGET

FUNDS 5020,5030,5050,5070,4160,8700

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
WORKING CAPITAL - BEGINNING	**$ 39,916,842**	**$ 46,359,048**	**$ 41,381,450**	**$ 53,126,848**	**$ 26,268,473**
REVENUES:					
WATER SALES	$ 28,570,077	$ 27,412,980	$ 27,018,950	$ 27,418,900	$ 28,229,500
FIRE HYDRANT CHARGES	446,249	478,180	440,000	478,000	480,000
WATER SERVICE LINE INS.	467,634	469,820	440,000	460,000	450,000
OTHER CHARGES FOR SERV.	414,452	579,296	404,300	417,800	417,000
LATE PAYMENT CHARGES	28,207	32,827	35,000	35,000	35,000
SYSTEM DEVELOPMENT FEE	1,701,909	2,623,428	1,500,000	1,900,000	1,650,000
STATE FEE	62,410	62,899	63,000	63,670	60,000
CONTRIBUTIONS-DONATIONS	286,272	-	-	-	-
ARPA GRANT	-	1,763,546	17,607,145	10,146,454	7,063,546
MISCELLANEOUS	11,914	14,019	13,000	32,282	13,000
TRANSFERS IN	6,950	-	-	-	-
SALE OF EQUIPMENT/LAND	-	10,012	-	-	-
SRF LOAN REVENUE	-	-	97,000,000	97,000,000	-
INTEREST ON INVESTMENTS	55,725	(660,374)	59,650	133,865	62,700
TOTAL REVENUE	**$ 32,051,799**	**$ 32,786,633**	**$ 144,581,045**	**$ 138,085,971**	**$ 38,460,746**
EXPENSES:					
ADMINISTRATION	$ 2,342,817	$ 2,531,158	$ 2,742,005	$ 2,810,108	$ 2,848,681
FISCAL SERVICES	2,302,174	1,891,559	331,449	284,556	292,070
TREATMENT PLANT	5,898,576	6,505,981	6,971,408	7,441,436	10,449,196
DISTRIB/COLLECT/METERS	3,149,897	2,893,542	4,494,221	4,578,780	4,603,826
ENGINEERING	-	-	-	-	-
ENVIRONMENTAL AFFAIRS	-	-	-	-	-
UTILITIES FLEET SERVICES	-	-	-	-	-
CENTRAL STOREROOM	-	-		-	
CAPITAL	9,479,395	8,968,077	126,911,207	146,583,141	19,092,742
CONSTRUCTION	-	-	-	-	-
WATER SERVCE INS. PROG	254,314	380,836	350,000	446,325	350,000
INTRA-FUND TRANSFERS		22,800			
BOND PRINCIPAL	-	-	5,900,000	2,300,000	7,200,000
BOND INTEREST	560,723	503,055	2,440,000	500,000	2,700,000
TOTAL EXPENSES	**$ 23,987,896**	**$ 23,697,008**	**$ 150,140,290**	**$ 164,944,346**	**$ 47,536,515**
W.C. CHANGES NOT BUDGETED	(1,621,697)	(2,321,825)	-	-	-
WORKING CAPITAL - ENDING	**$ 46,359,048**	**$ 53,126,848**	**$ 35,822,205**	**$ 26,268,473**	**$ 17,192,704**
LESS OPERATING RESERVE	**3,646,000**	**3,646,000**	**4,020,000**	**4,020,000**	**5,000,000**
LESS SRF LOAN RESERVE	**1,386,571**	**1,386,571**	**1,385,000**	**1,385,000**	**1,385,000**
AVAILABLE WORKING CAPITAL	**$ 41,326,477**	**$ 48,094,277**	**$ 30,417,205**	**$ 20,863,473**	**$ 10,807,704**

WATER FUND

FUNDS 5020,5030,5050,5070,4160,8700 **OPERATING BUDGET**

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	REQUEST FY 24
PERSONAL SERVICES	$ 5,322,241	$ 4,686,408	$ 5,341,045	$ 5,238,167	$ 5,275,092
OPERATIONS AND MAINTENANCE	8,625,537	9,516,668	10,194,499	10,323,038	13,268,681
CAPITAL	9,479,395	8,968,077	136,414,445	146,583,141	19,092,742
DEBT SERVICE	560,723	503,055	8,340,000	2,800,000	9,900,000
TOTAL EXPENSES	**$ 23,987,896**	**$ 23,674,208**	**$ 160,289,989**	**$ 164,944,346**	**$ 47,536,515**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	REQUEST FY 24
ACCOUNTING TECHNICIAN	0.75	0.75	0.75	0.75
ADMINISTRATIVE SUPPORT II	0.6	0.6	0.6	-
BILLINGS SERV COORD	-	-	-	-
CHEMIST	2.0	2.0	2.0	2.0
CHIEF CHEMIST	1.0	1.0	1.0	1.0
CONTROL SYS PROG ANALYST II	1.0	1.0	1.0	1.0
D&C SUPERINTENDANT	0.6	0.6	0.6	0.5
DRAFTING TECHNICIAN	0.6	0.6	0.6	0.5
ELEC CONTROL SYS SPECIALIST	0.5	0.5	0.5	0.5
ELECTRICAL MAIN SUPERVISOR	0.5	0.5	0.5	0.5
ELECTRICIAN III	3.0	3.0	3.5	3.5
ENGINEER II	-	-	-	-
ENGINEERING INSPECTOR II	1.2	1.2	1.2	1.0
ENVIRONMENTAL COORD	-	-	-	-
EQUIP. OPER/MAINT WORKER	9.0	9.0	9.6	10.5
FIELD SERVICE MGR	1.0	1.0	1.0	1.0
FIELD SERVICE REP.	8.0	8.0	8.0	8.0
LAB TECHNICIAN	1.0	1.0	1.0	1.0
MAINTENANCE WORKER	1.8	2.4	1.8	1.0
MECHANIC I	0.6	0.6		

WATER FUND

FUNDS 502,503,505,507,416,870 **STAFFING AUTHORIZATION - Continued**

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	REQUEST FY 24
METER MAINTENANCE REP	-	-	-	-
PLANT MECHANIC SUPERVISOR	1.0	1.0	1.0	1.0
PUD PLANT OPER SUPERVISOR	1.0	1.0	1.0	1.0
SR. ACCOUNT CLERK	-	-	-	-
SR. EQUIP OPER MAINT WKR	2.4	2.4	2.4	2.0
SYSTEMS MAINT SUPERVISOR	2.4	2.4	2.4	2.0
TREATMENT PLANT TECHNICIAN I	1.0	-	-	-
TREATMENT PLANT TECHNICIAN II	3.0	2.0	1.0	-
TREATMENT PLANT TECHNICIAN III	8.0	10.0	12.0	13.0
UTILITY SYSTEM ENG/WATER QUALITY SUPER	0.5	0.5	0.5	0.5
WATER TREATMENT PLANT MGR	1.0	1.0	1.0	1.0
WIRELESS NETWORK TECH	0.5	0.5	-	-
TOTAL	**53.95**	**54.55**	**54.95**	**53.25**

Business Improvement Districts

Downtown Business Improvement District

Downtown Billings Business Improvement District

Work Plan FY 2024

Mission Statement

The Billings Business Improvement District (BID) is dedicated to improving the cleanliness, appearance, and perception of safety in Downtown Billings to further enhance and make Billings a vibrant destination for visitors, residents, owners, employees, and students.

The BID operates certain revitalization, maintenance, safety, outreach, public art, and hospitality functions under the corporate entity known as the Downtown Billings Business Improvement District.

Products and Services

The BID will provide the following services within the designated boundaries:

Clean program (street level)

- Sidewalk sweeping
- Sidewalk power washing, rotating basis in district, spot cleaning as well
- *Snow removal, 4' pedestrian right of way
- Fixed Can Trash removal, approximately 75 cans removed three times per week
- Graffiti removal, street level

Safe program

- Expanded Safety BID
- Cooperative Safety Program, Downtown Resource Officers
- Resource Outreach Coordinator, MAAP Program
- Crime Watch for Business
- Community Innovations
- In-house CPTED program (Smart Design + Safer Space) in partnership with Billings Police Department and Billings Chamber.

Public Art Program

- Community Murals
- Sculpture installation and display
- Alley Activation

Landscape/Beautification/Planter Maintenance

- Purchase, maintain, daily watering of hanging flower baskets
- Trimming, weeding, trash removal, plant replacement of planters

Kit of Parts

- Street Furniture
- Kiosks

Community Engagement and Events

- creating marketing and events that attract, retain, and engage the community in order to support the growth, promotion, and development of downtown Billings as an exceptional, vibrant, and diverse urban core.

Financial Forecast

The Business Improvement District is an organizing and financing mechanism used by property owners to determine the future of their retail, commercial and industrial areas. The BID is based on state and local law, which permits property owners to cooperatively use the city's tax collection powers to "assess" themselves. These funds are collected by the county and returned in their entirety to the BID and are used for purchasing supplemental services and improvements beyond those services and improvements provided by the city.

The Billings BID is publicly-sanctioned, assessment -financed, and property owner managed.

Key Staff

The BID is managed by the BID Board of Directors via the Alliance CEO and includes the following staff:

BID Director – Joe Stout, full time

Community Engagement/Events Director – Lindsay Richardson (50%)

BID Street Team – James Chandler, Adam Roebling

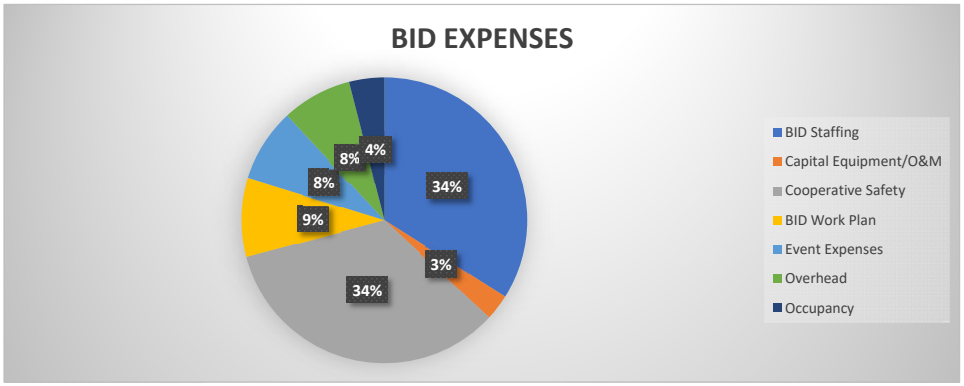
3 Billings Police Department Downtown Resource Officers – 75% paid by BID, 25% paid by TIF

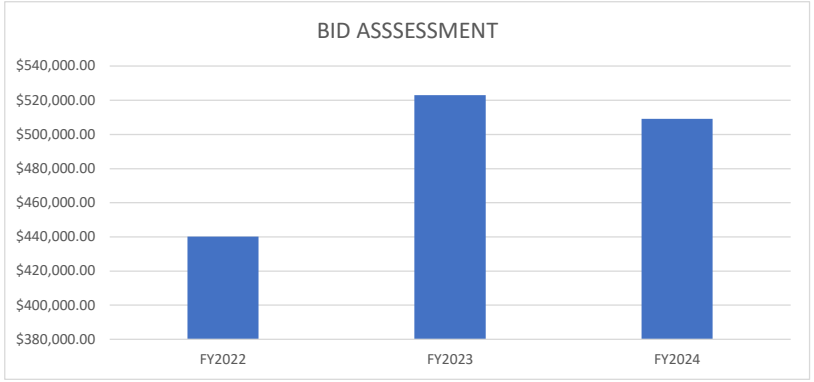
Resource Outreach Coordinator – Kody Christensen-Linton (funded through grant funds)

Additional seasonal staff as required

*The City of Billings wants to remind property owners they are responsible for removing snow on sidewalks in front or adjacent to their properties. According to City Code (Section 22-406), owners or their agents are required to remove all snow, ice, or slush within 24 hours after the storm event.

Downtown Billings Business Improvement District			Final Budget	Final Budget	Final Budget
Revenue			**FY2022**	**FY2023**	**FY2024**
Property Assessments	per assmt formula		$440,096.94	$ 523,128.00	$509,207.00
DBP Allocation to Cooperative Safety		annual	$42,500.00	$ 56,250.00	$62,500.00
Event Income		variable	$61,500.00	$ 106,025.00	$126,025.00
Public Art Income			$15,000.00	$ 15,000.00	$52,000.00
	Delinquent Assmts (3%)		$(13,202.91)	$ (15,693.84)	$(15,276.21)
	Total Revenue		**$545,894.03**	**$ 684,709.16**	**$734,455.79**
Expenses					
BID Staffing			$170,401.00	$ 247,233.00	$233,967.00
Capital Equipment/O&M			$32,000.00	$ 34,900.00	$20,000.00
Cooperative Safety			$147,740.00	$ 156,000.00	$234,000.00
BID Work Plan			$70,750.00	$ 29,850.00	$61,250.00
Event Expenses			$30,300.00	$ 49,196.00	$57,196.00
Overhead			$42,089.00	$ 45,907.00	$54,600.00
Occupancy			$28,929.00	$ 20,259.00	$ 27,467.00
	Total Expense		**$522,209.00**	**$ 583,345.00**	**$688,480.00**





Assessement Formula FY24		
Lot Square Footage	$	0.055
Building Square Footage	$	0.028
All Taxable Value	$	0.00038
Admin Cost per Parcel	$	50.00
Clean Zone		100%
Safe Zone 1		21%
Safe Zone 2		11.50%
Safe Zone 3		3%

Tourism Business Improvement District

FORGE YOUR OWN PATH

VISIT Billings

FY24 ABRIDGED MARKETING PLAN & BUDGET

FY24 ANNUAL PLAN

IN BILLINGS, THE TRAVEL INDUSTRY FUELS EVERY INDUSTRY WHILE EVERY INDUSTRY FUELS THE TRAVEL INDUSTRY.

VISIT BILLINGS' SUCCESS, AND THE SUCCESS OF LOCAL LODGING PARTNERS, LEADS TO GROWTH IN THE VISITOR ECONOMY BY ELEVATING LOCAL RESTAURANTS, RETAILERS, AND ATTRACTIONS. IT'S THE CYCLE AND IMPORTANCE OF DESTINATION PROMOTION.



TOURISM SUPPORTS MONTANA CITIES AND TOWNS WHILE ASSISTING ALL MONTANANS

Non-resident visitor spending has a major impact on the state's economy and on Montanans. In 2021, visitors to Montana spent $5.15 billion at retailers, restaurants and bars, gas stations, and lodging businesses, to name a few. As those visitor dollars traveled through Montana businesses, the impact on Montanans was and is positive. Non-resident travel supports nearly 67,000 jobs in Montana and lowers the tax burden on every Montana household an average of $866/year.

TRAVEL IS AN ECONOMIC POWERHOUSE AT MONTANA'S TRAILHEAD

From a national point of view, when Americans travel and explore U.S. destinations, Americans grow the U.S. economy. Likewise, when Visit Billings helps market and sell Billings as a preferred travel destination, strategies and marketing help businesses grow and foster the local economy.

The Billings area travel industry attracts new monies boosting the visitor economy. More than 2.6 million people visit Billings annually, spending $621 million every year (Destinations Analysts – 2018). Businesses in every corner of Yellowstone County rely on the travel industry for success. By marketing Billings, recruiting meetings and tournaments, and helping grow existing events, the Visit Billings team can boost and support local businesses and organizations across all sectors of the economy and encourage new opportunities.



VISIT Billings
MONTANA'S TRAILHEAD

Visit Billings is the brand that encompasses the Billings Tourism Business Improvement District (BTBID) and the Billings Convention and Visitors Bureau (BCVB). Both organizations are managed by the Billings Chamber of Commerce.

The Visit Billings team is committed to growing visitation at Montana's Trailhead. The staff is an extension of its stakeholders (lodging partners) working to provide sales, services, and marketing support to the local hospitality industry and tourism partners.

Visit Billings is funded primarily through the Billings Tourism Business Improvement District (BTBID) and through a portion of the State Lodging Facility Use Tax. The BTBID assesses $2.00 per occupied room night on all hotels and motels in the city of Billings with six (6) or more sleeping rooms. The BTBID funds stay local for the marketing and promotion of the city as a destination. This marketing helps grow visitation and supports businesses at the destination and its stakeholders, Billings' lodging partners.

Additionally, there are two Montana taxes imposed on users of an overnight lodging facility (such as a hotel, motel, campground, dude ranch, and guest ranch), which are collected by the facility and remitted to the Montana Department of Revenue. These two taxes are a 4% Lodging Facility Use Tax and a 4% Lodging Facility Sales Tax, for a combined 8% lodging tax. As a destination marketing and management organization or DMMO, Visit Billings is an organization charged with representing Billings as a destination, helping with the development and growth of the tourism industry through promotion, marketing, and strategies.

BE AN OUTSIDER

SINCE 1882

MISSION STATEMENT

The mission of Visit Billings is to generate room nights for lodging facilities in the city of Billings by effectively marketing the region as a preferred travel destination.

WHY BILLINGS?
BILLINGS IS MONTANA'S TRAILHEAD.

Shaped by the Yellowstone River and sheltered by the sandstone Rimrocks, Billings is a place of forever views and forever memories, where urban amenities and modern conveniences meet the edge of the genuine frontier. Where the adventure of the untamed wilderness and history are at your front door.

Conveniently positioned in southeast Montana as the largest city between Calgary and Denver, Spokane and Minneapolis, Billings proudly serves a trade area serving more than 500,000 residents with diverse shopping, award-winning cuisine, arts, and culture. Warm, genuine people take the time to welcome you and greet you with a smile. Unparalleled access to some of the most breathtaking and historic places in the United States including Yellowstone National Park, Bighorn Canyon, national monuments, and the Beartooth Scenic Byway make Billings an idyllic destination for connecting to the best that Montana offers.



ABOUT BILLINGS

Billings, population 117,000, is the county seat of Yellowstone County (pop. 167,000) and the largest city in the state. As Montana's Trailhead, it's the region's economic hub. Major industries including agriculture, energy, healthcare, finance, and education - drive the local economy. Tourism is woven into each of those industries impacting the economy as another top industry.

Popular attractions locally include the Rimrocks or rock formations which surround much of the community and offer space to take in incredible views of the region. The city also boasts a brewery district in historic downtown Billings, Montana's only zoo and Botanical Park, contemporary and western museums, galleries, several theaters, music venues, a state-of-the-art public library, and several outdoor community venues and festivals. Billings offers nearly 50 miles of multi-use trails and 24 miles of bike lanes. From the Rimrocks to the Yellowstone River, which is the longest free-flowing river in the lower 48, residents of Billings invite visitors to experience the magic of Montana's Trailhead. Billings sits near the intersection of Interstates 90 and 94 and offers a first-class airport with numerous daily flights to major U.S. cities via Delta, United, American Airlines, Allegiant, Frontier, and Alaska Airlines. Regional carrier CapeAir also plays a crucial role in air travel and connectivity to eastern Montana.

Amazing summer weather and snowy winters with Blue Bird days offer ample opportunity for outdoor enthusiasts to experience all four seasons and the accompanying adventures. Nearly 4,500 hotel rooms as well as numerous retail and restaurant offerings (Billings offers an incredible food scene and brew trail), flexible meeting space, and sports venues are ready to accommodate any traveler or planner's needs and preferences.



BILLINGS TOURISM BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS

GEORGE MARAGOS - Northern Hotel

JEFF SCHOENHARD – Kelly Inn Hotels

JOE STUDINER - Erck Hotels

SHELLI MANN - Boothill Inn & Suites

JORDAN CLAYTON - Home2 Suites By Hilton

STEVE WAHRLICH - Best Western Plus Clocktower Inn & Suites

RON SPENCE - Billings Hotel And Convention Center

TOBY O'ROURKE - Kampgrounds Of America – Ex-Officio

BILLINGS CHAMBER/CVB EXECUTIVE COMMITTEE:

JULIE SEEDHOUSE – Century 21 Hometown Brokers

JEREMY VANNATTA – PayneWest Insurance

DEBBIE POTTER – Eide Bailly

JESS PETERSON – Western Skies Strategies

TOBY O'ROURKE - Kampgrounds of America

NICHOLE MEHLING – Billings Clinic

CARMELITA DOMINGUEZ – Montana Allergy & Asthma Specialists

THE VISIT BILLINGS TEAM

JOHN BREWER, CAE
President & CEO
Billings Chamber of Commerce

ALEX TYSON, IOM, CATP
Executive Director
Visit Billings (Billings TBID & Billings CVB)

ALY EGGART, MSPR, CATP
Leisure Marketing, Sales and Social Media Manager
Visit Billings

LUKE ASHMORE , PDM, CATP
Special Programs and Projects Manager
Visit Billings

MEGAN STEVENSON
Finance Director
Billings Chamber/Visit Billings/Visit Southeast Montana

EVAN DECKER, PDM, CATP
Sports Tourism Manager
Visit Billings


SHAPED BY THE YELLOWSTONE RIVER.
BORN IN THE SHADOWS OF THE RIMROCKS.
WELCOME TO MONTANA'S TRAILHEAD.
BE GUIDED BY THE GREATNESS THAT LIES
AHEAD. BIG SKIES AND BIG THINGS.
FORGE YOUR OWN PATH.





BRAND MT – MARKETING MONTANA

(SOURCE: BRAND.MT.GOV)

The Tourism Marketing Bureau at the Montana Department of Commerce promotes Montana as a travel destination to potential domestic and international visitors. The marketing team develops and uses advertising and promotional campaigns to showcase Montana and influence a large target audience to choose Montana as their vacation destination.

Strategic campaigns create awareness about Montana, generate an interest in visiting, and influence travel intention. Nationwide tourism trends, statistics from the Institute of Tourism and Recreation Research (ITRR) at the University of Montana, syndicated research, and the results of contracted research studies help determine a data-driven overall marketing strategy to reach target audiences and measure the success of marketing efforts to create demand for Montana as a global travel destination.

Brand MT facilitated a statewide initiative to unify, under a single brand, the diverse collective of organizations working to market Montana.

The Montana Brand is the foundation of Brand MT's programs to promote the state as a place to visit.

THE MONTANA BRAND CONSISTS OF THREE PILLARS WHICH VISIT BILLINGS ALSO TAKES INTO CONSIDERATION:

- **More spectacular, unspoiled nature than anywhere else in the lower 48**
- **Vibrant and charming small towns that serve as gateways to our natural wonders**
- **Breathtaking experiences by day, and relaxing hospitality at night**

IN FY24, VISIT BILLINGS IS WORKING TO STRENGTHEN THE BILLINGS TRAVEL INDUSTRY

INSPIRE – As Brand MT inspires travel to Montana, Visit Billings inspires travel to Billings.

ORIENT – Once inspired to travel to Billings, help travelers find whys and ways to build Billings into their itineraries and agendas for leisure, sports, business, meetings, or group tour events.

FACILITATE– Once in Billings, facilitating visitors to ensure a positive experience and foster a repeat visitor is priority.

PRIORITIES

- **2023-2027 STRATEGIC PLAN**
- **GROW VISITATION**
- **THE VISITOR EXPERIENCE**
- **INCREASE LEISURE VISITATION**
- **FOSTER SPORTS TOURISM**
- **RECRUIT MEETINGS, CONFERENCES, AND REUNIONS**
- **THE INTERNATIONAL MARKETPLACE**
- **BIL**

STRATEGIC PRIORITIES – FY24

THE STRATEGIC PLAN

The strategic plan will carry forward momentum and the successes of Visit Billings and local tourism today, while at the same time revealing the strategies for better destination positioning through 2027. Critical areas of focus and new areas to concentrate on will be identified. This will ensure Visit Billings efforts and investments are set to position the destination and its partners toward continued success in travel and tourism.

GROW VISITATION

Tourism is vital to the success of the local business community. Tourism supports more than 10,000 jobs locally and enhances the overall quality of life by helping support business and saving households nearly $900 in taxes annually. More than 2.6 million people spend $621 million in new money to the local economy annually in Billings and this is not an accidental impact. It's the return on investment of marketing and sales strategies of the Visit Billings leadership, staff, and partners. In some parts of Montana, over-visitation overwhelms conversations about the tourism and travel industry. Billings is an amazing travel destination where businesses appreciate the visitor. Visit Billings strategies are welcoming and aim to help support visitors, meeting planners, tour operators, and sports tournament owners to ensure successful trips, events, and business priorities.

THE VISITOR EXPERIENCE

Exceptional service leads to repeat visitation and extended stays from guests to the city. Making sure travelers feel welcome and enjoy their stay at Montana's Trailhead is a top priority for Visit Billings leadership and staff. The Visit Billings team works in many ways to help create a positive experience for visitors including the Billings Trail Guides program, Meet the Locals, and Certified Tourism Ambassador Destination commitments with Mickey Schaeffer and Associate. Such priorities ensure quality customer service and positive visitor experiences. Additionally, Visit Billings, ZooMontana, the Historic Billings Depot, and the Boothill Inn & Suites are leading destination efforts to offer autism-friendly travel options for visitors to the city. Finally, a positive visitor experience is also directly impacted by how sports events and meetings are supported. Staff offer convention and tournament servicing options like hosted site inspections, registration assistance, city and regional tour planning, financial incentives, and confidential hotel sourcing to assist meeting planners and tournament owners who want to host events in Billings.

INCREASE LEISURE VISITATION

Leisure travel marketing strategies remain the highest priority for the organization as leisure visitation supports all Visit Billings' stakeholders (hotels, motels, campgrounds) as well as tourism partners including restaurants, retailers, attractions and event owners. Regional and national marketing campaigns will focus on encouraging unique itineraries that elevate the destination and the region to road trippers, outdoor enthusiasts, history buffs, arts and culture aficionados, and foodies - to name a few. Promotion of events and must-see attractions to regional audiences is key as is elevation of Great American Road Trip-type itineraries to potential visitors in national markets. Billings is a stop along the route from Badlands to Yellowstone and every park, byway, and monument in between. Also, Visit Billings staff expect higher travel demand during the warm season of 2023 as gateway communities re-open following June 2022's historic floods that impacted the north and northeast entrances to Yellowstone as well as sections of the Beartooth Scenic Byway south of Billings. The team will attend leisure travel shows in addition to executing several national and regional strategic marketing campaigns and publicity opportunities.





FOSTER SPORTS TOURISM

Sports tourism happens when a person or group travels from one community to another to compete, support, and celebrate sports and athletes. This is one of the fastest growing sectors in tourism for Billings. Efforts to support local tournament owners, governing bodies, and growing existing events, while recruiting new sports events in order to cultivate this market, are key priorities for the destination and staff. Furthermore, ensuring Billings has appropriate and competitive venues is also a priority of the BTBID and the Billings CVB leadership and staff. Namely, supporting the City of Billings in its efforts to build a sports facility. Such a state-of-the-art venue for the community and destination is critical to the future of sports tourism growth. Strategies also will include marketing, lead generation, and attending appointment-based conferences to strengthen relationships with event owners to elevate Billings as a sports tourism destination.

RECRUIT MEETINGS, CONFERENCE, AND REUNIONS

Visit Billings staff strive to be innovative in meeting the needs of meeting planners and incentivizing decision-makers to choose Billings as their meeting destination. Staff work closely with meeting hotel sales staff to help inspire and orient meeting professionals with thoughtful sales strategies to book meetings and conferences in Billings in 2024, 2025 and 2026. This segment can continue to have a strong economic impact on the community. The team will attend conferences and tradeshows to elevate the *Meet Me in Billings* campaign effort.

THE INTERNATIONAL MARKETPLACE

International inbound travel was brought to a halt in March 2020. While it has since partially recovered, it is not expected to fully recover until 2025. With Billings being a part of the Great American Road Trip - Badlands to Yellowstone – Montana has seen a stronger increase in international travel and group tours since 2020 particularly with fly/drive visitors. It is important for Visit Billings staff to maintain relationships with international tour operators so overseas visitors who have ranked sightseeing, fine dining, and national parks/monuments as major draws in deciding where to spend time while visiting the United States, keep Billings top-of-mind. Visit Billings works with Brand MT and partners like Visit Southeast Montana and Rocky Mountain International to foster this market.

BIL

Air service continues to be a direct route to foster success in the tourism equation for Billings. Billings Logan International Airport (BIL) has enhanced the traveler's experience with the $55m airport expansion and renovation in recent years. This investment has elevated BIL in many ways. At the same time, from a destination marketing and management point of view, any lack of consistent air capacity or high fares can negatively impact a traveler's decision to make Billings part of their business, leisure, or sports itinerary. The BIL experience is strong, but continuing to work on flight options, fares, and capacities is key to community organizations like Visit Billings.

Visit Billings will continue to support air service expansion by assisting Billings Logan International Airport leadership with relationships with air carriers. Also, playing a role in any efforts to secure a Small Community Air Service Grant which can strengthen flight options for visitors, will be made priority.

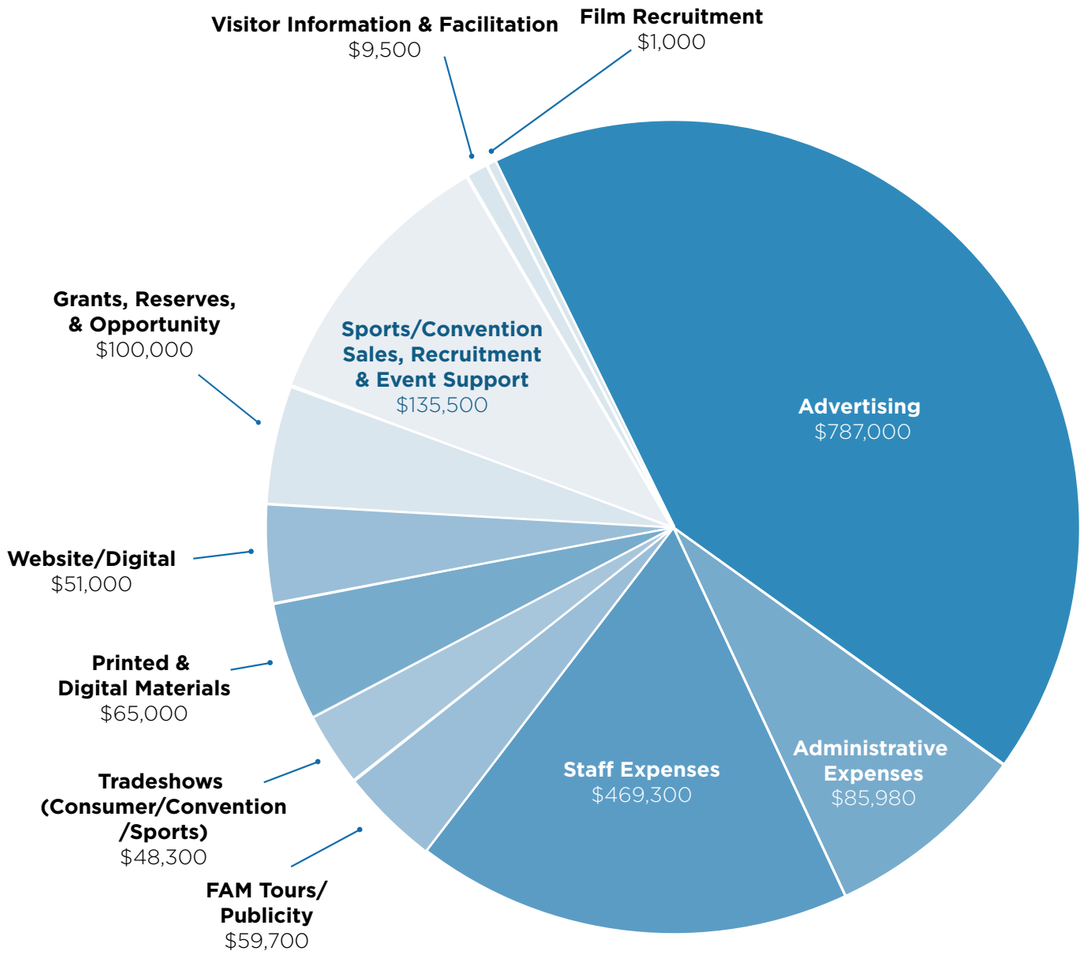
2024 BILLINGS TOURISM BUSINESS IMPROVEMENT DISTRICT (BTBID) BUDGET

PROJECTED REVENUE	**$1,828,280**
MARKETING & SALES TOTAL	**$1,273,000**
Advertising	$787,000
Grants, Reserves, & Opportunity	$100,000
Printed & Digital Materials	$65,000
Sports/Convention Sales, Recruitment & Event Support	$135,500
Tradeshows (Consumer/Convention /Sports)	$48,300
FAM Tours/Publicity	$59,700
Website/Digital	$51,000
Visitor Information & Facilitation	$9,500
Film Recruitment	$1,000
STAFF EXPENSES	**$469,300**
ADMINISTRATIVE EXPENSES	**$85,980**



VisitBillings.com

BILLINGS TOURISM BUSINESS IMPROVEMENT DISTRICT (BTBID) DOLLARS – BUDGET FY24



PROJECTED REVENUE: $1,828,280

VisitBillings.com

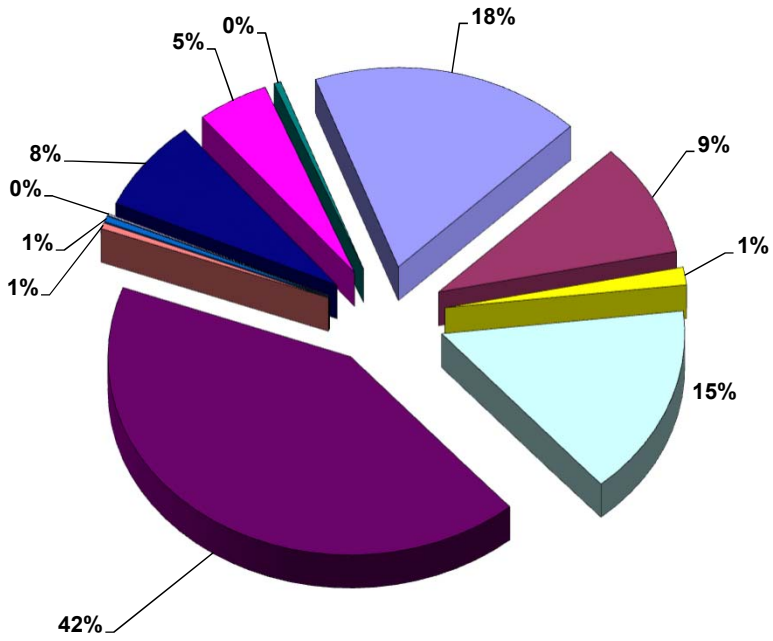
Epic Training

EPIC SINCE 1882

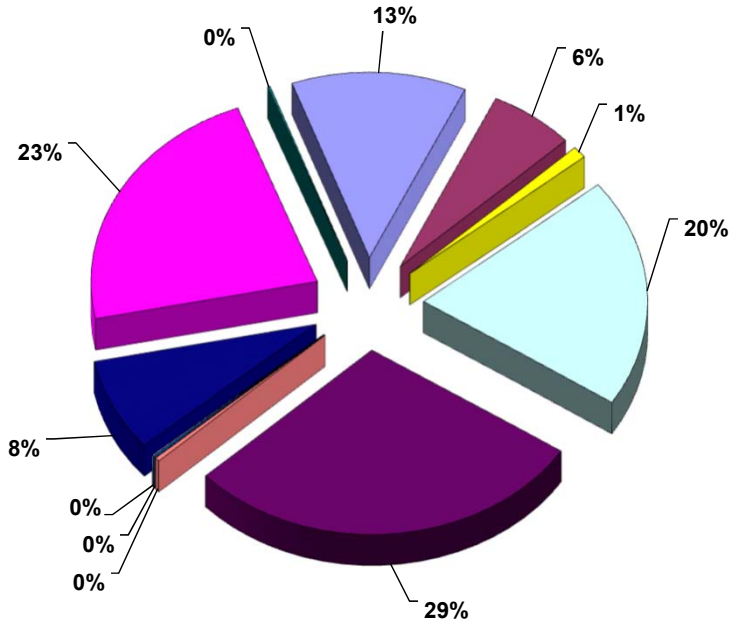
Summary Pages

All Funds
Summary of Revenues

FY 24		FY 23
$ 60,976,599	TAXES	$ 58,012,257
30,848,393	SPECIAL ASSESSMENTS	28,628,826
4,840,228	LICENSES & PERMITS	4,849,704
51,943,579	INTER-GOVERNMENTAL	92,884,091
141,410,385	CHARGES FOR SERVICE	134,393,075
1,620,696	FINES & FORFEITS	1,590,946
1,589,058	INVESTMENT EARNINGS	659,138
437,000	DONATIONS / CONTRIBUTIONS	499,500
25,157,371	INTERFUND TRANSFERS	37,497,322
16,123,900	DEBT PROCEEDS	104,407,275
1,537,975	MISCELLANEOUS	791,825
$ 336,485,184	TOTAL	$ 464,213,959



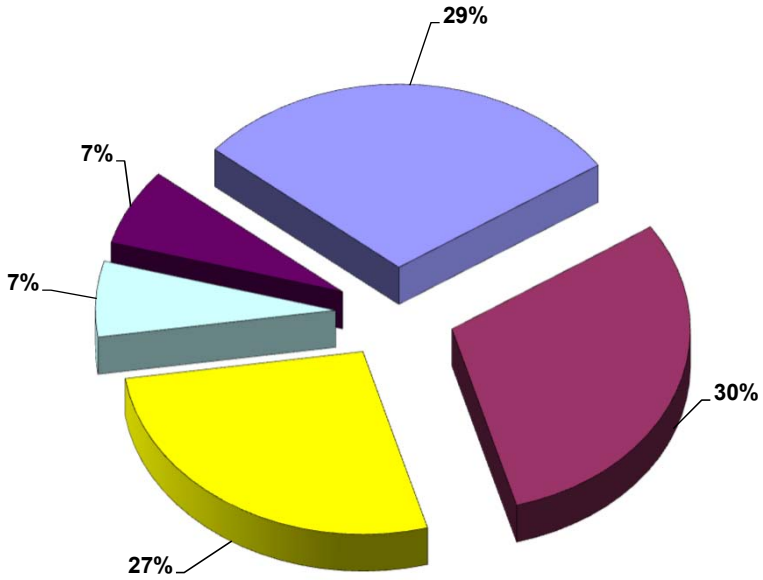
Fiscal Year 2024



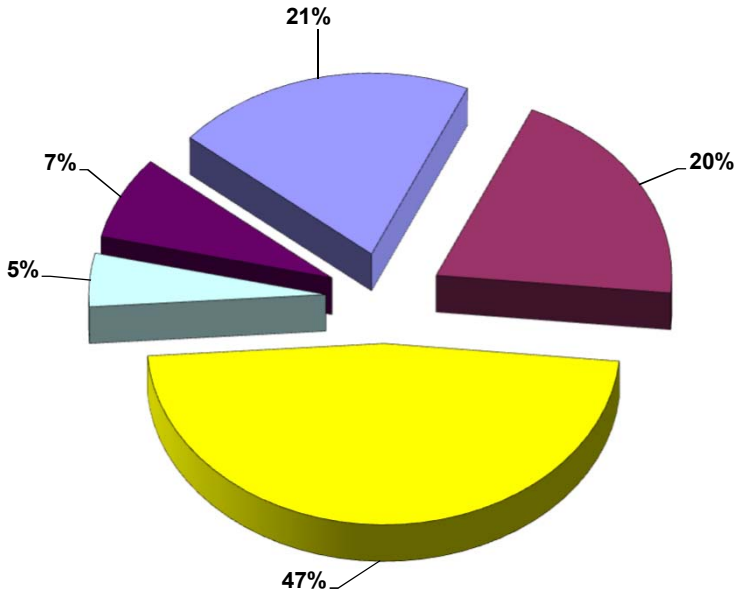
Fiscal Year 2023

All Funds
Summary of Expenditures

FY 24		FY 23
$ 109,322,468	PERSONAL SERVICES	$ 103,494,306
111,532,606	OPERATION & MAINTENANCE	100,557,769
100,104,970	CAPITAL	238,905,746
24,754,681	DEBT SERVICE	24,049,337
25,157,371	INTERFUND TRANSFERS	37,497,321
$ 370,872,096	TOTAL	$ 504,504,479



Fiscal Year 2024



Fiscal Year 2023

SUMMARY
ALL FUNDS
OPERATING BUDGET
FY 24

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	INTERNAL SERVICE	PERMANENT
FUND BALANCE - BEGINNING	$ 14,247,913	$ 74,360,918	$ 6,362,847	$ 11,496,505			$ 798,006
WORKING CAPITAL - BEGINNING					$ 84,799,113	$ 15,522,114	
REVENUES:							
TAXES	$ 16,381,220	$ 39,981,975	$ 1,769,299	$ 200,000	$ 2,644,105	$ -	$ -
SPECIAL ASSESSMENTS	-	29,248,393	1,515,000	-	-	85,000	-
LICENSES & PERMITS	1,974,028	2,690,700	-	-	35,000	140,500	-
INTER-GOVERNMENTAL	13,279,363	17,109,067	-	650,000	20,905,149	-	-
CHARGES FOR SERVICE	4,924,395	12,897,882	-	-	90,100,176	33,472,182	15,750
FINES & FORFEITS	1,294,046	215,800	-	-	110,850	-	-
INVESTMENT EARNINGS	65,000	456,853	30,250	153,970	737,985	137,300	7,700
DONATIONS / CONTRIBUTIONS	-	432,000	-	5,000	-	-	-
INTERFUND TRANSFERS	10,600	21,335,993	1,015,000	2,308,884	130,000	356,894	-
DEBT PROCEEDS	-	11,200,000	-	4,923,900	-	-	-
MISCELLANEOUS	-	917,820	-	31,116	89,039	500,000	-
TOTAL REVENUES	$ 37,928,652	$ 136,486,483	$ 4,329,549	$ 8,272,870	$ 114,752,304	$ 34,691,876	$ 23,450
EXPENDITURES:							
PERSONAL SERVICES	$ 11,789,018	$ 59,080,514	$ -	$ -	$ 28,592,210	$ 9,860,726	$ -
OPERATION & MAINTENANCE	4,931,706	44,462,773	108,993	40,610	35,463,312	26,525,212	-
CAPITAL	19,345	34,307,533	-	7,741,755	57,289,293	747,044	-
DEBT SERVICE	-	2,952,054	4,383,694	-	17,418,933	-	-
INTERFUND TRANSFERS	21,178,751	3,790,910	-	-	143,743	38,367	5,600
TOTAL EXPENDITURES	$ 37,918,820	$ 144,593,784	$ 4,492,687	$ 7,782,365	$ 138,907,491	$ 37,171,349	$ 5,600
FUND BALANCE - ENDING	$ 14,257,745	$ 66,253,617	$ 6,199,709	$ 11,987,010			$ 815,856
WORKING CAPITAL NOT BUDGETED					-	-	
WORKING CAPITAL - ENDING					$ 60,643,926	$ 13,042,641	
LESS OPERATING RESERVE					13,707,000	3,927,458	
LESS BOND/LOAN RESERVE REQUIREMENTS					5,255,000	-	
AVAILABLE WORKING CAPITAL					$ 41,681,926	$ 9,115,183	

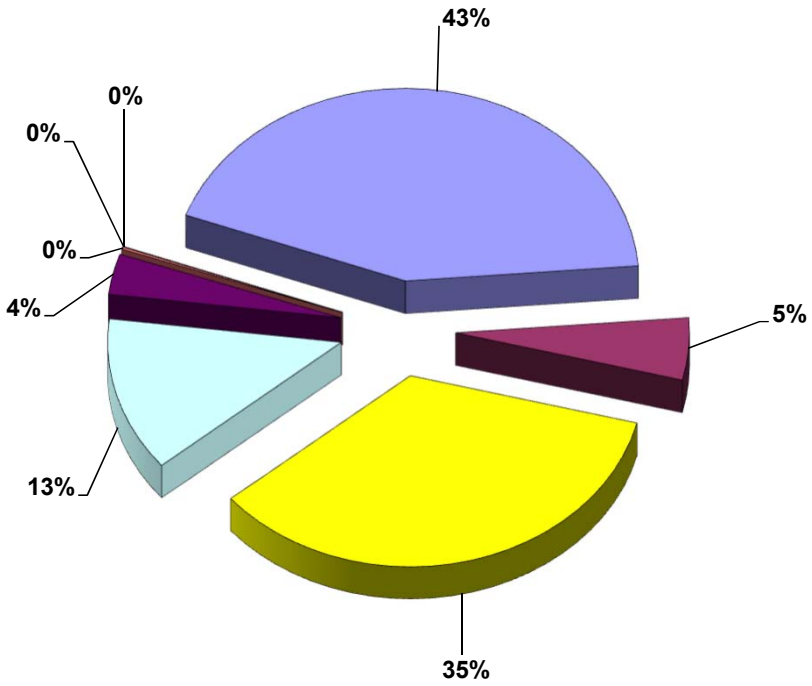
SUMMARY
ALL FUNDS
OPERATING BUDGET
FY 24

	BUDGET FY 24	BUDGET FY 23	INCREASE (DECREASE)	ACTUAL FY 22
FUND BALANCE - BEGINNING	$ 107,266,189	$ 117,040,755	$ (9,774,566)	$ 129,882,973
WORKING CAPITAL - BEGINNING	$ 100,321,227	$ 108,028,016	$ (7,706,789)	$ 138,564,233
REVENUES:				
TAXES	$ 60,976,599	$ 58,012,257	$ 2,964,342	$ 49,925,245
SPECIAL ASSESSMENTS	30,848,393	28,628,826	2,219,567	27,699,206
LICENSES & PERMITS	4,840,228	4,849,704	(9,476)	5,206,087
INTER-GOVERNMENTAL	51,943,579	92,884,091	(40,940,512)	56,310,239
CHARGES FOR SERVICE	141,410,385	134,393,075	7,017,310	134,777,967
FINES & FORFEITS	1,620,696	1,590,946	29,750	1,587,868
INVESTMENT EARNINGS	1,589,058	659,138	929,920	(3,397,744)
DONATIONS / CONTRIBUTIONS	437,000	499,500	(62,500)	1,094,356
INTERFUND TRANSFERS	25,157,371	37,497,322	(12,339,951)	55,985,601
DEBT PROCEEDS	16,123,900	104,407,275	(88,283,375)	4,000,000
MISCELLANEOUS	1,537,975	791,825	746,150	2,958,110
TOTAL REVENUES	$ 336,485,184	$ 464,213,959	$ (127,728,775)	$ 336,146,935
EXPENDITURES:				
PERSONAL SERVICES	$ 109,322,468	$ 103,494,306	$ 5,828,162	$ 94,013,779
OPERATION & MAINTENANCE	111,532,606	100,557,769	10,974,837	93,807,728
CAPITAL	100,104,970	238,905,746	(138,800,776)	85,303,125
DEBT SERVICE	24,754,681	24,049,337	705,344	23,865,983
INTERFUND TRANSFERS	25,157,371	37,497,321	(12,339,950)	57,311,566
TOTAL EXPENDITURES	$ 370,872,096	$ 504,504,479	$ (133,632,383)	$ 354,302,181
FUND BALANCE - ENDING	$ 99,513,937	$ 78,510,297	$ 21,003,640	$ 105,814,938
WORKING CAPITAL NOT BUDGETED	-	-	-	2,127,651
WORKING CAPITAL - ENDING	$ 73,686,567	$ 102,298,718	$ (28,612,151)	$ 146,604,674
LESS OPERATING RESERVE	17,634,458	17,986,218	(351,760)	10,342,683
LESS BOND/LOAN RESERVE REQUIREMENTS	5,255,000	5,255,000	-	10,516,097
AVAILABLE WORKING CAPITAL	$ 50,797,109	$ 79,057,500	$ (28,260,391)	$ 125,745,893

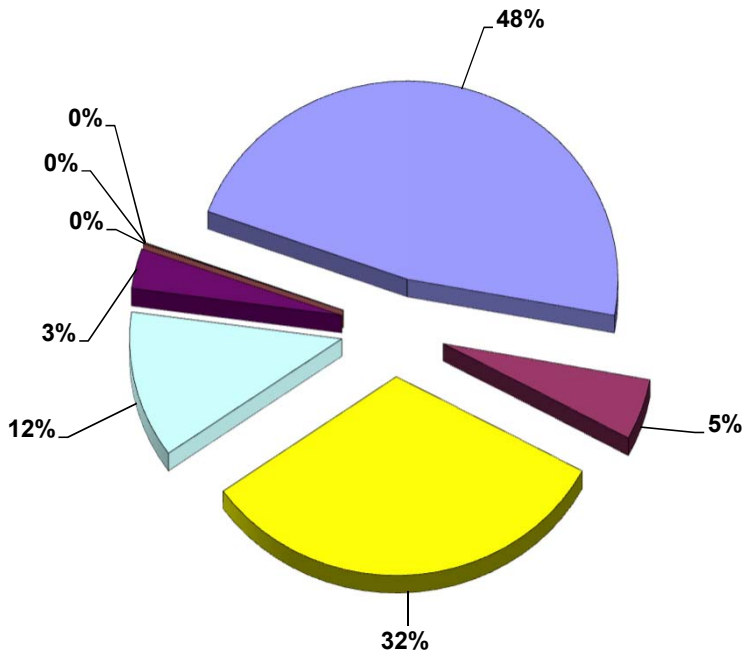
General Fund

General Fund
Summary of Revenues

FY 24		FY 23
$ 16,381,220	TAXES	$ 18,735,115
1,974,028	LICENSES & PERMITS	1,968,454
13,279,363	INTER-GOVERNMENTAL	12,780,294
4,924,395	CHARGES FOR SERVICE	4,731,924
1,294,046	FINES & FORFEITS	1,294,046
65,000	INVESTMENT EARNINGS	33,144
10,600	INTERFUND TRANSFERS	10,600
-	OTHER	600
$ 37,928,652	TOTAL	$ 39,554,177



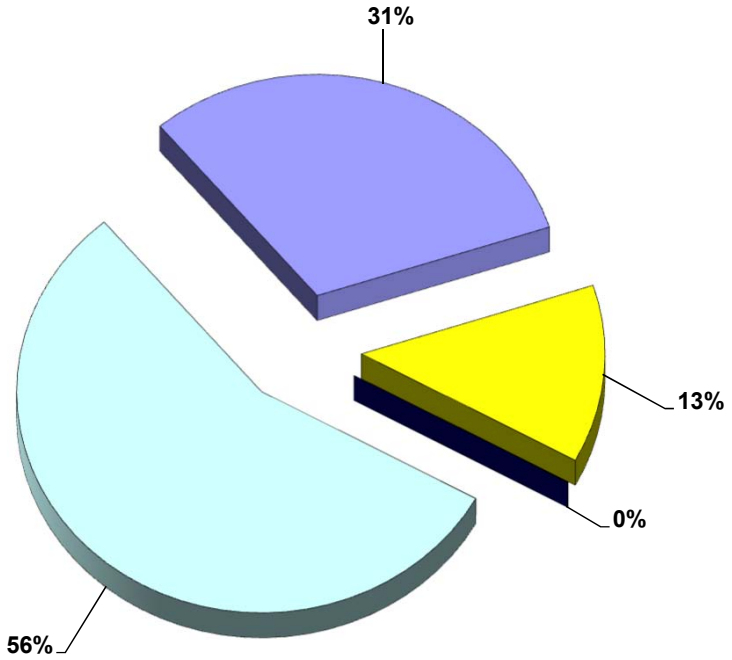
Fiscal Year 2024



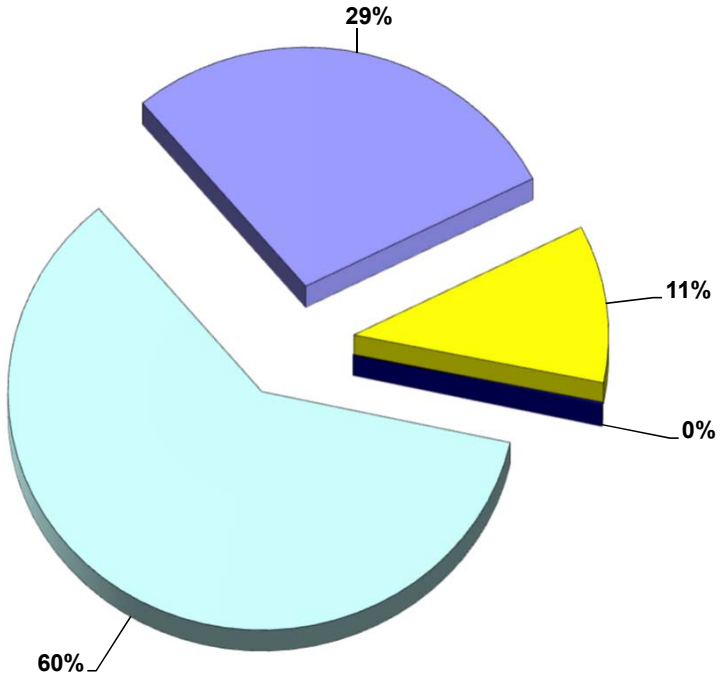
Fiscal Year 2023

General Fund
Summary of Expenditures

FY 24		FY 23
$ 11,789,018	PERSONAL SERVICES	$ 11,389,786
4,931,706	OPERATION & MAINTENANCE	4,227,806
19,345	CAPITAL	82,000
21,178,751	INTERFUND TRANSFERS	24,017,835
$ 37,918,820	TOTAL	$ 39,717,427



Fiscal Year 2024



Fiscal Year 2023

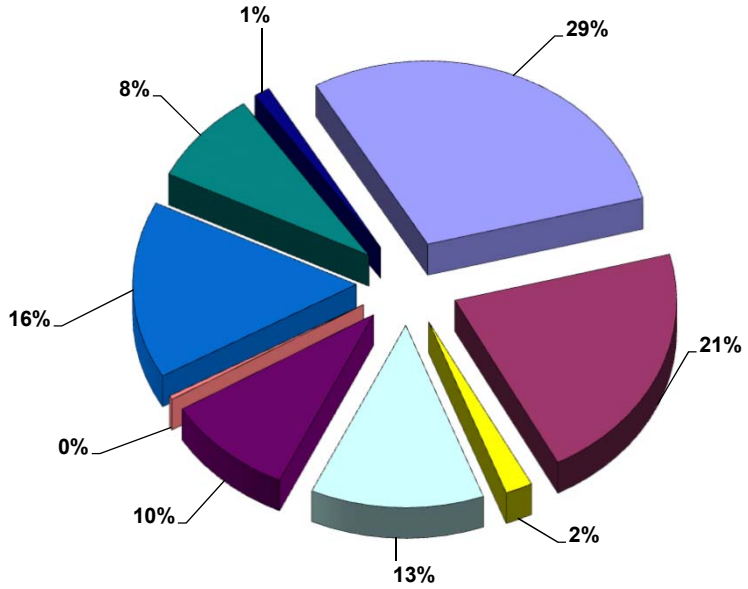
GENERAL OPERATING FUND
SUMMARY
OPERATING BUDGET
FY24

	PROPOSED BUDGET FY 24	APPROVED BUDGET FY 23	INCREASE (DECREASE)	ACTUAL FY 22
FUND BALANCE - BEGINNING	**$ 14,247,913**	**$ 11,579,300**	**$ 2,668,613**	**$ 33,454,382**
REVENUES:				
TAXES	$ 16,381,220	$ 18,735,115	$ (2,353,895)	$ 18,635,569
SPECIAL ASSESSMENTS	-	-	-	12,378
LICENSES & PERMITS	1,974,028	1,968,454	5,574	1,978,414
INTER-GOVERNMENTAL	13,279,363	12,780,294	499,069	12,780,222
CHARGES FOR SERVICE	4,924,395	4,731,924	192,471	4,720,626
FINES & FORFEITS	1,294,046	1,294,046	-	1,136,323
INVESTMENT EARNINGS	65,000	33,144	31,856	(206,021)
INTERFUND TRANSFERS	10,600	10,600	-	1,565,491
MISCELLANEOUS	-	600	(600)	351
TOTAL REVENUES	**$ 37,928,652**	**$ 39,554,177**	**$ (1,625,525)**	**$ 40,623,353**
EXPENDITURES:				
PERSONAL SERVICES	$ 11,789,018	$ 11,389,786	$ 399,232	$ 9,735,903
OPERATION & MAINTENANCE	4,931,706	4,227,806	703,900	3,973,935
CAPITAL	19,345	82,000	(62,655)	149,373
INTERFUND TRANSFERS	21,178,751	24,017,835	(2,839,084)	48,639,224
TOTAL EXPENDITURES	**$ 37,918,820**	**$ 39,717,427**	**$ (1,798,607)**	**$ 62,498,435**
FUND BALANCE - ENDING	**$ 14,257,745**	**$ 11,416,050**	**$ 2,841,695**	**$ 11,579,300**

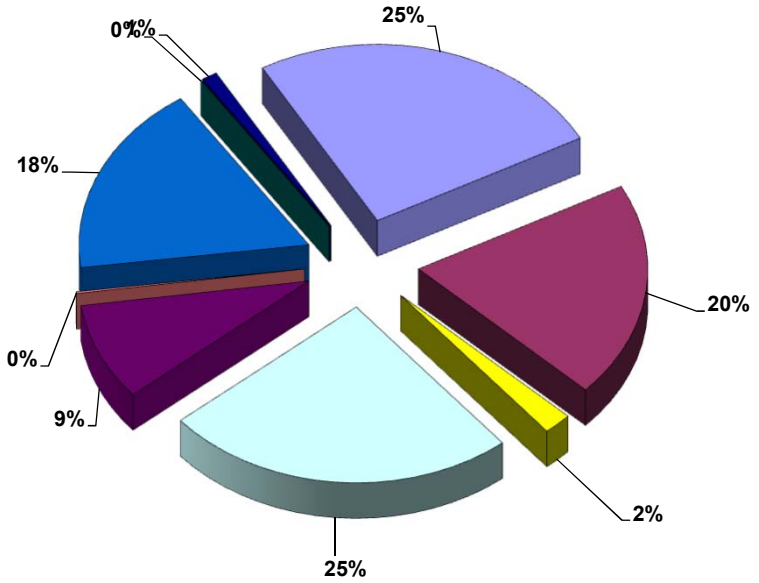
Special Revenue Funds

Special Revenue Funds
Summary of Revenues

FY 24		FY 23
$ 39,981,975	TAXES	$ 35,012,115
29,248,393	SPECIAL ASSESSMENTS	27,082,826
2,690,700	LICENSES & PERMITS	2,747,250
17,109,067	INTER-GOVERNMENTAL	33,947,698
12,897,882	CHARGES FOR SERVICE	12,226,483
456,853	INVESTMENT EARNINGS	222,656
21,335,993	INTERFUND TRANSFERS	24,139,084
11,200,000	DEBT PROCEEDS	-
1,565,620	OTHER	1,271,610
$ 136,486,483	TOTAL	$136,649,722



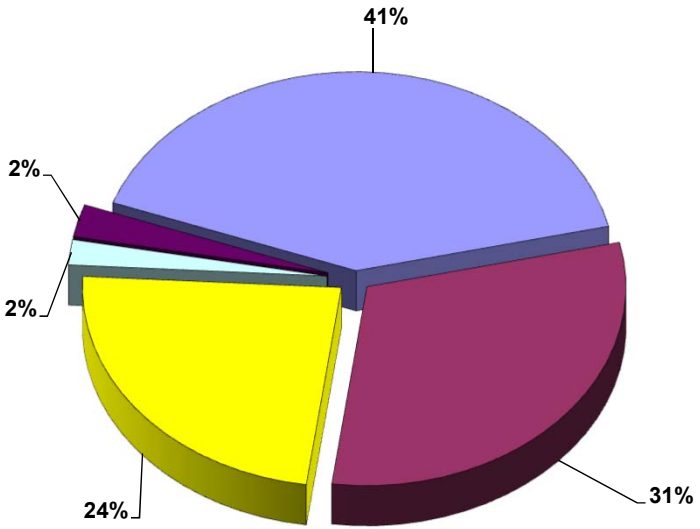
Fiscal Year 2024



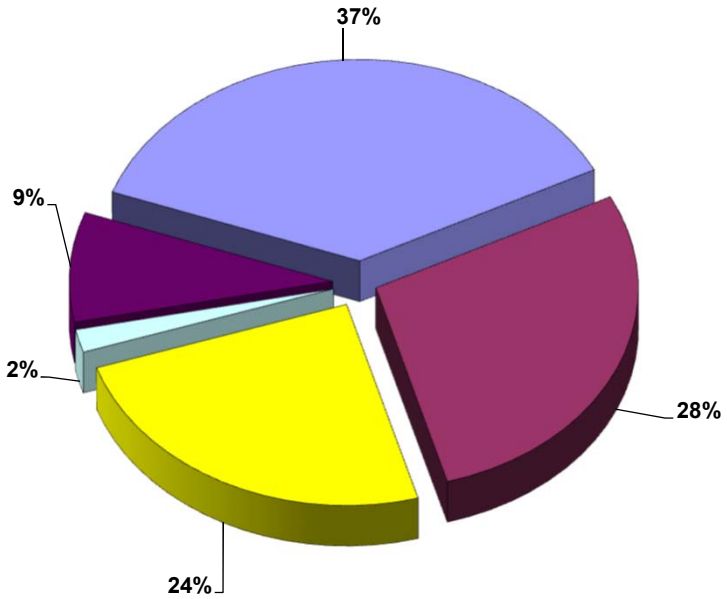
Fiscal Year 2023

Special Revenue Funds
Summary of Expenditures

FY 24		FY 23
$ 59,080,514	PERSONAL SERVICES	$ 56,126,487
44,462,773	OPERATION & MAINTENANCE	42,653,881
34,307,533	CAPITAL	36,863,751
2,952,054	DEBT SERVICE	2,786,810
3,790,910	INTERFUND TRANSFERS	13,378,117
$ 144,593,784	TOTAL	$ 151,809,046



Fiscal Year 2024



Fiscal Year 2023

SPECIAL REVENUE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	PUBLIC SAFETY	SOUTH TAX INCREMENT	EAST TAX INCREMENT	NORTH 27th STREET TAX INCREMENT	GAS TAX
FUND BALANCE - BEGINNING	**$ 1,800,000**	**$ 5,206,533**	**$ 1,963,356**	**$ 2,544,175**	**$ 2,715,697**
REVENUE:					
TAXES	$ 30,942,013	$ 3,756,660	$ 801,340	$ 2,651,476	$ -
SPECIAL ASSESSMENTS	-	-	-	-	-
LICENSES & PERMITS	34,200	-	-	-	-
INTER-GOVERNMENTAL	3,796,880	292,587	171,479	266,797	4,370,334
CHARGES FOR SERVICE	2,607,756	-	-	-	-
FINES & FORFEITS	34,800	-	-	-	-
INVESTMENT EARNINGS	5,000	50,000	15,000	27,000	21,000
CONTRIBUTIONS / DONATIONS	-	-	-	-	-
INTERFUND TRANSFERS	19,606,749	-	-	-	-
DEBT PROCEEDS	-	6,500,000	-	4,700,000	-
MISCELLANEOUS	117,210	-	-	-	-
TOTAL REVENUE	**$ 57,144,608**	**$ 10,599,247**	**$ 987,819**	**$ 7,645,273**	**$ 4,391,334**
EXPENDITURES:					
PERSONAL SERVICES	$ 45,591,785	$ -	$ -	$ -	$ 95,333
OPERATION & MAINTENANCE	8,771,386	2,241,716	826,530	1,982,107	353,760
CAPITAL	579,734	10,529,622	110,000	4,300,000	3,647,000
DEBT SERVICE	312,294	1,091,269	464,626	1,083,865	-
INTERFUND TRANSFERS	1,855,568	312,294	-	130,000	-
TOTAL EXPENDITURES	**$ 57,110,767**	**$ 14,174,901**	**$ 1,401,156**	**$ 7,495,972**	**$ 4,096,093**
FUND BALANCE ENDING	**$ 1,833,841**	**$ 1,630,879**	**$ 1,550,019**	**$ 2,693,476**	**$ 3,010,938**

SPECIAL REVENUE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	BUILDING INSPECTION	STREET & TRAFFIC	FIRE PROGRAMS	EOC 9-1-1	CITY COUNTY PLANNING	CITY ATTORNEY GRANTS	MUNCIPAL COURT GRANTS
FUND BALANCE - BEGINNING	**$ 4,154,457**	**$ 5,552,676**	**$ 261,082**	**$ 4,204,522**	**$ 725,641**	**$ 7,249**	**$ (2,887)**
REVENUE:							
TAXES	$ -	$ -	$ -	$ -	$ 508,247	$ -	$ -
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-
LICENSES & PERMITS	2,571,000	-	-	-	85,000	-	-
INTER-GOVERNMENTAL	-	463,800	204,375	1,112,010	1,209,969	160,000	547,827
CHARGES FOR SERVICE	-	9,539,239	22,000	-	373,347	-	-
FINES & FORFEITS	-	-	-	-	-	46,000	-
INVESTMENT EARNINGS	72,000	10,000	2,006	26,236	6,000	-	-
CONTRIBUTIONS / DONATIONS	-	-	42,000	-	5,000	-	-
INTERFUND TRANSFERS	-	-	-	-	-	418,036	-
DEBT PROCEEDS	-	-	-	-	-	-	-
MISCELLANEOUS	-	10,000	2,500	-	-	-	-
TOTAL REVENUE	**$ 2,643,000**	**$ 10,023,039**	**$ 272,881**	**$ 1,138,246**	**$ 2,187,563**	**$ 624,036**	**$ 547,827**
EXPENDITURES:							
PERSONAL SERVICES	$ 1,757,328	$ 5,057,646	$ 7,500	$ 165,074	$ 1,433,083	$ 601,894	$ 197,514
OPERATION & MAINTENANCE	793,675	4,873,193	250,500	1,238,438	954,036	16,500	350,313
CAPITAL	75,000	1,832,186	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-	-	-
INTERFUND TRANSFERS	-	83,129	-	-	2,497	-	-
TOTAL EXPENDITURES	**$ 2,626,003**	**$ 11,846,154**	**$ 258,000**	**$ 1,403,512**	**$ 2,389,616**	**$ 618,394**	**$ 547,827**
FUND BALANCE ENDING	**$ 4,171,454**	**$ 3,729,561**	**$ 275,963**	**$ 3,939,256**	**$ 523,588**	**$ 12,891**	**$ (2,887)**

SPECIAL REVENUE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	POLICE PROGRAMS	CITY COUNTY LIBRARY	AMERICAN RESCUE PLAN FUND	COMMUNITY DEVELOPMENT GRANTS	PARK PROGRAMS	DOWNTOWN REVOLVING LOAN PGM	CEMETERY IMPROVE-MENT	BIKE PATH/ TRAIL DONATIONS	ANIMAL CONTROL DONATIONS
FUND BALANCE - BEGINNING	**$ 945,601**	**$ 4,778,915**	**$ 4,661,602**	**$ 1,488,947**	**$ 2,311,377**	**$ 1,632,486**	**$ 232,495**	**$ (62,384)**	**$ 39,362**
REVENUE:									
TAXES	$ -	$ 1,322,239	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	-	-
LICENSES & PERMITS	-	-	-	-	-	-	-	-	-
INTER-GOVERNMENTAL	592,851	1,682,400	-	2,237,758	-	-	-	-	-
CHARGES FOR SERVICE	274,890	14,650	-	15,000	-	-	14,000	-	-
FINES & FORFEITS	120,000	15,000	-	-	-	-	-	-	-
INVESTMENT EARNINGS	14,050	23,500	-	12,501	20,250	42,000	2,500	200	410
CONTRIBUTIONS / DONATIONS	85,000	87,500	-	-	142,500	-	-	-	-
INTERFUND TRANSFERS	-	1,196,458	-	79,750	5,000	-	-	-	-
DEBT PROCEEDS	-	-	-	-	-	-	-	-	-
MISCELLANEOUS	-	32,500	-	650,000	-	100,000	-	-	-
TOTAL REVENUE	**$ 1,086,791**	**$ 4,374,247**	**$ -**	**$ 2,995,009**	**$ 167,750**	**$ 142,000**	**$ 16,500**	**$ 200**	**$ 410**
EXPENDITURES:									
PERSONAL SERVICES	$ 499,835	$ 2,732,811	$ -	$ 494,132	$ -	$ -	$ -	$ -	$ -
OPERATION & MAINTENANCE	859,912	1,970,483	-	1,838,377	26,393	843,892	-	-	-
CAPITAL	-	5,000	-	-	-	-	230,000	-	-
DEBT SERVICE	-	-	-	-	-	-	-	-	-
INTERFUND TRANSFERS	-	22,876	-	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 1,359,747**	**$ 4,731,170**	**$ -**	**$ 2,332,509**	**$ 26,393**	**$ 843,892**	**$ 230,000**	**$ -**	**$ -**
FUND BALANCE ENDING	**$ 672,645**	**$ 4,421,992**	**$ 4,661,602**	**$ 2,151,447**	**$ 2,452,734**	**$ 930,594**	**$ 18,995**	**$ (62,184)**	**$ 39,772**

SPECIAL REVENUE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	STREET MAINTENANCE DISTRICTS	STREET LIGHT MAINT DISTRICTS	STORM SEWER	PARK MAINT. DISTRICTS	PARK DISTRICT 1	ARTERIAL STREET FEES	AMEND PARK
FUND BALANCE - BEGINNING	**$ 9,712,356**	**$ 2,627,115**	**$ 3,955,037**	**$ 1,804,802**	**$ 4,480,379**	**$ 5,809,698**	**$ 228,669**
REVENUE:							
TAXES	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SPECIAL ASSESSMENTS	15,784,000	2,700,000	5,440,000	1,348,036	3,823,482	-	-
LICENSES & PERMITS	-	-	500	-	-	-	-
INTER-GOVERNMENTAL	-	-	-	-	-	-	-
CHARGES FOR SERVICE	-	-	-	-	-	-	25,000
FINES & FORFEITS	-	-	-	-	-	-	-
INVESTMENT EARNINGS	20,500	6,000	15,500	13,000	42,000	1,000	2,300
CONTRIBUTIONS / DONATIONS	-	-	-	-	-	-	-
INTERFUND TRANSFERS	-	-	-	-	-	-	-
DEBT PROCEEDS	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	5,610	-	-	-	-
TOTAL REVENUE	**$ 15,804,500**	**$ 2,706,000**	**$ 5,461,610**	**$ 1,361,036**	**$ 3,865,482**	**$ 1,000**	**$ 27,300**
EXPENDITURES:							
PERSONAL SERVICES	$ -	$ -	$ -	$ -	$ 446,579	$ -	$ -
OPERATION & MAINTENANCE	7,883,111	3,239,446	1,987,497	1,284,867	1,596,161	2,443	85,989
CAPITAL	6,584,000	-	2,712,000	-	3,182,991	450,000	-
DEBT SERVICE	-	-	-	-	-	-	-
INTERFUND TRANSFERS	-	-	1,015,000	-	364,546	-	5,000
TOTAL EXPENDITURES	**$ 14,467,111**	**$ 3,239,446**	**$ 5,714,497**	**$ 1,284,867**	**$ 5,590,277**	**$ 452,443**	**$ 90,989**
FUND BALANCE ENDING	**$ 11,049,745**	**$ 2,093,669**	**$ 3,702,150**	**$ 1,880,971**	**$ 2,755,584**	**$ 5,358,255**	**$ 164,980**

SPECIAL REVENUE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	BALLFIELD STADIUM DONATIONS	ROAD MAINTENANCE DISTRICT	SIDEWALK HAZARD REPAIR	BALLPARK REPAIR FUND
FUND BALANCE - BEGINNING	**$ 482,927**	**$ 20,528**	**$ 9,016**	**$ 69,489**
REVENUE:				
TAXES	$ -	$ -	$ -	$ -
SPECIAL ASSESSMENTS	-	2,875	150,000	-
LICENSES & PERMITS	-	-	-	-
INTER-GOVERNMENTAL	-	-	-	-
CHARGES FOR SERVICE	-	-	12,000	-
FINES & FORFEITS	-	-	-	-
INVESTMENT EARNINGS	4,500	200	200	2,000
CONTRIBUTIONS / DONATIONS	70,000	-	-	-
INTERFUND TRANSFERS	-	-	-	30,000
DEBT PROCEEDS	-	-	-	-
MISCELLANEOUS	-	-	-	-
TOTAL REVENUE	**$ 74,500**	**$ 3,075**	**$ 162,200**	**$ 32,000**
EXPENDITURES:				
PERSONAL SERVICES	$ -	$ -	$ -	$ -
OPERATION & MAINTENANCE	10,759	563	150,000	30,726
CAPITAL	70,000	-	-	-
DEBT SERVICE	-	-	-	-
INTERFUND TRANSFERS	-	-	-	-
TOTAL EXPENDITURES	**$ 80,759**	**$ 563**	**$ 150,000**	**$ 30,726**
FUND BALANCE ENDING	**$ 476,668**	**$ 23,040**	**$ 21,216**	**$ 70,763**

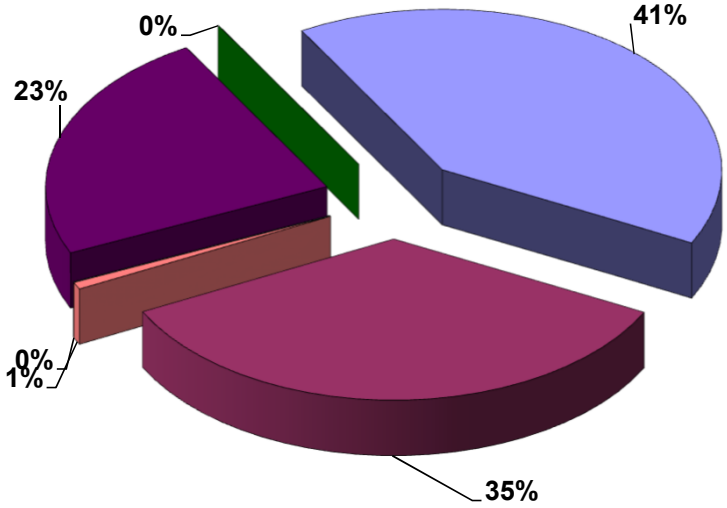
SPECIAL REVENUE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	PROPOSED BUDGET FY 24	APPROVED BUDGET FY 23	INCREASE (DECREASE)	ACTUAL FY 22
FUND BALANCE - BEGINNING	**$ 74,360,918**	**$ 62,588,112**	**$ 11,772,806**	**$ 72,384,910**
REVENUE:				
TAXES	$ 39,981,975	$ 35,012,115	$ 4,969,860	$ 26,981,321
SPECIAL ASSESSMENTS	29,248,393	27,082,826	2,165,567	25,956,281
LICENSES & PERMITS	2,690,700	2,747,250	(56,550)	3,099,737
INTER-GOVERNMENTAL	17,109,067	33,947,698	(16,838,631)	15,184,603
CHARGES FOR SERVICE	12,897,882	12,226,483	671,399	12,914,350
FINES & FORFEITS	215,800	196,900	18,900	349,494
INVESTMENT EARNINGS	456,853	222,656	234,197	(940,750)
CONTRIBUTIONS / DONATIONS	432,000	494,500	(62,500)	397,625
INTERFUND TRANSFERS	21,335,993	24,139,084	(2,803,091)	30,232,311
DEBT PROCEEDS	11,200,000	-	11,200,000	-
MISCELLANEOUS	917,820	580,210	337,610	1,955,293
TOTAL REVENUE	**$ 136,486,483**	**$ 136,649,722**	**$ (163,239)**	**$ 116,130,265**
EXPENDITURES:				
PERSONAL SERVICES	$ 59,080,514	$ 56,126,487	$ 2,954,027	$ 51,038,379
OPERATION & MAINTENANCE	44,462,773	42,653,881	1,808,892	36,366,843
CAPITAL	34,307,533	36,863,751	(2,556,218)	13,665,590
DEBT SERVICE	2,952,054	2,786,810	165,244	7,162,112
INTERFUND TRANSFERS	3,790,910	13,378,117	(9,587,207)	6,710,517
TOTAL EXPENDITURES	**$ 144,593,784**	**$ 151,809,046**	**$ (7,215,262)**	**$ 114,943,441**
FUND BALANCE ENDING	**$ 66,253,617**	**$ 47,428,788**	**$ 18,824,829**	**$ 73,571,734**

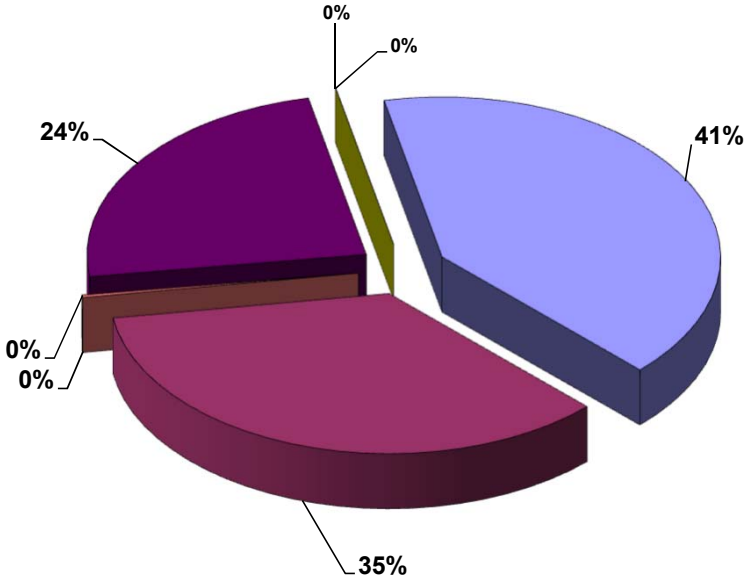
Debt Service Funds

Debt Service Funds
Summary of Revenues

FY 24		FY 23
$ 1,769,299	TAXES	$ 1,733,383
1,515,000	SPECIAL ASSESSMENTS	1,491,000
30,250	INVESTMENT EARNINGS	9,677
-	DONATIONS	-
1,015,000	INTERFUND TRANSFERS	1,015,000
-	DEBT PROCEEDS	-
-	MISCELLANEOUS	-
$ 4,329,549	TOTAL	$ 4,249,060



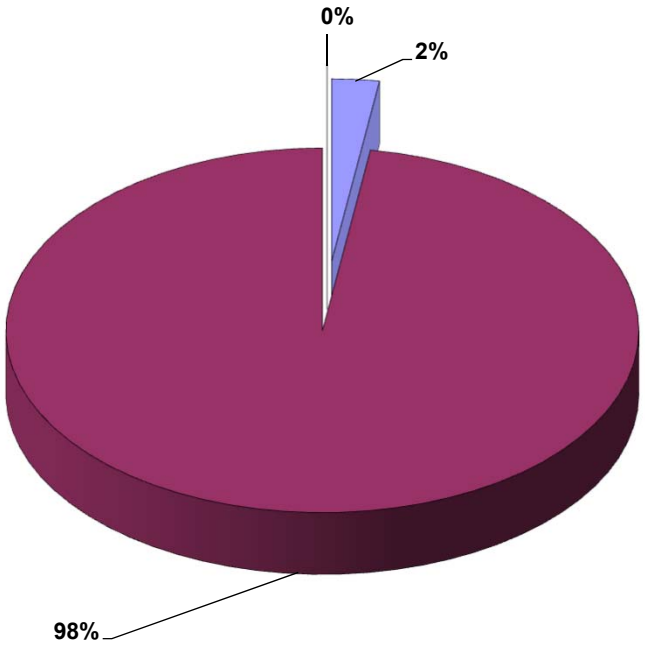
Fiscal Year 2024



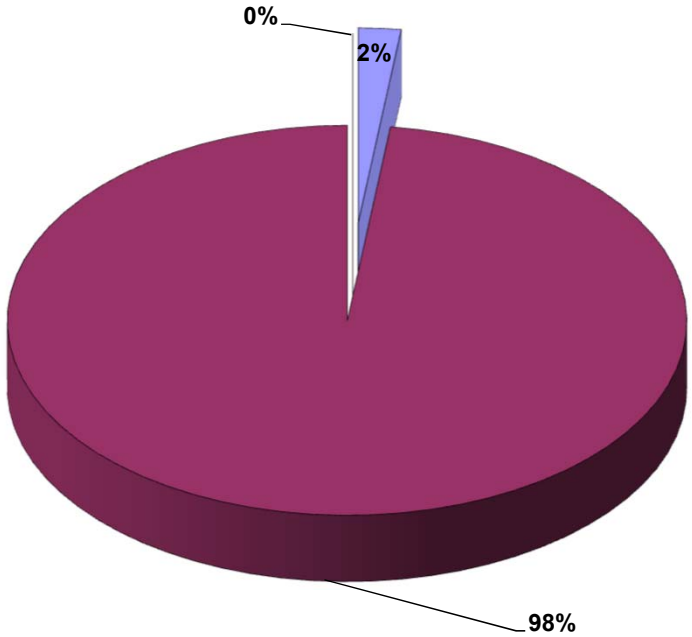
Fiscal Year 2023

Debt Service Funds
Summary of Expenditures

FY 24		FY 23
$ 108,993	OPERATION & MAINTENANCE	$ 99,120
4,383,694	DEBT SERVICE	4,791,088
-	INTERFUND TRANSFERS	-
$ 4,492,687	TOTAL	$ 4,890,208



Fiscal Year 2024



Fiscal Year 2023

DEBT SERVICE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	SPECIAL IMPROVEMENT DISTRICTS	SERIES 2004A STREET IMPROVEMENTS	STORM SEWER	SIDEWALK & CURB DISTRICTS	SERIES 2015 BASEBALL FIELD REFUNDING	SERIES 2021 LIBRARY
FUND BALANCE - BEGINNING	**$ 1,897,307**	**$ 353,934**	**$ 1,846,732**	**$ 610,497**	**$ 821,996**	**$ 832,381**
REVENUE:						
TAXES	$ -	$ 354,896	$ -	$ -	$ 743,468	$ 670,935
SPECIAL ASSESSMENTS	980,000	-	-	535,000	-	-
INVESTMENT EARNINGS	14,000	450	10,400	1,500	400	3,500
DONATIONS	-	-	-	-	-	-
INTERFUND TRANSFERS	-	-	1,015,000	-	-	-
TOTAL REVENUE	**$ 994,000**	**$ 355,346**	**$ 1,025,400**	**$ 536,500**	**$ 743,868**	**$ 674,435**
EXPENDITURES:						
OPERATION & MAINTENANCE	$ 52,700	$ 7,599	$ 11,430	$ 14,300	$ 9,110	$ 13,854
DEBT SERVICE	1,057,400	345,700	1,000,194	476,400	742,300	761,700
INTERFUND TRANSFERS	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 1,110,100**	**$ 353,299**	**$ 1,011,624**	**$ 490,700**	**$ 751,410**	**$ 775,554**
FUND BALANCE ENDING	**$ 1,781,207**	**$ 355,981**	**$ 1,860,508**	**$ 656,297**	**$ 814,454**	**$ 731,262**

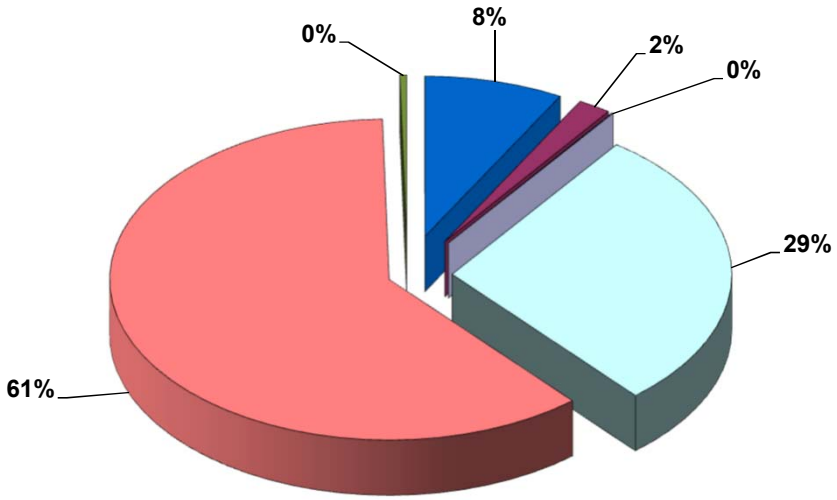
DEBT SERVICE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	PROPOSED BUDGET FY 24	APPROVED BUDGET FY 23	INCREASE (DECREASE)	ACTUAL FY 22
FUND BALANCE - BEGINNING	**$ 6,362,847**	**$ 6,208,568**	**$ 154,279**	**$ 16,281,936**
REVENUE:				
TAXES	$ 1,769,299	$ 1,733,383	$ 35,916	$ 1,768,739
SPECIAL ASSESSMENTS	1,515,000	1,491,000	24,000	1,669,568
INVESTMENT EARNINGS	30,250	9,677	20,573	(48,815)
DONATIONS	-	-	-	300,000
INTERFUND TRANSFERS	1,015,000	1,015,000	-	1,296,555
TOTAL REVENUE	**$ 4,329,549**	**$ 4,249,060**	**$ 80,489**	**$ 4,986,047**
EXPENDITURES:				
OPERATION & MAINTENANCE	$ 108,993	$ 99,120	$ 9,873	$ 45,768
DEBT SERVICE	4,383,694	4,791,088	(407,394)	12,966,701
INTERFUND TRANSFERS	-	-	-	1,735,847
TOTAL EXPENDITURES	**$ 4,492,687**	**$ 4,890,208**	**$ (397,521)**	**$ 14,748,316**
FUND BALANCE ENDING	**$ 6,199,709**	**$ 5,567,420**	**$ 632,289**	**$ 6,519,667**

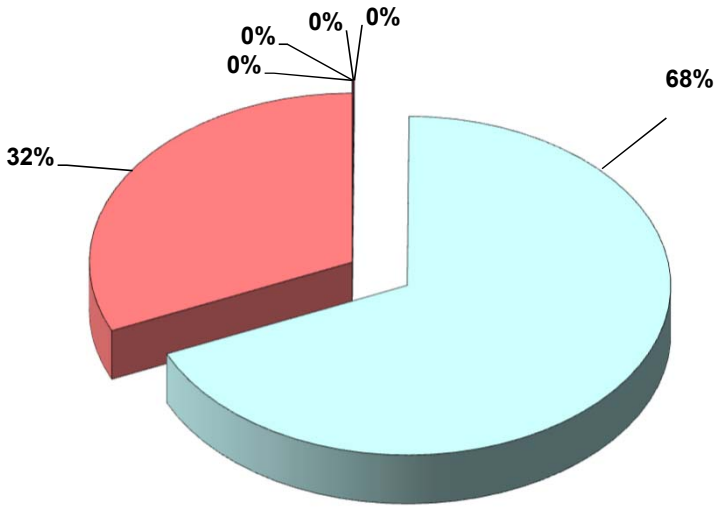
Capital Projects Funds

Capital Project Funds
Summary of Revenues

FY 24		FY 23
$ 650,000	INTER-GOVERNMENTAL	$ -
153,970	INVESTMENT EARNINGS	13,336
5,000	DONATIONS	5,000
2,308,884	INTERFUND TRANSFERS	11,670,581
4,923,900	DEBT PROCEEDS	5,407,275
31,116	MISCELLANEOUS	1,126
$ 8,072,870	TOTAL	$ 17,097,318



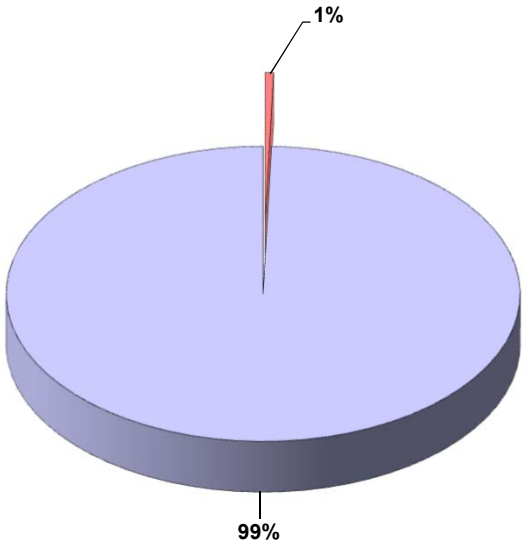
Fiscal Year 2024



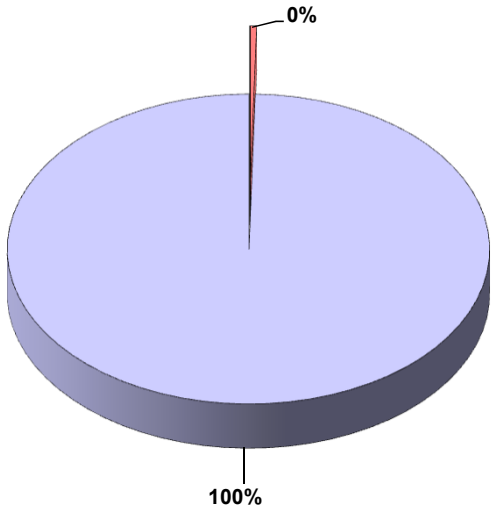
Fiscal Year 2023

Capital Project Funds
Summary of Expenditures

FY 24		FY 23
$ 40,610	OPERATION & MAINTENANCE	$ 88,185
7,741,755	CAPITAL	21,216,106
-	TRANSFERS	-
$ 7,782,365	TOTAL	$ 21,304,291



Fiscal Year 2024



Fiscal Year 2023

CAPITAL PROJECT FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	URBAN RENEWAL PROP. ACQUIST.	SIDEWALK AND CURB DISTRICTS	SPECIAL IMPROVEMENT DISTRICTS	CITY HALL CONSTRUCTION	FIRE STATION CONSTR.	CAPITAL REPLACEMENT	DOG PARK CONSTRUCTION FUND
FUND BALANCE - BEGINNING	**$ 204,086**	**$ -**	**$ -**	**$ 4,677,759**	**$ -**	**$ 6,538,594**	**$ 4,973**
REVENUE:							
TAXES	$ -	$ -	$ -	$ 200,000	$ -	$ -	$ -
INTER-GOVERNMENTAL	-	-	-	650,000	-	-	-
INVESTMENT EARNINGS	270	100	-	67,000	15,000	71,000	-
DONATIONS	-	-	-	-	-	-	5,000
INTERFUND TRANSFERS	-	-	-	100,000	-	2,208,884	-
DEBT PROCEEDS	-	1,847,650	3,076,250	-	-	-	-
MISCELLANEOUS	-	-	-	30,000	-	1,116	-
TOTAL REVENUE	**$ 270**	**$ 1,847,750**	**$ 3,076,250**	**$ 1,047,000**	**$ 15,000**	**$ 2,281,000**	**$ 5,000**
EXPENDITURES:							
OPERATION & MAINTENANCE	$ 13,045	$ 25,000	$ -	$ -	$ -	$ 2,565	$ -
CAPITAL	7,000	1,822,750	3,076,250	1,200,000	-	1,565,093	5,000
DEBT SERVICE	-	-	-	-	-	-	-
INTERFUND TRANSFERS	-	-	-	-	-	-	-
TOTAL EXPENDITURES	**$ 20,045**	**$ 1,847,750**	**$ 3,076,250**	**$ 1,200,000**	**$ -**	**$ 1,567,658**	**$ 5,000**
FUND BALANCE ENDING	**$ 184,311**	**$ -**	**$ -**	**$ 4,524,759**	**$ 15,000**	**$ 7,251,936**	**$ 4,973**

CAPITAL PROJECT FUNDS
SUMMARY
OPERATING BUDGET
FY 24

		PARK CONSTRUCTION	
FUND BALANCE - BEGINNING		**$ 71,092**	
REVENUE:			
	TAXES	$ -	
	INTER-GOVERNMENTAL	-	
	INVESTMENT EARNINGS	600	
	DONATIONS	-	
	INTERFUND TRANSFERS	-	
	DEBT PROCEEDS	-	
	MISCELLANEOUS	-	
TOTAL REVENUE		**$ 600**	
EXPENDITURES:			
	OPERATION & MAINTENANCE	$ -	
	CAPITAL	65,662	
	DEBT SERVICE	-	
	INTERFUND TRANSFERS	-	
TOTAL EXPENDITURES		**$ 65,662**	**$ -**
FUND BALANCE ENDING		**$ 6,030**	

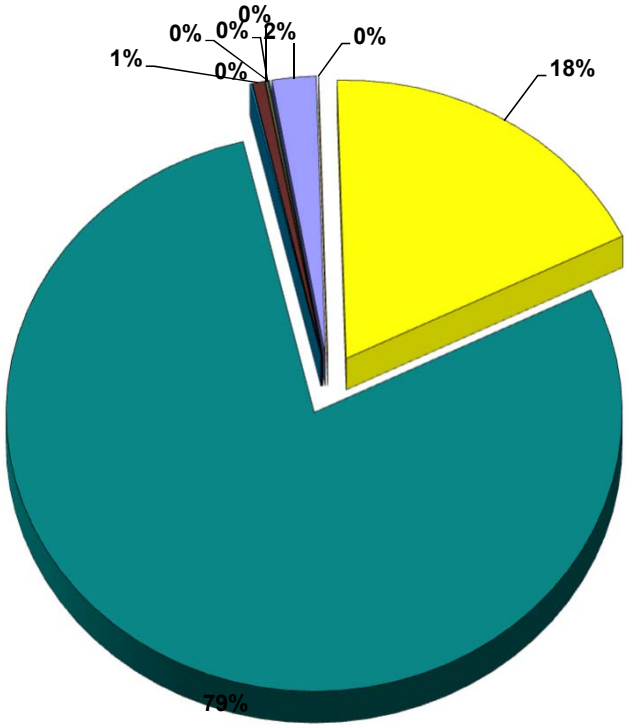
CAPITAL PROJECT FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	PROPOSED BUDGET FY 24	APPROVED BUDGET FY 23	INCREASE (DECREASE)	ACTUAL FY 22
FUND BALANCE - BEGINNING	**$ 11,496,505**	**$ 17,321,281**	**$ (5,824,776)**	**$ 6,996,327**
REVENUE:				
TAXES	$ 200,000	$ -	$ 200,000	$ -
INTER-GOVERNMENTAL	650,000	-	650,000	-
INVESTMENT EARNINGS	153,970	13,336	140,634	(95,867)
DONATIONS	5,000	5,000	-	396,731
INTERFUND TRANSFERS	2,308,884	11,670,581	(9,361,697)	22,220,716
DEBT PROCEEDS	4,923,900	5,407,275	(483,375)	4,000,000
MISCELLANEOUS	31,116	1,126	29,990	11,934
TOTAL REVENUE	**$ 8,272,870**	**$ 17,097,318**	**$ (8,824,448)**	**$ 26,533,514**
EXPENDITURES:				
OPERATION & MAINTENANCE	$ 40,610	$ 88,185	$ (47,575)	$ 190,205
CAPITAL	7,741,755	21,216,106	(13,474,351)	19,873,962
DEBT SERVICE	-	-	-	159,777
INTERFUND TRANSFERS	-	-	-	52,236
TOTAL EXPENDITURES	**$ 7,782,365**	**$ 21,304,291**	**$ (13,521,926)**	**$ 20,276,180**
FUND BALANCE ENDING	**$ 11,987,010**	**$ 13,114,308**	**$ (1,127,298)**	**$ 13,253,661**

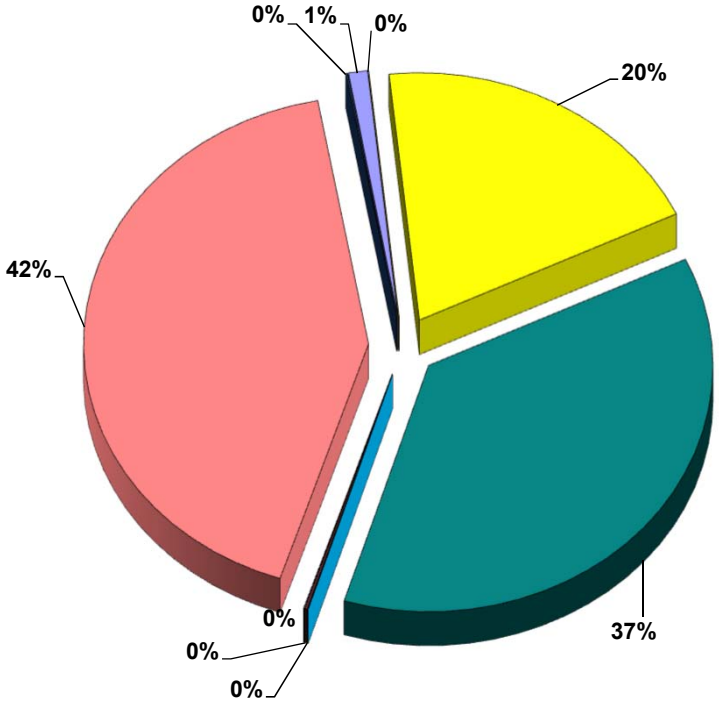
Enterprise Funds

Enterprise Funds
Summary of Revenues

FY 24		FY 23
$ 2,644,105	TAXES	$ 2,531,644
-	SPECIAL ASSESSMENTS	-
20,905,149	INTER-GOVERNMENTAL	46,156,099
90,100,176	CHARGES FOR SERVICE	86,641,629
110,850	FINES & FORFEITS	100,000
737,985	INVESTMENT EARNINGS	337,118
130,000	INTERFUND TRANSFERS	130,000
-	DEBT PROCEEDS	99,000,000
89,039	MISCELLANEOUS	191,889
$ 114,717,304	TOTAL	$ 235,088,379



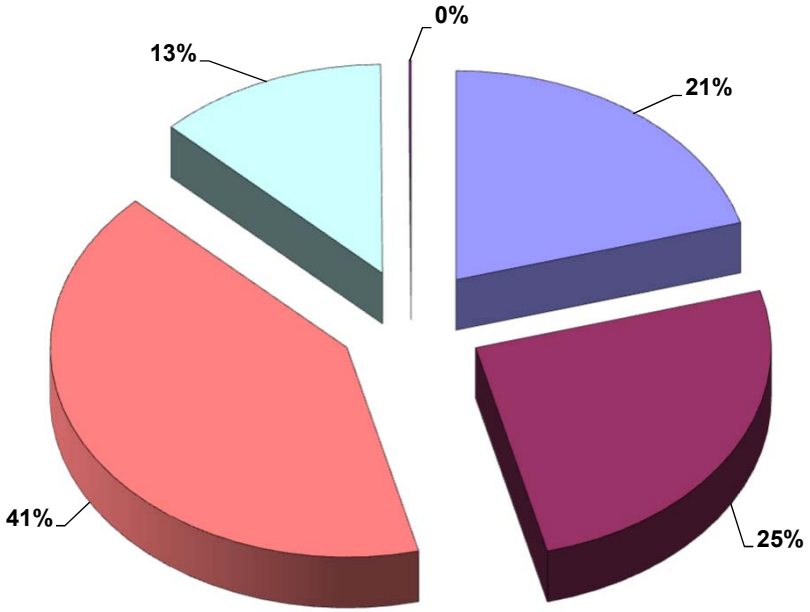
Fiscal Year 2024



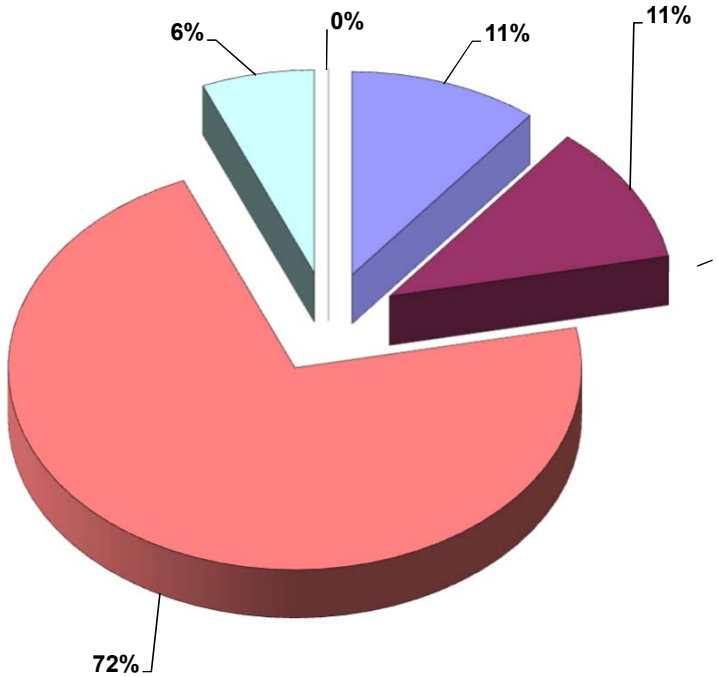
Fiscal Year 2023

Enterprise Funds
Summary of Expenses

FY 24		FY 23
$ 28,592,210	PERSONAL SERVICES	$ 26,738,689
35,463,312	OPERATION & MAINTENANCE	28,035,239
57,289,293	CAPITAL	180,288,376
17,418,933	DEBT SERVICE	15,939,383
143,743	INTERFUND TRANSFERS	-
$ 138,907,491	TOTAL	$ 251,001,687



Fiscal Year 2024



Fiscal Year 2023

ENTERPRISE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	WATER	WASTE-WATER	PARKING	SOLID WASTE	AIRPORT	TRANSIT
WORKING CAPITAL -BEGINNING	**$ 26,268,473**	**$ 15,470,542**	**$ 1,070,088**	**$ 7,209,643**	**$ 26,959,601**	**$ 7,820,766**
REVENUE:						
TAXES	$ -	$ -	$ -	$ -	$ -	$ 2,644,105
LICENSES & PERMITS	-	-	35,000	-	-	-
INTER-GOVERNMENTAL	7,063,546	200,000	-	-	7,578,960	6,062,643
CHARGES FOR SERVICE	31,286,500	23,400,960	2,281,648	19,494,450	12,889,604	747,014
FINES & FORFEITS	-	-	110,850	-	-	-
INVESTMENT EARNINGS	97,700	190,000	9,000	121,300	241,485	78,500
INTERFUND TRANSFERS	-	-	130,000	-	-	-
DEBT PROCEEDS	-	-	-	-	-	-
MISCELLANEOUS	13,000	-	-	-	63,340	12,699
TOTAL REVENUE	**$ 38,460,746**	**$ 23,790,960**	**$ 2,566,498**	**$ 19,615,750**	**$ 20,773,389**	**$ 9,544,961**
EXPENSES:						
PERSONAL SERVICES	$ 5,275,092	$ 4,748,274	$ 809,151	$ 7,352,195	$ 5,322,567	$ 5,084,931
OPERATION & MAINTENANCE	13,268,681	7,377,126	869,834	8,297,884	3,885,389	1,764,398
CAPITAL	19,092,742	14,023,379	123,204	4,145,891	16,941,602	2,962,475
DEBT SERVICE	9,900,000	5,358,000	255,783	1,546,000	359,150	-
INTERFUND TRANSFERS	-	-	-	143,743	-	-
TOTAL EXPENSES	**$ 47,536,515**	**$ 31,506,779**	**$ 2,057,972**	**$ 21,485,713**	**$ 26,508,708**	**$ 9,811,804**
WORKING CAPITAL NOT BUDGETED						
WORKING CAPITAL - ENDING	**$ 17,192,704**	**$ 7,754,723**	**$ 1,578,614**	**$ 5,339,680**	**$ 21,224,282**	**$ 7,553,923**
LESS OPERATING RESERVE	**5,000,000**	**2,180,000**	**297,000**	**3,500,000**	**1,565,000**	**1,165,000**
LESS BOND/LOAN RESERVE REQUIREMENTS	**1,385,000**	**1,445,000**	**-**	**-**	**2,425,000**	**-**
AVAILABLE WORKING CAPITAL	**$ 10,807,704**	**$ 4,129,723**	**$ 1,281,614**	**$ 1,839,680**	**$ 17,234,282**	**$ 6,388,923**

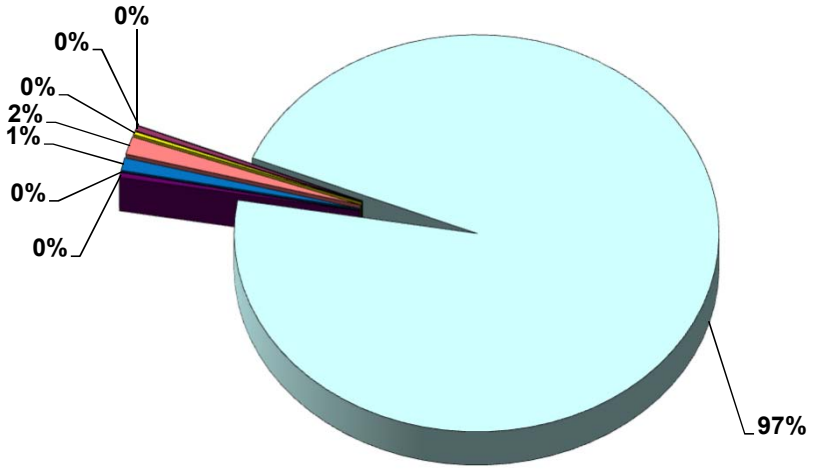
ENTERPRISE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	PROPOSED BUDGET FY 24	APPROVED BUDGET FY 23	INCREASE (DECREASE)	ACTUAL FY 22
WORKING CAPITAL -BEGINNING	**$ 84,799,113**	**$ 106,480,096**	**$ (21,680,983)**	**$ 119,765,266**
REVENUE:				
TAXES	$ 2,644,105	$ 2,531,644	$ 112,461	$ 2,508,073
LICENSES & PERMITS	35,000	-	35,000	-
INTER-GOVERNMENTAL	20,905,149	46,156,099	(25,250,950)	27,454,461
CHARGES FOR SERVICE	90,100,176	86,641,629	3,458,547	88,375,357
FINES & FORFEITS	110,850	100,000	10,850	102,051
INVESTMENT EARNINGS	737,985	337,118	400,867	(1,814,879)
INTERFUND TRANSFERS	130,000	130,000	-	138,471
DEBT PROCEEDS	-	99,000,000	(99,000,000)	-
MISCELLANEOUS	89,039	191,889	(102,850)	917,672
TOTAL REVENUE	**$ 114,752,304**	**$ 235,088,379**	**$ (120,336,075)**	**$ 117,681,206**
EXPENSES:				
PERSONAL SERVICES	$ 28,592,210	$ 26,738,689	$ 1,853,521	$ 24,669,570
OPERATION & MAINTENANCE	35,463,312	28,035,239	7,428,073	31,470,592
CAPITAL	57,289,293	180,288,376	(122,999,083)	51,283,068
DEBT SERVICE	17,418,933	15,939,383	1,479,550	3,574,074
INTERFUND TRANSFERS	143,743	-	143,743	76,000
TOTAL EXPENSES	**$ 138,907,491**	**$ 251,001,687**	**$ (112,094,196)**	**$ 111,073,304**
WORKING CAPITAL NOT BUDGETED				1,979,774
WORKING CAPITAL - ENDING	**$ 60,643,926**	**$ 90,566,788**	**$ (29,922,862)**	**$ 128,352,942**
LESS OPERATING RESERVE	**13,707,000**	**14,493,000**	**(786,000)**	**8,193,465**
LESS BOND/LOAN RESERVE REQUIREMENTS	**5,255,000**	**5,255,000**	**-**	**10,516,097**
AVAILABLE WORKING CAPITAL	**$ 41,681,926**	**$ 70,818,788**	**$ (29,136,862)**	**$ 109,643,380**

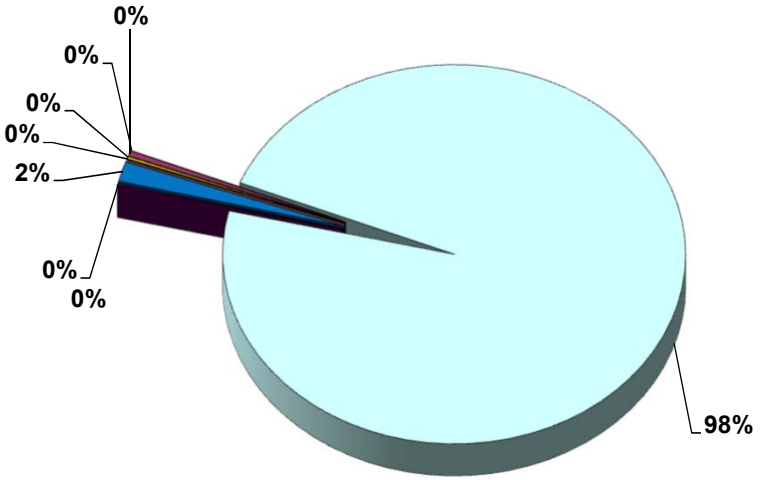
Internal Service Funds

Internal Service Fund
Summary of Revenues

FY 24		FY 23
$ 85,000	SPECIAL ASSESSMENTS	$ 55,000
140,500	LICENSES AND PERMITS	134,000
-	INTER-GOVERNMENTAL	-
33,472,182	CHARGES FOR SERVICE	30,777,289
137,300	INVESTMENT EARNINGS	41,625
356,894	INTERFUND TRANSFERS	532,057
500,000	MISCELLANEOUS	18,000
$ 34,691,876	TOTAL	$ 31,557,971



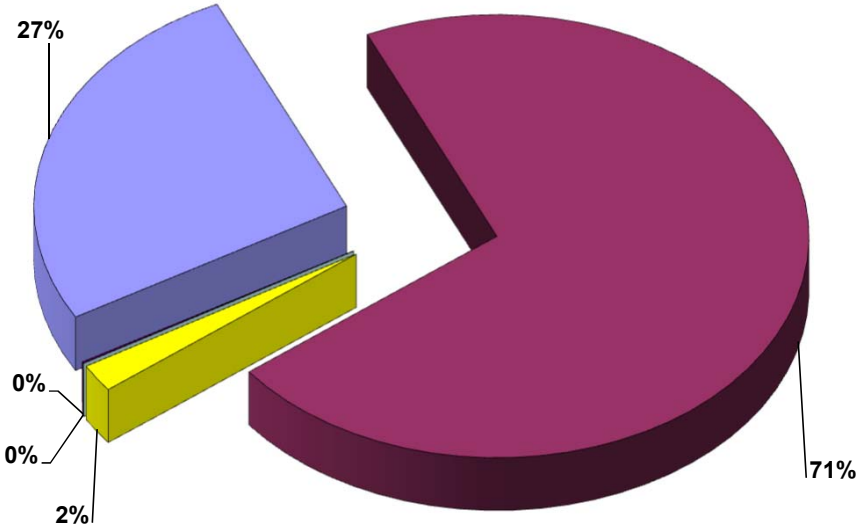
Fiscal Year 2024



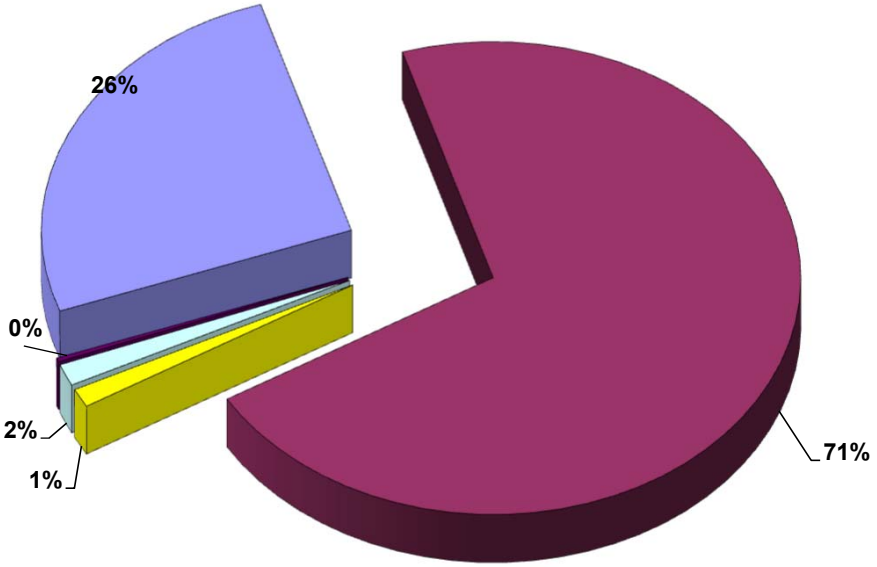
Fiscal Year 2023

Internal Service Fund
Summary of Expenses

FY 24		FY 23
$ 9,860,726	PERSONAL SERVICES	$ 9,239,344
26,525,212	OPERATION & MAINTENANCE	25,453,538
747,044	CAPITAL	455,513
-	DEBT SERVICE	532,056
38,367	INTERFUND TRANSFERS	95,769
$ 37,171,349	TOTAL	$ 35,776,220



Fiscal Year 2024



Fiscal Year 2023

INTERNAL SERVICE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	FLEET SERVICES	CENTRAL SERVICES	INFORMATION TECHNOLOGY	CITY HEALTH BENEFITS	CENTRAL TELEPHONE	RADIO COMMUNICATIONS	PROPERTY INSURANCE	FACILITIES MANAGEMENT
WORKING CAPITAL - BEGINNING	**$ 1,689,977**	**$ 212,627**	**$ 569,842**	**$ 8,899,157**	**$ 317,124**	**$ 505,568**	**$ (109,085)**	**$ 2,310,259**
REVENUE:								
SPECIAL ASSESSMENTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
LICENSES & PERMITS	-	-	-	-	-	-	-	-
INTER-GOVERNMENTAL	-	-	-	-	-	-	-	-
CHARGES FOR SERVICE	2,337,119	112,473	3,642,449	13,432,000	461,830	333,499	3,770,946	2,537,809
INVESTMENT EARNINGS	18,000	2,500	10,000	50,000	3,500	9,000	3,800	34,000
INTERFUND TRANSFERS	-	-	-	-	-	-	-	356,894
MISCELLANEOUS	-	-	-	-	-	-	-	500,000
TOTAL REVENUE	**$ 2,355,119**	**$ 114,973**	**$ 3,652,449**	**$ 13,482,000**	**$ 465,330**	**$ 342,499**	**$ 3,774,746**	**$ 3,428,703**
EXPENSES:								
PERSONAL SERVICES	$ 1,556,035	$ -	$ 2,343,364	$ 50,000	$ 178,617	$ -	$ 119,912	$ 704,137
OPERATION & MAINTENANCE	611,375	95,836	1,274,656	16,035,790	279,498	383,601	4,011,308	1,811,601
CAPITAL	-	7,544	155,500	-	-	-	-	405,000
DEBT SERVICE	-	-	-	-	-	-	-	-
INTERFUND TRANSFERS	38,367	-	-	-	-	-	-	-
TOTAL EXPENSES	**$ 2,205,777**	**$ 103,380**	**$ 3,773,520**	**$ 16,085,790**	**$ 458,115**	**$ 383,601**	**$ 4,131,220**	**$ 2,920,738**
WORKING CAPITAL- ENDING	**$ 1,839,319**	**$ 224,220**	**$ 448,771**	**$ 6,295,367**	**$ 324,339**	**$ 464,466**	**$ (465,559)**	**$ 2,818,224**
WORKING CAPITAL NOT BUDGETED		-	-	-	-	-	-	-
LESS RESERVED/DESIGNATED	**801,942**	**-**	**904,505**	**-**	**36,649**	**-**	**1,321,990**	**233,659**
UNDESIGNATED WORKING CAPITAL BALANCE ENDING	**$ 1,037,377**	**$ 224,220**	**$ (455,734)**	**$ 6,295,367**	**$ 287,690**	**$ 464,466**	**$ (1,787,549)**	**$ 2,584,565**

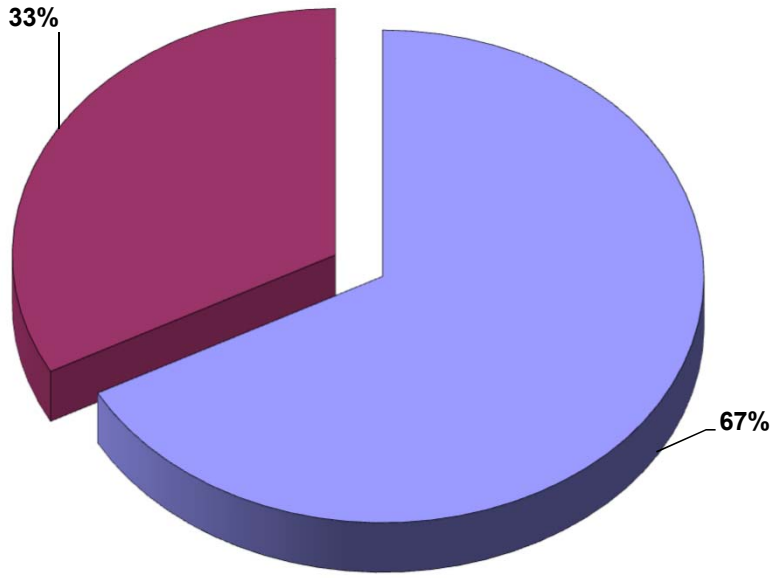
INTERNAL SERVICE FUNDS
SUMMARY
OPERATING BUDGET
FY 24

	PUBLIC WORKS ADMINISTRATION	PUBLIC WORKS ENGINEERING	PROPOSED BUDGET FY 24	APPROVED BUDGET FY 23	INCREASE (DECREASE)	ACTUAL FY 22
WORKING CAPITAL - BEGINNING	**$ 857,000**	**$ 269,645**	**$ 15,522,114**	**$ 15,950,179**	**$ (428,065)**	**$ 18,798,967**
REVENUE:						
SPECIAL ASSESSMENTS	$ -	$ 85,000	$ 85,000	$ 55,000	$ 30,000	$ 60,979
LICENSES & PERMITS	-	140,500	140,500	134,000	6,500	127,936
INTER-GOVERNMENTAL	-	-	-	-	-	890,953
CHARGES FOR SERVICE	3,166,871	3,677,186	33,472,182	30,777,289	2,694,893	28,742,102
INVESTMENT EARNINGS	4,000	2,500	137,300	41,625	95,675	(280,440)
INTERFUND TRANSFERS	-	-	356,894	532,057	(175,163)	532,057
MISCELLANEOUS	-	-	500,000	18,000	482,000	72,860
TOTAL REVENUE	**$ 3,170,871**	**$ 3,905,186**	**$ 34,691,876**	**$ 31,557,971**	**$ 3,133,905**	**$ 30,146,447**
EXPENSES:						
PERSONAL SERVICES	$ 2,137,224	$ 2,771,437	$ 9,860,726	$ 9,239,344	$ 621,382	$ 8,569,926
OPERATION & MAINTENANCE	1,078,202	943,345	26,525,212	25,453,538	1,071,674	21,760,385
CAPITAL	-	179,000	747,044	455,513	291,531	412,160
DEBT SERVICE	-	-	-	532,056	(532,056)	3,319
INTERFUND TRANSFERS	-	-	38,367	95,769	(57,402)	95,770
TOTAL EXPENSES	**$ 3,215,426**	**$ 3,893,782**	**$ 37,171,349**	**$ 35,776,220**	**$ 1,395,129**	**$ 30,841,560**
WORKING CAPITAL- ENDING	**$ 812,445**	**$ 281,049**	**$ 13,042,641**	**$ 11,731,930**	**$ 1,310,711**	**$ 18,103,854**
WORKING CAPITAL NOT BUDGETED	-	-	-	-	-	147,877
LESS RESERVED/DESIGNATED	**257,234**	**371,478**	**3,927,458**	**3,493,218**	**434,240**	**2,149,218**
UNDESIGNATED WORKING CAPITAL BALANCE ENDING	**$ 555,211**	**$ (90,429)**	**$ 9,115,183**	**$ 8,238,712**	**$ 876,471**	**$ 16,102,513**

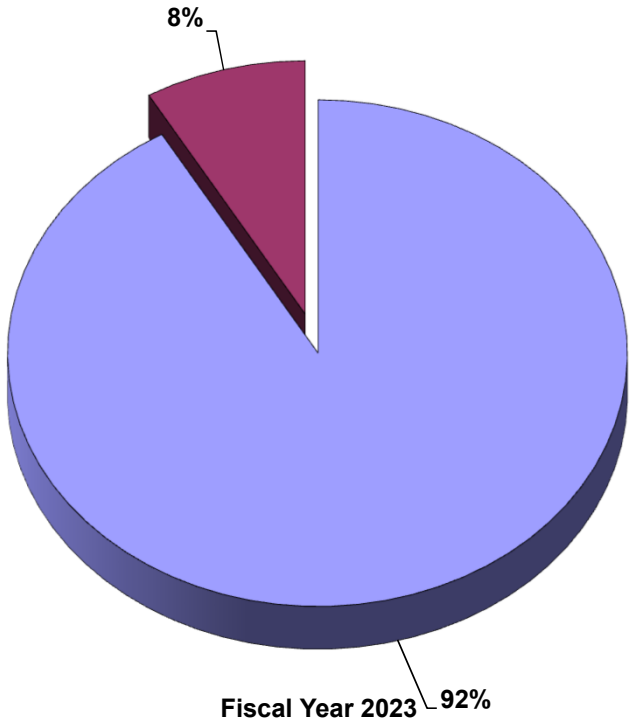
Permanent Fund

Permanent Fund
Summary of Revenues

	FY 24		FY 23
$	15,750	CHARGES FOR SERVICE	$ 15,750
	7,700	INVESTMENT EARNINGS	1,444
$	23,450	TOTAL	$ 17,194



Fiscal Year 2024



Fiscal Year 2023

PERMANENT FUND
SUMMARY
OPERATING BUDGET
FY 24

	CEMETERY PERPETUAL CARE	PROPOSED BUDGET FY 24	APPROVED BUDGET FY 23	INCREASE (DECREASE)	ACTUAL FY 22
FUND BALANCE - BEGINNING	**$ 798,006**	**$ 798,006**	**$ 789,168**	**$ 8,838**	**$ 765,418**
REVENUE:					
CHARGES FOR SERVICE	$ 15,750	$ 15,750	$ 15,750	$ -	$ 25,532
INVESTMENT EARNINGS	7,700	7,700	1,444	6,256	(10,972)
TOTAL REVENUE	**$ 23,450**	**$ 23,450**	**$ 17,194**	**$ 6,256**	**$ 14,560**
EXPENDITURES:					
INTERFUND TRANSFERS	$ 5,600	$ 5,600	$ 5,600	$ -	$ 1,972
TOTAL EXPENDITURES	**$ 5,600**	**$ 5,600**	**$ 5,600**	**$ -**	**$ 1,972**
FUND BALANCE ENDING	**$ 815,856**	**$ 815,856**	**$ 800,762**	**$ 15,094**	**$ 778,006**

Fund Pages

General Fund

GENERAL OPERATING FUND
OPERATING BUDGET

FUND 0100

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 22,391,201**	**$ 33,454,382**	**$ 11,762,131**	**$ 11,579,301**	**$ 14,247,913**
REVENUES:					
TAXES	$ 17,792,484	$ 18,635,569	$ 18,735,115	$ 19,479,311	$ 16,381,220
SPECIAL ASSESSMENTS	26,267	12,378	-	4,500	-
LICENSES & PERMITS	2,261,889	1,978,414	1,968,454	1,891,152	1,974,028
INTER-GOVERNMENTAL	12,259,902	12,780,222	12,780,294	12,780,294	13,279,363
CHARGES FOR SERVICE	4,464,973	4,720,626	4,731,924	4,490,135	4,924,395
FINES & FORFEITS	1,132,756	1,136,323	1,294,046	977,564	1,294,046
INVESTMENT EARNINGS	19,545	(206,021)	33,144	45,000	65,000
INTERFUND TRANSFERS	4,904	1,565,491	10,600	10,000	10,600
MISCELLANEOUS	11,260	351	600	6,026	-
TOTAL REVENUE	**$ 37,973,980**	**$ 40,623,353**	**$ 39,554,177**	**$ 39,683,982**	**$ 37,928,652**
EXPENDITURES:					
MAYOR AND CITY COUNCIL	$ 225,227	$ 577,113	$ 349,143	$ 345,089	$ 393,729
CITY ADMINISTRATOR	1,048,761	969,973	1,155,521	1,095,000	1,347,937
HUMAN RESOURCES	823,156	848,739	1,033,269	968,919	1,089,704
CITY ATTORNEY	2,123,860	2,346,528	2,921,497	2,414,550	2,924,845
MUNICIPAL COURT	1,400,745	1,383,573	1,589,602	1,410,094	1,792,135
FINANCE	1,524,458	1,626,034	1,945,119	1,785,000	1,987,872
CODE ENFORCEMENT	556,350	722,168	1,156,484	951,967	1,111,845
PARKS, RECREATION AND PUBLIC LANDS	4,930,070	4,926,090	4,797,802	4,794,809	5,004,486
NON-DEPARTMENTAL	14,278,172	49,098,216	24,768,990	23,249,942	22,266,267
TOTAL EXPENDITURES	**$ 26,910,799**	**$ 62,498,434**	**$ 39,717,427**	**$ 37,015,370**	**$ 37,918,820**
FUND BALANCE ENDING	**$ 33,454,382**	**$ 11,579,301**	**$ 11,598,881**	**$ 14,247,913**	**$ 14,257,745**
LESS:					
COMMITTED	12,198,022	11,826,034	11,210,074	11,210,074	10,822,725
UNASSIGNED	**$ 21,256,360**	**$ (246,733)**	**$ 388,807**	**$ 3,037,839**	**$ 3,435,020**

Special Revenue Funds

PUBLIC SAFETY FUND
OPERATING BUDGET

FUND 1500, 1510

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 1,782,651**	**$ 1,769,303**	**$ 734,540**	**$ 2,044,487**	**$ 1,800,000**
REVENUE:					
PROPERTY TAXES	$ 17,242,732	$ 18,026,824	$ 25,219,192	$ 25,814,891	$ 30,573,013
MARIJUANA EXCISE TAX	-	-	-	400,000	369,000
LICENSES & PERMITS	33,743	34,627	35,000	1,000	34,200
INTER-GOVERNMENTAL	16,180,093	3,639,740	3,659,697	3,103,991	3,796,880
CHARGES FOR SERVICE	2,218,783	2,342,940	2,407,757	2,489,272	2,607,756
FINES & FORFEITS	3,506	8,339	8,400	3,000	34,800
INVESTMENT EARNINGS	1,734	(31,942)	9,020	6,050	5,000
INTERFUND TRANSFERS-SOUTH TIF PD	250,000	214,077	214,075	214,075	312,294
INTERFUND TRANSFERS-GENERAL FD	11,410,471	26,400,000	22,300,136	20,304,205	19,294,455
DEBT PROCEEDS	2,514,612	-	-	-	-
MISCELLANEOUS	113,641	83,597	51,850	35,000	117,210
TOTAL REVENUE	**$ 49,969,315**	**$ 50,718,202**	**$ 54,770,079**	**$ 52,371,484**	**$ 57,144,608**
EXPENDITURES:					
POLICE:					
ADMINISTRATION	$ 1,681,207	$ 1,444,526	$ 2,007,531	$ 1,827,150	$ 2,328,138
OPERATIONS	20,959,075	19,426,772	19,085,578	19,650,000	19,834,398
INVESTIGATIONS	2,427,622	2,795,051	3,720,509	3,700,000	4,516,090
SUPPORT SERV.	1,971,680	2,238,719	3,000,234	2,753,821	2,896,454
ANIMAL CONTROL	979,438	945,544	1,150,741	950,000	1,118,268
TOTAL POLICE	**$ 28,019,022**	**$ 26,850,612**	**$ 28,964,593**	**$ 28,880,971**	**$ 30,693,348**
FIRE:					
ADMINISTRATION	$ 1,411,368	$ 1,509,013	$ 1,991,450	$ 1,800,000	$ 2,053,238
PREVENTION/INVESTIGATIONS	874,513	970,699	1,200,658	1,000,000	984,365
TRAINING	395,450	416,769	513,158	410,000	505,730
EQUIPMENT/MAINTENANCE	1,762,163	1,669,945	1,937,349	1,760,000	2,025,467
SUPPRESSION	14,139,093	16,056,708	15,910,788	15,500,000	16,333,988
9-1-1 EMERGENCY OP CENTER	3,314,577	2,886,470	3,350,952	3,000,000	3,555,878
COMMUNICATIONS EQUIPMENT	66,477	82,802	101,131	85,000	105,023
TOTAL FIRE	**$ 21,963,641**	**$ 23,592,406**	**$ 25,005,486**	**$ 23,555,000**	**$ 25,563,689**
MENTAL HEALTH:					
CRISIS RESPONSE UNITS	-	-	-	-	153,130
OTHER MH/SA PROGRAMS	-	-	800,000	180,000	700,600
TOTAL FIRE	**$ -**	**$ -**	**$ 800,000**	**$ 180,000**	**$ 853,730**
TOTAL EXPENDITURES	**$ 49,982,663**	**$ 50,443,018**	**$ 54,770,079**	**$ 52,615,971**	**$ 57,110,767**
FUND BALANCE-ENDING	**$ 1,769,303**	**$ 2,044,487**	**$ 734,540**	**$ 1,800,000**	**$ 1,833,841**
LESS:					
RESTRICTED	1,769,303	2,044,487	734,540	1,800,000	1,833,841
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SOUTH TAX INCREMENT OPERATING FUND
OPERATING BUDGET

FUND 1990

	ACTUAL FY 21	ACTUAL FY 22	APPROVED FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 7,146,607**	**$ 7,122,007**	**$ 4,794,620**	**$ 5,019,603**	**$ 5,206,533**
REVENUE:					
TAXES	$ 3,659,567	$ 3,678,969	$ 3,683,000	$ 3,369,096	$ 3,756,660
INTERGOVERMENTAL	256,218	287,860	256,218	256,218	292,587
INVESTMENT EARNINGS	6,977	(84,710)	11,573	45,088	50,000
PROCEEDS FROM DEBT	-	-	-	3,000,000	6,500,000
TOTAL REVENUE	**$ 3,922,762**	**$ 3,882,119**	**$ 3,950,791**	**$ 6,670,402**	**$ 10,599,247**
EXPENDITURES:					
OPERATION AND MAINTENANCE					
CHARGE FOR SERVICES	$ 55,549	$ 65,534	$ 59,388	$ 59,392	$ 73,075
DEVELOPMENT INCENTIVES	-	179,843	1,909,542	1,432,156	1,967,641
SBURA OPERATING AGREEMENT	140,163	120,999	122,140	117,388	186,000
BOND DISCOUNT	-	-	-	14,904	15,000
CAPITAL	2,854,607	4,759,701	2,600,000	3,882,214	10,529,622
DEBT SERVICE	647,043	644,369	645,346	763,343	1,091,269
TRANSFER TO OTHER FUNDS	250,000	214,077	214,075	214,075	312,294
TOTAL EXPENDITURES	**$ 3,947,362**	**$ 5,984,523**	**$ 5,550,491**	**$ 6,483,472**	**$ 14,174,901**
FUND BALANCE ENDING	**$ 7,122,007**	**$ 5,019,603**	**$ 3,194,920**	**$ 5,206,533**	**$ 1,630,879**
LESS:					
RESTRICTED	7,122,007	5,019,603	3,194,920	5,206,533	1,630,879
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SOUTH TAX INCREMENT OPERATING FUND BUDGET NARRATIVE

The Tax Increment Fund is used to account for the South Tax Increment District.

Revenues

Revenues include property taxes paid by the South district property owners and earnings on cash and investments.

Expenditures

Expenditures are for development incentives within the South district and costs allocated for the administration of the district.

EAST TAX INCREMENT OPERATING FUND
OPERATING BUDGET

FUND 2010

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 1,573,234**	**$ 1,708,122**	**$ 1,817,547**	**$ 1,806,426**	**$ 1,963,356**
REVENUE:					
TAXES	$ 795,230	$ 776,384	$ 778,000	$ 754,028	$ 801,340
INTERGOVERNMENTAL	146,654	171,479	146,654	146,654	171,479
TAX INCREMENT BOND PROCEEDS	-	-	-	-	-
INVESTMENT EARNINGS	1,299	(20,809)	2,411	18,172	15,000
TOTAL REVENUE	**$ 943,183**	**$ 927,054**	**$ 927,065**	**$ 918,854**	**$ 987,819**
EXPENDITURES:					
OPERATIONS AND MAINTENANCE					
CHARGE FOR SERVICES	$ 38,753	$ 52,452	$ 38,012	$ 38,012	$ 43,356
EBURD OPERATING AGREEMENT	139,946	139,946	139,946	139,946	139,948
DEVELOPMENT INCENTIVES	158,680	172,336	150,000	112,500	643,226
DEBT SERVICE	470,916	464,016	466,977	471,466	464,626
BOND SALE FEES					
CAPITAL	-	-	-	-	110,000
TOTAL EXPENDITURES	**$ 808,295**	**$ 828,750**	**$ 794,935**	**$ 761,924**	**$ 1,401,156**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 1,708,122**	**$ 1,806,426**	**$ 1,949,677**	**$ 1,963,356**	**$ 1,550,019**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,708,122	1,806,426	1,949,677	1,963,356	1,550,019
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

EAST TAX INCREMENT OPERATING FUND BUDGET NARRATIVE

The Tax Increment Fund is used to account for the East Tax Increment District.

Revenues

Revenues include property taxes as paid by the East district property owners and earnings on cash and investments.

Expenditures

Expenditures are for development incentives within the East district, debt service costs for the bonds that have been sold, and costs allocated for the administration of the district.

NORTH 27th STREET TAX INCREMENT OPERATING FUND
OPERATING BUDGET

FUND 2020,2030

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 3,839,407**	**$ 3,477,689**	**$ 2,454,330**	**$ 3,364,016**	**$ 2,544,175**
REVENUE:					
TAXES	$ 2,574,110	$ 2,686,875	$ 2,678,000	$ 2,360,423	$ 2,651,476
INTERGOVERNMENTAL	211,820	259,373	211,821	211,821	266,797
INVESTMENT EARNINGS	4,740	(42,717)	5,033	(1,374)	27,000
CONTRIBUTIONS/DONATIONS	-	-	-	10,844	-
DEBT PROCEEDS	2,256,869	-	-	-	4,700,000
INTERFUND TRANSER	-	179,373	-	-	-
TOTAL REVENUE	**$ 5,047,539**	**$ 3,082,904**	**$ 2,894,854**	**$ 2,581,714**	**$ 7,645,273**
EXPENDITURES:					
OPERATION AND MAINTENANCE:					
CHARGE FOR SERVICES	$ 96,978	$ 108,855	$ 117,463	$ 100,695	$ 128,600
DEVELOPMENT INCENTIVES	2,283,925	1,246,452	1,834,377	1,375,783	1,546,122
DBP OPERATING AGREEMENT	279,441	279,441	279,441	279,441	307,385
DEBT SERVICE	1,061,729	1,079,949	1,335,412	1,219,386	1,083,865
CAPITAL	1,587,184	172,507	395,000	296,250	4,300,000
INTERFUND TRANSFER TO PARKING	100,000	309,373	130,000	130,000	130,000
TOTAL EXPENDITURES	**$ 5,409,257**	**$ 3,196,577**	**$ 4,091,693**	**$ 3,401,555**	**$ 7,495,972**
FUND BALANCE ENDING	**$ 3,477,689**	**$ 3,364,016**	**$ 1,257,491**	**$ 2,544,175**	**$ 2,693,476**
LESS:					
RESTRICTED	3,477,689	3,364,016	1,257,491	2,544,175	2,693,476
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

NORTH 27TH STREET TAX INCREMENT OPERATING FUND BUDGET NARRATIVE

The Tax Increment Fund is used to account for the North 27th Street Tax Increment District.

Revenues

Revenues are maintaining the same levels. No large increases are expected.

Expenditures

Expenditures are for development incentives within the District, cost allocation charges, the debt service costs to build the parking garage, and payment to Downtown Billings Association in accordance with the underlying agreement.

Capital

None

GAS TAX FUND
OPERATING BUDGET

FUND 2050 & 2060

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 7,355,031**	**$ 8,588,838**	**$ 5,550,181**	**$ 7,432,294**	**$ 2,715,697**
REVENUE:					
STATE GAS TAX	$ 3,724,908	$ 3,944,961	$ 3,960,000	$ 4,301,345	$ 4,275,000
COUNTY CONTRACT SERVICE	67,335	88,488	92,594	92,594	95,334
INTEREST ON INVESTMENTS	5,841	(91,523)	20,000	6,747	21,000
CONTRIBUTIONS/DONATIONS	-	-	57,000	-	-
TRANSFERS:					
STREET MAINT DISTRICTS	1,700,000	1,760,000	-	-	-
MISCELLANEOUS	-	-	-	57,000	-
TOTAL REVENUE	**$ 5,498,084**	**$ 5,701,926**	**$ 4,129,594**	**$ 4,457,686**	**$ 4,391,334**
EXPENDITURES:					
PERSONAL SERVICES	$ 67,335	$ 87,944	$ 92,593	$ 92,527	$ 95,333
OPERATION & MAINTENANCE	2,351,525	3,462,048	339,430	349,430	353,760
CAPITAL PROJECTS	1,845,417	3,293,478	6,834,410	8,732,326	3,647,000
TRANSFERS	-	15,000	-	-	-
TOTAL EXPENDITURES	**$ 4,264,277**	**$ 6,858,470**	**$ 7,266,433**	**$ 9,174,283**	**$ 4,096,093**
FUND BALANCE ENDING	**$ 8,588,838**	**$ 7,432,294**	**$ 2,413,342**	**$ 2,715,697**	**$ 3,010,938**
LESS:					
RESTRICTED:					
OTHER PROJECTS	8,588,838	7,432,294	2,413,342	2,715,697	3,010,938
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

BUILDING INSPECTION FUND
OPERATING BUDGET

FUND 2090

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 2,993,679**	**$ 3,506,256**	**$ 3,952,858**	**$ 4,348,335**	**$ 4,154,457**
REVENUE:					
LICENSES & PERMITS	$ 2,389,478	$ 3,065,110	$ 2,630,500	$ 2,963,228	$ 2,571,000
GRANTS	120,076	-	-	-	-
INTEREST ON INVESTMENTS	4,213	(56,199)	6,996	1,500	72,000
MISCELLANEOUS	1,952	37,107	10,000	1,700	-
TOTAL REVENUE	**$ 2,515,719**	**$ 3,046,018**	**$ 2,647,496**	**$ 2,966,428**	**$ 2,643,000**
EXPENDITURES:					
PERSONAL SERVICES	$ 1,246,325	$ 1,380,499	$ 1,557,941	$ 1,501,180	$ 1,757,328
OPERATIONS & MAINT.	756,817	776,228	893,537	750,000	793,675
CAPITAL	-	47,212	560,000	600,000	75,000
INTERFUND TRANSFERS	-	-	309,126	309,126	-
TOTAL EXPENDITURES	**$ 2,003,142**	**$ 2,203,939**	**$ 3,320,604**	**$ 3,160,306**	**$ 2,626,003**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 3,506,256**	**$ 4,348,335**	**$ 3,279,750**	**$ 4,154,457**	**$ 4,171,454**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	3,506,256	4,348,335	3,279,750	4,154,457	4,171,454
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STREET AND TRAFFIC FUND
OPERATING BUDGET

FUND 2110

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 3,905,444**	**$ 5,323,359**	**$ 5,355,030**	**$ 6,722,811**	**$ 5,552,676**
REVENUE:					
STATE REIMBURSEMENTS	$ 753,884	$ 760,485	$ 760,000	$ 787,197	$ 463,800
CONCRETE REPAIR	-	-	207,000	100,000	150,000
FIRE SERVICES FEES	12,061	11,948	11,000	11,000	11,000
STREET LIGHT	197,524	181,945	244,000	244,000	251,932
STREET MAINTENANCE	7,555,000	7,900,000	7,250,000	7,250,000	7,612,000
SOLID WASTE	106,137	115,388	100,000	100,000	100,000
STORM SEWER MAINT.	1,373,417	953,158	1,060,000	1,060,000	1,108,807
BBWA LATERAL MAINT.	4,500	4,500	4,500	4,500	4,500
UTILITY CHG FOR SERVICES	317,030	528,509	250,000	250,000	300,000
INTERDEPARTMENTAL CHGS	1,385	1,058	1,000	500	1,000
INVESTMENT EARNINGS	2,489	(62,443)	10,000	9,712	10,000
MISCELLANEOUS	33,825	20,573	10,000	10,115	10,000
TRANSFER-GEN FUND	34,409	-	-	-	-
TOTAL REVENUE	**$ 10,391,661**	**$ 10,415,121**	**$ 9,907,500**	**$ 9,827,024**	**$ 10,023,039**
EXPENDITURES:					
PERSONAL SERVICES	$ 4,011,563	$ 4,005,181	$ 4,714,126	$ 4,565,536	$ 5,057,646
OPERATIONS AND MAINTENANCE	3,422,737	3,606,609	4,577,978	4,646,953	4,873,193
CAPITAL	1,331,944	1,196,377	971,684	1,577,168	1,832,186
TRANSFERS	207,502	207,502	207,502	207,502	83,129
TOTAL EXPENDITURES	**$ 8,973,746**	**$ 9,015,669**	**$ 10,471,290**	**$ 10,997,159**	**$ 11,846,154**
FUND BALANCE ENDING	**$ 5,323,359**	**$ 6,722,811**	**$ 4,791,240**	**$ 5,552,676**	**$ 3,729,561**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	5,323,359	6,722,811	4,791,240	5,552,676	3,729,561
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

FIRE PROGRAMS FUND
OPERATING BUDGET

FUND 2190-2240

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 250,314**	**$ 274,955**	**$ 285,955**	**$ 264,106**	**$ 261,082**
REVENUE:					
INTER-GOVERNMENTAL-STATE	$ 1,078	$ 1,984	$ -	$ 12,000	$ 83,500
INTER-GOVERNMENTAL-FEDERAL	44,839	68,723	351,280	100,000	120,875
INVESTMENT EARNINGS	378	(3,921)	505	500	2,006
HAZARD MAT CHARGE FOR SERVICE	-	-		25,000	22,000
CONTRIBUTIONS / DONATIONS	22,500	43,138	24,500	50,000	42,000
MISCELLANEOUS	-	-	-	-	2,500
TOTAL REVENUE	**$ 68,795**	**$ 109,924**	**$ 376,285**	**$ 187,500**	**$ 272,881**
EXPENDITURES:					
PERSONAL SERVICES	$ -	$ -	$ 7,040	$ -	$ 7,500
OPERATION & MAINTENANCE	$ 44,154	$ 120,773	$ 466,050	$ 190,524	$ 250,500
TOTAL EXPENDITURES	**$ 44,154**	**$ 120,773**	**$ 473,090**	**$ 190,524**	**$ 258,000**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 274,955**	**$ 264,106**	**$ 189,150**	**$ 261,082**	**$ 275,963**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	274,955	264,106	189,150	261,082	275,963
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

EMERGENCY OPERATING CENTER 9-1-1 FUND
OPERATING BUDGET

FUND 2250, 2260

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 3,363,160**	**$ 3,758,403**	**$ 2,029,058**	**$ 3,970,522**	**$ 4,204,522**
REVENUE:					
STATE SHARED REVENUE	$ 991,163	$ 1,026,691	$ 1,022,763	$ 1,023,000	$ 1,112,010
MISCELLANEOUS	66	454	-	1,500	-
INTEREST ON INVESTMENTS	4,481	(54,959)	6,968	2,500	26,236
TOTAL REVENUE	**$ 1,243,510**	**$ 972,186**	**$ 1,029,731**	**$ 1,027,000**	**$ 1,138,246**
EXPENDITURES:					
PERSONAL SERVICES	$ 35,395	$ 236,338	$ 159,835	$ 163,000	$ 165,074
OPERATION & MAINTENANCE	515,383	523,729	1,034,969	530,000	1,238,438
TRANSFERS OUT	-	-	-	-	-
CAPITAL	49,689	-	-	100,000	-
TOTAL EXPENDITURES	**$ 848,267**	**$ 760,067**	**$ 1,194,804**	**$ 793,000**	**$ 1,403,512**
PRIOR PERIOD ADJUSTMENT	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUND BALANCE ENDING	**$ 3,758,403**	**$ 3,970,522**	**$ 1,863,985**	**$ 4,204,522**	**$ 3,939,256**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	3,758,403	3,970,522	1,863,985	4,204,522	3,939,256
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY-COUNTY PLANNING FUND
OPERATING BUDGET

FUND 2380, 2390, 2400

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 615,557**	**$ 704,623**	**$ 652,493**	**$ 836,230**	**$ 725,641**
REVENUE:					
CITY-COUNTY PLANNING:					
COUNTY PROPERTY TAX	$ 537,675	$ 555,899	$ 523,000	$ 519,718	$ 508,247
LICENSES & PERMITS	57,444	83,637	81,250	91,912	85,000
FEDERAL/ LOCAL GRANTS	951,466	1,029,321	1,130,469	1,027,434	1,200,469
CONTRIBUTION-COUNTY	1,000	1,000	1,000	1,000	1,000
CHARGES FOR SERVICE	353,798	487,745	324,532	404,831	373,347
INTEREST ON INVESTMENTS	475	(5,775)	903	4,090	6,000
TRANSFERS IN	-	-	-	14,969	-
CONTRIBUTIONS/DONATIONS	-	-	-	-	5,000
MISCELLANEOUS	328	(110)	-	4,044	-
HISTORIC PRESERVATION GRANT	11,000	6,000	8,500	6,000	8,500
TOTAL REVENUE	**$ 1,913,186**	**$ 2,157,717**	**$ 2,069,654**	**$ 2,073,998**	**$ 2,187,563**
EXPENDITURES:					
CITY-COUNTY PLANNING:					
PERSONAL SERVICES	$ 1,188,610	$ 1,292,871	$ 1,353,556	$ 1,273,418	$ 1,433,083
OPERATION & MAINTENANCE	627,308	696,492	885,804	900,889	943,036
CAPITAL	-	23,966	-	-	-
TRANSFERS	1,139	3,712	3,705	2,674	2,497
HISTORIC PRESERVATION GRANT	7,063	9,069	11,000	7,606	11,000
TOTAL EXPENDITURES	**$ 1,824,120**	**$ 2,026,110**	**$ 2,254,065**	**$ 2,184,587**	**$ 2,389,616**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 704,623**	**$ 836,230**	**$ 468,082**	**$ 725,641**	**$ 523,588**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	704,623	836,230	468,082	725,641	523,588
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY ATTORNEY GRANTS FUND
OPERATING BUDGET

FUNDS 2410-2430

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 29,678**	**$ (7,978)**	**$ 9,032**	**$ (7,751)**	**$ 7,249**
REVENUE:					
INTER-GOVERNMENTAL-ATTORNEY VICTIM/WITNESS	$ -	$ 73,632	$ 75,458	$ 60,000	$ 70,000
INTER-GOVERNMENTAL-DOMESTIC VIOLENCE UNIT	79,068	69,517	80,000	60,000	90,000
FINES & FORFEITS	45,469	53,084	46,000	45,000	46,000
INVESTMENT EARNINGS	-	(183)	-	-	-
INTERFUND TRANSFERS-GENERAL FUND	152,985	335,883	385,300	390,000	418,036
TOTAL REVENUE	**$ 277,522**	**$ 531,933**	**$ 586,758**	**$ 555,000**	**$ 624,036**
EXPENDITURES:					
GRANT-ATTORNEY VICTIM/WITNESS	$ -	$ 66,075	$ 81,647	$ 85,000	$ 194,035
GRANT-DOMESTIC VIOLENCE UNIT	214,093	359,519	398,073	345,000	311,417
SURCHARGE-DOMESTIC VIOLENCE	101,085	106,112	106,685	110,000	112,942
TOTAL EXPENDITURES	**$ 315,178**	**$ 531,706**	**$ 586,405**	**$ 540,000**	**$ 618,394**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ (7,978)**	**$ (7,751)**	**$ 9,385**	**$ 7,249**	**$ 12,891**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	(7,978)	(7,751)	9,385	7,249	12,891
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

MUNICIPAL COURT GRANTS
OPERATING BUDGET

FUNDS 2450-2480, 7370-7380

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ (62,848)**	**$ 48,439**	**$ 25,504**	**$ (56,487)**	**$ (2,887)**
REVENUE:					
INTER-GOVERNMENTAL	$ 404,495	$ 254,341	$ 516,006	$ 356,000	$ 547,827
CHARGES FOR SERVICE	-	1,028	-	-	-
INTEREST	46	25	-	-	-
TOTAL REVENUE	**$ 404,541**	**$ 255,394**	**$ 516,006**	**$ 356,000**	**$ 547,827**
EXPENDITURES:					
PERSONAL SERVICES	$ 158,317	$ 161,835	$ 171,018	$ 129,900	$ 197,514
OPERATION & MAINTENANCE	134,937	198,485	344,988	172,500	350,313
TOTAL EXPENDITURES	**$ 293,254**	**$ 360,320**	**$ 516,006**	**$ 302,400**	**$ 547,827**
FUND BALANCE ENDING	**$ 48,439**	**$ (56,487)**	**$ 25,504**	**$ (2,887)**	**$ (2,887)**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	48,439	(56,487)	25,504	(2,887)	(2,887)
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

POLICE PROGRAMS (PAGE 1 OF 5)
OPERATING BUDGET

FUNDS 2490-2590,7080-7100, 7170-7200

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
MONTANA BOARD OF CRIME CONTROL (FUND 2490)					
FUND BALANCE BEGINNING	**$ 2,089**	**$ 1,701**	**$ 1,717**	**$ 1,732**	**$ 1,732**
REVENUE:					
INTER-GOVERNMENTAL	$ 33,379	$ 69,341	$ 35,000	$ 35,000	$ 54,750
INVESTMENT EARNINGS	6	21	-	-	-
TOTAL REVENUE	**$ 33,385**	**$ 69,362**	**$ 35,000**	**$ 35,000**	**$ 54,750**
EXPENDITURES:					
PERSONAL SERVICES	$ 24,572	$ 46,517	$ 25,000	$ 25,000	$ 37,000
OPERATION & MAINTENANCE	9,201	22,814	10,000	10,000	17,750
TOTAL EXPENDITURES	**$ 33,773**	**$ 69,331**	**$ 35,000**	**$ 35,000**	**$ 54,750**
FUND BALANCE ENDING	**$ 1,701**	**$ 1,732**	**$ 1,717**	**$ 1,732**	**$ 1,732**
INTERNET CRIMES AGAINST CHILDREN-LOCAL DONATION (FUND 2520)					
FUND BALANCE BEGINNING	**$ 176,150**	**$ 36,810**	**$ -**	**$ 2,449**	**$ 2,449**
REVENUE:					
INTER-GOVERNMENTAL	$ -	$ -	$ -	$ -	$ -
INVESTMENT EARNINGS	252	14	-	-	-
CONTRIBUTIONS / DONATIONS	-	-	-	-	-
TOTAL REVENUE	**$ 252**	**$ 14**	**$ -**	**$ -**	**$ -**
EXPENDITURES:					
PERSONAL SERVICES	$ -	$ -	$ -	$ -	$ -
OPERATION & MAINTENANCE	139,592	34,375	-	-	-
TOTAL EXPENDITURES	**$ 139,592**	**$ 34,375**	**$ -**	**$ -**	**$ -**
FUND BALANCE ENDING	**$ 36,810**	**$ 2,449**	**$ -**	**$ 2,449**	**$ 2,449**
INTERNET CRIMES AGAINST CHILDREN (FUND 2510)					
FUND BALANCE BEGINNING	**$ (3,645)**	**$ (6,397)**	**$ -**	**$ (2,316)**	**$ (2,316)**
INVESTMENT EARNINGS	$ -	$ 2	$ -	$ -	$ -
INTER-GOVERNMENTAL	423	-	-	-	-
TOTAL REVENUE	**$ 423**	**$ 2**	**$ -**	**$ -**	**$ -**
EXPENDITURES:					
PERSONAL SERVICES	$ -	$ -	$ -	$ -	$ -
OPERATION & MAINTENANCE	3,175	(4,079)	-	-	-
CAPITAL	-	-	-	-	-
TOTAL EXPENDITURES	**$ 3,175**	**$ (4,079)**	**$ -**	**$ -**	**$ -**
FUND BALANCE ENDING	**$ (6,397)**	**$ (2,316)**	**$ -**	**$ (2,316)**	**$ (2,316)**

POLICE PROGRAMS (PAGE 2 OF 5)
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
TRAFFIC SAFETY (FUND 2540)					
FUND BALANCE BEGINNING	**$ 22,509**	**$ 22,533**	**$ 29,818**	**$ 26,381**	**$ 26,381**
INVESTMENT EARNINGS	$ 24	$ (291)	$ -	$ -	$ -
INTER-GOVERNMENTAL	49,800	18,596	45,000	45,000	80,000
TOTAL REVENUE	**$ 49,824**	**$ 18,305**	**$ 45,000**	**$ 45,000**	**$ 80,000**
EXPENDITURES:					
PERSONAL SERVICES	$ 49,800	$ 14,457	$ 45,000	$ 45,000	$ 80,000
OPERATION & MAINTENANCE	-	-	-	-	-
TOTAL EXPENDITURES	**$ 49,800**	**$ 14,457**	**$ 45,000**	**$ 45,000**	**$ 80,000**
FUND BALANCE ENDING	**$ 22,533**	**$ 26,381**	**$ 29,818**	**$ 26,381**	**$ 26,381**
JUSTICE ASSISTANCE GRANTS (FUND 2500)					
FUND BALANCE BEGINNING	**$ (26,773)**	**$ (42,749)**	**$ 33,345**	**$ (42,634)**	**$ (42,634)**
INVESTMENT EARNINGS	$ 55	$ 115	$ -	$ -	$ -
INTER-GOVERNMENTAL	133,946	63,959	70,000	70,000	90,000
TOTAL REVENUE	**$ 134,001**	**$ 64,074**	**$ 70,000**	**$ 70,000**	**$ 90,000**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ 149,977	$ 63,959	$ 70,000	$ 70,000	$ 90,000
CAPITAL	-	-	-	-	-
TOTAL EXPENDITURES	**$ 149,977**	**$ 63,959**	**$ 70,000**	**$ 70,000**	**$ 90,000**
FUND BALANCE ENDING	**$ (42,749)**	**$ (42,634)**	**$ 33,345**	**$ (42,634)**	**$ (42,634)**
HIDTA-ONDCP (FUND 2550)					
FUND BALANCE BEGINNING	**$ 9,613**	**$ 21,261**	**$ 21,271**	**$ 19,559**	**$ 19,559**
INVESTMENT EARNINGS	$ 15	$ 122	$ -	$ -	$ -
INTER-GOVERNMENTAL	431,216	396,311	568,443	568,443	333,101
TOTAL REVENUE	**$ 431,231**	**$ 396,433**	**$ 568,443**	**$ 568,443**	**$ 333,101**
EXPENDITURES:					
PERSONAL SERVICES	$ 101,439	$ 95,984	$ 153,443	$ 153,443	$ 119,945
OPERATION & MAINTENANCE	318,144	302,151	415,000	415,000	213,156
CAPITAL	-	-	-	-	-
TOTAL EXPENDITURES	**$ 419,583**	**$ 398,135**	**$ 568,443**	**$ 568,443**	**$ 333,101**
FUND BALANCE ENDING	**$ 21,261**	**$ 19,559**	**$ 21,271**	**$ 19,559**	**$ 19,559**

POLICE PROGRAMS (PAGE 3 OF 5)
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
DOWNTOWN CENTRAL BEAT OFFICER (FUND 2560)					
FUND BALANCE BEGINNING	**$ 15,530**	**$ 8,455**	**$ 8,455**	**$ 8,455**	**$ 8,455**
REVENUE-CHARGES FOR SERVICE					
CHARGES FOR SERVICE	$ 157,212	$ 157,212	$ 258,144	$ 258,144	$ 262,890
INTERFUND TRANSFERS	-	-			
TOTAL REVENUE	**$ 157,212**	**$ 157,212**	**$ 258,144**	**$ 258,144**	**$ 262,890**
EXPENDITURES:					
PERSONAL SERVICES	$ 164,287	$ 157,212	$ 258,144	$ 258,144	$ 262,890
OPERATION & MAINTENANCE	-	-	-	-	-
CAPITAL	-	-	-	-	-
TOTAL EXPENDITURES	**$ 164,287**	**$ 157,212**	**$ 258,144**	**$ 258,144**	**$ 262,890**
FUND BALANCE ENDING	**$ 8,455**	**$ 8,455**	**$ 8,455**	**$ 8,455**	**$ 8,455**
POLICE DONATIONS (FUNDS 2590, 7090, 7190, 7200)					
FUND BALANCE BEGINNING	**$ 172,092**	**$ 235,472**	**$ 269,248**	**$ 214,134**	**$ 297,534**
REVENUE:					
CHARGES FOR SERVICE	$ 20,287	$ 10,088	$ 18,000	$ 9,920	$ 12,000
INVESTMENT EARNINGS	1,906	(133)	2,728	(9)	2,450
CONTRIBUTIONS / DONATIONS	167,055	107,401	155,000	87,780	85,000
TOTAL REVENUE	**$ 189,248**	**$ 117,356**	**$ 175,728**	**$ 97,691**	**$ 99,450**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ 125,868	$ 138,694	$ 93,500	$ 14,291	$ 57,150
CAPITAL	-	-	-	-	-
TOTAL EXPENDITURES	**$ 125,868**	**$ 138,694**	**$ 93,500**	**$ 14,291**	**$ 57,150**
FUND BALANCE ENDING	**$ 235,472**	**$ 214,134**	**$ 351,476**	**$ 297,534**	**$ 339,834**
SOCIAL HOST RESTITUTION (FUND 7080)					
FUND BALANCE BEGINNING	**$ 94**	**$ 80**	**$ 80**	**$ 180**	**$ 180**
REVENUE-FINES & FORFEITS	**$ 300**	**$ 100**	**$ -**	**$ -**	**$ -**
EXPENDITURES-OPERATION & MAINTENANCE	**$ 314**	**$ -**	**$ -**	**$ -**	**$ -**
FUND BALANCE ENDING	**$ 80**	**$ 180**	**$ 80**	**$ 180**	**$ 180**

POLICE PROGRAMS (PAGE 4 OF 5)

OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
HOMELAND SECURITY (FUND 2580)					
FUND BALANCE BEGINNING	**$ 17,529**	**$ 19,451**	**$ 19,471**	**$ 21,621**	**$ 21,621**
REVENUE:					
INTER-GOVERNMENTAL	$ 140,017	$ 95,970	$ 35,000	$ 35,000	$ 35,000
INVESTMENT EARNINGS	-	10	-	-	-
TOTAL REVENUE	**$ 140,017**	**$ 95,980**	**$ 35,000**	**$ 35,000**	**$ 35,000**
EXPENDITURES:					
CAPITAL	$ 129,950	$ -	$ -	$ -	$ -
OPERATION & MAINTENANCE	8,145	93,810	35,000	35,000	35,000
CAPITAL	-	-	-	-	-
TOTAL EXPENDITURES	**$ 138,095**	**$ 93,810**	**$ 35,000**	**$ 35,000**	**$ 35,000**
FUND BALANCE ENDING	**$ 19,451**	**$ 21,621**	**$ 19,471**	**$ 21,621**	**$ 21,621**
POLICE DRUG FORFEITURES (Funds 7170 & 7180)					
FUND BALANCE BEGINNING	**$ 914,894**	**$ 1,314,583**	**$ 1,224,444**	**$ 1,158,650**	**$ 595,888**
REVENUE:					
FINES & FORFEITS	$ 587,501	$ 275,267	$ 125,000	$ 154,805	$ 120,000
MISCELLANEOUS	-	(897)	-	-	-
INVESTMENT EARNINGS	1,762	(18,931)	5,400	568	11,600
TOTAL REVENUE	**$ 589,263**	**$ 255,439**	**$ 130,400**	**$ 155,373**	**$ 131,600**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ 189,574	$ 411,372	$ 236,356	$ 435,278	$ 446,856
CAPITAL	-	-	282,857	282,857	-
DEBT SERVICE	-	-	-	-	-
TOTAL EXPENDITURES	**$ 189,574**	**$ 411,372**	**$ 519,213**	**$ 718,135**	**$ 446,856**
FUND BALANCE ENDING	**$ 1,314,583**	**$ 1,158,650**	**$ 835,631**	**$ 595,888**	**$ 280,632**
FUND 7100-POLICE SURCHARGE FOR TECHNOLOGY					
FUND BALANCE BEGINNING	**$ 16,360**	**$ 16,566**	**$ 16,621**	**$ 16,681**	**$ 16,751**
REVENUE:					
FINES & FORFEITS	$ 200	$ 115	$ -	$ 70	$ -
INVESTMENT EARNINGS	6	-	-	-	-
TOTAL REVENUE	**$ 206**	**$ 115**	**$ -**	**$ 70**	**$ -**
EXPENDITURES-OPERATION & MAINTENANCE	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUND BALANCE ENDING	**$ 16,566**	**$ 16,681**	**$ 16,621**	**$ 16,751**	**$ 16,751**

POLICE PROGRAMS (PAGE 5 OF 5)

TOTAL OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 1,316,443**	**$ 1,627,767**	**$ 1,624,471**	**$ 1,424,893**	**$ 945,601**
REVENUE:					
INTER-GOVERNMENTAL	$ 788,781	$ 644,177	$ 753,443	$ 753,443	$ 592,851
CHARGES FOR SERVICE	177,499	167,300	276,144	268,064	274,890
FINES & FORFEITS	588,001	275,482	125,000	154,875	120,000
INVESTMENT EARNINGS	4,026	(19,071)	8,128	559	14,050
CONTRIBUTIONS / DONATIONS	167,055	107,401	155,000	87,780	85,000
MISCELLANEOUS	-	-	-	-	-
INTERFUND TRANSFERS	-	(897)	-	-	-
DEBT PROCEEDS	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-
TOTAL REVENUE	**$ 1,725,362**	**$ 1,174,392**	**$ 1,317,715**	**$ 1,264,721**	**$ 1,086,791**
	1,725,156	**1,174,277**	**1,317,715**	**1,264,651**	**1,086,791**
EXPENDITURES:					
PERSONAL SERVICES	$ 340,098	$ 314,170	$ 481,587	$ 481,587	$ 499,835
OPERATION & MAINTENANCE	943,990	1,063,096	859,856	979,569	859,912
CAPITAL	129,950	-	282,857	282,857	-
DEBT SERVICE	-	-	-	-	-
TOTAL EXPENDITURES	**$ 1,414,038**	**$ 1,377,266**	**$ 1,624,300**	**$ 1,744,013**	**$ 1,359,747**
	1,414,038	**1,377,266**	**1,624,300**	**1,744,013**	**1,359,747**
FUND BALANCE ENDING	**$ 1,627,767**	**$ 1,424,893**	**$ 1,317,886**	**$ 945,601**	**$ 672,645**
FUND BALANCE ENDING-CHECKING	**1,627,767**	**1,424,893**	**1,317,886**	**945,601**	**672,645**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,627,767	1,424,893	1,317,886	945,601	672,645
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ 0**	**$ -**	**$ 0**	**$ -**

CITY-COUNTY LIBRARY FUND
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 3,484,598**	**$ 4,000,822**	**$ 4,281,424**	**$ 4,395,907**	**$ 4,778,915**
REVENUE:					
CITY TAXES	$ 1,203,323	$ 1,256,370	$ 1,265,971	$ 1,326,635	$ 1,322,239
FEDERAL GRANT	156,698	-		-	
COUNTY PROPERTY TAX	1,153,896	1,202,098	1,186,100	1,250,000	1,270,233
STATE GRANTS/AID		2,247	2,000	2,252	2,000
STATE REIMBURSEMENTS	514,357	529,910	541,366	544,816	410,167
CHARGES FOR SERVICE	5,788	12,884	14,550	13,830	14,650
FINES & FORFEITURES	12,616	12,589	17,500	13,600	15,000
INTEREST ON INVESTMENTS	3,432	(53,223)	6,521	11,653	23,500
DONATIONS/CONTRIBUTIONS	79,884	14,927	83,000	13,780	87,500
TRANSFER FR GENERAL FUND	1,082,896	1,127,533	1,139,373	1,140,576	1,196,458
SALE OF SURPLUS EQUIP	175	-	50	58	50
MISCELLANEOUS	38,010	95,258	31,200	37,268	32,450
TOTAL REVENUE	**$ 4,251,075**	**$ 4,200,593**	**$ 4,287,631**	**$ 4,354,468**	**$ 4,374,247**
EXPENDITURES:					
ADMINISTRATION	$ 719,221	$ 668,014	$ 766,794	$ 745,044	$ 844,297
FACILITIES	572,786	695,158	719,395	642,320	847,768
CIRCULATION	520,185	467,113	580,238	581,119	643,479
REFERENCE	498,345	574,834	510,272	511,368	523,655
YOUTH SERVICES	165,203	256,831	219,424	218,686	216,895
TECHNICAL PROCESS	249,992	253,763	282,917	235,564	203,668
OUTREACH SERVICES	249,858	200,895	276,368	261,489	283,477
SYSTEM ADMINISTRATION	441,720	376,391	452,460	413,520	799,965
LIBRARY RESOURCES	275,933	273,419	337,970	316,525	340,070
LIBRARY BOARD	663	2,220	5,020	2,120	5,020
GRANT EXPENDITURES					
INTERFUND TRANSFERS	40,945	36,869	43,705	43,705	22,876
TOTAL EXPENDITURES	**$ 3,734,851**	**$ 3,805,507**	**$ 4,194,563**	**$ 3,971,460**	**$ 4,731,170**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 4,000,822**	**$ 4,395,907**	**$ 4,374,492**	**$ 4,778,915**	**$ 4,421,992**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	4,000,822	4,395,907	4,374,492	4,778,915	4,421,992
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

AMERICAN RESCUE PLAN ACT FUND
OPERATING BUDGET

FUND 2640

	ACTUAL FY 21	ACTUAL FY 22	APPROVED FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ -**	**$ -**	**$ 14,000**	**$ 4,593,035**	**$ 4,661,602**
REVENUE:					
INTER-GOVERNMENTAL	$ -	$ 7,000,000	$ 8,940,314	$ 8,940,314	$ -
INVESTMENT EARNINGS	-	(108,215)	14,933	97,500	-
TOTAL REVENUE	**$ -**	**$ 6,891,785**	**$ 8,955,247**	**$ 9,037,814**	**$ -**
EXPENDITURES:					
PERSONAL SERVICES	$ -	$ -	$ -	$ -	$ -
OPERATION & MAINTENANCE	-	-	-	-	-
CAPITAL	-	2,298,750	-	-	-
TRANSFERS	-	-	8,969,247	8,969,247	-
TOTAL EXPENDITURES	**$ -**	**$ 2,298,750**	**$ 8,969,247**	**$ 8,969,247**	**$ -**
FUND BALANCE-ENDING	**$ -**	**$ 4,593,035**	**$ -**	**$ 4,661,602**	**$ 4,661,602**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	4,593,035	-	4,661,602	4,661,602
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

FUNDS 2650-2990

COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 1 OF 5)
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
COMMUNITY DEV BLOCK GRANTS(FUNDS 2900-2990)					
FUND BALANCE BEGINNING	**$ 120,363**	**$ 451,003**	**$ 520,650**	**$ 595,929**	**$ 771,059**
REVENUE:					
HUD GRANTS	$ 497,800	$ 448,915	$ 650,000	$ 500,000	$ 623,918
INTEREST ON LOANS	166	(5,933)	661	(161)	6,760
PROGRAM INCOME	412,587	521,186	-	216,587	150,000
TRANSFER FROM GENERAL FUND	-	-	-	-	-
SALE OF FIXED ASSETS	62,162	-	-	-	-
MISCELLANEOUS	-	-	-	-	-
TOTAL REVENUE	**$ 972,715**	**$ 964,168**	**$ 650,661**	**$ 716,426**	**$ 780,678**
EXPENDITURES:					
PROJECTS	$ 473,255	$ 693,695	$ 300,000	$ 298,756	$ 433,918
ADMINISTRATION	139,640	120,579	130,000	89,081	190,000
REHAB ADMINISTRATION	29,180	-	-	-	-
CAPITAL OUTLAY	-	4,968	-	153,459	-
TOTAL EXPENDITURES	**$ 642,075**	**$ 819,242**	**$ 430,000**	**$ 541,296**	**$ 623,918**
FUND BALANCE ENDING	**$ 451,003**	**$ 595,929**	**$ 741,311**	**$ 771,059**	**$ 927,819**
LESS RESERVED/DESIGNATED	**-**	**-**	**-**	**-**	**-**
UNDESIGNATED FUND BALANCE ENDING	**$ 451,003**	**$ 595,929**	**$ 741,311**	**$ 771,059**	**$ 927,819**
HOME PROGRAM (FUNDS 2800-2890)					
FUND BALANCE BEGINNING	**$ (73,161)**	**$ 54,674**	**$ 147,897**	**$ 257,175**	**$ 659,392**
REVENUE:					
HUD GRANTS	$ 219,432	$ 114,768	$ 600,000	$ 450,000	$ 378,085
INTEREST ON INVESTMENTS	468	(7,905)	675	(100)	4,800
PROGRAM INCOME	419,851	416,911	331,500	442,212	500,000
CHARGE FOR SERVICE	-	-	-	-	-
TOTAL REVENUE	**$ 639,751**	**$ 523,774**	**$ 932,175**	**$ 892,112**	**$ 882,885**
EXPENDITURES:					
AFFORDABLE HOUSING PROJ	$ 385,150	$ 167,153	$ 444,533	$ 284,152	$ 280,086
ADMINISTRATION	47,327	110,170	76,967	150,743	98,000
FIRST TIME HOME BUYER ADM	79,439	43,951	110,000	55,000	-
TOTAL EXPENDITURES	**$ 511,916**	**$ 321,273**	**$ 631,500**	**$ 489,895**	**$ 378,086**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 54,674**	**$ 257,175**	**$ 448,572**	**$ 659,392**	**$ 1,164,191**

COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 2 OF 5)

OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
VISTA ADMINISTRATION (FUND 2650, 2690)					
FUND BALANCE BEGINNING	**$ (2,874)**	**$ (5,347)**	**$ 2,431**	**$ 10,526**	**$ 12,426**
REVENUE					
GRANT	$ 364,138	$ 194,172	$ 90,308	$ 87,949	$ 85,300
CHARGES FOR SERVICE	8,000	5,000	15,000	7,333	15,000
TOTAL REVENUE	**$ 372,138**	**$ 199,172**	**$ 105,308**	**$ 95,282**	**$ 100,300**
EXPENDITURES-OPERATIONS & MAINTENANCE	**$ 374,611**	**$ 183,299**	**$ 105,250**	**$ 93,382**	**$ 100,000**
FUND BALANCE ENDING	**$ (5,347)**	**$ 10,526**	**$ 2,489**	**$ 12,426**	**$ 12,726**

BILLINGS COMMUNITY CONNECT & HOMELESS PLAY (FUND 2720)					
FUND BALANCE BEGINNING	**$ 3,508**	**$ 3,513**	**$ 3,515**	**$ 3,464**	**$ 3,462**
REVENUE:					
CONTRIBUTIONS	$ -	$ -	$ -	$ -	
INTEREST ON INVESTMENTS	$ 5	$ (49)	$ -	$ (2)	$ 36
TOTAL REVENUE	**$ 5**	**$ (49)**	**$ -**	**$ (2)**	**$ 36**
EXPENDITURES-OPERATIONS & MAINTENANCE	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUND BALANCE ENDING	**$ 3,513**	**$ 3,464**	**$ 3,515**	**$ 3,462**	**$ 3,498**

COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 3 OF 5)

OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
BPAIH & MAYOR'S COMMITTEE DONATIONS/TRAINING (FUND 2730)					
FUND BALANCE BEGINNING	$ -	$ -	$ -	$ -	$ -
REVENUE:					
B.P.A.I.H.	$ -	$ -	$ -	$ -	$ -
HOMELESS-TRAINING	$ -	$ -	$ -	$ -	-
HOMELESS	-	-		-	
CONTRIBUTIONS	-	-	-	-	-
TOTAL REVENUE	$ -	$ -	$ -	$ -	$ -
EXPENDITURES-OPERATIONS & MAINTENANCE:					
B.P.A.I.H.	$ -	$ -	$ -	$ -	$ -
HOMELESS-TRAINING	-	-	-	-	-
HOMELESS	-	-	-	-	-
TOTAL EXPENDITURES	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	$ -	$ -	$ -	$ -	$ -
COMMUNITY DEVELOPMENT RENT (FUND 2740)					
FUND BALANCE BEGINNING	$ 20,110	$ 17,095	$ 17,095	$ 17,506	$ 6,391
REVENUE					
INTERGOVERNMENTAL REVENUE	$ 12	$ (87)	$ -	$ -	$ 90
TRANSFER IN	59,583	65,000	65,200	65,167	79,750
TOTAL REVENUE	$ 59,595	$ 64,913	$ 65,200	$ 65,167	$ 79,840
EXPENDITURES-OPERATIONS & MAINT (RENT)	$ 62,610	$ 64,502	$ 65,200	$ 76,282	$ 79,750
FUND BALANCE ENDING	$ 17,095	$ 17,506	$ 17,095	$ 6,391	$ 6,481
GRANT WRITING/ ENVIRON REVIEW (FUND 2780)					
FUND BALANCE BEGINNING	$ 888	$ 888	$ 888	$ 876	$ 876
INTEREST ON INVESTMENTS	$ -	$ (12)	$ -	$ -	$ 15
CHARGE FOR SERVICES	-	-	-	-	-
REVENUE	$ -	$ (12)	$ -	$ -	$ 15
EXPENDITURES-TRANSFER	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	$ 888	$ 876	$ 888	$ 876	$ 891
CDBG-CV Grant (Fund 2790)					

FUND BALANCE BEGINNING	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
INTEREST ON INVESTMENTS	$ -	$ -	$ -	$ 418	$ -
INTERGOVERNMENTAL REVENUE	-	235,028	1,291,321	842,445	1,150,755
CHARGE FOR SERVICES	-	-	-	-	-
REVENUE	**$ -**	**$ 235,028**	**$ 1,291,321**	**$ 842,863**	**$ 1,150,755**
PROJECTS	$ -	$ 141,741	$ 1,211,321	$ 762,247	$ 1,029,623
ADMINISTRATION	-	93,287	80,000	77,157	121,132
CAPITAL	-	-	-	3,459	-
EXPENDITURES-TRANSFER	**$ -**	**$ 235,028**	**$ 1,291,321**	**$ 842,863**	**$ 1,150,755**
FUND BALANCE ENDING	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 4 OF 5)

OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
NEIGHBORHOOD STABILIZATION PROGRAM (FUND 2660)					
FUND BALANCE BEGINNING	$ -	$ -	$ -	$ -	$ -
REVENUE-HOUSING & ECON REC ACT 2008					
TRANSFER IN	$ -	$ -	$ -	$ -	$ -
SALE OF FIXED ASSETS	-	-	-	-	-
TOTAL REVENUE	$ -	$ -	$ -	$ -	$ -
MAINTENANCE	$ -	$ -	$ -	$ -	$ -
CAPITAL	-	-	-	-	-
EXPENDITURES-CAPITAL	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	$ -	$ -	$ -	$ -	$ -
COUNCIL REVOLVING HOME LOAN FUND (FUND 2770)					
FUND BALANCE BEGINNING	$ 44,077	$ 115,857	$ 115,907	$ 145,592	$ 35,341
MISCELLANEOUS	$ 91,799	$ 29,735	$ -	$ 15,000	$ 500
					-
EXPENDITURES-PROJECTS	$ 20,019	$ -	$ -	$ 125,251	$ -
FUND BALANCE ENDING	$ 115,857	$ 145,592	$ 115,907	$ 35,341	$ 35,841

COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 5 OF 5)

OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 21	ESTIMATE FY 23	PROPOSED FY 24
TOTAL OF COMMUNITY DEVELOPMENT GRANT FUNDS					
FUND BALANCE BEGINNING	**$ 112,911**	**$ 637,683**	**$ 808,383**	**$ 1,031,068**	**$ 1,488,947**
REVENUE:					
INTER-GOVERNMENTAL	$ 1,081,382	$ 992,796	$ 2,631,629	$ 1,880,394	$ 2,238,148
CHARGE FOR SERVICES	8,000	5,000	15,000	7,333	15,000
INTEREST ON INVESTMENTS	639	(13,899)	1,336	155	11,611
CONTRIBUTIONS / DONATIONS	-	-	-	-	-
SALE OF FIXED ASSETS	62,162	-	-	-	-
MISCELLANEOUS	924,237	967,832	331,500	673,799	650,500
TRANSFERS	59,583	65,000	65,200	65,167	79,750
TOTAL REVENUE	**$ 2,136,003**	**$ 2,016,729**	**$ 3,044,665**	**$ 2,626,848**	**$ 2,995,009**
EXPENDITURES:					
PROJECTS	878,424	1,002,589	1,955,854	1,470,406	1,743,627
ADMINISTRATION	266,406	367,987	396,967	371,981	409,132
REHAB ADMINISTRATION	29,180	-	-	-	-
OPERATIONS & MAINTENANCE	437,221	247,801	170,450	169,664	179,750
CAPITAL	-	4,968	-	156,918	-
TOTAL EXPENDITURES	**$ 1,611,231**	**$ 1,623,344**	**$ 2,523,271**	**$ 2,168,969**	**$ 2,332,509**
FUND BALANCE - ENDING	**$ 637,683**	**$ 1,031,068**	**$ 1,329,777**	**$ 1,488,947**	**$ 2,151,447**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	637,683	1,031,068	1,329,777	1,488,947	2,151,447
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	-	-	-	-	-

PARKS PROGRAMS
OPERATING BUDGET

FUND 7690-7750, 7770

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 2,282,568**	**$ 2,267,133**	**$ 2,389,333**	**$ 2,250,177**	**$ 2,311,377**
REVENUE:					
PARK ACQUISITION & IMPROVEMENTS					
INVESTMENT EARNINGS	$ 3,249	$ (34,864)	$ 4,427	$ 2,500	$ 20,250
CONTRIBUTIONS-MISC	117,804	37,809	40,000	38,000	68,000
TRANSFER IN	-	342	5,000	-	5,000
PAY IN LIEU PARK DEDICATION	-	131,562	70,000	35,000	70,000
KIWANIS-LICENSE PLATES	1,822	1,716	1,500	1,500	1,500
TRASH FOR TREES	18,074	2,938	3,000	4,200	3,000
TOTAL REVENUE	**$ 140,949**	**$ 139,503**	**$ 123,927**	**$ 81,200**	**$ 167,750**
EXPENDITURES:					
PARK ACQUISITION & IMPROVEMENTS					
OPERATIONS & MAINTENANCE	$ 103,230	$ 13,189	$ 20,945	$ 20,000	$ 14,893
TRANSFER OUT	45,000	121,000	-	-	-
KIWANIS-LICENSE PLATES	-	-	-	-	1,500
SONGBIRD GARDEN	10	-	-	-	-
CAPITAL OUTLAY	-	22,270	125,000	-	-
TRASH FOR TREES	8,144	-	4,500	-	10,000
TOTAL EXPENDITURES	**$ 156,384**	**$ 156,459**	**$ 150,445**	**$ 20,000**	**$ 26,393**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDIN	**$ 2,267,133**	**$ 2,250,177**	**$ 2,362,815**	**$ 2,311,377**	**$ 2,452,734**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	2,267,133	2,250,177	2,362,815	2,311,377	2,452,734
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

DOWNTOWN REVOLVING LOAN PROGRAM
OPERATING BUDGET

FUND 7230

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 273,038**	**$ 915,226**	**$ 1,447,398**	**$ 1,408,309**	**$ 1,632,486**
REVENUE:					
INVESTMENT EARNINGS:					
INTEREST ON LOANS	$ 62,552	$ 5,438	$ 50,000	$ 15,000	$ 25,000
MISCELLANEOUS-REPAYMENT OF LOANS	605,087	620,158	150,000	230,000	100,000
TOTAL REVENUE	**$ 667,639**	**$ 625,596**	**$ 200,000**	**$ 245,000**	**$ 125,000**
EXPENDITURES:					
OPERATION & MAINTENANCE:					
CHARGES FOR SERVICE	$ 25,451	$ 27,828	$ 21,787	$ 20,823	$ 43,892
LOANS	-	104,685	800,000	-	800,000
TOTAL EXPENDITURES	**$ 25,451**	**$ 132,513**	**$ 821,787**	**$ 20,823**	**$ 843,892**
FUND BALANCE ENDING	**$ 915,226**	**$ 1,408,309**	**$ 825,611**	**$ 1,632,486**	**$ 913,594**
LESS:					
RESTRICTED	915,226	1,408,309	825,611	1,632,486	913,594
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CEMETERY IMPROVEMENTS FUND
OPERATING BUDGET

FUND 7020

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE - BEGINNING	**$ 188,933**	**$ 214,542**	**$ 188,933**	**$ 243,995**	**$ 232,495**
REVENUE:					
SALE OF LOTS	$ 25,345	$ 32,742	$ 14,000	$ 13,000	$ 14,000
INTEREST ON INVESTMENTS	264	(3,289)	411	1,500	2,500
TOTAL REVENUE	**$ 25,609**	**$ 29,453**	**$ 14,411**	**$ 14,500**	**$ 16,500**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ -	$ -	$ -	$ 26,000	$ -
CAPITAL	-	-	-	-	230,000
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 26,000**	**$ 230,000**
FUND BALANCE - ENDING	**$ 214,542**	**$ 243,995**	**$ 203,344**	**$ 232,495**	**$ 18,995**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	214,542	243,995	203,344	232,495	18,995
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CEMETERY IMPROVEMENTS BUDGET NARRATIVE

65% of the proceeds of graves and niches sold are placed in this fund to be used for the upgrades and improvements to Mountview Cemetery. City Council approves all funds used from this account for the betterment of the cemetery.

Revenues
No significant changes.

Expenditures
None

Capital
Expenditures of $230,000 in FY2024 are for improvements to the pump station that irrigates Mountview Cemetery.

TRAIL GRANT FUND
OPERATING BUDGET

FUND 2360

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE - BEGINNING	**$ -**	**$ -**	**$ -**	**$ 11,916**	**$ (62,384)**
REVENUES:					
INTERGOVERNMENTAL	$ -	$ -	$ -	$ 275,600	$ -
INVESTMENTS	-	(504)	138	100	200
CONTRIBUTIONS/DONATIONS	-	85,000	-	-	-
TOTAL REVENUE	**$ -**	**$ 84,496**	**$ -**	**$ 275,700**	**$ 200**
EXPENDITURES:					
COST ALLOCATION CHARGES	$ -	$ -	$ -	$ -	$ -
CAPITAL OUTLAY	$ -	$ 72,580	$ -	$ 350,000	$ -
TOTAL EXPENDITURES	**$ -**	**$ 72,580**	**$ -**	**$ 350,000**	**$ -**
FUND BALANCE - ENDING	**$ -**	**$ 11,916**	**$ -**	**$ (62,384)**	**$ (62,184)**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	11,916	-	(62,384)	(62,184)
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

ANIMAL CONTROL DONATIONS
OPERATING BUDGET

FUNDS 7120,7130,7150,7160

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 39,842**	**$ 39,896**	**$ 39,921**	**$ 39,342**	**$ 39,362**
REVENUE:					
INTEREST ON INVESTMENTS	$ 54	$ (554)	$ 62	$ 20	$ 410
DONATIONS:					
GENERAL	-	-	-	-	-
TOTAL REVENUE	**$ 54**	**$ (554)**	**$ 62**	**$ 20**	**$ 410**
EXPENDITURES:					
OPERATION AND MAINTENANCE					
GENERAL	-	-	-	-	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FUND BALANCE ENDING	**$ 39,896**	**$ 39,342**	**$ 39,983**	**$ 39,362**	**$ 39,772**
LESS:					
COMMITTED	39,896	39,342	39,983	39,362	39,772
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STREET MAINTENANCE DISTRICTS FUND
OPERATING BUDGET

FUND 8010 & 8020

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 4,390,924**	**$ 4,631,884**	**$ 4,313,239**	**$ 4,423,656**	**$ 9,712,356**
REVENUE:					
SPECIAL ASSESSMENTS	$ 9,590,564	$ 9,625,744	$ 14,635,000	$ 14,635,000	$ 15,784,000
INTEREST ON INVESTMENTS	5,886	(73,626)	20,700	(5,000)	20,500
TOTAL REVENUE	**$ 9,596,450**	**$ 9,552,118**	**$ 14,655,700**	**$ 14,630,000**	**$ 15,804,500**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ 7,655,490	$ 8,000,346	$ 7,346,279	$ 7,341,300	$ 7,883,111
CAPITAL	-	-	5,725,000	2,000,000	6,584,000
TRANSFER TO GAS TAX FUND	1,700,000	1,760,000	-	-	-
TOTAL EXPENDITURES	**$ 9,355,490**	**$ 9,760,346**	**$ 13,071,279**	**$ 9,341,300**	**$ 14,467,111**
FUND BALANCE ENDING	**$ 4,631,884**	**$ 4,423,656**	**$ 5,897,660**	**$ 9,712,356**	**$ 11,049,745**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	4,631,884	4,423,656	5,897,660	9,712,356	11,049,745
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STREET LIGHT MAINTENANCE DISTRICTS FUND
OPERATING BUDGET

FUND 8100

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE - BEGINNING	**$ 1,963,942**	**$ 2,245,385**	**$ 2,130,695**	**$ 2,419,079**	**$ 2,627,115**
REVENUE:					
INTEREST EARNINGS	$ 18,892	$ (31,543)	$ 5,000	$ 1,000	$ 6,000
SPECIAL ASSESSMENTS	2,441,811	2,377,577	2,400,000	2,291,352	2,700,000
INTERGOVERNMENTAL	530	-	-	-	-
MISCELLANEOUS	-	14,621	-	15,684	-
TOTAL REVENUE	**$ 2,461,233**	**$ 2,360,655**	**$ 2,405,000**	**$ 2,308,036**	**$ 2,706,000**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 2,179,790	$ 2,186,961	$ 2,913,208	$ 2,100,000	$ 3,239,446
TOTAL EXPENDITURES	**$ 2,179,790**	**$ 2,186,961**	**$ 2,913,208**	**$ 2,100,000**	**$ 3,239,446**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE - ENDING	**$ 2,245,385**	**$ 2,419,079**	**$ 1,622,487**	**$ 2,627,115**	**$ 2,093,669**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	2,245,385	2,419,079	1,622,487	2,627,115	2,093,669
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STORM SEWER FUND
OPERATING BUDGET

FUND 8400 & 2070

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 2,298,644**	**$ 3,190,730**	**$1,720,252**	**$ 3,959,537**	**$ 3,955,037**
REVENUE:					
SPECIAL ASSESSMENTS	$ 4,748,236	$ 4,912,575	$ 5,100,000	$ 5,000,000	$ 5,440,000
INTEREST ON INVESTMENTS	2,364	(52,799)	15,500	500	15,500
LICENSES & PERMITS	-	-	500	-	500
OTHER	13,654	52,553	5,610	10,000	5,610
TOTAL REVENUE	**$ 4,764,254**	**$ 4,912,329**	**$ 5,121,610**	**$ 5,010,500**	**$ 5,461,610**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 2,228,352	$ 2,015,987	$ 2,100,098	$ 2,000,000	$ 1,987,497
CAPITAL	643,816	1,107,535	3,585,000	2,000,000	2,712,000
TRANSFERS TO BOND AND INTEREST	1,000,000	1,020,000	1,015,000	1,015,000	1,015,000
TOTAL EXPENDITURES	**$ 3,872,168**	**$ 4,143,522**	**$ 6,700,098**	**$ 5,015,000**	**$ 5,714,497**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 3,190,730**	**$ 3,959,537**	**$ 141,764**	**$ 3,955,037**	**$ 3,702,150**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	3,190,730	3,959,537	141,764	3,955,037	3,702,150
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PARK MAINTENANCE DISTRICTS FUNDS
OPERATING BUDGET

FUND 8720

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE	**$ 1,368,079**	**$ 1,609,906**	**$ 1,766,440**	**$ 1,778,102**	**$ 1,804,802**
REVENUE:					
SPECIAL ASSESSMENTS	$ 1,192,247	$ 1,157,470	$ 1,270,200	$ 1,275,000	$ 1,348,036
INTEREST EARNINGS	1,213	(22,403)	2,321	1,700	13,000
TOTAL REVENUE	**$ 1,193,460**	**$ 1,135,067**	**$ 1,272,521**	**$ 1,276,700**	**$ 1,361,036**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 951,633	$ 966,871	$ 1,236,341	$ 1,250,000	$ 1,284,867
TOTAL EXPENDITURES	**$ 951,633**	**$ 966,871**	**$ 1,236,341**	**$ 1,250,000**	**$ 1,284,867**
FUND BALANCE ENDING	**$ 1,609,906**	**$ 1,778,102**	**$ 1,802,620**	**$ 1,804,802**	**$ 1,880,971**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,609,906	1,778,102	1,802,620	1,804,802	1,880,971
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PARK MAINTENANCE DISTRICTS BUDGET NARRATIVE

The Park Maintenance District Division manages and maintains 36 developed community and neighborhood parks throughout Billings. The fund is used for management and maintenance of the parks, including irrigation systems and water services, turf management and maintenance, weed management, playground inspections and maintenance, trash removal, snow removal, tree and shrub care, and other services.

Revenues

Revenue is generated through assessments to property owners within each of the 36 districts. Revenues in four districts increased due to new parkland being added to existing districts. Districts that have a playground within the park will have an increase to establish a fund balance to replace the playgrounds as they near the end of their life cycle.

Expenditures

Expenditures have increased for FY 23.

Capital

None

PARK DISTRICT 1
OPERATING BUDGET

FUND 8730

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE	**$ 4,401,315**	**$ 4,784,551**	**$ 4,614,301**	**$ 4,584,839**	**$ 4,480,379**
REVENUE:					
SPECIAL ASSESSMENTS	$ 3,002,321	$ 3,120,556	$ 3,611,597	$ 3,608,000	$ 3,823,482
STATE GRANTS	10,641	198,503	-	-	-
TRANSFER IN REVENUE	45,000	121,000	-	-	-
MISCELLANEOUS	9,000	3,250	-	-	-
CONTRIBUTION/DONATIONS	-	50,647	-	-	-
INTEREST EARNINGS	8,982	(64,791)	8,341	6,000	42,000
TOTAL REVENUE	**$ 3,075,944**	**$ 3,429,165**	**$ 3,619,938**	**$ 3,614,000**	**$ 3,865,482**
EXPENDITURES:					
PERSONAL SERVICES	$ 268,215	$ 335,151	$ 457,288	$ 390,000	$ 446,579
OPERATIONS & MAINTENANCE	1,198,737	1,296,362	1,510,440	1,450,000	1,596,161
CAPITAL	1,146,494	1,920,664	1,568,750	1,550,000	3,182,991
TRANSFER OUT	79,262	76,700	328,460	328,460	364,546
TOTAL EXPENDITURES	**$ 2,692,708**	**$ 3,628,877**	**$ 3,864,938**	**$ 3,718,460**	**$ 5,590,277**
FUND BALANCE ENDING	**$ 4,784,551**	**$ 4,584,839**	**$ 4,369,301**	**$ 4,480,379**	**$ 2,755,584**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	4,784,551	4,584,839	4,369,301	4,480,379	2,755,584
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PARK DISTRICT 1 BUDGET NARRATIVE

Through the establishment and funding of the city-wide park maintenance district, deferred maintenance items in General Fund-Parks will be fixed and repaired; thus, improving the quality and enjoyment of these facilities for the public.

Revenues

Revenue comes from assessments to property owners within the city limits of Billings.

Expenditures

Expenditures in FY 23 are anticipated at $3,864,938. Also, the Parks and Forestry Department's O&M expenditures were moved from the General Fund to Park District 1 Fund in FY21.

Capital

Capital projects for FY 23 include numerous projects throughout Billings, repairing and replacing items that have reached the end of their useful life.

ARTERIAL STREET FEES FUND
OPERATING BUDGET

FUND 8450

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 6,619,927**	**$ 9,186,611**	**$ 6,485,664**	**$ 8,846,692**	**$ 5,809,698**
REVENUE:					
SPECIAL ASSESSMENTS	$ 4,630,401	$ 4,759,537	$ -	$ 50,000	$ -
INTEREST ON INVESTMENTS	5,763	(109,577)	10,000	(2,000)	1,000
MISCELLANEOUS	-	-	-	80,000	-
GRANTS-DOT	-	-	7,620,385	-	-
TOTAL REVENUE	**$ 4,636,164**	**$ 4,649,960**	**$ 7,630,385**	**$ 128,000**	**$ 1,000**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ 247,517	$ 359,507	$ 164,999	$ 164,994	$ 2,443
CAPITAL	1,821,963	4,630,372	13,951,050	3,000,000	450,000
TOTAL EXPENDITURES	**$ 2,069,480**	**$ 4,989,879**	**$ 14,116,049**	**$ 3,164,994**	**$ 452,443**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 9,186,611**	**$ 8,846,692**	**$ -**	**$ 5,809,698**	**$ 5,358,255**
PLUS: INTERFUND DEBT OUTSTANDING	**3,144,882**				
PLUS: INTERFUND DEBT TRANSFER	**-**	**-**	**-**	**-**	**-**
UNOBLIGATED CASH FOR CURRENT USE	**$ 12,331,493**	**$ 8,846,692**	**$ -**	**$ 5,809,698**	**$ 5,358,255**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	9,186,611	8,846,692	-	5,809,698	5,358,255
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

AMEND PARK FUND
OPERATING BUDGET

FUND 7580

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 255,358**	**$ 250,372**	**$ 233,372**	**$ 231,669**	**$ 228,669**
REVENUE:					
PARK SERVICES	$ 6,106	$ 15,845	$ 25,000	$ 20,000	$ 25,000
INTEREST ON INVESTMENTS	354	(3,295)	448	2,000	2,300
TOTAL REVENUE	**$ 6,460**	**$ 12,550**	**$ 25,448**	**$ 22,000**	**$ 27,300**
EXPENDITURES:					
OPERATIONS & MAINT.	$ 10,221	$ 30,646	$ 26,018	$ 24,000	$ 85,989
TRANSFER-GENERAL FUND	1,225	607	5,000	1,000	5,000
TOTAL EXPENDITURES	**$ 11,446**	**$ 31,253**	**$ 31,018**	**$ 25,000**	**$ 90,989**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 250,372**	**$ 231,669**	**$ 227,802**	**$ 228,669**	**$ 164,980**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	250,372	231,669	227,802	228,669	164,980
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

AMEND PARK FUND BUDGET NARRATIVE

This fund was established to support Amend Park. The interest earnings are transferred to the General Fund annually. The other revenue is used to help maintain Amend Park.

Revenues
Revenue is decreasing because it is being allocated to other funds.

Expenditures
No significant changes.

Capital
None

BALLFIELD / STADIUM DONATION FOR CAPITAL MAINTENANCE FUND
OPERATING BUDGET

FUNDS 7680

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 331,179**	**$ 372,308**	**$ 434,324**	**$ 424,707**	**$ 482,927**
REVENUE:					
INTEREST ON INVESTMENTS	$ 437	$ (5,779)	$ 695	$ 3,000	$ 4,500
LEASE - MUSTANGS	60,000	60,000	60,000	60,000	60,000
TRANSFERS	-	-	-	-	-
CONTRIBUTIONS	1,200	7,487	500	14,000	10,000
TOTAL REVENUE	**$ 61,637**	**$ 61,708**	**$ 61,195**	**$ 77,000**	**$ 74,500**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 20,508	$ 9,309	$ 61,279	$ 18,780	$ 80,759
TOTAL EXPENDITURES	**$ 20,508**	**$ 9,309**	**$ 61,279**	**$ 18,780**	**$ 80,759**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 372,308**	**$ 424,707**	**$ 434,240**	**$ 482,927**	**$ 476,668**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	372,308	424,707	434,240	482,927	476,668
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

BALLFIELD/STADIUM DONATION BUDGET NARRATIVE

This fund accounts for donations to fund future capital maintenance for the ball field and stadium.

Revenues
No significant changes.

Expenditures
No significant changes.

Capital
None

ROAD MAINTENANCE FUND
OPERATING BUDGET

FUND 8060

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 14,337**	**$ 16,819**	**$ 19,299**	**$ 18,942**	**$ 20,528**
REVENUE:					
SPECIAL ASSESSMENTS	$ 2,823	$ 2,822	$ 2,875	$ 2,150	$ 2,875
INTEREST ON INVESTMENT	19	(282)	-	20	200
TOTAL REVENUE	**$ 2,842**	**$ 2,540**	**$ 2,875**	**$ 2,170**	**$ 3,075**
EXPENDITURES:					
OPERATION & MAINTENANC	$ 360	$ 417	$ 584	$ 584	$ 563
TOTAL EXPENDITURES	**$ 360**	**$ 417**	**$ 584**	**$ 584**	**$ 563**
FUND BALANCE ENDING	**$ 16,819**	**$ 18,942**	**$ 21,590**	**$ 20,528**	**$ 23,040**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	16,819	18,942	21,590	20,528	23,040
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SIDEWALK HAZARD
OPERATING BUDGET

FUND 2080

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 92,517**	**$ 80,646**	**$ 74,646**	**$ 95,764**	**$ 9,016**
REVENUE:					
SPECIAL ASSESSMENTS	$ 19,649	$ 1,325	$ 12,000	$ 17,843	$ 150,000
CHARGE FOR SERVICES	5,242	-	63,154	6,000	12,000
INTEREST ON INVESTMENTS	161	(1,296)	200	44	200
TRANSFERS	-	15,000	-	-	-
TOTAL REVENUE	**$ 25,052**	**$ 15,029**	**$ 75,354**	**$ 23,887**	**$ 162,200**
EXPENDITURES:					
OPERATION & MAINTENANCE	36,923	(89)	150,000	110,635	150,000
TOTAL EXPENDITURES	**$ 36,923**	**$ (89)**	**$ 150,000**	**$ 110,635**	**$ 150,000**
FUND BALANCE ENDING	**$ 80,646**	**$ 95,764**	**$ -**	**$ 9,016**	**$ 21,216**
LESS:					
RESTRICTED:					
OTHER PROJECTS	80,646	95,764	-	9,016	21,216
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

BALLPARK REPAIR FUND
OPERATING BUDGET

FUNDS 7670

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 92,301**	**$ 119,260**	**$ 146,760**	**$ 132,150**	**$ 69,489**
REVENUE:					
TRANSFERS	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
INTEREST EARNINGS	103	(2,037)	223	1,200	2,000
TOTAL REVENUE	**$ 30,103**	**$ 27,963**	**$ 30,223**	**$ 31,200**	**$ 32,000**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 3,144	$ 15,073	$ 30,744	$ 93,861	$ 30,726
TOTAL EXPENDITURES	**$ 3,144**	**$ 15,073**	**$ 30,744**	**$ 93,861**	**$ 30,726**
FUND BALANCE ENDING	**$ 119,260**	**$ 132,150**	**$ 146,239**	**$ 69,489**	**$ 70,763**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	119,260	132,150	146,239	69,489	70,763
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

BALLPARK REPAIR FUND BUDGET NARRATIVE

This fund accounts for regular maintenance to the ball field and stadium.

Revenues
No significant changes.

Expenditures
During FY2023, additional expenses were incurred to repair the infield at Dehler Park.

Capital
None

Debt Service Funds

SPECIAL IMPROVEMENT DISTRICTS FUNDS
OPERATING BUDGET

FUND 2300, & 8200-8340

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 3,304,654**	**$ 3,254,065**	**$ 1,494,865**	**$ 1,898,307**	**$ 1,897,307**
REVENUES:					
SPECIAL ASSESSMENTS	$ 834,206	$ 1,140,897	$ 908,000	$ 900,000	$ 980,000
INTEREST ON INVESTMENTS	3,582	(25,040)	6,010	7,000	14,000
TRANSFER	-	276,555	-	-	-
TOTAL REVENUE	**$ 837,788**	**$ 1,392,412**	**$ 914,010**	**$ 907,000**	**$ 994,000**
EXPENDITURES:					
ARBITRAGE COST	$ 37,152	$ 15,084	$ 52,700	$ 25,000	$ 52,700
PRINCIPAL	$ 664,190	$ 773,107	$ 880,000	$ 620,000	$ 720,000
INTEREST AND FISCAL CHARGES	184,335	219,232	305,200	261,000	335,000
TRANSFER	-	1,735,847		-	
PAYING AGENT FEE	2,700	4,900	3,200	2,000	2,400
TOTAL EXPENDITURES	**$ 888,377**	**$ 2,748,170**	**$ 1,241,100**	**$ 908,000**	**$ 1,110,100**
FUND BALANCE ENDING	**$ 3,254,065**	**$ 1,898,307**	**$ 1,167,775**	**$ 1,897,307**	**$ 1,781,207**
LESS:					
RESTRICTED	3,254,065	1,898,307	1,167,775	1,897,307	1,781,207
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SPECIAL IMPROVEMENT DISTRICTS FUNDS

When a new Special Improvement District (SID) is created, the City sells bonds to cover the construction cost of improvements. That construction cost is covered in the capital project funds. In the following years, the benefiting citizens are billed for that year's portion of the (SID) costs. When the money comes in, the City calls the bonds that were issued to fund the construction. Included in the fund balance is the SID Revolving Fund. This fund is available to "loan" money to SIDs for which tax payments are not received timely enough to make the bond payments when due.

Principal payments are due July 1st of the following fiscal year; therefore, revenue needs to be budgeted the fiscal year prior to the actual principal payment.

Revenues and Expenditures

Expenditures are dependent upon debt service required payments and actual assessment collections.

2004A SERIES STREET IMPROVEMENTS
OPERATING BUDGET

FUND 3130

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 405,578**	**$ 381,929**	**$ 364,180**	**$ 352,992**	**$ 353,934**
REVENUE:					
PROPERTY TAXES	$ 324,754	$ 323,427	$ 348,830	$ 352,000	$ 354,896
INTEREST ON INVESTMENTS	219	(2,996)	150	400	450
TOTAL REVENUE	**$ 324,973**	**$ 320,431**	**$ 348,980**	**$ 352,400**	**$ 355,346**
EXPENDITURES:					
PRINCIPAL 2012 REFUNDING	$ 300,000	$ 310,000	$ 320,000	$ 320,000	$ 330,000
FISCAL CHARGES		150	3,600	3,100	3,600
INTEREST 2012 REFUNDING	43,650	34,500	25,050	25,050	15,300
FISCAL AGENT FEES	350	350	350	400	400
COST ALLOCATION PLAN	4,622	4,368	2,908	2,908	3,999
TOTAL EXPENDITURES	**$ 348,622**	**$ 349,368**	**$ 351,908**	**$ 351,458**	**$ 353,299**
FUND BALANCE ENDING	**$ 381,929**	**$ 352,992**	**$ 361,252**	**$ 353,934**	**$ 355,981**
LESS:					
RESTRICTED	381,929	352,992	361,252	353,934	355,981
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STORM SEWER DEBT FUND
OPERATING BUDGET

FUND 3350-3360

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 1,823,444**	**$ 1,817,686**	**$ 1,826,049**	**$ 1,833,297**	**$ 1,846,732**
REVENUE:					
INTEREST ON INVESTMENTS	$ 2,877	$ (987)	$ 1,907	$ 6,000	$ 10,400
TRANS.STORM SEW. OPER.	1,000,000	1,020,000	1,015,000	1,015,000	1,015,000
TOTAL REVENUE	**$ 1,002,877**	**$ 1,019,013**	**$ 1,016,907**	**$ 1,021,000**	**$ 1,025,400**
EXPENDITURES:					
PRINCIPAL					
2013 STORM SEWER	$ 185,000	$ 190,000	$ 195,000	$ 195,000	$ 200,000
2015 STORM SEWER	390,000	400,000	420,000	420,000	$ 440,000
INTEREST					
2013 STORM SEWER	141,375	135,750	129,975	129,975	124,050
2015 STORM SEWER	283,694	269,844	251,344	251,344	235,344
FISCAL AGENT FEES	350	700	700	750	800
OPERATION AND MAINTENANCE	2,600	1,300	6,200	6,200	6,200
COST ALLOCATION PLAN	5,616	5,808	4,294	4,296	5,230
TOTAL EXPENDITURES	**$ 1,008,635**	**$ 1,003,402**	**$ 1,007,513**	**$ 1,007,565**	**$ 1,011,624**
FUND BALANCE ENDING	**$ 1,817,686**	**$ 1,833,297**	**$ 1,835,443**	**$ 1,846,732**	**$ 1,860,508**
LESS:					
RESTRICTED	1,817,686	1,833,297	1,835,443	1,846,732	1,860,508
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SIDEWALK AND CURB DISTRICTS FUND
OPERATING BUDGET

FUND 8500-8690 & 8800-8990

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 452,415**	**$ 362,373**	**$ 482,423**	**$ 417,397**	**$ 610,497**
REVENUE:					
SPECIAL ASSESSMENTS	$ 410,750	$ 528,671	$ 583,000	$ 640,000	$ 535,000
CHARGE FOR SERVICE					
INTEREST ON INVESTMENTS	(3,833)	(1,690)	300	1,100	1,500
TRANSFER	-	-	-	-	-
TOTAL REVENUE	**$ 406,917**	**$ 526,981**	**$ 583,300**	**$ 641,100**	**$ 536,500**
EXPENDITURES:					
PRINCIPAL	$ 388,500	$ 344,000	$ 372,000	$ 300,000	$ 340,000
INTEREST AND FISCAL CHARGES	106,259	116,918	140,000	139,000	135,000
REFUNDS					
OTHER CONTRACT SERVICES	1,500	10,339	14,300	7,600	14,300
FEES	700	700	1,400	1,400	1,400
TRANSFERS OUT	-	-	-	-	-
TOTAL EXPENDITURES	**$ 496,959**	**$ 471,957**	**$ 527,700**	**$ 448,000**	**$ 490,700**
FUND BALANCE ENDING	**$ 362,373**	**$ 417,397**	**$ 538,023**	**$ 610,497**	**$ 656,297**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	362,373	417,397	538,023	610,497	656,297
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SIDEWALK AND CURB DISTRICTS FUND BUDGET NARRATIVE

These bonds are issued to finance the repair and/or replacement of sidewalks throughout the community. The City orders the repair work and finances the improvements through the bond issues. The debt service is provided through special assessments on the effected properties.

Revenues and Expenditures

Expenditures are dependent upon debt service required payments and actual assessment collections.

SERIES 2015 REFUNDING BASEBALL FIELD & STADIUM FUND
OPERATING BUDGET

FUND 3120

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 939,004**	**$ 884,144**	**$ 827,664**	**$ 821,507**	**$ 821,996**
REVENUE:					
PROPERTY TAXES	$ 704,445	$ 697,919	$ 747,185	$ 753,000	$ 743,468
DONATIONS					
INTERFUND TRANSFERS					
INTEREST ON INVESTMENTS	437	(5,819)	250	1,530	400
TOTAL REVENUE	**$ 704,882**	**$ 692,100**	**$ 747,435**	**$ 754,530**	**$ 743,868**
EXPENDITURES:					
PRINCIPAL	$ 580,000	$ 590,000	$ 605,000	$ 605,000	$ 620,000
INTEREST	172,850	158,200	140,275	140,275	121,900
OPERATION & MAINTENCE					
TRANSFER OUT					
PAYING AGENT FEE	350	350	350	350	400
FISCAL CHARGES	6,542	6,187	8,418	8,416	9,110
TOTAL EXPENDITURES	**$ 759,742**	**$ 754,737**	**$ 754,043**	**$ 754,041**	**$ 751,410**
FUND BALANCE ENDING	**$ 884,144**	**$ 821,507**	**$ 821,056**	**$ 821,996**	**$ 814,454**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	884,144	821,507	821,056	821,996	814,454
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2021 SERIES LIBRARY
OPERATING BUDGET

FUND 3040

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 1,138,405**	**$ 9,583,221**	**$ 1,213,387**	**$ 1,196,791**	**$ 832,381**
REVENUE:					
PROPERTY TAXES	$ 1,109,126	$ 746,535	$ 637,368	$ 642,000	$ 670,935
DONATIONS	300,000	300,000	-	-	-
LOAN PROCEEDS	8,330,177	-			-
INTEREST ON INVESTMENTS	930	(12,283)	1,060	1,400	3,500
TOTAL REVENUE	**$ 9,740,233**	**$ 1,034,252**	**$ 638,428**	**$ 643,400**	**$ 674,435**
EXPENDITURES:					
PRINCIPAL	$ 840,000	$ 9,075,000	$ 735,000	$ 735,000	$ 530,000
INTEREST AND FISCAL CHARGES	453,367	345,282	272,244	272,110	244,854
FISCAL AGENT FEES	2,050	400	700	700	700
TOTAL EXPENDITURES	**$ 1,295,417**	**$ 9,420,682**	**$ 1,007,944**	**$ 1,007,810**	**$ 775,554**
FUND BALANCE ENDING	**$ 9,583,221**	**$ 1,196,791**	**$ 843,871**	**$ 832,381**	**$ 731,262**
LESS:					
RESTRICTED	9,583,221	1,196,791	843,871	832,381	731,262
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Capital Projects Funds

URBAN RENEWAL PROPERTY ACQUISITION FUND
OPERATING BUDGET

FUND 4280

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 235,041**	**$ 223,683**	**$ 223,323**	**$ 213,601**	**$ 204,086**
REVENUE:					
TRANSFERS IN	$ -	$ -	$ -	$ -	$ -
INTEREST ON INVESTMENTS	64	(410)	$ 67	$ (12)	$ 270
MISCELLANEOUS	-	-	-	-	-
SALE OF PROPERTY	-	-	-	-	-
TOTAL REVENUE	**$ 64**	**$ (410)**	**$ 67**	**$ (12)**	**$ 270**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ 11,422	$ 9,672	$ 12,570	$ 9,503	$ 13,045
DECREASE IN VALUE - LAND & IMPROVEMENTS	-	-	50,000	-	7,000
TRANSFER OUT	-	-	-	-	-
TOTAL EXPENDITURES	**$ 11,422**	**$ 9,672**	**$ 62,570**	**$ 9,503**	**$ 20,045**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
FUND BALANCE ENDING	**$ 223,683**	**$ 213,601**	**$ 160,820**	**$ 204,086**	**$ 184,311**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	223,683	213,601	160,820	204,086	184,311
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SIDEWALK AND CURB DISTRICTS FUND
OPERATING BUDGET

FUNDS 4340

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ (203,792)**	**$ (487,460)**	**$ (1,253)**	**$ (832,178)**	**$ -**
REVENUE:					
INTEREST EARNINGS	$ -	$ (3,254)	$ 1,253	$ (133)	$ 100
PRIVATE CONTRIBUTIONS	67,101	393,842	-	-	-
SALE OF BONDS	317,102	960,000	2,599,275	2,366,172	1,847,650
TOTAL REVENUE	**$ 384,203**	**$ 1,350,588**	**$ 2,600,528**	**$ 2,366,039**	**$ 1,847,750**
EXPENDITURES:					
OPERATIONS & MAINTENANCE	$ -	$ -	$ -	$ 57,640	$ 25,000
BOND ISSUANCE COSTS	21,000	15,000	25,000	25,000	-
CONST-SIDEWALK BY CITY	646,871	1,680,306	2,574,275	1,444,032	1,822,750
TRANSFER OTHER FUNDS	-	-	-	7,189	-
TOTAL EXPENDITURES	**$ 667,871**	**$ 1,695,306**	**$ 2,599,275**	**$ 1,533,861**	**$ 1,847,750**
FUND BALANCE ENDING	**$ (487,460)**	**$ (832,178)**	**$ -**	**$ -**	**$ -**
LESS:					
RESTRICTED	(487,460)	(832,178)	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SPECIAL IMPROVEMENT DISTRICT FUNDS
OPERATING BUDGET

FUND 4500

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 703,247**	**$ 308,573**	**$ -**	**$ 345,977**	**$ -**
REVENUE:					
INTEREST EARNINGS	$ 1,472	$ (12,326)	$ -	$ (169)	$ -
PRIVATE CONTRIBUTIONS	523,178	2,889	-	-	-
SALE OF BONDS	1,133,316	3,040,000	2,808,000	2,502,532	3,076,250
TOTAL REVENUE	**$ 1,657,966**	**$ 3,030,563**	**$ 2,808,000**	**$ 2,502,363**	**$ 3,076,250**
EXPENDITURES:					
BOND ISSUANCE COSTS	$ 22,000	$ 159,777	$ 48,000	$ 48,000	$ -
REFUNDS	58,000	34,494	-	-	-
CONST-ROADS/STREET/PARKING	1,972,640	2,746,652	2,760,000	2,800,340	3,076,250
TRANSFER OTHER FUNDS	-	52,236	-	-	-
TOTAL EXPENDITURES	**$ 2,052,640**	**$ 2,993,159**	**$ 2,808,000**	**$ 2,848,340**	**$ 3,076,250**
FUND BALANCE ENDING	**$ 308,573**	**$ 345,977**	**$ -**	**$ -**	**$ -**
LESS:					
RESTRICTED	308,573	345,977	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY HALL CONSTRUCTION FUND
OPERATING BUDGET

FUND 4940

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE - BEGINNING	**$ -**	**$ -**	**$ 9,927,490**	**$ 6,563,147**	**$ 4,677,759**
REVENUES:					
INVESTMENT EARNINGS	$ -	$ 3,788	$ -	$ 500	$ 67,000
TAXES	-	31,543	-	-	200,000
INTERGOVERNMENTAL	-	-	-		650,000
MISCELLANEOUS	-	-	-	114,112	30,000
TRANSFER OTHER FUNDS	-	20,350,560	9,278,373	-	100,000
TOTAL REVENUE	**$ -**	**$ 20,385,891**	**$ 9,278,373**	**$ 114,612**	**$ 1,047,000**
EXPENDITURES:					
OPERATION & MAINTENANCE	$ -	$ 125,863	$ -	$ -	$ -
CAPITAL OUTLAY	-	13,696,881	14,681,433	2,000,000	1,200,000
TOTAL EXPENDITURES	**$ -**	**$ 13,822,744**	**$ 14,681,433**	**$ 2,000,000**	**$ 1,200,000**
FUND BALANCE - ENDING	**$ -**	**$ 6,563,147**	**$ 4,524,430**	**$ 4,677,759**	**$ 4,524,759**
LESS:					
RESTRICTED	-	6,563,147	4,524,430	4,677,759	4,524,759
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL REPLACEMENT FUND
OPERATING BUDGET

FUND 6400 - 6410

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE - BEGINNING	**$ 7,160,990**	**$ 6,796,871**	**$ 5,666,748**	**$ 6,919,192**	**$ 6,538,594**
REVENUES:					
TRANSFERS IN	$ 1,738,897	$ 1,870,156	$ 1,892,208	$ 1,892,208	$ 2,208,884
INTEREST EARNINGS	9,623	(85,079)	11,141	5,000	71,000
REFUNDS/REIMBURSEMENTS	-	1,128	1,126	-	1,116
SALE OF EQUIPMENT	31,298	10,806	-	-	-
TOTAL REVENUE	**$ 1,779,818**	**$ 1,797,011**	**$ 1,904,475**	**$ 1,897,208**	**$ 2,281,000**
EXPENDITURES:					
CHARGE FOR SERVICES	$ 2,376	$ 3,264	$ 2,615	$ 2,615	$ 2,565
TECHNOLOGY EQUIPMENT	-	-	-	-	-
CAPITAL	2,141,561	1,671,426	1,145,398	2,275,191	1,565,093
TOTAL EXPENDITURES	**$ 2,143,937**	**$ 1,674,690**	**$ 1,148,013**	**$ 2,277,806**	**$ 1,567,658**
FUND BALANCE - ENDING	**$ 6,796,871**	**$ 6,919,192**	**$ 6,423,210**	**$ 6,538,594**	**$ 7,251,936**
LESS:					
COMMITTED	6,796,871	6,919,192	6,423,210	6,538,594	7,251,936
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL REPLACEMENT FUND BUDGET NARRATIVE

This fund is used for equipment replacement for all governmental fund departments. The equipment budgeted in FY 2022 was approved through the Equipment Replacement Program (ERP) and adopted by the City Council. The revenue source for this fund will be through contributions from each governmental department based on the department's share of the 20-year equipment replacement plan. Also, starting in FY19, technology equipment that is unique to the Public Safety Fund will be funded and purchased through an ERP.

Revenues

No significant changes.

Capital

Equipment is scheduled to be replaced in FY 2024 in the amount of $1,567,658. The anticipated expenditures from the Public Safety Technology Equipment Replacement for FY24 are $0.

DOG PARK CONSTRUCTION FUND
OPERATING BUDGET

FUND 4990

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE - BEGINNING	**$ 21,828**	**$ 4,973**	**$ 4,973**	**$ 4,973**	**$ 4,973**
REVENUES:					
LOCAL CONTRIBUTIONS	$ 27,230	$ -	$ 5,000	$ -	$ 5,000
CENTENNIAL PK CONTR	-	-	-	-	-
TOTAL REVENUE	**$ 27,230**	**$ -**	**$ 5,000**	**$ -**	**$ 5,000**
EXPENDITURES:					
COST ALLOCATION CHAI	$ -	$ -	$ -	$ -	$ -
CAPITAL OUTLAY	$ 44,085	$ -	$ 5,000	$ -	$ 5,000
TOTAL EXPENDITURES	**$ 44,085**	**$ -**	**$ 5,000**	**$ -**	**$ 5,000**
FUND BALANCE - ENDING	**$ 4,973**	**$ 4,973**	**$ 4,973**	**$ 4,973**	**$ 4,973**
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	4,973	4,973	4,973	4,973	4,973
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

DOG PARK CONSTRUCTION FUND BUDGET NARRATIVE

The Dog Park construction occurred in FY12 and FY13. Donations were received and fund-raisers were conducted to raise the necessary funding for the construction. Other donations are used for upgrades and maintenance.

Revenues

Estimated contributions for FY 23 are $5,000.

Expenditures

Estimated Dog Park expenditures for FY 23 are $5,000.

Enterprise Funds

WATER FUND
OPERATING BUDGET

FUNDS 5020,5030,5050,5070,4160,8700

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 39,916,842**	**$ 46,359,048**	**$ 41,381,450**	**$ 53,126,848**	**$ 26,268,473**
REVENUES:					
WATER SALES	$ 28,570,077	$ 27,412,980	$ 27,018,950	$ 27,418,900	$ 28,229,500
FIRE HYDRANT CHARGES	446,249	478,180	440,000	478,000	480,000
WATER SERVICE LINE INS.	467,634	469,820	440,000	460,000	450,000
OTHER CHARGES FOR SERV.	414,452	579,296	404,300	417,800	417,000
LATE PAYMENT CHARGES	28,207	32,827	35,000	35,000	35,000
SYSTEM DEVELOPMENT FEE	1,701,909	2,623,428	1,500,000	1,900,000	1,650,000
STATE FEE	62,410	62,899	63,000	63,670	60,000
CONTRIBUTIONS-DONATIONS	286,272	-	-	-	-
ARPA GRANT	-	1,763,546	17,607,145	10,146,454	7,063,546
MISCELLANEOUS	11,914	14,019	13,000	32,282	13,000
TRANSFERS IN	6,950	-	-	-	-
SALE OF EQUIPMENT/LAND	-	10,012	-	-	-
SRF LOAN REVENUE	-	-	97,000,000	97,000,000	-
INTEREST ON INVESTMENTS	55,725	(660,374)	59,650	133,865	62,700
TOTAL REVENUE	**$ 32,051,799**	**$ 32,786,633**	**$ 144,581,045**	**$ 138,085,971**	**$ 38,460,746**
EXPENSES:					
ADMINISTRATION	$ 2,342,817	$ 2,531,158	$ 2,742,005	$ 2,810,108	$ 2,848,681
FISCAL SERVICES	2,302,174	1,891,559	331,449	284,556	292,070
TREATMENT PLANT	5,898,576	6,505,981	6,971,408	7,441,436	10,449,196
DISTRIB/COLLECT/METERS	3,149,897	2,893,542	4,494,221	4,578,780	4,603,826
CAPITAL	9,479,395	8,968,077	126,911,207	146,583,141	19,092,742
WATER SERVCE INS. PROG	254,314	380,836	350,000	446,325	350,000
INTRA-FUND TRANSFERS		22,800			
BOND PRINCIPAL	-	-	5,900,000	2,300,000	7,200,000
BOND INTEREST	560,723	503,055	2,440,000	500,000	2,700,000
TOTAL EXPENSES	**$ 23,987,896**	**$ 23,697,008**	**$ 150,140,290**	**$ 164,944,346**	**$ 47,536,515**
W.C. CHANGES NOT BUDGETED	(1,621,697)	(2,321,825)	-	-	-
WORKING CAPITAL - ENDING	**$ 46,359,048**	**$ 53,126,848**	**$ 35,822,205**	**$ 26,268,473**	**$ 17,192,704**
LESS OPERATING RESERVE	**3,646,000**	**3,646,000**	**4,020,000**	**4,020,000**	**5,000,000**
LESS SRF LOAN RESERVE	**1,386,571**	**1,386,571**	**1,385,000**	**1,385,000**	**1,385,000**
AVAILABLE WORKING CAPITAL	**$ 41,326,477**	**$ 48,094,277**	**$ 30,417,205**	**$ 20,863,473**	**$ 10,807,704**

WASTEWATER FUND
OPERATING BUDGET

FUNDS 5120,5130,5180,5190,4210

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 34,232,430**	**$ 34,689,881**	**$ 20,131,087**	**$ 27,143,989**	**$ 15,470,542**
REVENUES:					
WASTEWATER CHARGES	$ 20,546,771	$ 20,487,507	$ 20,621,200	$ 20,437,000	$ 21,049,600
PERMITS	70,620	65,285	65,000	55,000	65,000
OTHER CHARGES FOR SERV.	289,730	265,703	315,750	309,750	338,360
WHOLESALE SURCHARGE	86,967	90,568	82,000	90,000	93,000
LATE PAYMENT CHARGES	43,835	44,917	45,000	43,000	45,000
SYSTEM DEVELOPMENT FEE	1,736,706	2,661,255	1,700,000	2,600,000	1,800,000
STATE FEE	53,070	58,120	50,000	55,000	55,000
CONTRIBUTIONS/DONATIONS	30,145	-	-	-	-
ARPA GRANT	5,268	-	-	-	-
ARMY CORPS OF ENGINEERS GR	-	-	-	1,800,000	200,000
MISCELLANEOUS	99,120	15,127	-	12,000	-
SALE OF EQUIPMENT	11,466	2,600	-	-	-
TRANSFERS IN-OTHER FUNDS	-	8,000			
INTEREST ON INVESTMENTS	46,624	(485,564)	51,000	127,764	145,000
TOTAL REVENUE	**$ 23,020,322**	**$ 23,213,518**	**$ 22,929,950**	**$ 25,529,514**	**$ 23,790,960**
EXPENSES:					
ADMINISTRATION	$ 2,054,261	$ 1,689,791	$ 1,707,227	$ 1,870,843	$ 2,225,151
FISCAL SERVICES	489,310	(23,148)	75,933	77,891	80,324
TREATMENT PLANT	5,322,669	6,585,357	5,955,621	6,987,511	7,072,620
COLLECTION SYSTEM	1,508,609	1,750,455	1,750,421	1,855,476	2,227,173
ENVIRONMENTAL AFFAIRS	453,945	398,629	503,889	455,659	520,132
REPLACEMENT EXPEND.	7,832,987	13,275,330	15,893,972	20,580,581	14,023,379
INTRA-FUND TRANSFERS	-	15,200	-		
BOND PRINCIPAL	-	-	2,670,000	2,705,000	2,840,000
BOND INTEREST	2,237,107	2,141,143	2,705,000	2,670,000	2,518,000
TOTAL EXPENSES	**$ 19,898,888**	**$ 25,832,757**	**$ 31,262,063**	**$ 37,202,961**	**$ 31,506,779**
W.C. CHANGES NOT BUDGETED	(2,663,983)	(4,926,653)	-	-	-
WORKING CAPITAL - ENDING	**$ 34,689,881**	**$ 27,143,989**	**$ 11,798,974**	**$ 15,470,542**	**$ 7,754,723**
LESS OPERATING RESERVE	**1,845,000**	**1,845,000**	**1,800,000**	**1,800,000**	**2,180,000**
LESS SRF LOAN RESERVE	**1,444,526**	**1,444,526**	**1,445,000**	**1,445,000**	**1,445,000**
AVAILABLE WORKING CAPITAL	**$ 31,400,355**	**$ 23,854,463**	**$ 8,553,974**	**$ 12,225,542**	**$ 4,129,723**

PARKING FUND
OPERATING BUDGET

FUND 5210

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 265,390**	**$ 341,322**	**$ 739,909**	**$ 566,558**	**$ 1,070,088**
REVENUES:					
PARKING METER INCOME	$ 427,621	$ 490,577	$ 451,250	$ 428,984	$ 592,900
VIOLATIONS	75,141	102,051	100,000	124,955	110,850
SURFACE LOTS	40,489	40,945	40,250	39,185	45,450
PARK 1 - GARAGE	242,601	260,409	262,250	265,950	283,400
PARK 1 - STORE RENTAL	56,850	55,683	56,850	62,425	55,683
PARK 2	475,946	612,909	571,063	620,909	684,115
PARK 3	240,848	292,370	279,330	293,250	337,000
EMPIRE PARKING GARAGE	204,784	207,591	222,350	258,448	283,100
INVESTMENT EARNINGS	717	(11,647)	1,421	9,561	9,000
ELECT CAR CHARGING GRANT	25,500	-	-	-	-
CARES GRANT	1,260	-	-	-	
VEHICLE PERMITS	-	13,224	22,289	18,207	35,000
TIF TRANSFER	100,000	130,000	130,000	130,000	130,000
MISC. REVENUE	5,698	4,572	-	6,668	-
TOTAL REVENUE	**$ 1,897,455**	**$ 2,198,684**	**$ 2,137,053**	**$ 2,258,542**	**$ 2,566,498**

	ACTUAL FY 21	ACTUAL FY 22	APPROVED FY 23	ESTIMATE FY 23	PROPOSED FY 24
EXPENSES:					
ADMINISTRATION	$ 317,651	$ 307,242	$ 265,743	$ 262,055	$ 279,458
ENFORCEMENT	260,569	322,829	262,548	254,807	276,897
METER COLLECT. & MAINT.	380,865	254,134	227,629	243,464	249,719
SURFACE LOTS	16,770	26,101	25,010	25,214	26,194
PARK 1 - GARAGE	133,485	145,647	163,387	167,034	186,273
PARK 1 - STORE RENTAL	19,176	14,828	21,910	22,899	21,700
PARK 2	326,394	318,631	298,066	282,019	337,725
PARK 3	138,964	203,056	249,920	186,841	149,181
EMPIRE PARKING GARAGE	126,140	116,690	134,630	145,667	151,838
DEBT SERVICE-PRINCIPAL	-	-	169,459	-	177,092
DEBT SERVICE-INTEREST	96,364	89,186	86,324	86,324	78,691
CONSTRUCTION & CAPITAL	-	25,397	-	78,688	123,204
TOTAL EXPENSES	**$ 1,816,379**	**$ 1,823,741**	**$ 1,904,626**	**$ 1,755,012**	**$ 2,057,972**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	**$ -**	**$ -**	**$ -**
WORKING CAP. CHANGES NOT BUDGETEI	(5,144)	(149,707)	**$ -**	**-**	**-**
WORKING CAPITAL - ENDING	**$ 341,322**	**$ 566,558**	**$ 972,336**	**$ 1,070,088**	**$ 1,578,614**
LESS OPERATING RESERVE	**275,202**	**273,465**	**264,000**	**254,000**	**297,000**
LESS GARAGE CAPITAL RESERVE	**-**	**-**	**-**	**-**	**-**
AVAILABLE WORKING CAPITAL	**$ 66,120**	**$ 293,093**	**$ 708,336**	**$ 816,088**	**$ 1,281,614**

SOLID WASTE FUND
OPERATING BUDGET

FUNDS 5410,5420,5440,5450

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 21,690,527**	**$ 15,460,105**	**$ 12,548,212**	**$ 17,963,506**	**$ 7,209,643**
REVENUES:					
GARBAGE COLLECTION-RES	$ 5,856,028	$ 6,091,303	$ 5,930,000	$ 5,930,000	$ 6,150,000
GARBAGE COLLECTION-COMM	4,585,072	4,807,288	4,760,000	4,760,000	4,910,000
CONATINER SALES	-	35,600	-	-	-
COLLECTION-BILLED	1,218,881	1,411,872	1,440,000	1,458,368	1,482,700
LANDFILL CHARGES	6,039,774	6,460,887	6,675,000	6,539,590	6,817,250
MISC CHARGE FOR SERVICES	72,579	82,831	80,000	120,000	113,500
SURCHARGES	17,555	19,460	20,000	56	21,000
SPECIAL ASSESSMENTS	-	-	-	-	-
INTEREST ON INVSTMNT/LOANS	44,609	(393,599)	96,781	252,150	121,300
SALE OF SURPLUS EQUIP/LAND	92,843	10,374	-	-	-
CARES GRANT	1,329	-	-	-	-
REFUNDS/REIMBURSEMENTS	14,770	755,856	-	2,453,298	-
TOTAL REVENUE	**$ 17,943,440**	**$ 19,281,872**	**$ 19,001,781**	**$ 21,513,462**	**$ 19,615,750**
EXPENSES:					
ADMINISTRATION	$ 1,987,427	$ 4,038,902	$ 1,562,906	$ 1,508,827	$ 1,689,800
TRANSFER OUT-Facilities	-	-	-	-	143,743
COLLECTION	8,429,186	9,938,534	11,687,639	12,672,153	12,135,244
LANDFILL	14,248,676	4,770,874	15,201,896	18,086,345	7,516,926
TOTAL EXPENSES	**$ 24,665,289**	**$ 18,748,310**	**$ 28,452,441**	**$ 32,267,325**	**$ 21,485,713**
WORKING CAP. CHANGES NOT BUDGETED	491,427	1,969,839	-	-	-
WORKING CAPITAL - ENDING	**$ 15,460,105**	**$ 17,963,506**	**$ 3,097,552**	**$ 7,209,643**	**$ 5,339,680**
LESS OPERATING RESERVE	**4,377,000**	**5,260,000**	**2,943,030**	**2,943,030**	**3,500,000** *
LESS DEBT RESERVE	**-**	**-**	**-**	**-**	**-**
AVAILABLE WORKING CAPITAL	**$ 11,083,105**	**$ 12,703,506**	**$ 154,522**	**$ 4,266,613**	**$ 1,839,680**

**The reserve for solid waste was initially established at 44% of operating revenues which was the amount needed when solid waste collection fees were billed on the annual tax statement and revenues were only received twice per year. The fees are now billed on the monthly utility bill and the reserve needs to be modified to 22%. Starting in FY2023 the operating reserve needed will be reduced.*

AIRPORT FUND
OPERATING BUDGET

FUNDS 5600-5690 & 4050-4090

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 17,127,642**	**$ 17,902,911**	**$ 24,608,729**	**$ 23,301,122**	**$ 26,959,601**
REVENUES:					
CHARGE FOR SERVICES	$ 8,495,665	$ 9,380,208	$ 10,159,247	$ 9,454,699	$ 10,975,604
FEDERAL/STATE GRANT REVENUE	13,060,034	15,044,060	15,700,000	12,230,000	7,450,000
PFC REVENUE	1,222,713	1,497,293	1,500,000	1,300,000	1,200,000
CFC REVENUE	539,577	669,099	700,000	700,000	714,000
INVESTMENT INTEREST	23,415	(203,878)	41,196	272,433	241,485
SALE OF EQUIPMENT/LAND	-	-	-		-
ARPA GRANT	3,193,804	-	3,000,000	1,889,000	-
BOND REVENUE	-	-	2,000,000	-	-
REFUNDS/REIMBURSEMENTS	48,472	107,215	166,190	167,621	192,300
TOTAL REVENUE	**$ 26,583,680**	**$ 26,493,997**	**$ 33,266,633**	**$ 26,013,753**	**$ 20,773,389**
EXPENSES:					
ADMINISTRATION	$ 2,017,191	$ 1,658,379	$ 2,003,894	$ 1,534,303	$ 2,184,941
BUILDING MAINTENANCE	1,836,608	1,934,310	2,147,695	1,864,604	2,283,370
AIRFIELD MAINTENANCE	1,250,196	1,363,996	1,628,464	1,623,841	1,653,987
AIRPORT POLICE	781,987	994,652	982,428	1,018,096	1,018,277
AIRCRAFT RESCUE FIREFIGHTING	1,170,581	1,137,494	1,263,744	1,153,550	1,271,491
BUSINESS PARK	152,719	187,666	213,755	184,000	201,205
CAR RENTAL FUELING	194,386	327,188	270,000	320,000	399,000
CAR WASH FACILITY O&M	143,808	152,305	201,351	157,970	195,685
AIRPORT AIP GRANT PROJECTS	15,256,766	19,315,247	16,099,817	11,476,096	12,422,714
AIRPORT PFC PROJECTS	1,600,000	-	1,500,000	-	-
AIRPORT CFC PROJECTS	-	-	-	-	-
CAPITAL OUTLAY	584,611	1,292,249	1,452,000	2,634,714	4,518,888
BOND ISSUE COSTS	313,611	-	-	-	-
DEBT SERVICE-PRINCIPAL	-	-	275,000	275,000	275,000
DEBT SERVICE-INTEREST	156,770	117,721	128,600	113,100	84,150
TOTAL EXPENSES	**$ 25,459,234**	**$ 28,481,207**	**$ 28,166,748**	**$ 22,355,274**	**$ 26,508,708**
WORKING CAPITAL CHANGES NOT BUDGETED:	(349,177)	7,385,421	-	-	-
WORKING CAPITAL - ENDING	**$ 17,902,911**	**$ 23,301,122**	**$ 29,708,614**	**$ 26,959,601**	**$ 21,224,282**
LESS OPERATING RESERVE	**1,343,000**	**1,429,000**	**1,480,000**	**1,565,000**	**1,565,000**
LESS REVENUE BOND RESERVE	**2,425,000**	**2,425,000**	**2,425,000**	**2,425,000**	**2,425,000**
AVAILABLE WORKING CAPITAL	**$ 14,134,911**	**$ 19,447,122**	**$ 25,803,614**	**$ 22,969,601**	**$ 17,234,282**

TRANSIT FUND
OPERATING BUDGET

FUNDS 5710,5720,4110,4120,2040

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 3,860,774**	**$ 5,011,999**	**$ 7,070,709**	**$ 6,250,919**	**$ 7,820,766**
REVENUES:					
STATE AND FEDERAL GRANTS	$ 3,041,348	$ 4,637,037	$ 5,309,844	$ 4,965,893	$ 3,356,665
FTA CAPITAL GRANT	334,765	5,493,896	4,024,578	6,180,204	2,371,500
TAX REVENUE	2,396,685	2,508,073	2,531,644	2,561,718	2,644,105
INTER GOVERNMENTAL	492,102	501,903	514,532	517,716	334,478
OPERATING REVENUES	578,428	613,023	771,550	750,162	747,014
INTEREST ON INVESTMENTS	3,769	(59,817)	7,070	21,556	78,500
MISCELLANEOUS	17,465	11,916	7,050	20,654	7,050
SALE SURPLUS EQUIP	-	471	5,649	36,107	5,649
TOTAL REVENUE	**$ 6,864,562**	**$ 13,706,502**	**$ 13,171,917**	**$ 15,054,010**	**$ 9,544,961**
EXPENSES:					
ADMINISTRATION	$ 1,024,059	$ 713,888	$ 630,858	$ 690,005	$ 798,039
OPERATIONS/DRIVERS	2,100,026	2,409,211	2,738,106	2,581,737	3,247,269
OPERATIONS/NON-DRIVERS	839,901	516,555	476,329	484,963	399,908
MAINTENANCE	807,845	983,364	1,089,362	1,132,352	1,261,200
MARKETING	20,922	262,618	103,701	47,664	92,409
PARATRANSIT	1,072,355	1,034,352	1,096,685	965,841	1,025,004
DOWNTOWN TRANSFER CNTR	82,320	23,355	19,130	34,469	25,500
CAPITAL-LOCAL	-	-	-	-	20,000
CAPITAL - FEDERAL	130,864	6,531,026	4,921,348	7,547,132	2,942,475
O & M - LOCAL	112,863	15,912	-	-	-
TOTAL EXPENSES	**$ 6,191,155**	**$ 12,490,281**	**$ 11,075,519**	**$ 13,484,163**	**$ 9,811,804**
WORKING CAP. CHANGES NOT BUDGETED	477,818	22,699	-	-	-
WORKING CAPITAL - ENDING	**$ 5,011,999**	**$ 6,250,919**	**$ 9,167,107**	**$ 7,820,766**	**$ 7,553,923**
LESS OPERATING RESERVE	**904,000**	**1,000,000**	**1,046,000**	**1,046,000**	**1,165,000**
AVAILABLE WORKING CAPITAL	**$ 4,107,999**	**$ 5,250,919**	**$ 8,121,107**	**$ 6,774,766**	**$ 6,388,923**

Internal Service Funds

FLEET SERVICES FUND
OPERATING BUDGET

FUND 6010

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 1,498,162**	**$ 1,428,187**	**$ 1,516,169**	**$ 1,492,871**	**$ 1,689,977**
REVENUES:					
FLEET SERVICES	$ 1,817,672	$ 1,827,996	$ 1,999,807	$ 2,150,000	$ 2,296,369
COURIER	39,972	40,752	40,750	42,000	40,750
INTEREST EARNINGS	2,039	(19,764)	3,750	500	18,000
INTERGOVERNMENTAL	98,366	72,132	-	-	-
MISCELLANEOUS	19,508	30,573	18,000	55,376	-
TOTAL REVENUE	**$ 1,977,557**	**$ 1,951,689**	**$ 2,062,307**	**$ 2,247,876**	**$ 2,355,119**
EXPENSES:					
PERSONAL SERVICES	$ 1,855,927	$ 1,251,179	$ 1,546,818	$ 1,525,000	$ 1,556,035
OPERATION & MAINTENANCE	352,361	323,416	403,238	430,000	611,375
CAPITAL	-	26,200	-	-	-
TRANSFERS OUT	107,129	95,770	95,769	95,770	38,367
TOTAL EXPENSES	**$ 2,315,417**	**$ 1,696,565**	**$ 2,045,825**	**$ 2,050,770**	**$ 2,205,777**
WORKING CAP. CHANGES NOT BUDGETED	267,885	(190,440)	-	-	-
WORKING CAPITAL - ENDING	**$ 1,428,187**	**$ 1,492,871**	**$ 1,532,651**	**$ 1,689,977**	**$ 1,839,319**
LESS OPERATING RESERVE	$ 817,067	$ 582,600	$ 721,521	$ 723,350	$ 801,942
AVAILABLE WORKING CAPITAL	**$ 611,120**	**$ 910,271**	**$ 811,130**	**$ 966,627**	**$ 1,037,377**

CENTRAL SERVICES FUND
OPERATING BUDGET

FUND 6050

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL-BEGINNING	**$ 201,374**	**$ 230,438**	**$ 217,355**	**$ 226,793**	**$ 212,627**
REVENUES:					
MAIL SERVICE	$ 63,397	$ 62,348	$ 66,000	$ 66,000	$ 68,000
DUPLICATION	50,429	42,428	47,619	52,000	44,473
INTEREST EARNINGS	300	(3,277)	454	2,500	2,500
TRANSFER IN	-	-		-	
TOTAL REVENUE	**$ 114,126**	**$ 101,499**	**$ 114,073**	**$ 120,500**	**$ 114,973**
EXPENSES:					
MAIL SERVICE	$ 63,395	$ 62,348	$ 66,000	$ 75,000	$ 68,000
CAPITAL OUTLAY	$ -	$ 20,386	$ 28,028	$ 27,666	$ 7,544
DUPLICATION	21,667	22,410	30,470	32,000	27,836
TOTAL EXPENSES	**$ 85,062**	**$ 105,144**	**$ 124,498**	**$ 134,666**	**$ 103,380**
WORKING CAP. CHANGES NOT BUDGETED	-	-	-	-	-
WORKING CAPITAL-ENDING	**$ 230,438**	**$ 226,793**	**$ 206,930**	**$ 212,627**	**$ 224,220**

INFORMATION TECHNOLOGY FUND
OPERATING BUDGET

FUND 6200

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL-BEGINNING	**$ 616,118**	**$ 604,562**	**$ 618,622**	**$ 548,580**	**$ 569,842**
REVENUES:					
CHARGE FOR SERVICES	$ 2,479,130	$ 2,809,960	$ 3,452,746	$ 3,306,062	$ 3,642,449
INTEREST EARNINGS	1,348	(12,732)	1,644	1,200	10,000
INTERGOVERNMENTAL	169,972	114,380	-	-	-
OTHER	50,651	-	-	-	-
TOTAL REVENUE	**$ 2,701,101**	**$ 2,911,608**	**$ 3,454,390**	**$ 3,307,262**	**$ 3,652,449**
EXPENSES:					
PERSONAL SERVICES	$ 2,137,201	$ 1,992,919	$ 2,175,659	$ 2,018,000	$ 2,343,364
OPERATIONS & MAINTENANCE	677,474	845,082	1,203,115	1,168,000	1,274,656
CAPITAL	-	31,914	127,500	100,000	155,500
TOTAL EXPENSES	**$ 2,814,675**	**$ 2,869,915**	**$ 3,506,274**	**$ 3,286,000**	**$ 3,773,520**
WORKING CAP. CHANGES NOT BUDGETED	102,018	(97,675)	-	-	-
WORKING CAPITAL - ENDING	**$ 604,562**	**$ 548,580**	**$ 566,738**	**$ 569,842**	**$ 448,771**
LESS OPERATING RESERVE	703,669	709,500	844,694	796,500	904,505
AVAILABLE WORKING CAPITAL	**$ (99,107)**	**$ (160,920)**	**$ (277,956)**	**$ (226,658)**	**$ (455,734)**

CITY HEALTH BENEFITS FUND
OPERATING BUDGET

FUND 6270

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL - BEGINNING	**$ 8,702,021**	**$ 9,617,432**	**$ 9,129,543**	**$ 8,853,076**	**$ 8,899,157**
REVENUES:					
INVESTMENT EARNINGS	$ 14,532	$ (135,142)	$ 20,382	$ 1,000	$ 50,000
CHARGES FOR SERVICE:					$ -
CITY CONTRIBUTION HEALTH	9,091,432	8,830,775	9,250,000	9,270,000	9,400,000
CITY CONTRIBUTION LIFE $5,000	11,567	11,481	12,000	11,343	12,000
CITY CONTRIBUTION DENTAL	141,383	151,465	125,000	150,000	180,000
EMPLOYEE FLEX CONTRIB.	395,269	361,420	440,000	330,000	310,000
EMPLOYEE DENTAL CONTRIB	596,214	151,465	350,000	160,000	200,000
EMPLOYEE HEALTH CONTRIB.	1,273,086	1,704,713	1,780,000	1,750,000	1,790,000
RETIREE/COBRA CONTRIB	875,896	805,349	938,000	800,000	800,000
CLAIM OVERPAYMENTS	150,725	54,303	65,000	70,000	65,000
PRESCRIPTION DRUG REBATE	453,616	1,172,923	400,000	940,000	475,000
STOP LOSS REIMBURSEMENTS	396,845	333,678	200,000	175,000	200,000
OTHER	(1,200)	7	-	-	-
TOTAL REVENUE	**$ 13,399,365**	**$ 13,442,437**	**$ 13,580,382**	**$ 13,657,343**	**$ 13,482,000**
EXPENSES:					
PERSONAL SERVICES:					
HEALTH INCENTIVES	$ 34,200	$ 413,062	$ 50,000	$ 100,000	$ 50,000
OPERATION AND MAINTENANCE:				-	-
HEALTH CLAIMS	9,781,795	11,003,960	12,533,520	10,500,000	12,775,000
LIFE INSURANCE PREMIUMS	10,377	11,637	12,000	11,500	12,000
DENTAL CLAIMS	701,414	720,423	778,680	750,000	778,680
FLEX PLAN CLAIMS	395,269	361,420	440,000	350,000	370,000
125K FLEX ADMIN. CHGS.	13,470	11,675	27,300	13,200	14,000
HEALTH/DENTAL ADMIN. CHGS.	329,635	339,095	395,520	390,000	435,072
EMPLOYEE ASSISTANCE PROGRAM	27,480	27,900	25,000	26,000	25,000
FIDUCIARY LIABILITY INS.	3,667	3,667	5,000	3,800	5,000
ACA ADMIN. CHGS	20,620	21,516	28,646	29,664	30,000
STOP LOSS PREMIUM	671,343	711,548	950,000	846,110	950,000
H.S.A. ADMIN. FEES	13,934	14,580	15,000	16,000	18,000
VSP ADMIN FEES	6,518	6,845	7,000	6,000	7,000
WELLNESS EVENTS	3,645	3,430	10,000	-	10,000
CONSULTANT SERVICES	74,625	84,288	125,000	120,000	100,000
NURSE/SCREENING PROGRAM	162,701	259,417	185,000	250,000	274,000
CARE LINK SERVICES	28,817	4,838	30,000	13,000	30,000
COST ALLOCATION / OTHER	204,444	207,492	190,987	185,988	202,038
TOTAL EXPENSES	**$ 12,483,954**	**$ 14,206,793**	**$ 15,808,653**	**$ 13,611,262**	**$ 16,085,790**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -
WORKING CAP. CHANGES NOT BUDGETED	-	-	-	-	-
WORKING CAPITAL CHANGES NOT BUDGETED	**$ -**	**$ -**		**$ -**	**$ -**
WORKING CAPITAL - ENDING	**$ 9,617,432**	**$ 8,853,076**	**$ 6,901,272**	**$ 8,899,157**	**$ 6,295,367**

CENTRAL TELEPHONE SERVICES FUND
OPERATING BUDGET

FUND 6060

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL-BEGINNING	**$ 356,398**	**$ 282,940**	**$ 289,901**	**$ 294,398**	**$ 317,124**
REVENUES:					
CHARGE FOR SERVICES	$ 432,384	$ 424,486	$ 454,828	$ 454,828	$ 461,830
INTERGOVERNMENTAL	10,453	9,204	-	-	-
INTEREST EARNINGS	500	(4,857)	753	500	3,500
TOTAL REVENUE	**$ 443,337**	**$ 428,833**	**$ 455,581**	**$ 455,328**	**$ 465,330**
EXPENSES:					
PERSONAL SERVICES	$ 211,378	$ 150,915	$ 167,370	$ 162,602	$ 178,617
OPERATIONS & MAINTENANCE	255,712	250,350	277,776	250,000	279,498
CAPITAL	82,904	-	20,000	20,000	-
TOTAL EXPENSES	**$ 549,994**	**$ 401,265**	**$ 465,146**	**$ 432,602**	**$ 458,115**
WORKING CAP. CHANGES NOT BUDGETED	33,199	(16,110)	-	-	-
WORKING CAPITAL-ENDING	**$ 282,940**	**$ 294,398**	**$ 280,336**	**$ 317,124**	**$ 324,339**
LESS OPERATING RESERVE	37,258	32,101	35,612	33,008	36,649
AVAILABLE WORKING CAPITAL	**$ 245,682**	**$ 262,297**	**$ 244,724**	**$ 284,116**	**$ 287,690**

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	PROPOSED FY 24
TELECOMMUNICATIONS SYSTEM MANAGER	1.0	1.0	1.0	1.0
IT DIRECTOR	0.1	0.1	0.1	0.1
IT SECURITY ENGINEER	0.1	0.1	0.1	0.1
IT ADMINISTRATIVE SUPPORT II	-	-	0.1	0.2
TOTAL	**1.2**	**1.2**	**1.3**	**1.4**

RADIO COMMUNICATIONS FUND
OPERATING BUDGET

FUND 6070

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL-BEGINNING	**$ 648,604**	**$ 750,828**	**$ 328,306**	**$ 682,812**	**$ 505,568**
REVENUES:					
CHARGES FOR SERVICE	$ 310,884	$ 302,568	$ 299,969	$ 302,556	$ 333,499
INTEREST EARNINGS	1,062	(11,360)	1,522	200	9,000
OTHER	-	350	-	-	-
TOTAL REVENUE	**$ 311,946**	**$ 291,558**	**$ 301,491**	**$ 302,756**	**$ 342,499**
EXPENSES					
OPERATIONS & MAINTEN	$ 209,722	$ 234,574	$ 292,179	$ 180,000	$ 383,601
CAPITAL	-	125,000	-	300,000	-
TOTAL EXPENSES	**$ 209,722**	**$ 359,574**	**$ 292,179**	**$ 480,000**	**$ 383,601**
WORKING CAPITAL-ENDING	**$ 750,828**	**$ 682,812**	**$ 337,618**	**$ 505,568**	**$ 464,466**

PROPERTY INSURANCE FUND
OPERATING BUDGET

FUND 6300

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL-BEGINNING	**$ 1,365,028**	**$ 860,405**	**$ 579,356**	**$ 570,542**	**$ (109,085)**
REVENUES:					
CHARGE FOR SERVICES	$ 2,066,500	$ 2,523,228	$ 2,635,935	$ 2,635,973	$ 3,770,946
INTEREST EARNINGS	673	(13,588)	918	(600)	3,800
OTHER	6,487	7,053	-	-	-
TOTAL REVENUE	**$ 2,073,660**	**$ 2,516,693**	**$ 2,636,853**	**$ 2,635,373**	**$ 3,774,746**
EXPENSES:					
PERSONAL SERVICES	$ 131,095	$ 112,000	$ 116,364	$ 115,000	$ 119,912
OPERATIONS & MAINTENANCE	2,458,166	2,686,401	3,002,349	3,200,000	4,011,308
TOTAL EXPENSES	**$ 2,589,261**	**$ 2,798,401**	**$ 3,118,713**	**$ 3,315,000**	**$ 4,131,220**
WORKING CAP. CHANGES NOT BUDGETED	10,978	(8,155)	-	-	-
WORKING CAPITAL - ENDING	**$ 860,405**	**$ 570,542**	**$ 97,496**	**$ (109,085)**	**$ (465,559)**
LESS OPERATING RESERVE	828,564	895,488	997,988	1,060,800	1,321,990
AVAILABLE WORKING CAPITAL	**$ 31,841**	**$ (324,946)**	**$ (900,492)**	**$ (1,169,885)**	**$ (1,787,549)**

PROPERTY INSURANCE BUDGET NARRATIVE

The property insurance fund is a City-wide internal service fund that accounts for revenues and expenditures associated with property and liability insurance. Each department receives charges for their share of the insurance.

FACILITIES MANAGEMENT FUND
OPERATING BUDGET

FUNDS 6500-6540

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL-BEGINNING	**$ 1,116,701**	**$ 4,174,140**	**$ 3,302,212**	**$ 3,327,682**	**$ 2,310,259**
REVENUES:					
CHARGE FOR SERVICES - ADMIN	$ 33,405	$ 113,381	$ 116,898	$ 116,000	$ 620,405
CHARGE FOR SERVICES - STILLWATER	-	258,021	395,718	450,000	215,428
RENTS - BOC	782,682	843,938	828,485	830,000	1,147,393
RENTS - STILLWATER BLDG	-	-	-	-	407,592
CHARGE FOR SERVICES - ANIMAL SHEL	-	-	34,162	34,162	35,187
CHARGE FOR SERVICES - N 27TH	559,884	577,343	593,983	590,000	611,804
GRANT INCOME	98,792	28,205	-	-	-
MISCELLANEOUS	3,200,235	32,422	-	50,000	-
INTEREST EARNINGS	5,820	(62,432)	9,202	500	34,000
TRANSFER IN	532,057	532,057	532,059	532,059	356,894
TOTAL REVENUE	**$ 5,212,875**	**$ 2,322,935**	**$ 2,510,507**	**$ 2,602,721**	**$ 3,428,703**
EXPENSES:					
ADMINISTRATION	$ 482,865	$ 1,228,217	$ 1,812,282	$ 1,850,000	$ 879,682
STILLWATER BUILDING	-	323,043	426,000	430,000	621,000
BOC	749,501	807,972	1,328,448	765,144	1,049,519
ANIMAL SHELTER	-	-	25,000	15,000	15,000
N 27TH	419,210	356,844	374,453	340,000	355,537
BABCOCK THEATRE	42,425	19,732	-	220,000	-
TOTAL EXPENSES	**$ 1,694,001**	**$ 2,735,808**	**$ 3,966,183**	**$ 3,620,144**	**$ 2,920,738**
WORKING CAP. CHANGES NOT BUDGETED	(461,435)	(433,585)	-	-	-
WORKING CAPITAL-ENDING	**$ 4,174,140**	**$ 3,327,682**	**$ 1,846,536**	**$ 2,310,259**	**$ 2,818,224**
LESS OPERATING RESERVE	135,520	218,865	317,295	289,612	233,659
AVAILABLE WORKING CAPITAL	**$ 4,038,620**	**$ 3,108,817**	**$ 1,529,241**	**$ 2,020,647**	**$ 2,584,565**

PUBLIC WORKS ADMINISTRATION
OPERATING BUDGET

FUND 6600

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL-BEGINNING	**$ 375,197**	**$ 615,971**	**$ 710,542**	**$ 875,032**	**$ 857,000**
REVENUES:					
CHARGE FOR SERVICES	2,888,837	2,794,737	2,924,130	2,924,130	3,166,871
INTERGOVERNMENTAL	97,969	89,689	-	-	-
INVESTMENT EARNINGS	935	(13,651)	2,000	3,848	4,000
TOTAL REVENUE	**$ 2,987,741**	**$ 2,870,775**	**$ 2,926,130**	**$ 2,927,978**	**$ 3,170,871**
EXPENSES:					
PERSONAL SERVICES	$ 1,979,242	$ 1,612,923	$ 1,937,779	$ 1,899,750	$ 2,137,224
OPERATIONS & MAINTENANCE	931,497	860,628	1,060,560	1,034,260	1,078,202
CAPITAL	9,245	12,598	12,000	12,000	-
TOTAL EXPENSES	**$ 2,919,984**	**$ 2,486,149**	**$ 3,010,339**	**$ 2,946,010**	**$ 3,215,426**
WORKING CAP. CHANGES NOT BUDGETED	173,017	(125,565)	-	-	-
WORKING CAPITAL-ENDING	**$ 615,971**	**$ 875,032**	**$ 626,333**	**$ 857,000**	**$ 812,445**
LESS OPERATING RESERVE	232,859	197,884	239,867	234,721	257,234
AVAILABLE WORKING CAPITAL	**$ 383,112**	**$ 677,148**	**$ 386,466**	**$ 622,279**	**$ 555,211**

FUND 6700

PUBLIC WORKS ENGINEERING
OPERATING BUDGET

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
WORKING CAPITAL-BEGINNING	**$ 124,650**	**$ 234,065**	**$ 279,833**	**$ 219,901**	**$ 269,645**
REVENUES:					
SPECIAL ASSESSMENTS	$ 54,751	$ 60,979	$ 55,000	$ 81,283	$ 85,000
LICENSES & PERMITS	128,177	127,936	134,000	117,700	140,500
CHARGE FOR SERVICES	2,923,873	2,984,796	3,326,256	3,254,556	3,677,186
INTERGOVERNMENTAL	132,100	135,891	-	-	-
INVESTMENT EARNINGS	186	(3,637)	1,000	1,133	2,500
MISCELLANEOUS	949	2,455	-	-	-
TOTAL REVENUE	**$ 3,240,036**	**$ 3,308,420**	**$ 3,516,256**	**$ 3,454,672**	**$ 3,905,186**
EXPENSES:					
PERSONAL SERVICES	$ 2,657,747	$ 2,386,123	$ 2,594,589	$ 2,607,288	$ 2,771,437
OPERATIONS & MAINTENANCE	641,037	763,061	767,836	797,391	943,345
CAPITAL	25,359	32,762	75,985	249	179,000
TOTAL EXPENSES	**$ 3,324,143**	**$ 3,181,946**	**$ 3,438,410**	**$ 3,404,928**	**$ 3,893,782**
WORKING CAP. CHANGES NOT BUDGETED	193,522	(140,638)	-	-	-
WORKING CAPITAL-ENDING	**$ 234,065**	**$ 219,901**	**$ 357,679**	**$ 269,645**	**$ 281,049**
LESS OPERATING RESERVE	329,878	314,918	336,243	340,468	371,478
AVAILABLE WORKING CAPITAL	**$ (95,813)**	**$ (95,017)**	**$ 21,437**	**$ (70,823)**	**$ (90,429)**

Permanent Fund

CEMETERY PERPETUAL CARE FUND
OPERATING BUDGET

FUNDS 7010 & 7030

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
FUND BALANCE BEGINNING	**$ 747,414**	**$ 765,418**	**$ 789,168**	**$ 778,006**	**$ 798,006**
REVENUE:					
PERPETUAL CARE FEES	$ 20,642	$ 25,532	$ 15,750	$ 18,000	$ 15,750
INTEREST ON INVESTMENTS	1,040	(10,972)	1,444	6,000	7,700
TOTAL REVENUE	**$ 21,682**	**$ 14,560**	**$ 17,194**	**$ 24,000**	**$ 23,450**
EXPENDITURES:					
TRANSFER-GENERAL FUND	$ 3,678	$ 1,972	$ 5,600	$ 4,000	$ 5,600
TOTAL EXPENDITURES	**$ 3,678**	**$ 1,972**	**$ 5,600**	**$ 4,000**	**$ 5,600**
PRIOR PERIOD ADJUSTMENT	$ -	$ -	-	$ -	$ -
FUND BALANCE ENDING	**$ 765,418**	**$ 778,006**	**$ 800,762**	**$ 798,006**	**$ 815,856**
LESS:					
NONSPENDABLE	765,418	778,006	800,762	798,006	815,856
RESTRICTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CEMETERY PERPETUAL CARE FUND BUDGET NARRATIVE

City ordinance requires 35% of the proceeds from the sale of grave lots and mausoleum spaces to be placed in this fund and maintained for perpetuity. The interest income generated by this fund is transferred yearly into the General Fund to be used for care of the cemetery.

City Council Regular

Date:	06/12/2023
Title:	Joint Public Hearing and Resolution- Annexation 23-04
Presented by:	Monica Plecker
Department:	Planning & Community Services
Presentation:	Yes
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends the City Council hold a public hearing. In this case, a joint public hearing that considers both the annexation and the associated Zone Change 1026, a zone change from Agricultural to Public 3 (P3). Upon completion of the hearing, staff recommends the City annex the petitioned property with the staff recommended conditions of approval.

NOTE: Though a joint hearing is being held, individual action will need to be taken on each item.

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

The Montana Department of Military Affairs have petitioned for annexation using the provisions of Section 7-2-4600, MCA. The property is located at 3648 AJ Way. The property is described as Tracts 2 and 3 of Certificate of Survey 1889. The land is legally described as Parcels of Land situated in the NW 1/4 and NE 1/4 of Section 26, T.1N., R.26E., Yellowstone County, Montana, more particularly described as follows: Tracts 2 and 3 of Certificate of Survey No. 1889, recorded May 17th, 1979, under Document No. 1129245 on file and of record in the office of the Yellowstone County Clerk and Recorder. Said annexation containing 40.01 gross net acres, more or less. The property is zoned Agricultural, a zone not recognized by the City of Billings. Therefore, an associated zone change application is being submitted for the use of P3 to allow the development of a Montana Army National Guard facility. Specifically the property owner intends to construct a Limited Army Aviation Support Facility. This would be considered a civic campus in accordance with the zoning and buildings will likely be constructed over the course of several years and as more land is acquired.

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: The property is confirmed to be in the red area, see attached 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: The Annexation Agreement (conditional approval) is the binding contractual agreement that identifies requirements of the City and the Developer to ensure services are provided in a mutually agreed to time. The Annexation Agreement will be considered at this same City Council meeting. The developer is required to meet this condition within 45 days per the attached resolution.

3. Existing or proposed public improvements within the area to be annexed will meet City standards: The existing property is vacant therefore and planned infrastructure will be new and is required to meet the City's regulations. The Annexation Agreement which is a condition of approval will outline public improvements required of the developer as part of developing the property. The only way this property could be developed in the city not according to adopted policies and regulations would require action from City Council or the Board of Adjustment to grant variances allowing deviations from adopted codes. No variances have been requested, and the structure is intended to be conforming to zoning and all other City of Billings regulations.

4. All property owners within the area to be annexed must sign a Waiver of Right to Protest future Special Improvement Districts: A standalone waiver is required as a condition of approval for this annexation. This waiver is attached to the Annexation Agreement. The waiver is good in perpetuity and is not subject to the 20-year limitation as identified in the Montana Subdivision and Platting Act.

5. All residential property owners within the area to be annexed must create or join an existing park maintenance district: This criteria is not applicable, as confirmed by the Parks Department as there is not a park maintenance district governing the area, nor is there a parkland dedication requirement for the development. Parkland dedication

may be required in the future if the property is subdivided in accordance with the Subdivision and Platting Act, though the likelihood of this is small since the Department of Military Affairs will be developing the parcels for the use of a Limited Army Aviation Support Facility.

6. Residential densities planned for development within the area to be annexed must meet an overall average density of at least 4-7 dwelling units per acre: This criteria is not applicable to this annexation since the land is proposed to be developed as a civic campus that will house a Limited Army Aviation Support Facility. There are no planned residential uses for the property.

7. The proposed land use within the area to be annexed must conform to the goals of the Adopted City of Billings Growth Policy: Chapter 2 of the 2016 City of Billings Growth Policy outlines 7 growth guidelines. Essential Investments, Place Making, Community Fabric, Strong Neighborhoods, Home Base, Mobility and Access and Prosperity. Particularly this parcel with the proposed zoning is most in line with the following:

Essential Investments:

- Infill development and development near existing City infrastructure may be the most cost-effective
- Neighborhoods that are safe and attractive and provide essential services are much desired
- Mobility and Access (transportation choices in places where goods and services are accessible to all)

Prosperity:

- Community investments that attract and retain a strong, skilled and diverse workforce also attracts businesses

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: The developer tracts will connect to existing water and sanitary sewer mains that are located in AJ Way.
- Storm water: The developer will manage storm drainage within the Developer Tracts in accordance with the City of Billings Stormwater Management Manual (2018).
- Transportation: The subject property will be accessed from AJ way.
- 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 in order to meet and maintain a high level of service due to the increased call volume and burden on our department these annexations create. The nearest fire station is Station #1, located at 2305 8th Ave. N., approximately 4.15 road miles or approximately 9 minutes driving time to the subject property depending on traffic. A major concern for this property is the water supply for fire suppression. The minimum required water supply is 1,500 gpm. Currently, only 80 gpm is supplied to the area. Currently, the City's Public Works has a pump station to increase that amount, but it has to be manually activated. Public Works is planning to upgrade this pump to an automatic variable frequency drive pump. Once installed there will no longer be a need for the manual pump and the water supply will increase thus alleviating the concerns for the Fire Department. Additionally, the National Guard will be installing, internal to the site, buried dry hydrants to be available in additional to the municipal water supply. The Guard is installing these on their own volition to have available for internal fires.
- Parks: There is no parkland required as part of this annexation request.
- School facilities: School District 2 does not generally provide recommendations on land-use applications, but rather provides broad statements regarding capacity issues. For this petition, the school district is likely to feel mimimal or no impacts because the development is not residential in nature. The School District has provided the following capacity information. Alkali Elementary current enrollment number is 353 and capacity is 394; Castle Rock Middle School enrollment is 707 and capacity is 715; and Skyview High School: current enrollment number is 1,593 and max capacity is 1,684. The school district provided no additional comments.

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 emergency services in its comments above did note its concerns as additional property is annexed into the City. Those concerns did not warrant a recommendation of denial.

- Transit: The nearest fixed route, with the existing routes and planned new routes to take effect Summer 2023, is approximately 2.25 miles away via Zimmerman Trail at Rimrock Rd and 38th St West. The rimrocks do provide a significant barrier for transit to be able to provide closer service to this area. Fixed-route service also serves

Billings Logan International Airport approximately 2.5 miles away. Transit does not anticipate serving the area with fixed route service in the foreseeable future, but will continue to provide paratransit service within all of Billings city limits as time and space allows.

- Police: This property is adjacent to areas already receiving service. There is adequate ingress/egress and there will not be a need to adjust schedules or beat structure. Continued annexation and development without commensurate resources will adversely affect the department's ability to deliver services over time.
- 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.
- 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. 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 this property is within the City's Annexation Petition Area and is expected to be brought into the City to develop at urban density and utilize City services. Having this property annex and be used for aviation related development is appropriate given the proximity to the Billings Logan International Airport. The Planning and Community Services Department and the Planning Division supports this annexation petition. Staff finds the annexation policy criteria have been met.

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. The hearing was legally advertised in the *Yellowstone County News.*

ALTERNATIVES

The City Council may approve or deny the petition for annexation. Denial of the petition will mean the City Council cannot consider any other associated items with this annexation.

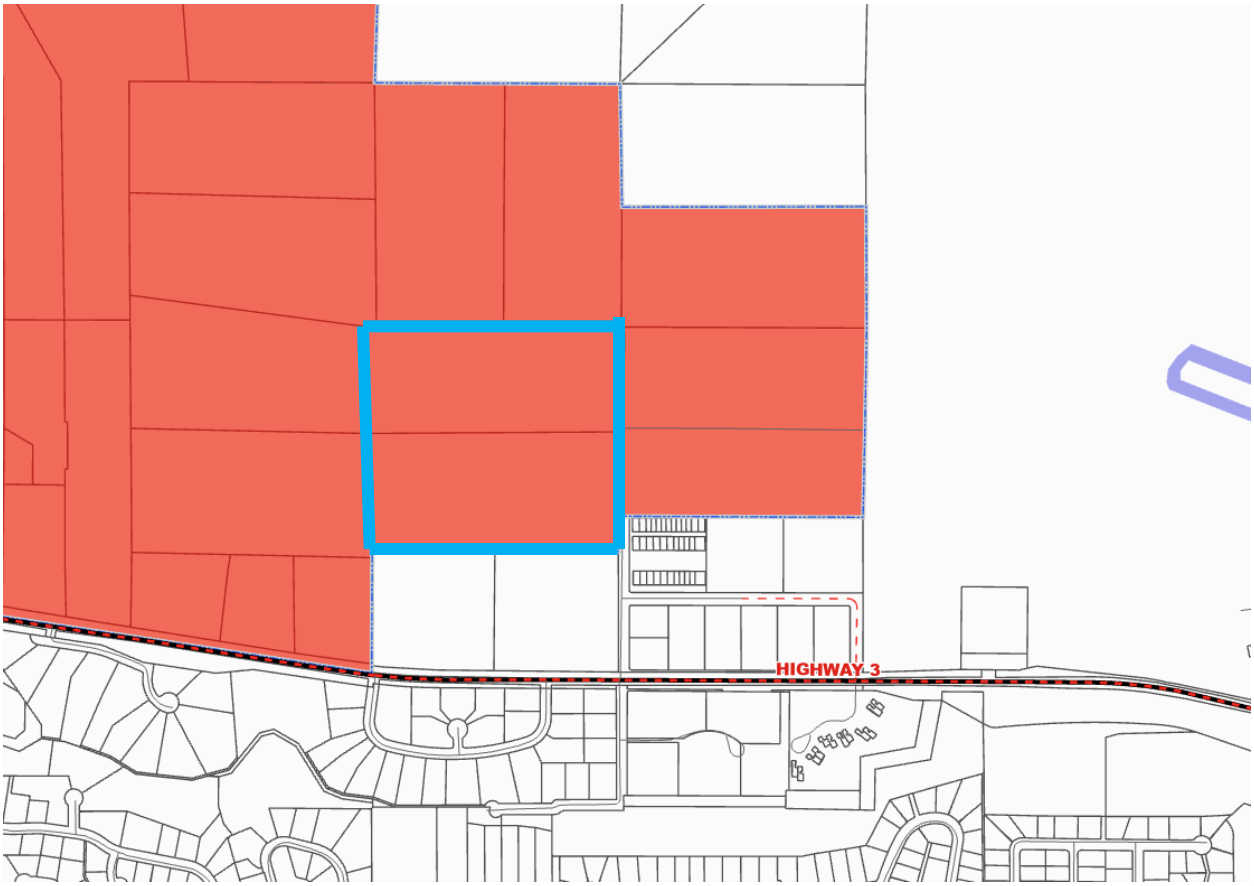
- On March 28, 2023, the annexation petition was submitted to the Planning Division by the owner's agent.
- The Council is scheduled to hold a hearing and take action on June 12, 2023.

FISCAL EFFECTS

This application has no impact on the Planning Division Budget.

Attachments

Limits of Annexation Map
Resolution



Limits of Annexation Map

RESOLUTION NO. 23 -

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:

Parcels of Land situated in the NW 1/4 and NE 1/4 of Section 26, T.1N., R.26E., Yellowstone County, Montana, more particularly described as follows:

Tracts 2 and 3 of Certificate of Survey No. 1889, recorded May 17th, 1979, under Document No. 1129245 on file and of record in the office of the Yellowstone County Clerk and Recorder.

Said annexation containing 40.01 gross net acres, more or less.

(# 23-04) See Exhibit "A" Attached

2. CONDITIONS. The annexation is approved, subject to the following conditions:

- Upon annexation a standalone Waiver of Right to Protest shall be filed with the Yellowstone County Clerk and Recorder.
- Within 45 working days and prior to site development, a mutually acceptable Annexation Agreement shall be preliminarily approved 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 12th day of June, 2023.

CITY OF BILLINGS:

BY: _____

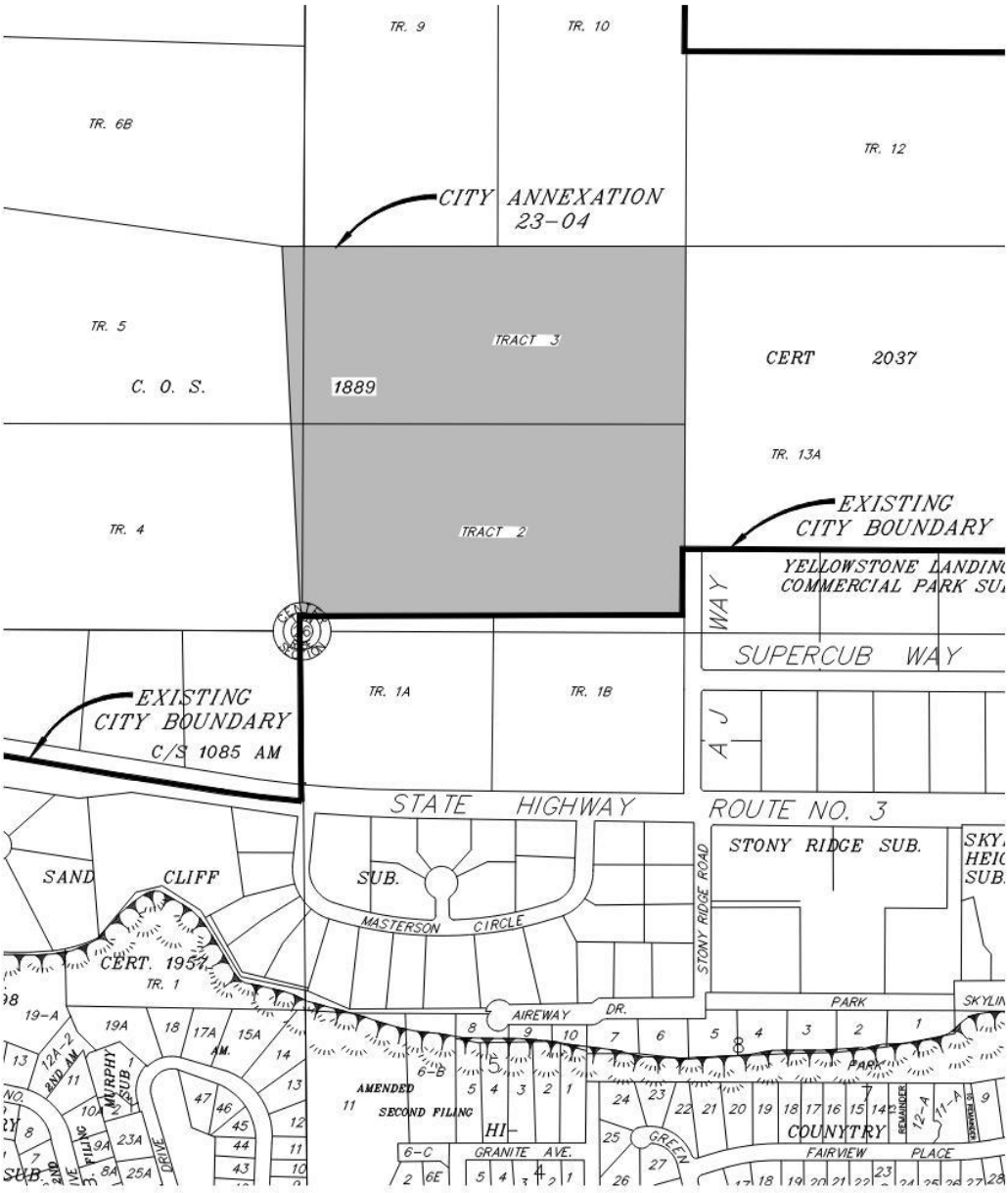
William A. Cole, Mayor

ATTEST:

BY: _____

Denise R. Bohlman, City Clerk
(# 23-04)

EXHIBIT "A"


TR. 9
TR. 10
TR. 6B
TR. 12
CITY ANNEXATION
23-04
TR. 5
TRACT 3
CERT 2037
C. O. S.
1889
TR. 13A
TR. 4
TRACT 2
EXISTING
CITY BOUNDARY
YELLOWSTONE LANDIN
COMMERCIAL PARK SU
WAY
SUPERCUB WAY
TR. 1A
TR. 1B
EXISTING
CITY BOUNDARY
C/S 1085 AM
STATE HIGHWAY
ROUTE NO. 3
STONY RIDGE SUB.
SAND
CLIFF
SUB.
MASTERSON CIRCLE
STONY RIDGE ROAD
CERT. 1951
TR. 1
AIREWAY
DR.
PARK
AMENDED
SECOND FILING
GRANITE AVE.
GREEN
COUNTRY
FAIRVIEW
PLACE
MURPHY SUB
DRIVE

City Council Regular

Date: 06/12/2023
Title: Joint Public Hearing Zone Change 1026 - 3648 AJ Way - A to P3
Presented by: Monica Plecker
Department: Planning & Community Services
Presentation: Yes

RECOMMENDATION

The Zoning Commission is recommending approval and adoption of the findings of the 10 review criteria for Zone Change 1026.

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

This is a zone change request for property at 3648 AJ Way from Agriculture (A), a county zone district, to Public 3 - Civic Campus (P3- Civic) on C/S 1889, Tracts 2 and 3, a 40.001 acre parcel(s) of land. The proposed zoning would facilitate the Department of Montana Military Affairs in the development of an Army National Guard facility. In order for these two parcels to be developed, they will be annexed into the City of Billings. This will give access to municipal water and sewer, among other utilities. When properties are annexed into the City, they must also go through a concurrent process to have the property re-zoned to a zone recognized by the City. In this case, the applicant is seeking a zone change to Public 3 Campus (P3). The P3 district is intended for public and civic uses involving multiple structures that are developed in a campus-like environment. P3 zoning is available for medical campuses, educational campuses, and civic campuses with three (3) or more principal buildings. The Army National Guard facility, more specifically known as the Limited Army Aviation Support Facility (LAASF) would be considered a civic campus in accordance with zoning and buildings will likely be constructed over the course of several years. But once the project is completed it will achieve the campus feel as intended by the district.

The following is background information on the proposed facility and operations provided by the Army National Guard: "*The Planned Action is to construct a government-owned permanent Limited Army Aviation Support Facility (LAASF) in Billings, Montana. A larger, Montana Army National Guard (MTARNG) owned facility would accommodate a permanent hangar and would include backup/emergency generator, paved parking, unheated aircraft storage, and fire detection, alarm, and suppression equipment. This large, long-term permanent facility includes space for training rooms, office space, hangar, etc. and would accommodate the emerging growth needs and coverage requirements of the Montana Army National Guard (MTARNG) aviation assets. The permanent facility would better accommodate on-the-ground drill and training activities. The LAASF would be staffed by up to 14 full-time personnel, including mechanics, flight operations specialists, and a mixture of each of the following; avionics, technical supply, production control officer, maintenance test pilot, quality assurance officer, Officer in Charge (OIC), instructor pilot, and maintenance supervisor. During the drill weekends, up to 90 personnel are stationed in Billings. These weekends commence on either Thursday or Friday and conclude on Sunday evenings. Typical start/end times are Thursdays, 10AM -- 11PM; Fridays, 7AM -- 11PM; Saturdays, 7AM -- 11PM; and Sundays, 8AM -- 330PM. The proposed LAASF would support six helicopters (including but not limited to the Chinook, Blackhawk, and Lakota). Flights occur primarily during the day. On weekdays, 2 to 3 helicopter training flights per day originate from LAASF for a total of 10 to 15 flights per work week. The LAASF supports 2 to 3 flights per day on drill weekends for a total of 14 to 21 flights during a drill week. While most flights are single-aircraft operations, some multi-ship operations occur. Multi-ship flights depart the airspace immediately and do not use the traffic pattern. The LAASF operates one additional Saturday per month that includes two to three flights. Flights follow flight paths that are approved by Air Traffic Control. Flight paths originate at the LAASF facility and travel over the airport north of Highway 3.*"

Planning staff recommended approval and adoption of the findings for the 10 review criteria for Zone Change 1026. The Zoning Commission concurred with the staff recommendation and also recommends approval to the City Council for Zone Change 1026. The Zoning Commission found that the proposed P3 zone is compatible with nearby existing aviation facilities and would not be overly intrusive to nearby low-density residential developments considering existing aviation activity.

STAKEHOLDERS

Planning staff notified the surrounding owners, published a legal ad and posted the property as required by the zoning regulations. At the time this staff report was submitted, Planning staff has not received any correspondence on the proposed zone change from surrounding owners. A pre-application neighborhood was conducted by the applicant on March 27, 2023, at 3465 AJ Way - Unit 111, and 16 persons signed the attendance sheet. The pre-application meeting

notes and sign in sheet are attached.

The Zoning Commission held a public hearing on May 2nd. Prior to the hearing staff provided a presentation and overview of the proposed zone change. Additionally, the Army National Guard Lieutenant Colonel John Gehring provided background information and presentation to the Zoning Commission. He also introduced Colonel Rob Oleson, Lee Elder with SMA Architecture, and Holly Manning with Robert Peccia and Associates who are part of the design team. Lieutenant Colonel Gehring provided an overview of the project and operation that would occur. He explained the Montana Army National Guard has been conducting business in a leased hangar space on adjacent property. He stated the Dept of the Army has authorized this permanent aviation presence in Billings. This facility will help provide response for this area and Eastern Montana. In the past 12 months the Montana Army National Guard has rescued 92 people in eastern Montana. This facility will serve as a projection platform. He stated transparency on this project is important. The Army National Guard is in the process of trying to obtain an additional 98 acres. With the governor's approval, the City could anticipate future applications for these properties as efforts move forward in build out of a campus. Lee Elder then shared conceptual images of the proposed structure. He noted at this time these are conceptual, but wanted to provide transparency. He iterated the importance of annexing and completing a zone change is to gain access to city services. He shared additional information related to the site plan. He answered an earlier question from the Board asking if there would be direct access to the Billings Airport. He stated they have not formalized access but are considering what that may look like and further coordinate with the City.

Commissioner Greg McCall asked if this property did not have to follow the PND process for newly annexed property. Staff clarified the PND did not apply to this property. Commissioner David Goss asked about the specific training that would occur on site. LC Gehring clarified up to 6 aircraft are authorized for, mostly Blackhawks. Commissioner Goss further clarified his question and asked if outside Guards would be coming in for training similar to a training program he was familiar with in Oregon. LC Gehring explained that training exercises here would be for Montana Army National Guard members who have already completed flight school.

The Public Hearing was opened. There was no public testimony. The Zoning Commission voted to recommend approval of Zone Change 1026 with the findings to City Council. The motion passed unanimously.

ALTERNATIVES

The City Council may take one of the following actions:

- Follow the Zoning Commission recommendation and adopt the findings of the ten review criteria as recommended by the Zoning Commission for Zone Change 1026; or,
- Deny the zone change and adopt different findings from the Zoning Commission of the ten review criteria for Zone Change 1026; 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

Prior to taking any action on this zone change, the City Council shall consider the following:

1. Is the new zoning designed in accordance with the Growth Policy and neighborhood plans?
The proposed zone change is consistent with the following guidelines of the 2016 Growth Policy:

Essential Investments (relating public and private expenditures to public values)

- Infill development and development near existing City infrastructure may be the most cost-effective
- Neighborhoods that are safe and attractive and provide essential services are much desired
- Mobility and Access (transportation choices in places where goods and services are accessible to all)

Prosperity (promoting equal opportunity and economic advancement)

- Community investments that attract and retain a strong, skilled and diverse workforce also attracts businesses

The proposed zoning would allow for the development of a military facility that would serve the region and promote safety. There is only one other facility in the state that serves this role, and a facility like this in Billings will provide faster response times to this part of the state. Additionally, this activity is being located in proximity to an area of the city that already has established aviation operations. The proposed zone aligns with allowed development on adjacent

parcels. The P3 district allows civic campuses.

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

3. Whether the new zoning will promote public health, public safety and general welfare?
Public health and public safety are promoted by the proposed zoning. This is not a unique to the P3 zone, but instead is promoted by all adopted zoning districts within the City of Billings. The site and structure regulations found in 27-500.1 in the P3 district promote the minimum standards to ensure public health and safety and promote general welfare. Public health and public safety will be promoted by the proposed zone change.

4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement?
Transportation: The proposed zoning itself will have no appreciable effect on the adjacent transportation network, however once the property is developed there will be some impact to nearby roadways. The property will be served by AJ Way, a public road that is accessed by Highway 3. Montana Highway 3 is a National Highway System (NHS) non-interstate route that extends from Billings to Great Falls. In the project vicinity, Highway 3 generally runs east to west providing access to several public streets and numerous residential driveways. Currently, the facility has a single travel lane in each direction with left-turn lanes at Rod & Gun Club Road (eastbound), Zimmerman Place (westbound), Apache Trail (westbound). Highway 3 also has right-turn lanes at its intersections with Rod & Gun Club Road (westbound) and a roundabout at Zimmerman Trail.

The Billings Area Transportation Plan classifies Highway 3 as a Principle Arterial. Principle arterial roadways are built to carry higher volumes of traffic generally between 30,000-55,000 (ADT). Today traffic volumes in the corridor are approximately 11,500 Average Daily Traffic (ADT). Projections indicate that traffic will increase to approximately 17,000 ADT by the year 2040.

Generally the Level of Service (LOS) through the corridor operates at A or B which is well above the average LOS for the Billings community.

The Army National Guard (ANG) will have an estimated 14 full-time employees. Additionally, the ANG will host monthly trainings 1 weekend per month. Staff has identified no concerns with access from AJ Way and Highway 3 that would create a negative finding given the above-mentioned information specific to the function of Highway 3.

Water and Sewer: The City provides water and sewer to the property. The utilities will be provided in accordance with the accompany annexation agreement that is mutually agreed upon between the City of Billings and the Property Owner. This agreement is a strict condition of approval for annexations. Water will be extended to the property via AJ Way.

Schools and Parks: Schools and parks should not be negatively affected by the proposed zoning. The proposed development does not include residential uses, therefore, additional students due to this zone change would not be anticipated. It should be acknowledged that with new jobs in the community the school district may realize some increase in student population, however, the zone change does not have a direct correlation to this.

Fire and Police: The subject property is served by city public safety services. The property is currently served by the Billings Fire Department and upon annexation will continue to be served. The nearest fire station is Fire Station 1 which is located approximately 3.9 miles away. The Police and Fire Departments expressed no concerns with the zone change.

5. Will the new zoning provide adequate light and air?
Similar to criteria 2 and 3, the proposed P3 zone, like all zones, requires minimum setbacks to allow for adequate separation between structures and adequate light and air. This parcel is presently vacant therefore any new structure(s) will be required to meet the standards required by Section 27-500.1.

6. Will the new zoning effect motorized and non-motorized transportation?
The new zoning itself will not impact motorized and non-motorized transportation. Once developed, there will be increased volume to the transportation network, both motorized and non-motorized. At this time the facility will house up to14 full-time employees and will host trainings once per month with an estimated 90 personnel. AJ way provides direct access to the property and upon annexation of these parcels the access will be in the same location. Highway 3 provides access to AJ way. Highway 3 is a principal arterial road and a United States (US) highway. Principal arterial roads are built to carry higher volumes of traffic generally between 30,000-55,000 (Average Daily Traffic -

ADT). Today, traffic volumes in the corridor are approximately 11,500 ADT. Projections indicate that traffic will increase to approximately 17,000 ADT by the year 2040, well under the designed capacity. Over time, some improvements may need to be made along Highway 3. These may include traffic management facilities like turn lanes. The addition of improvements such as these will need to be coordinated with the Montana Department of Transportation. Also in the vicinity is the Skyline Trail which is under construction and is located south of Highway 3. The Skyline Trail is a multi-use trail that will extend from the intersection of Highway 3 and Zimmerman Trail through Airport Road along the south side of Highway 3. The City has received federal funding to pave a 10-foot trail that would replace an unimproved/primitive trail that is presently in place. Users of the trail system will observe more air traffic, but the development of the parcel would not obstruct access to the trail.

7. Will the new zoning promote compatible urban growth?
The proposed zoning is compatible with the adjacent zoning and existing uses in the vicinity. This property is near the Billings Flying Service, the Billings Airport and other undeveloped P2 zoned land owned by the City of Billings. The Billings Flying service is a commercial heliport. The use of this property for the Army National Guard close to a heliport and municipal airport does not create compatibility concerns. The proposed Army National Guard facility will also be adjacent to agricultural lands, some that have single family residences. These residences will remain in Yellowstone County. Based on existing activity from the Billings airport and Billings Flying service, there are no additional findings to suggest the P3 zone for the use of the National Guard would not be suitable next to agricultural zoned land.

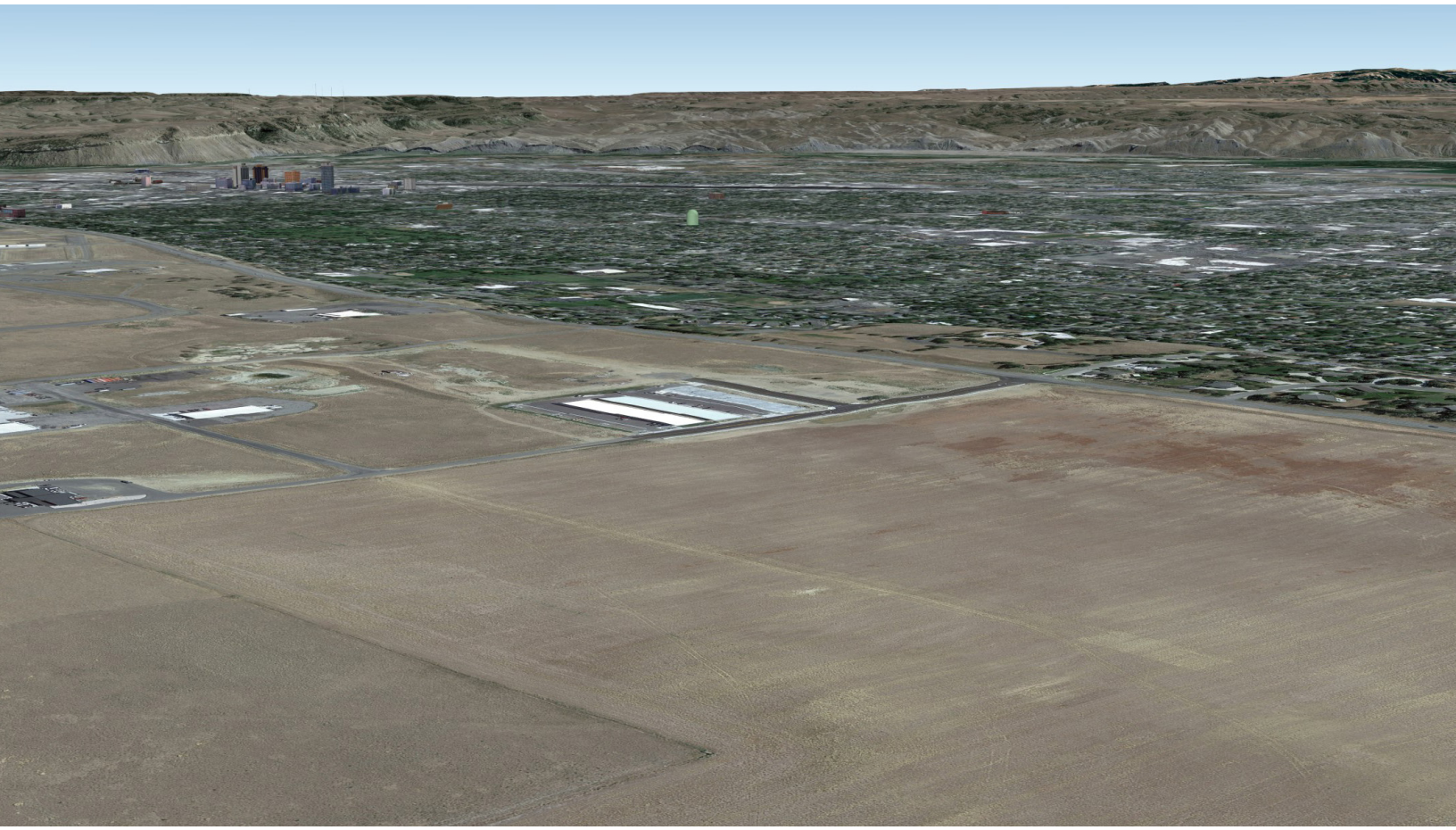
8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?
The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. The proposed zoning will allow a civic campus to be used by the Army National Guard. The proposed zoning is compatible with the adjacent zoning and existing development and uses in the vicinity. The property is suitable for the proposed use and will fit in with the already existing and established aviation uses in the vicinity (Billings Airport and Billings Flying Service). Further, this use is compatible with the character of the surrounding districts of Public 2 (P2), Heavy Commercial (CX), Agriculture (A), and Light Industrial (I1).

9. Will the new zoning conserve the value of buildings?
The property is currently vacant, therefore the new zoning will not have an impact on the value of buildings for the parcel. Any new structures will need to be in compliance with zoning and building codes, therefore, there are no concerns related to the conservation of value of buildings on the parcels subject to the zone change.

10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?
In order for the property to be annexed into the City it requires the property be rezoned to a zone recognized by the City. The Department of Military Affairs owns the property and intends to develop it for the Army National Guard. The landowner has chosen the P3 zone as the most appropriate zone and intends to develop the property in accordance with the requirements of the zoning. A use like this near already established aviation operations and businesses does encourage the most appropriate use throughout the City of Billings.

Attachments

Application Letter and Preapplication Notes
Zoning Map and Site Photos
Zoning History
Application and Pre app certification
Ordinance



3648 AJ Way | Zone Change

3 April 2023

S M A architecture + design

RPA

NARRATIVE

1 INTRODUCTION 3

2 DECISION CRITERIA 4

3 NEIGHBORHOOD MEETING MINUTES 6

DOCUMENTS

Neighborhood Meeting Mailing
Neighborhood Meeting Sign-In/Attendees

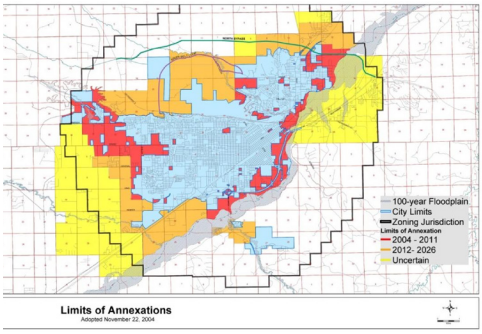
PLANS

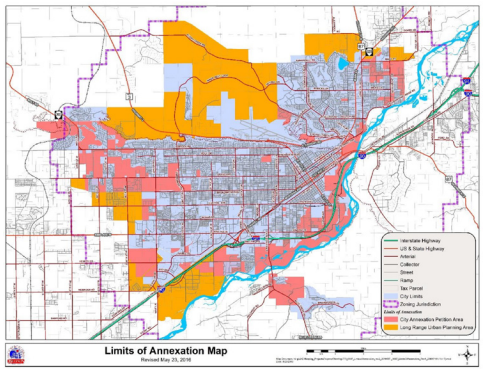
Annexation Map

INTRODUCTION

Overview

This is a proposal to change the zoning of these two parcels from County Agricultural to P3 Public Civic Campus zoning. The reason for the proposed zone change is that these parcels are also proposed to be annexed into the City of Billings. Agricultural zoning is not allowed within city limits, so this zone change is an accompanying piece of that process. Annexation of these properties into the city provides the parcels with city utilities, and in-turn, provides the benefit of these parcels to the city. These parcels are owned by the Department of Military Affairs, and the uses that will happen on site will provide public safety and resources to the community.





Growth Policy

The zoning objectives of '3648 AJ Way' were designed in line with the 2016 City of Billing's Growth Policy, and Municipal Code. These documents and others are referenced throughout the application. In the Growth Policy the Limits of Annexation maps have these parcels slated to be annexed from 2012-2026, or within the Long Range Urban Planning Area. To quote the growth policy – '**Shallow bedrock and unstable slopes can pose difficulties for construction.**' A principal reason for annexation is to connect to city utilities to limit the impacts to construction, and negative impacts that independent water, wastewater, and stormwater systems may have on the neighbors and geology.

Neighborhood Plans

There are no Neighborhood Plans for this area.

DECISION CRITERIA

27–1628 D

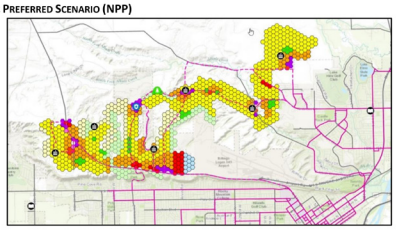
1. **Whether the new zoning is designed in accordance with the growth policy**
   These parcels fit the primary objectives listed within the Growth Policy. For Essential Investments – Under 'Locations for Investments' Infill and contiguous County properties is the primary objective. For Public Services the first objective is Public Safety. Integrated Water Systems is the first objective for Infrastructure, and Pubic services is the first objective of the Business category. For Regulation objectives 2–6 will be met on these sites.
2. **Whether the new zoning is designed to secure from fire and other dangers**
   Yes, P3 zoning will be served by the City of Billing's emergency services, including police and fire. Future site development will conform to City of Billing's public safety, building, and land use requirements in compliance with the Municipal Code, as well as all applicable building codes to help secure safety from fire and other dangers.
3. **Whether the new zoning will promote public health, public safety and general welfare**
   Yes, all future development will require site plan review and compliance with the City's Municipal Code which ensures the promotion of public health, safety and general welfare. This proposed zoning change allows for additional civic campus alternatives and provides open space. It is anticipated that this project will increase support facilities, facilitating decreases in emergency response times.
4. **Whether the new zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements**
   Yes, The City conducts extensive planning for municipal transportation, water, sewer, parks, and other facilities and services provided by the City. The adopted plans allow the City to consider existing conditions and identify enhancements needed to provide additional service needed by new development. The development of public infrastructure improvements to serve the property will be required to conform to the City of Billing's adopted standards which require properties to construct public infrastructure and/or pay impact fees, assessments, and taxes to support transportation, water, sewer, school, parks, and other public requirements.
5. **Whether the new zoning will provide adequate light and air**
   Yes, The Municipal Code includes requirements for providing adequate light and air including park and recreation requirements, maximum building height, on-site open space requirements, lot coverage, and

DECISION CRITERIA (Cont.)

setback requirements. Future development of the property will be subject to these provisions and that of the Building Codes which have standards for ingress and egress, ventilation, and related subjects that further support the provision of adequate light and air.

6. **Whether the new zoning will affect motorized and nonmotorized transportation**
   Neutral, with the change in zoning there will be no direct change in transportation with this zone change. It is noted that improvements at AJ Way and Highway 3 will be needed because of existing and planned growth in the future. The zone change of these parcels does not directly impact the area transportation. Future developments will conduct the required Traffic Impact Studies to determine the impact to area transportation networks.

North Public Preferred Scenario (NPP)



7. **Whether the new zoning will promote compatible urban growth**
   The P3 zoning promotes more growth than the agricultural county zoning. The P3 zoning is also compatible with future plans from the 2016 Growth Policy. In the Public Preferred Scenario of the growth Planning Scenarios it has these parcels listed as Heavy Commercial High Density / Industrial Light. Public P3 Civic Campus is not listed as a zone in that plan but it fits similar to those uses. (See images to left)
8. **Whether the new zoning considers the character of the district and the peculiar suitability of the property for particular uses**
   Yes, the proposed P3 can support many types of urban development that serve the immediate area and broader region. With adjacent P2, I1, and CX zoning the P3 uses will fit well with those uses.
9. **Whether the new zoning will conserve the value of buildings**
   There are no existing buildings on the site to evaluate when considering how the values of buildings are being conserved. Any proposed new or expanded structures will be required to meet setbacks set forth in the Municipal Code, which will alleviate potential negative impacts to the values of adjacent buildings on bordering parcels in the event of future development on the subject property. Any future development on the property will be subject to standards in the P3 zoning which will ensure the conservation of adjacent building values.
10. **Whether the new zoning will encourage the most appropriate use of land throughout the city.**
    Yes, with adjacent P–2, CX, and I1 zoning we feel this P3 zoning fits the mix of all those zones. Additionally this zoning fits the projected uses of the Growth Policy as mentioned in the Overview.

NEIGHBORHOOD MEETING MINUTES

1. Peter Rudd from SMA noted the lots and description of the sites that have a proposed zone changes from AG to P3. A map was passed around showing the lot locations. Discussed P3 as multi building campus.
2. Barbara Ramlow:
   Will each lot be a separate campus
   Response: No, currently anticipating a single campus.
3. Alice Lahren:
   How can we be comfortable without knowing what building will be built?
   Response: The first phase will be a Limited Army Air Support Facility.
4. Howard Evans:
   Who do you represent?
   Response: SMA, the State of Montana and The Department of Military Affairs.
   What will be done to mitigate noise? Could there be a berm?
   Response: Too early in the design phase to tell. Trees have been considered.
5. Morgan Tuss:
   What exit/entry will be allowed to handle future development.
   Response: A second entry has been discussed, but too early to give a firm answer

6. Richard King (Chair of Rimrock Neighborhood Task Force):
   Is there any activity by the county, master planning program that would help define the future of this area outside your property?
   Response: Not that we are involved in or have knowledge of.
7. Paul Scarpari:
   What happen in Phase 1? Will there be barracks?
   Response: Phase 1 is the LAASF; no barracks..
8. Howard Evans:
   Why in the City?
   Response: We would guess it is due to the availability of site utilities including sewer and water
   Is the zone change county or city.
   Response: Likely a concurrent Zone Change and annexation through the City of Billings. Need to confirm.
9. Paul Scarpari:
   How large will the building and pad be
   Response: Too early to tell.

NEIGHBORHOOD MTG. MIN. (Cont.)

What impact will there be: Lights? Noise?

Response: Will need to wait until the later meeting when more specific building details are available, but there will be noise and lights.

10. Jim Helus:

How will the watershed be handled so water doesn't need to be handled? They have had flooding in the basement.

Response: This is a significant design concern and is being addressed with the site design.

11. Theresa Helus: I want to make a few comments – not questions:

AJ Way traffic has become hazardous to the traffic on Highway 3.

Lights on current industrial buildings are too bright.

12. Kevin Moser:

Will there be road upgrades due to this project? Would it be done prior to highway deaths?

Response: Road improvements, if made, will be before or concurrent with facility construction, based on traffic needs.

13. Michael Tuss: I want to make a few comments:

Cut off light fixtures are recommended. Blaine's lighting did a poor job of this.

Air craft have been flying over my house and rattling my windows. Will this be an issue? Army copters have been more respectful than Blaine's

Round abouts made traffic noise levels high. Suggest lowering speed limit on Highway 3.

Response: None

14. Howard Evans:

Will the building comply with Zoning P3?

Response: Yes

I am questioning P3 Zoning

15. Paul Scarpari:

Dates for follow up meeting?

Response: More are coming but nothing has been scheduled.

16. Howard Evans:

Can we get the master Plan? Is this a public document?

Response: Will verify

Can that be provided?

Response: Will verify

When will the application be made?

Response: Will verify.

Who pays for City Services?

Response: Normally, this would be City system development fees.

NEIGHBORHOOD MTG. MIN.(Cont.)

17. Morgan Tuss: Comment
    I would hope for a P3 zoning vs Industrial.
18. Barbara Ramlow:
    Will there be a round about?
    Response: Not Sure about infrastructure scope at this time.
19. Jeff Biscoe:
    I am from "Discovery Field" outdoor learning facility. Barracks will be just across the fence line, will there be a drill sergeant out there yelling obscenties? Can you plant a tree line now?
    Response: This barracks is not in the current scope of work.
20. Alice Lahren: Comment
    Current Trail that is under construction will make turning problems. North side development may create more issues.
    Response: None.
21. Howard Evans:
    The other lots that are industrial in this area will they take part in the road improvements.
    Response: This is not in the scope of our project. We are unsure of the answer at this time.

architecture + design

HELENA
920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933

BOZEMAN
428 East Mendenhall Street
Bozeman, MT 59715
P: 406.219.2216

SMA.DESIGN

City Zone Change Neighborhood Meeting

To Whom it May Concern,

Hello, we would like to invite you to a Neighborhood Meeting for the Zone Change of parcels D04590 & D04589 located at 3648 AJ WAY. The parcels previously stated are in the process of annexation into the City of Billings with an accompanying zone change from County Agricultural Zoning to City of Billing's Public zoning. This zone change is occurring as Agricultural Zoning is not allowed within the City of Billings, and the Public zoning accommodates the future needs of the site and community.

When: 6:00pm, March 27th, 2023

Location of Meeting: Warehouse Unit 111
3465 AJ Way
Billings, MT 59106

Address: 3648 A J WAY

Tract 3 D04590

Legal Description: S26, T01 N, R25 E, C.O.S. 1889, PARCEL 3

Owner Contact: The Department of Military Affairs
PO Box 4789
Fort Harrison, MT 59636-4789
Contact: David Brown
Email: david.a.brown588.nfg@army.mil
Phone: (406)437-4210

Tract 2 – D04589

Legal Description: S26, T01 N, R25 E, C.O.S. 1889, PARCEL 2

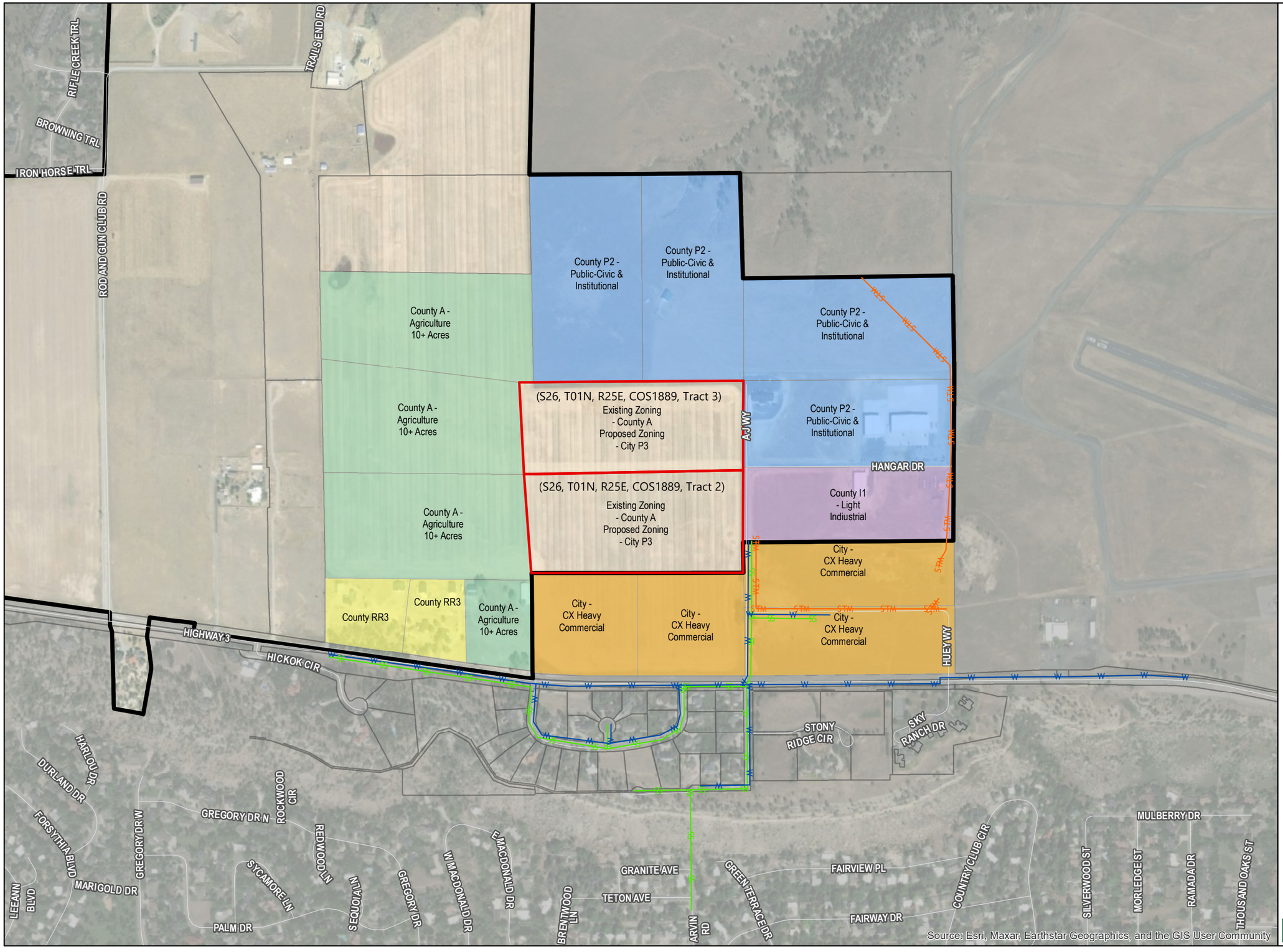
Owner Contact: Lupine Holdings LLC
421 Rimrock Road
Billings, MT 59102-1024
Contact: Erin Herringer
Email: erin@flybfs.com
Phone: (406)860-2256

MEETING SIGN-IN SHEET

Project:	Zone Change	**Meeting Date:**	3-27-2023
Facilitator:	Peter Rudd – SMA	**Place/Room:**	

Name	Title	Company	Phone	Fax	E-Mail
Kevin Moser			690-1718		moser.construction@yahoo.com
P. Vande Veegaete			406 545-0777		dvan@bresnan.net
PAUL R. SCARPARI			406 371-5301		PAUL.SCARPARI@GMAIL.COM
Barbara Ramlow			406-534-2102		erkside100@gmail.com
Howard Evans			252-3558		TrimTop1bird@gmail.com
Jim & Theresa Helus			406-245-6320		thelus@charter.net
SIMON HARPER			406 860 8912		SIMON@BRESNAN.NET
Lyle Gabrian			(406) 259-1873		lgabrian@bresnan.net
Richard King	Chair: RNTF		406 690-0776		KING55@aol.com
Alica Lahren			406. 850.8617		alahren@bresnan.net
Norma Boyd			406 865 1991		ncleveland@hotmail.com
Joe Boyd			406 860-3434		Joeboyd794@gmail.com
Michael Tuss	Resident		for 545 8972		mtussant@gmail.com
Morgan Tuss	Resident		406-698-2067		morgan.tuss@gmail.com
Jeff Biscoe	owner/President		406-839-2999		jeffbiscoe@gmail.com

Annexation Map



Legend

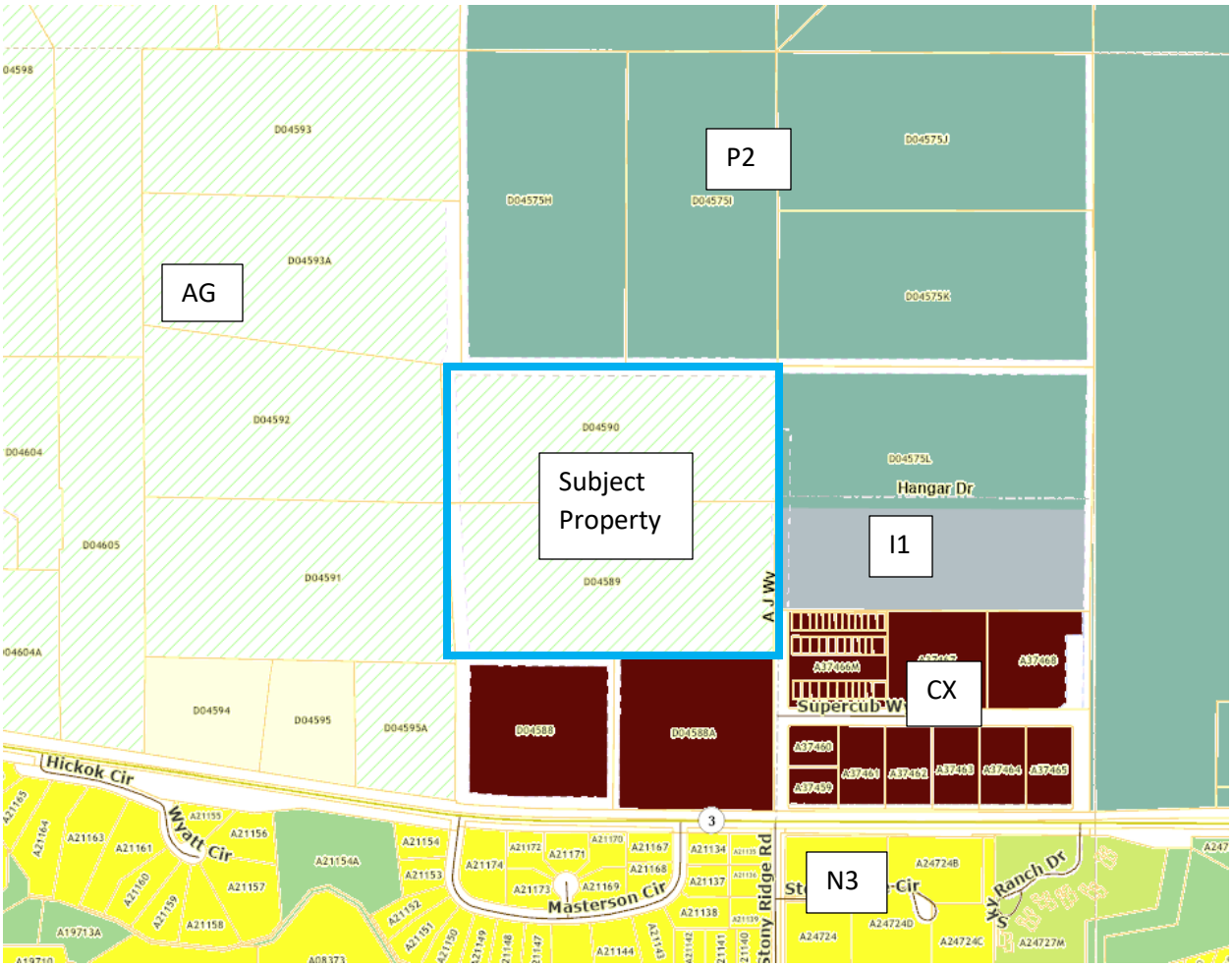
- Sewer Main
- Storm Water Main
- Water Main
- Parcels To Be Annexed
- Parcel Boundary
- City - CX Heavy Commercial
- County RR3
- County A - Agriculture 10+ Acres
- County I1 - Light Indiustrial
- County P2 - Public-Civic & Institutional
- Existing City Limits

N

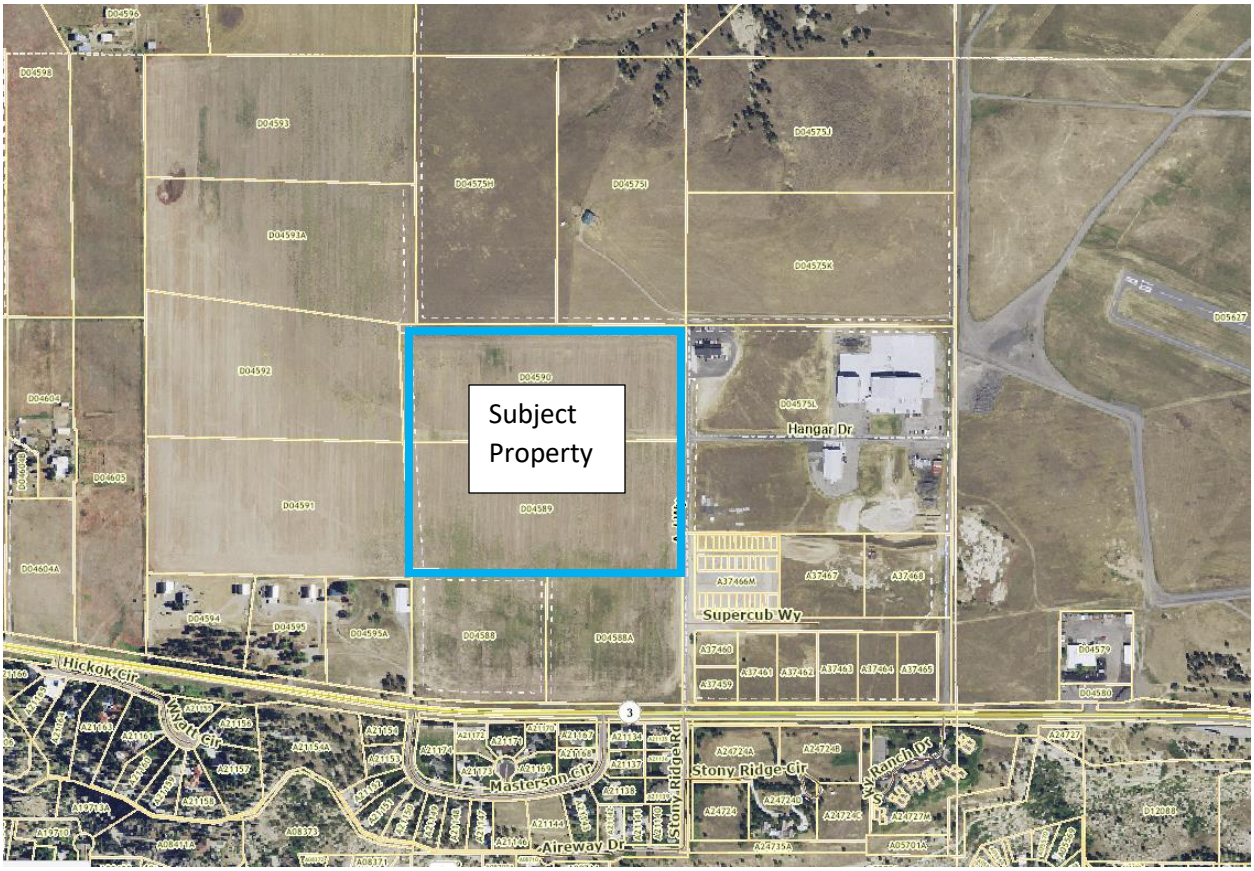
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Feet

RPA


P2
AG
Subject Property
I1
CX
N3
Hangar Dr
Supercub W
Hickok Cir
Wyatt Cir
Masterson Cir
Stony Ridge Rd
Ranch Dr
D04593
D04575J
D04575H
D04575I
D04593A
D04575K
D04592
D04590
D04575L
D04604
D04605
D04591
D04589
D04594
D04595
D04595A
D04588
D04588A
A21154A
A21157
A21158
A21144
A24724
A24724B
A24724C
A24724D
A24727M

Zoning Map



Aerial Image



Subject Property



Looking northwest from AJ Way



Subject Property Looking South West



Looking South from AJ Way



Looking North East from AJ Way

City Zone Change 1026 – 3648 AJ Way

Chart of Zoning History

SUBJECT PROPERTY	Application	DATE	FOR	APPROVED (Y/N)	ADDITIONAL DATA
3648 AJ Way	NA				
SURROUNDING PROPERTY	**Application**	**DATE**	**FOR**	**APPROVED (Y/N)**	**ADDITIONAL DATA**
2300 Block Hwy 3	County ZC 669	4/2016	A-1 to P and CI	Y	Helipad and Ancillary Aviation Businesses
Hwy 3	County ZC 676	11/2016	A-1 to HC	Y	
Hwy 3	County ZC 680	4/2017	CI to HC	Y	

Pre-Application Statement of Owner(s) or Agent(s)

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. **Present Zoning**: County- A- Agriculture 10+ acres

2. **Written description of the Zone Change Plan** including existing and proposed new zoning:
   Plan to annex both parcels and change from Agriculture zoning to P3-Public-Campuses - Medical, Civic, Educational (Annexation Petition is filed separately)

3. **Subject Property Map**: please attach to this form

4. **Legal Description of Property**:
   S26, T01N, R25E, COS 1889, Tract 2

   S26, T01N, R25E, COS 1889, Tract 3

5. **Neighborhood Task Force Area**: (Yes) /// No . If Yes, Name of Task Force and mailing address of Chairperson:
   Rimrock Neighborhoods Task Force, Chairperson- Richard King (108 Sky Ranch Drive, Billings MT 59106)

6. **Roster of persons who attended the pre-application neighborhood meeting**: please attach to this form

7. **A copy of the meeting notice.** please attach to this form

8. **A brief synopsis of the meeting results including any written minutes or audio recording.** please attach to this form

9. **The undersigned affirm the following:**
   1) The pre-application neighborhood meeting was held on the 27th, day of March, 2023.
   2) The zone change application is based on materials presented at the meeting.

Owner (s): Department of Military Affairs Telephone: 406-324-3109

Address: 1956 Mt Majo Street, PO Box 4789 Email: john.w.gehring2.mil@army.mil
Fort Harrison, MT 59636-4789

Agent (s): Lee Elder (SMA) Telephone: 406-219-2216

Address: 428 E. Mendenhall St. Email: lee@sma.design
Bozeman, MT 59715

APPLICATION FORM

CITY ZONE CHANGE **Billings Zone Change #_____ - Project #** P2X-23-00065

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

Present Zoning: County A-Agriculture 10+ acres

Proposed Zoning: City P3- Public- Campuses -Medical, Civic, Educational

TAX ID# 81-0302402 CITY ELECTION WARD 1-after annexation

Legal Description of Property: S26, T01N, R25E, COS 1889, Tract 2 and S26, T01N, R25E, COS 1889, Tract 3

Address or General Location (If unknown, contact City Engineering): 3648 AJ Way, Billings, MT 59106 and the 20 acre parcel directly south of this address.

Size of Parcel (Area & Dimensions): 40.01 acres

Present Land-Use: Vacant- Agriculture

Proposed Land-Use: Public- Campus- MT Army National Guard -Limited Army Aviation Support Facility

Covenants or Deed Restrictions on Property: Yes_____ No__X__

If yes, please attach to application

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

Owner(s): The Department of Military Affairs (LTC John Gehring)
(Recorded Owner)
1956 Mt Majo Street, PO Box 4789 Fort Harrison, MT 59636-4789
(Address)
406-324-3109 john.w.gehring2.mil@army.mil
(Phone Number) (email)

Agent(s): Lee Elder (SMA)
(Name)
428 E. Mendenhall St. Bozeman, MT 59715
(Address)
406-219-2216 lee@sma.design
(Phone Number) (email)

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

Signature: _____ Date: 28MAR2023
(Recorded Owner)

Date Stamp

ORDINANCE 23-_____

**AN ORDINANCE OF THE CITY OF BILLINGS,
PROVIDING THE ZONE CLASSIFICATION ON C/S 1889,
TRACTS 2 AND 3**

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.** **C/S 1889, Tracts 2 and 3**, is presently zoned **Agricultural (A)** 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 **C/S 1889, Tracts 2 and 3,** is hereby changed from **Agriculture (A)** to **Public 3 (P3)**, and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining **Public (P3)** as set out in the Billings, Montana City Code.

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

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

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

PASSED by the City Council on first reading this 12th day of June, 2023.

PASSED, ADOPTED and APPROVED on second reading this 26th day of June, 2023.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1026 – 3648 AJ Way

City Council Regular

Date:	06/12/2023
Title:	Annexation Agreement with Department of Military Affairs
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends that the City Council approve the Annexation Agreement with Department of Military Affairs.

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

City Council will consider annexation of Tracts 2 and 3 of Certificate of Survey 1889. The property proposed to be annexed is located north of Highway 3 and west of AJ Way. 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 and construction of water, 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;
- Requirements for extension of public water and sanitary sewer mains within the development if necessary; and
- Outlines requirements for a 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

With this annexation, there are no requirements of the Annexation Agreement that would not be required upon site development.

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:
City of Billings
2224 Montana Avenue
Billings, MT 59101

ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT is made this _____ day of _____, 20 _____, by and between *Department of Military Affairs, PO Box 4789, Fort Harrison, MT 59636,* 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 2 and 3 of Certificate of Survey 1889 situated in the NE 1/4 of Section 26, T.1N., R.25E, P.M.M., Yellowstone County, Montana.

Above referenced property is hereinafter to as "Developer Tracts"

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 AJ Way.

2. *Sanitary Sewer.* AJ Way already has a sanitary sewer main constructed along the Developer Tract frontage. The City reserves the right to limit peak sanitary sewer flow into the public sewer that may require flow attenuation methods by Developer.

   DEVELOPER shall be responsible for payment of the City wastewater system development fee prior to the issuance of any building permits.

3. *Water.* AJ Way already has a water main constructed along the Developer Tract frontage. The City and Developer will review cost-share for water system improvements that may be required to improve the City water system to serve proposed Developer Tract Improvements. Specific improvements and potential cost share will be reviewed at the time of development.

   DEVELOPER shall be responsible for payment of the City water system development fee prior to the issuance of any building permits.

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. No right-of-way dedication is necessary with this development.

6. *Street Construction, Widening and Sidewalks.* AJ Way is already fully constructed with a sidewalk to the Developer Tract. No additional street or sidewalk improvements are necessary with this development.

   The owner of the Developer Tract shall be responsible for the maintenance, repair, and replacement of the sidewalk fronting the property.

7. *Multi-use Trail*. A 10-foot-wide multi-use trail is not required along the frontage of the Developer Tract.

8. *Future Intersection Contributions.*
   A traffic impact study shall be required by the City if the development exceeds 500 trips/day as determined by the City. 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.

The traffic impact study may be reviewed by the Montana Department of Transportation.

Furthermore, any improvements identified within the TIS to mitigate off-site traffic impacts would be the responsibility of the DEVELOPER for design and construction.

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"

Department of Military Affairs

By: _____

Title: _____

STATE OF MONTANA)
:ss
County of _____)

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 Department of Military Affairs 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 2 and 3 of Certificate of Survey 1889 situated in the NE 1/4 of Section 26, T.1N., R.25E, P.M.M., Yellowstone County, Montana.

"DEVELOPER"

Department of Military Affairs

By: _____
Title:_____

STATE OF MONTANA)
:ss.
County of _____)

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 Department of Military Affairs 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:	06/12/2023
Title:	Public Hearing - Ward Boundary Expansion Ordinance First Reading - Annexation 23-04
Presented by:	Monica Plecker
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N?A

RECOMMENDATION

Staff recommends the City Council hold a public hearing and approve this ordinance on first reading, adding recently annexed property to Ward I.

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

The Montana Department of Military Affairs have petitioned for annexation using the provisions of Section 7-2-4600, MCA. The property is located at 3648 AJ Way. The property is described as Tracts 2 and 3 of Certificate of Survey 1889. The land is legally described as Parcels of Land situated in the NW 1/4 and NE 1/4 of Section 26, T.1N., R.26E., Yellowstone County, Montana, more particularly described as follows: Tracts 2 and 3 of Certificate of Survey No. 1889, recorded May 17th, 1979, under Document No. 1129245 on file and of record in the office of the Yellowstone County Clerk and Recorder. Said annexation containing 40.01 gross net acres, more or less.

Upon Council approval, this annexation requires a change in the boundaries of Ward I. Two readings are required for this action. The first reading and public hearing is scheduled for June 12th. Upon approval the second reading will occur on June 26th, 2023.

ALTERNATIVES

City Council may:

- Approve adding the subject property to Ward I, or;
- Disapprove adding the subject property to Ward I. Disapproval will not modify the boundary of the ward 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. 23-_____

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 I 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 I the following described real property:

Parcels of Land situated in the NW 1/4 and NE 1/4 of Section 26, T.1N., R.26E., Yellowstone County, Montana, more particularly described as follows:

Tracts 2 and 3 of Certificate of Survey No. 1889, recorded May 17th, 1979, under Document No. 1129245 on file and of record in the office of the Yellowstone County Clerk and Recorder.

Said annexation containing 40.01 gross net acres, more or less.

(# 23-04) 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. 23-_____ 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 12th day of June, 2023.

PASSED by the City Council on the second reading this 26th day of June, 2023.

THE CITY OF BILLINGS:

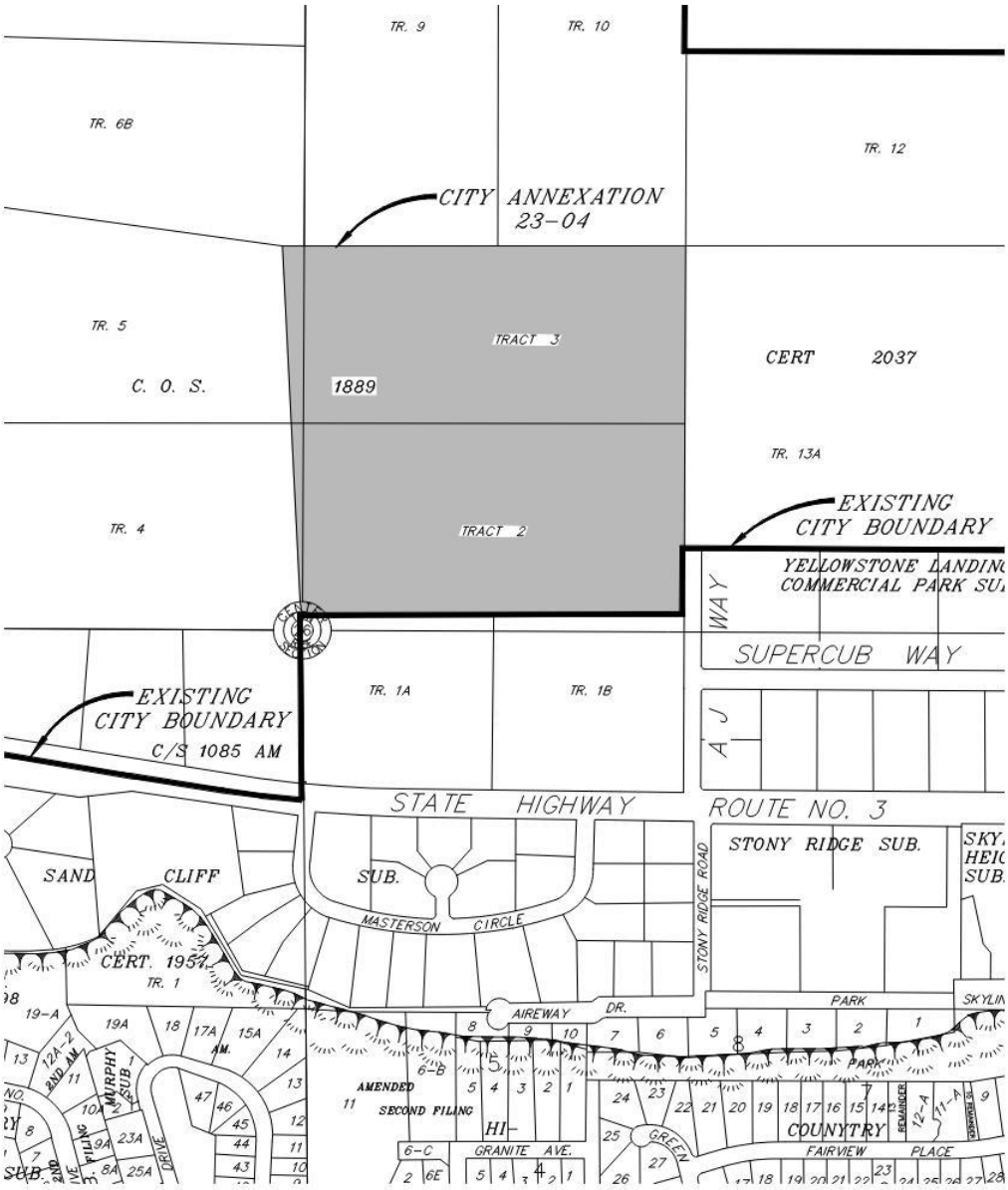
_____
William A. Cole, MAYOR

ATTEST:

BY: _____
Denise Bohlman, CITY CLERK

(#23-04)

EXHIBIT "A"


TR. 9
TR. 10
TR. 6B
TR. 12
CITY ANNEXATION
23-04
TR. 5
TRACT 3
CERT 2037
C. O. S.
1889
TR. 13A
TR. 4
TRACT 2
EXISTING
CITY BOUNDARY
YELLOWSTONE LANDING
COMMERCIAL PARK SU
WAY
SUPERCUB WAY
TR. 1A
TR. 1B
EXISTING
CITY BOUNDARY
C/S 1085 AM
A J
STATE HIGHWAY
ROUTE NO. 3
STONY RIDGE SUB.
SAND CLIFF
SUB.
MASTERSON CIRCLE
STONY RIDGE ROAD
CERT. 1954
TR. 1
AIREWAY DR.
PARK
AMENDED
SECOND FILING
GRANITE AVE.
COUNTRY
FAIRVIEW PLACE
GREEN

City Council Regular

Date:	06/12/2023
Title:	Zone Change 1028 - Planned Development Amendment - Hawk Creek
Presented by:	Nicole Cromwell
Department:	Planning & Community Services
Presentation:	Yes
Legal Review:	Not Applicable
Project Number:	PZX-23-00068

RECOMMENDATION

The Zoning Commission recommends approval of the zone change and adoption of the findings of the 10 review criteria, and further recommends the City Council include an amendment to the Planned Development which would prohibit the business from operating beyond existing hours of operation (11 pm). The PD draft does not reflect a hours of operation amendment. The City Council would need to require through a motion that Section III. D. be amended to reflect hours of operations for a full bar are limited to 11pm. If the Council approves this amendment, it will be reflected in the second reading documents for the ordinance.

The Zoning Commission further recommends the applicant explore a better buffer installation along the north property line. The Zoning Commission did not include this as a revision to the document but advised the applicant to consider it.

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

This is a zone change request to amend an existing Planned Development (PD) zoning agreement for Lots 1-3, Block 1 of MK Subdivision, 2nd Filling. Lot 3 at 5417 Hawk Creek Avenue is the location of the Diamond X Beer Company. This location has a domestic brewery license with a taproom and a cabaret license for service of beer and wine in the food service area. The original PD agreement allowed one (1) cabaret license on the property without gaming or gambling. The proposed amendment would eliminate the cabaret beer & wine license and substitute a full-beverage liquor license and keep the prohibition on gaming or gambling in place. The other proposed changes to the PD agreement are to name the current property owners, and conform the agreement to the current and archived city zoning regulations. The owners would like to provide a wider range of before and after dinner beverages for their adult customers.

The amendment to the PD adds a use, making it necessary for the amendment to go through the zone change process. The other modifications in the agreement are minor. The previous zoning for the property - Neighborhood Commercial - did not allow any on-premise alcohol service for a restaurant and did not allow a brewery. The current corollary zone district of Neighborhood Mixed Use (NMU), allows a full-beverage license with nine or fewer gaming machines for a restaurant, but still prohibits a brewery or craft alcohol maker. The PD agreement is still necessary to provide certainty for the adjoining neighborhood to the north and to ensure the location is developed in a compatible way.

Planning staff recommended approval and adoption of the findings for the 10 review criteria to amend this PD agreement. The Zoning Commission concurred with this recommendation and findings of the 10 review criteria. The essential activity on the property will not change with the change in the type of liquor license on the property. Full beverage licensees are not required to stay open later than the current closing time for Diamond X Beer Company (11 pm) or to sell package liquor to patrons. These are choices made by a license holder but do come with the full beverage license. The brewery/taproom license will remain as a separate license and allows the brewing of beer, daily sales of beer for on-premise consumption and sales of beer to patrons for off-site consumption. A review of public safety calls for service in the last 6 months shows no calls to this location but 4 calls in the surrounding area, within 500 feet of 5417 Hawk Creek Avenue. These calls related to disturbing the peace, drugs, theft, or DUI. The DUI was reported in February of this year, and the other three calls happened in 2022. The applicant conducted a pre-application meeting on March 22, 2023, and two of the 74 surrounding owners attended the meeting. There were no concerns and the Planning Division received no letters, emails or phone calls regarding the proposed change to the Planned Development agreement.

STAKEHOLDERS

The applicant conducted a pre-application meeting on March 22, 2023, and two of the 74 notified surrounding owners came to the meeting held at the Grace Montessori School (4819 Grand Avenue). There were no concerns with the proposed change to the PD agreement. Planning staff notified the same surrounding owners on April 14, 2023, posted

the property and published a legal ad. Planning staff had not received any communications regarding the application from the public or from other city departments prior to the Zoning Commission hearing.

The Zoning Commission conducted a public hearing on May 2, 2023, and received the staff recommendation and testimony from the applicant's agent, Performance Engineering, and from the owner Ty Schmechel of Diamond X Beer Company. In addition, testimony from surrounding owners in the Cottonwood Grove Subdivision to north was received including from Kaitlin Taylor of 5408 Round Stone Avenue, Jill Saitta of 5422 Round Stone Avenue, Molly Dutson of 5418 Round Stone Avenue, and Travis Brewington of 5426 Round Stone Avenue.

The applicant and agent stated the change to the PD is to swap out a beer & wine license for an all beverage license but keep the other restrictions in the PD agreement in place including the prohibition on gaming or gambling. Mr. Aspenlieder stated the business does not participate in the annual outdoor concert held by the Den, but at the pre-application meeting the two attendees were most concerned with this activity. Mr. Aspenlieder stated the business is a good neighbor and has address any and all concerns brought forward by the neighbors. Mr. Schmechel stated they do not intend to change any of the format of the business or add on to the existing building. He stated the business has been very successful at this location and intends to keep the family-friendly atmosphere going even with the change in the alcohol license. He stated when the building was constructed they adhered to the stipulations of the PD agreement and will continue to do so.

The surrounding property owner testimony was largely opposed to the zoning request. The individuals listed above who testified expressed concern regarding the noise, suspicious activity, damage to the fencing from erratic driving in the overflow parking lot, people tossing trash over the fence into backyards, over-served patrons causing issues after closing times, staff making noise in the parking lot after hours, public urination and issues generally associated with a business that serves alcohol. The neighbors' concerns also focused on a potential change in the business model from a limited alcohol service and restaurant to more of a bar atmosphere that closes at 2 am. The four property owners all own lots that are directly adjacent to the north property line of Diamond X Beer Company.

Mr. Aspenlieder provided response to the testimony from the surrounding owners. He stated the company takes these concerns seriously and the owner will have discussion about these issues with the neighbors. He stated Mr. Schmechel and his employees are always open to discussing issues or concerns with the neighbors. He stated the issues voiced by the neighbors are valid and stated the owner has no intention of changing the business model or staying open later.

Zoning Commission member David Goss made a motion to recommend approval of the zone change and adoption of the findings of the 10 review criteria, and further recommending the City Council include an amendment which prohibits the business from operating beyond existing hours of operation. Mr. Goss also made a recommendation to the applicant to explore with the neighbors a better buffer yard along the north property line. The motion was seconded by Zoning Commission member Trina White and was approved on a unanimous vote.

ALTERNATIVES

The City Council may:

- Approve and adopt the findings of the ten review criteria for Zone Change 1028 as recommended by the Zoning Commission; or,
- Deny and adopt different findings of the ten review criteria for Zone Change 1028; or,
- Delay action on the zone change request for up to 30 days; or,
- Allow the applicant to withdraw the zone change request.

The applicant has not requested a delay or a withdrawal of the application at this time.

FISCAL EFFECTS

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

SUMMARY

Before making a decision on the requested zone change, the City Council shall consider the following recommended findings of the 10 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 neighborhood services in proximity to developed neighborhoods. The West Billings Plan adopted a number of Goals, Policies, and Implementation Strategies. The proposed amendments to the Planned Development agreement are

consistent with the following adopted Policies of Planned Growth Goal 1: Establish Development Patterns that Use Land More Efficiently
Policy A - "Shorten automobile trips by locating non-industrial commercial development in proximity to residential areas."
Policy B - "Limit neighborhood commercial centers to compact "commercial villages" of approximately 15 to 20 acres in size."
Policy N - "Subdivision review should encourage mixed-use development and PUD concepts and shall consider the proximity of housing to commercial, medical, and recreational facilities."
The proposed adjustments to the PD agreement are compatible with goals of the West Billings Neighborhood Plan. The proposed amendment will accommodate uses that are compatible in a mixed-use environment. The proposed development will also have good access to outdoor activities and is close to developed and developing residential neighborhoods and pedestrian facilities. There have been no reported compatibility issues with the existing brewery/restaurant and the adjacent neighborhood.

The proposed amendment is also in line with the adopted 2016 Growth Policy goals for:
Community Fabric:

- Developed landscape areas in commercial areas encourage more pedestrian activity and vibrant commercial activity
- Attractive street-scapes provide a pleasant and calming travel experience in urban and suburban neighborhoods
- Outdoor public spaces provide casual and relaxing gathering areas for people
- Developed landscape areas in commercial areas encourage more pedestrian activity and vibrant commercial activity
- Attractive street-scapes provide a pleasant and calming travel experience in urban and suburban neighborhoods

Strong 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

Mobility and Access:

- Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings

Prosperity:

- A diversity of available jobs can ensure a strong Billings' economy
- 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

The proposed change to the PD agreement will allow this successful business to expand its adult beverage choices and help grow the business in its current location. The business does generate vehicle traffic but the streets within this commercial node at 54th St W and Grand Avenue are private streets. There are two accesses - one from Grand Avenue (Chy Way) and one from 54th St West (Hawk Creek Avenue). A third access will be developed when the lot at the corner of Grand and 54th St W is developed. There is a 25 ft wide landscape buffer along the north property line for these lots and the lot to the east created with the MK subdivision. The PD does not specify a walking path or trail through this area however one has been provided to the north of Diamond X Beer Company (Lot 3). This path will continue to the west across Lots 1 and 2. The lot to the east, Lot 5 in MK Sub 1st Filing, is currently vacant and may or may not complete this paved walkway to the join with the multi-use path that exists on the west side of 54th St W.

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 change to allow one full-beverage license will not affect security from fire or other dangers. Any building where alcohol is served is required to be fully sprinkled and there is good access to the property from streets. Fire Station 7 is less than 1,000 feet away on the east side of 54th St W.

3. Whether the new zoning will promote public health, public safety and general welfare?
Public health and public safety will not be affected by the proposed change. The business is fully developed and has a track record of responsible service to their customers and to compatibility with the adjacent neighborhood. The addition of a full-beverage license will not affect the public health, safety or general welfare.

4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other

public requirement?
Transportation: The city has reviewed a traffic study for the entire subdivision and proposed uses. The developer has already contributed the required amount for traffic management in the area.
Water and Sewer: The City provides water and sewer to the property. There will be no additional impacts to the system from the proposed change.
Schools and Parks: Schools and parks will not be effected by the proposed amendment. The business is a "family friendly" business and is more than 1/4-mile from Ben Steele Middle School
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 existing PD zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air.

6. Will the new zoning effect motorized and non-motorized transportation?
Non-motorized travel -- walking and biking -- is an essential part of the circulation plan for this area of West Billings. The existing development plans to provide a continuous walkway in the 25-foot landscape buffer to the north. It is expected any development on Lot 5 to the east will follow suit and connect to the existing multi-use trail on 54th St West. There is a traffic signal at 54th St W and Grand Avenue where people on foot or on non-motorized bikes and scooters can safely cross Grand Avenue and 54th St W. The city, county and state will be working on a set of corridor improvement projects for Grand Avenue from just west of Shiloh Road to the intersection with 62nd St West. Traffic counts in the area on Grand Avenue are about 9,000 vehicle trips per day (3-year average) and about 3,900 vehicle trips per day on 54th St W. The new Albertson's store opening just to the east, as well as new residential development in the area will add to traffic volume and the need for safe pedestrian facilities.

7. Will the new zoning promote compatible urban growth?
The proposed addition of a full-beverage license to this development is compatible with urban growth and the provision of city level services to the new residents. The PD prohibits gaming or gambling on the property so the typical concern with a full-beverage license of a casino is not possible on this property.

8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?
The proposed PD amendment does consider the character of the district and the suitability of the property for the proposed use. This area between Grand Avenue and Rimrock Road is undergoing rapid development compared to other areas of West Billings. The demand for local services such as groceries, pharmacy, personal services and places to relax and dine out is increasing. Providing the whole complement of these services close to where people live in West Billings will help reduce longer vehicle trips to obtain these services. Most West Billings residents do not have convenient access to these services within 2 or 3 miles of where they live. Consequently, traffic volumes on local streets and arterials is higher in this area compared to similar areas of more compact development.

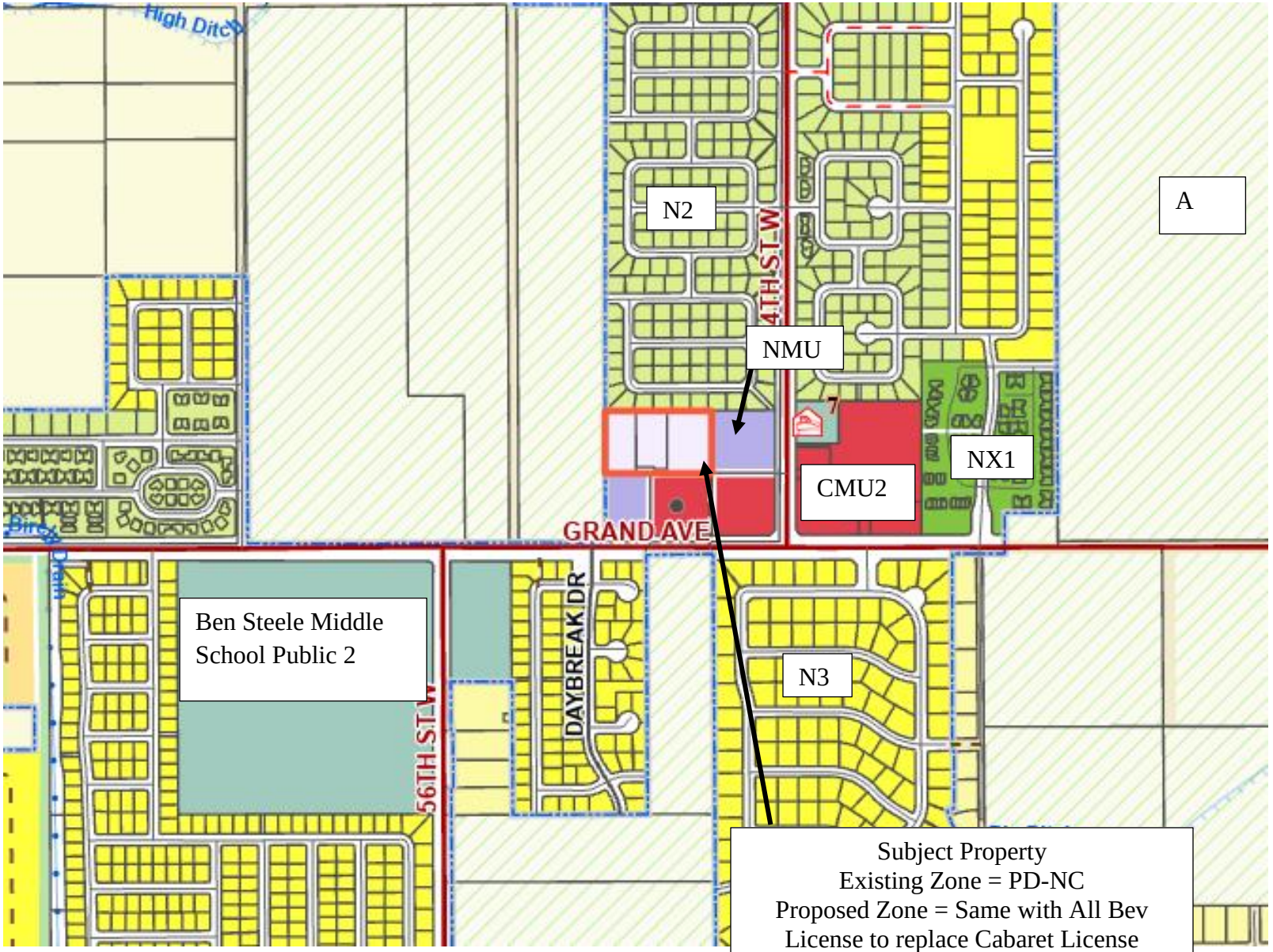
9. Will the new zoning conserve the value of buildings?
The property is a combination of developed and undeveloped parcels. Approval of the zone change to amend the PD agreement will continue to provide certainty to surrounding landowners and may help to maintain property values of adjacent buildings.

10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?
The proposed amendment to the PD may encourage the most appropriate use of this land in Billings.

Attachments

Zoning Map and Site Photos
Chart of Zoning History
Application and Letter
Preapplication meeting materials
Amended PD agreement
Original PD Agreement
Ordinance and Exhibit for ZC 1028

City Zone Change 1028 – Hawk Creeek PD Amendment
Zoning Map and Site Photos





Subject Property



Subject Property north west of intersection of Hawk Creek Lane and Chy Way



View of west side of Diamond X Brewery and Restaurant (Lot 3)



View north east at Diamond X Brewery



View south east to The Den



View south and west towards Grand Avenue



5417 Hawk Creek Lane – Diamond X

City Zone Change 1028 – Hawk Creek Planned Development
Chart of Zoning History

SUBJECT PROPERTY	Application	DATE	FOR	APPROVED (Y/N)	ADDITIONAL DATA
MK Sub, Block 1, Lts 1-3	971	1/14/2019	NC to PD-NC	Yes	Original PD
SURROUNDING PROPERTY	**Application**	**DATE**	**FOR**	**APPROVED (Y/N)**	**ADDITIONAL DATA**
MK Sub	City ZC 798	2/26/2007	A to NC & CC	Y	CMU2 & NMU
1411 Chy Way	City ZC 925	10/14/2014	NC to CC	Y	CMU2- The Den
1411 Chy Way	City SR 958	11/27/2017	Allow All Bev & Casino	Y	CMU2 -The Den
Cottonwood Grove	City ZC 734	2/28/2005	A to R-70 (now N2)	Y	Now N2
Daybreak Sub	City ZC 920	6/9/2014	A to R-60 (now N3)	Y	Now N3
Coal Creek Sub	City ZC 961	1/22/2018	RP to CC (expansion)	Y	CMU2, NO & N2
Coal Creek Sub	City ZC 767	11/17/2005	R-96 to RMF, RP and CC	Y	CMU2, NO & N2
Bishop Fox	City ZC 756	5/9/2005	A to CC, P, R-70 and R-96	Yes	Now CMU2, P2 & N2
Buffalo Crossing	City ZC 1011	4/11/2022	RR3 to N3, N2 NX2 and P1	Y	C/S 2735 Tract 4A
Mont Vista	City ZC 851	7/13/2009	R-96 to PD multiple zones	Y	
Grand Peaks Sub	City ZC 938	8/24/2015	R-96 to R-70	Y	Now N3 & N2
Sweetgrass Creek	City ZC 998	10/11/2021	A to to N1, N2, N3, NX1 and P1	Y	Sweetgrass Creek Subdivision
Foxtail Village	City ZC 729	5/10/2004	A to R-96 & R-70	Y	Now N3 & N2
Trails West	City ZC 847	10/14/2008	R-96 to R-60-R	Y	Now N3
Tule Ridge	County ZC 667	12/29/2015	R-96 to CC	Y	Now CMU1
Vintage Estates	None	1/10/2005	A to R-96 default	Y	Now N3

APPLICATION FORM

CITY ZONE CHANGE **Billings Zone Change #_____ - Project #22-171**

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

Present Zoning: PD- Neighborhood Commercial with the allowance of one cabaret license and one brewery/taproom license

Proposed Zoning: PD-Neighborhood Commercial with the allowance of one brewery/taproom license and one full liquor license.

Tax ID # A31805F CITY ELECTION WARD # WARD IV

Legal Description of Property: MK Sub 2nd Filing, Section 31, Township 01N, Range 25E, Block 1, Lot 3

Address or General Location (If unknown, contact County Public Works): Grand Avenue & 54th Street West

Size of Parcel (Area & Dimensions): 1.5 ACRES (305 FT X 214 FT)

Present Land-Use: Commercial

Proposed Land-Use: Commercial

Covenants or Deed Restriction on Property: Yes X No _____

If yes, please attach to application

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

Owner(s): Arrowhead Investments Corporation
(Recorded Owner)
115 N Broadway Suite 200, Billings, MT, 59101
(Address)
406-855-6884 tyschmechel@gmail.com
(Phone Number) (Email)

Agent(s): Scott Aspenlieder
(Name)
608 N 29th Street, Billings, MT, 59101
(Address)
406-384-0080 scott@performance-ec.com
(Phone Number) (Email)

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

Signature: _____ Date: 03/30/23
(Recorded Owner)

1. Explain how the proposal is consistent with the goals and policies of the adopted Growth Policy or West End Neighborhood Plan.

The tract of interest is currently zoned Planned-Development Neighborhood Commercial functionally operating at Diamond X Beer Company. There are several Growth Policy goals that are already being met by the current zoning to which the change proposed would only enhance for the surrounding residents.

Essential Investments – With the facility already constructed and operational, the proposed change to allow for full-beverage service does not change the site or building. The applicants have invested significantly in the neighborhood with a building and business that has added value to the surrounding areas while starting to provide necessary neighborhood dining and entertainment to the surrounding region. The site is accessible, friendly and safe for the area and provides a diversity in serve and choices from other businesses in the direct area. The facility will not change physically with the proposed zone change, only operations will change with the insertion of a full-beverage license to the building. The existing site is clean, well-lit, maintained and fits in the character of the neighboring development, not sticking out or detracting from the value of these properties.

Place Making – The existing facility is connected to a local multi-use trail system within the development which will continue to expand with neighboring developments. The business has sourced locally when possible and become a local west-end hang out for those that live in the west end of Billings. The proposed zone change will only enhance the ability of the business to a permanent staple for residents in the area to frequent, making it a permanent neighborhood hangout.

Community Fabric – The existing facility was built with the landscape and heritage of Billings in mind with a barn style look and unique landscaping to ensure the building fit the area and neighborhood. The facility offers indoor and outdoor dining and entertainment experiences during operational hours which align with the desires of local residents, particularly during the summer with an open patio and yard games. The business has catered to locals and neighboring residents to build a strong following as evidence by the waiting lines to get in on most evenings. The proposed zone change will not change or modify the building it would only allow the business to better meet the growing demands and requests of its customers and local residents.

Strong Neighborhoods – The existing facility and business provides for the foundation of a strong neighborhood with community services and a walkable place to dine and find entertainment. The surrounding neighborhoods have benefited from having dining and entertainment establishments within the area, reducing the need to travel into town for the same service. The facility is walkable for five neighboring residential developments, hitting a core tenant of strong neighborhoods. The proposed zone change will not change but only enhance the services and choices for the neighborhood.

Home Base – Although the existing business and facility does not provide housing options it does facilitate further development in the area by providing necessary neighborhood services and entertainment. The business serves as the local hangout and restaurant for many in the surrounding neighborhoods. The proposed zone change would allow for a full-beverage service to better meet the demands and accommodate the neighbors in the area.

Mobility and Access – The business and facility is connected to sidewalks and trails within its development and is fully bikeable and walkable for the neighboring developments. Bike racks are prominently placed in the facility to encourage different modes of transportation to visit the facility. All efforts have been made to encourage outdoors experience and different transportation to visit the facility. The proposed zone change does not change anything to impact, positive or negative, the access and encouragement of alternative transportation methods to the site. No changes to the site layout or building are requested or planned.

Prosperity – The facility and business have provided local jobs that vary from brewmaster and chef to server and facility maintenance which supports the City overall. Additionally, the investment has created a large taxable business on a previously undeveloped tract which helps support the City budget and revenue. The business currently creates a foundation for additional business attraction to the current development by bringing a large customer base to the area. The proposed zone change only further enhances the applicant's ability to serve the existing client base through the expansion of a full-beverage license.

2. Explain how the application meets the 10 statutory criteria for a zone change.

1 – The new zoning does not in fact change the existing base zoning of the area nor does it change the type of business or operation able to locate at the site. The PD change request specifically allows for use of a full-beverage license in the existing building. There can still be no gaming on the site and no additional changes are being requested.

2 – The new zoning does not in fact change the existing base zoning nor does it change the existing construction on the lot. The site has been built out to be secure from fire and other dangers and previously approved by the Billings Fire Department.

3 – The new zoning does not change the existing facility, layout or site as it is constructed. The proposed changes could allow for a change in hours of operation but no change will occur to the site or facilities. The business will continue to provide diversity in jobs, services, and entertainment which benefit the general welfare of the City.

4 – The new zoning does not in fact change the base zoning nor will the proposed change facilitate a physical change to the existing facility. With that all said, the existing site facilitates adequate provision for transportation, public utilities, parks and schools. No change will result from the proposed zone change.

5 – The new zoning does not in fact change the base zoning nor will the proposed change facilitate a physical change to the existing facility. The existing building and operations meets all current City of Billings zoning regulations and codes to facilitate proper light and air for the surrounding area.

6 – The new zoning does not in fact change the base zoning nor will the proposed change facilitate a physical change to the site or transportation networks of the area. The zone change will only allow for the business to better meet the needs and demands of the customer base and residents in the area.

7 – The new zoning does not in fact change the base zoning but only allows for full-beverage services under a liquor license. The existing facility has helped facilitate a growing area in our community by providing necessary food, beverage and entertainment services which were not available to the area before. These services are necessary in urban growth of our community

and the continued development of the Billings West End. The proposed change will allow the business to continue to meet the needs and requirements of the customer base while adding value to the neighborhood.

8 – The new zoning does not in fact change the base zoning which was already in place and deemed suitable for the particular uses in place and facility constructed. The proposed change will only allow for full-beverage service under a liquor license and will not allow for gaming on the site. There will be minimal to no net change realized by the surrounding properties.

9 – The new zoning does not in fact change the base zoning nor will it change the existing building on the lot. The proposed zoning will only allow for expanded full beverage service. The existing building was built with the character of the West End in mind with a nod to our agricultural heritage. The building is very aesthetically pleasing, maintained and landscaped to fit and add value to the surrounding area.

10 – The new zoning will certainly encourage the most appropriate use of land in Billings. The proposed change will not create a physical change to the existing site, only allowing for expansion of full beverage service, therefore preserving and enhancing an existing successful business.

3. Explain how the new zoning will fit in with the existing zoning and land uses of the immediate area.

The proposed zoning currently allows the restaurant and taproom facility to sell beer and wine, along with their cabaret license that allows the sale of beer and wine. The proposed zone change would allow for full-beverage service within the existing facility, which it is incapable of doing with the current PD for the lot. Since the current facility is already operational and has been for over a year, the change in zoning will not negatively impact the surrounding area and will provide more opportunities for entertainment for the neighboring residents. No physical changes are being proposed for the site or the building currently housing Diamond X Beer Company. The proposed changes still does not allow for gaming to be located in the facility or on the lot.

Pre-Application Statement of Owner(s) or Agent(s)

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. **Present Zoning**: Planned Development Neighborhood Commercial with one (1) brewery/taproom and one (1) cabaret license.

2. **Written description of the Zone Change Plan** including a square footage or acres of proposed new zoning: The zoning proposal will change 1.5 acres of developed land, with a restaurant located on the lot with one(1) brewery/taproom and one (1) cabaret license to also include one (1) full liquor license.

3. **Subject Property Map**: See Attachments

4. **Legal Description of Property**: MK Sub, Second Filing, S31, T01 N, R25 E, Block 1, Lot 3

5. **Neighborhood Task Force:** West End Task Force comments not received as of submittal

6. **Roster of persons who attended the pre-application neighborhood meeting**: See Attachments

7. **A copy of the meeting notice**: See Attachments

8. **A brief synopsis of the meeting results**: See Attachments

9. **The undersigned affirm the following**:

    1) The pre-application neighborhood meeting was held on the 22nd, day of March, 2023.
    2) The zone change application is based on materials presented at the meeting.

Owner (s): Arrowhead Investment Corporation Telephone: 406-855-6884

Address: 115 N Broadway, Suite 200 Email: tyschmechel@gmail.com

Billings, MT 59101

Agent (s): Scott Aspenlieder Telephone: 406-384-0080

Address: 608 N 29th Street Email: scott@performance-ec.com

Billings, MT 59101

PERFORMANCE ENGINEERING
608 North 29th Street, • Billings, MT 59101 • (406) 384-0080

March 13, 2022

Dear Interested West-End Neighbor:

On behalf of Arrowhead Investment Corporation, Performance Engineering, LLC, is writing to inform you of a zoning pre-application neighborhood meeting being held on **Wednesday, March 22nd,** at **6:00 p.m.** at **Grace Montessori Academy** located at **4809 Grand Avenue in Billings**. The meeting is being held to discuss a modification to the zoning criteria of a neighboring property. You are receiving this notification as your property is located within 600-ft of the proposed zoning modification as required by the County Zoning Code. The owner is requesting that the property shown on the attached exhibit and described below be re-zoned to accommodate future development:

Block 1 of Lot 3 of the MK Subdivision 2nd Filing in Section 31, Township 1 North, Range 25 East in Yellowstone County totaling 1.5 acres.

The intent of the meeting is to make neighboring property owners aware of the proposed zoning change for the subject property and to answer questions about the project. The property is currently zoned as **Planned Development Neighborhood Commercial (PD-NC)** with the exception of the allowance of one (1) microbrewery/taproom and one (1) cabaret license. The zoning proposal to be presented to Yellowstone County will be to maintain the zoning of the land described above as **Planned Development Neighborhood Commercial (PD-NC)** with the exception of the allowance of one (1) microbrewery/taproom, one (1) cabaret license and one (1) full liquor license. A total of 1.5 acres is included in the proposed zoning criteria modification. Below is the definition for **Neighborhood Commercial (NC)** zoning as stated in the *Unified Zoning Regulations* for Yellowstone County.

"Neighborhood Commercial (NC): A zone for commercial centers and limited retail activities conducted in a unified development designed to serve the surrounding neighborhood with shopping facilities consisting of convenience retail and personal service establishments which secure their principal trade by supplying the daily needs of the neighboring population. Only uses serving the above purpose without undue detriment to surrounding residences should be permitted."

By way of a Planned Development, the existing **Planned Development Neighborhood Commercial (PD-NC)** zoning will be modified to allow one (1) microbrewery/taproom, one (1) cabaret license and one (1) full liquor license.

Performance Engineering, LLC acting as representatives for 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 N 29th Street, Billings, MT 59101, attention Scott Aspenlieder, or emails may be sent to scott@performance-ec.com. We look forward to discussing the proposed zoning modification with you and hope to see you on March 22nd.

Sincerely,

Scott Aspenlieder, P.E.
Principal

PERFORMANCE ENGINEERING

Diamond X PUD Zone Change Neighborhood Meeting

Wednesday, March 22, 2023

NAME	ADDRESS	Email
Gary Theisen	5325 Merlot Ln	gary+2020@gmail.com
Mark Oken	5425 Stream Stone Ave	brassius662@gmail

Return to:
City Clerk
City of Billings
PO Box 1178
Billings, MT 59101

PLANNED DEVELOPMENT AGREEMENT

LOTS 1-3, BLOCK 1, MK SUBDIVISION, SECOND FILING IN THE CITY OF BILLINGS, MONTANA

THIS AGREEMENT is made and entered into this _____ day of _____, 2023, by and between **Arrowhead Investment Corporation,** whose address for the purpose of this agreement is 115 North Broadway, Suite 200, Billings, MT 59101, hereinafter referred to as "Owner," and **City of Billings,** Montana, hereinafter referred to as "City."

WITNESSETH:

WHEREAS, the Owner owns approximately 3.6 acres of real property in Billings, Montana specifically described as Lots 1-3, Block 1 of the MK Subdivision, Second Filing. The foregoing property shall be known as "Hawk Creek Planned Development," or a related name that may be assigned later.

WHEREAS, the Hawk Creek Planned Development will consist of a mixture of commercial, retail, professional, medical and related uses.

WHEREAS, the Owner desires to place certain building and use restrictions on the property, specify certain land uses, and create a pattern of development that promotes community service, economic activity, convenience, and amenity for the Hawk Creek Planned Development and surrounding neighborhoods.

WHEREAS, the aforesaid Owner and the City desire to ensure the Hawk Creek Planned Development will be developed and maintained consistent with the standards described in this agreement.

THEREFORE, the undersigned hereby establish and declare the following plan for the Hawk Creek Planned Development as set forth herein, which shall apply to all of the real estate described hereinabove, shall bind all of the present and future property owners to such real estate, and shall run with the land.

AGREEMENT

I. PERSONS BOUND BY THE PLANNED DEVELOPMENT AGREEMENT

All persons, corporations, or other entities, who shall hereafter acquire any interest in and to the above described property, in whole, or in part, shall be taken and held to agree, to conform to, and observe the following land uses, restrictions, and other stipulations as to the use thereof, and as the construction of improvements thereon.

II. LAND USES AND BUILDING RESTRICTIONS

Unless expressly designated below, all other standards or requirements of the Zoning Regulations for the City of Billings shall be followed for the type of use within each of the areas described herein.

A. Restricted Uses for Underlying City Zone: Neighborhood Commercial – NC

No land may be used for purposes that include gaming (casinos) or adult entertainment or sexually oriented businesses. No variances or special review approvals may be requested or granted for those businesses.

All allowed land uses as outlined within the City of Billings Zoning regulations for the underlying zone shall be allowed within the Planned Development**,** with the following exceptions:

Exceptions (uses not allowed):

Division A: Agriculture, Forestry, and Fishing
Group 07 – Agricultural Services
- Veterinary services for Animal specialties – Outpatient Only

Division B: Mining
- Construction sand and gravel mining (1442)

Division D: Manufacturing
Group 20 – Food and Kindred Products
- All sub-groups except offices

Division E: Transportation, Communications, Electric, Gas and Sanitary Sewer
Group 46 – Pipelines, except natural gas
Group 48 – Communications
- All uses except offices

Group 48 – Commercial Antenna Support Structures
Group 49 – Electric, Gas, and Sanitary Services
- Transmission and distribution, electric and gas

Division G: Retail Trade
Group 54 – Food Stores
- Convenience Store with Gas Pump Islands

Group 55 – Automotive Dealers and Gasoline Service Stations
- All uses

Division I: Services
Group 70 – Hotels, Rooming Houses, Camps, and Other Lodging Places
- Rooming, boarding houses; organization hotels and lodging houses, on a membership basis (702, 704)

Group 72 – Personal Services
- Coin-operated laundries and dry cleaning (7215)
- Funeral service and crematories (726)

Group 75 – Automotive Repair, Services, & Parking
- Automobile parking (752)

Division K: Non-Classifiable Establishments
Dwellings – Modular Homes

Allowances:

The subject property shall be allowed use of one (1) full beverage liquor license and one (1) brewing/taproom license. Subsequent subdivision of the subject parcel shall not increase the number of licenses allow for use within the Planned Development.

III. OPERATIONAL RESTRICTIONS – Alcoholic Beverage Manufacturing and Full Beverage Liquor License

The Developer and City recognize the sensitive location of the Hawk Creek Planned Development and the need to include specific operational restrictions and site requirements not normally required for the uses listed above.

A. Developer Agrees to the Following:

a. Any outdoor seating areas associated with the brewing/taproom or full beverage liquor license operations shall be located on either the east, west or south elevations of the structures. Under no circumstances shall seating areas with either taproom or full beverage liquor license operation be located off the north elevation of the structure(s).

b. Any seating area outside of any enclosed building for use by the patrons of the alcoholic beverage manufacturer or full beverage liquor license operation shall have a fence installed at least 42-inches in height enclosing the outdoor area. There shall be no entry to the outdoor seating area for patrons except through the operating building.

c. Any music or entertainment, including any permanent or temporary speakers, outside of an enclosed building shall only be installed/located along the western or southern elevations of the structure.

d. Operating hours for the taproom and full beverage liquor license shall be dictated by Montana State Law outlined in the MCA 16.3.2 and MCA 16.4.1, respectively.

IV. SIGNAGE AND LIGHTING

The intent of signage and lighting design regulation is to encourage the use of signage and lighting as a design component to enhance buildings, landscaping, or other site features while not detracting from the aesthetics of adjacent neighborhoods. Developers should encourage night sky's visibility to reduce the general illumination of the sky in the surrounding area. Design elements should reduce horizontal light glare and vertical light trespass from a development site onto adjacent parcels. Developers should encourage the judicious use of lighting in conjunction with other security methods to increase site safety.

A. Signage

a. Signage should be provided in accordance with the PDA, with the intent to compliment the pedestrian-oriented environment. The signage requirements included in Article 27-700 of the 2021 Archived Zoning Regulations and any subsequent amendments thereto shall govern the regulation of signage in Hawk Creek Planned Development so far as they are not inconsistent with the Planned Development Agreement and the below standards.

b. All signs shall comply with the design guidelines below:

- **i.** All signs, except for neighborhood identification signs, shall be placed flat against a building or designed as part of an architectural feature thereof.
- **ii.** No electronic message displays or signs are allowed.
- **iii.** No neon signs are allowed.
- **iv.** No balloon signs as defined by the 2021Archived Zoning Code are allowed.
- **v.** No string of pennants, flags, or other similar types of non-informative non-holiday decorations are allowed.
- **vi.** One (1) free-standing sign is allowed indicating the name and/or nature of the occupancy for each developed parcel/tenant. Signs may not exceed fifteen (15) feet in height and fifteen (15) feet in width.

vii. No rooftop signs are allowed.

B. Exterior Lighting

- **a.** Developers shall provide adequate lighting levels in all areas used by pedestrians or automobiles, including building entries, walkways, parking areas, and circulations areas.
- **b.** All exterior lighting must be installed or shielded to minimize light intrusion into residential units in adjacent neighborhoods.
  - **i.** All outdoor pole lighting shall be fully shielded and mounted at heights no greater than fifteen (15) feet above grade.
  - **ii.** All outdoor lighting, except street lighting, shall be aimed or shielded so as to minimize stray light trespassing across property boundaries.

V. LANDSCAPING REQUIREMENTS

All landscaping and performance standards as outlined within section 27-1101 of the 2021 Archived Zoning ordinance shall be followed as required within the underlying City zone. Additionally, all development must comply with the requirements outlined in this Section of the Planned Development.

A. General Landscape Area Requirements

- **a.** A palette of regionally appropriate drought and climate tolerant plant materials is required to be used.
- **b.** The use of drip irrigation and/or other irrigation systems is required.
- **c.** All development should create a pedestrian-friendly environment on the street and connect to adjacent developments as identified in the conceptual master plan.
- **d.** A variation of elements should be provided along public frontage; no less than two (2) types of trees may be used in a single development lot.
- **e.** One (1) 2-inch tree is required per 2,000 sf of total landscape area per development lot or parcel.
- **f.** One (1) large shrub (mature height over three feet) is required for every 500 sf of total landscape area per development lot or parcel.
- **g.** Trees and shrubs should be grouped for aesthetic and irrigation purposes.
- **h.** Lawn must have a minimum width of six (6) feet.
- **i.** Plant materials must be maintained and dead plants must be replaced in a timely manner.

B. Landscaped Green Belt Improvements

- **a.** A minimum 25-foot landscaped green belt, which may be incorporated into any required building setbacks, shall be landscaped and maintained along the northern property boundary.
- **b.** Developers shall be responsible for installation and maintenance of the landscaped green belts in accordance with Section V.A of this document.

c. Landscaped green belts and required setbacks may overlap so that the total area of the two is the greater of either the green belt or the setback.

d. All improvements shall comply with The City of Billings and Yellowstone County's clear vision standards.

C. Parking Lot Landscaping

a. All parking lot landscaping may be included as part of the landscaped area as calculated in Section V.A of this document.

b. Trees shall be planted and incorporated into parking lot layouts at a density of one (1) 2-inch tree for every sixteen (16) parking spots.

VI. SITE LAYOUT AND ORIENTATION

All development must comply with the site layout and orientation requirements outlined in this Section of the Planned Development.

A. Building Requirements

a. Buildings shall be located in the south two-thirds of the lot allowing for parking or green space on the north third of the lot.

b. Buildings can be located directly against sidewalk with no front lot setback requirements.

c. Sidewalks shall be a minimum of 5-feet wide and a minimum of 7-feet wide when directly adjacent to parking areas.

d. Building height shall be no greater than 34-feet from grade.

e. No more than fifty (50) percent lot coverage is allowed by the building.

f. Buildings containing the use of either a brewery/taproom or full-beverage license shall be designed with a likeness to traditional agricultural structures in both elevation and profile views.

g. All dumpsters shall be contained within a privacy fence that aligns the architecture features of the building.

h. All development shall provide for bike parking and non-motorized accessibility.

B. Parking Requirements

a. Parking shall be provided at a one (1) parking spot for every 200-square-feet of building.

b. Reciprocal parking access shall be provided for all businesses within the development.

c. Parking lots must be a minimum of 30-feet from the northern boundary with the landscaped green belt counting towards the setback requirement.

d. Bike parking shall be provided at a one (1) parking spot for every 2,000-square-feet of building with a minimum of two (2) spaces for each building.

VII. MODIFICATION OF THE APPROVED PLANNED DEVELOPMENT

Any modification of the approved development plan shall be processed using the same procedures for a new application, as set forth in the City of Billings Zoning regulations (2021 et seq). However, minor modifications may be approved by the zoning coordinator if he/she makes the following findings through administrative relief:

No change in the overall character of the development;

No increase in the number of residential units greater than two (2) percent;

No additional allowed uses;

No reduction in open space greater than two (2) percent; and

No change in the approved minimum setbacks, maximum lot coverage or maximum allowed height.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

"OWNER" **Ty Schmechel**

By: _____

Arrowhead Investments Corporation
Managing Member

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 _____ of **Ty Schmechel, Managing Member of Arrowhead Investments Corporation** who executed the foregoing instrument and acknowledged to me that he/she executed the same.

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

This agreement is hereby approved and accepted by the City of Billings, this ____ day of _____, 20___.

"CITY" **CITY OF BILLINGS, MONTANA**

Mayor

By: _____
Mayor

Attest: _____
City Clerk

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 Mayor of the City of Billings, Montana, whose name 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: _____

EXHIBIT A

Return to:
City Clerk
City of Billings
PO Box 1178
Billings, MT 59101

PLANNED DEVELOPMENT AGREEMENT LOT 4, BLOCK 1, MK SUBDIVISION IN THE CITY OF BILLINGS, MONTANA

THIS AGREEMENT is made and entered into this 14th day of January, 2018, by and between **MYK Enterprises, LLC,** whose address for the purpose of this agreement is 218 Brookshire Blvd Unit 2, Billings, MT 59102, hereinafter referred to as "Owner," and **City of Billings,** Montana, hereinafter referred to as "City."

WITNESSETH:

WHEREAS, the Owner owns approximately 3.6 acres of real property in Billings, Montana specifically described as Lot 4, Block 1 of the MK Subdivision. The foregoing property shall be known as "Hawk Creek Planned Development," or a related name that may be assigned later.

WHEREAS, the Hawk Creek Planned Development will consist of a mixture of commercial, retail, professional, medical and related uses.

WHEREAS, the Owner desires to place certain building and use restrictions on the property, specify certain land uses, and create a pattern of development that promotes community service, economic activity, convenience, and amenity for the Hawk Creek Planned Development and surrounding neighborhoods.

WHEREAS, the aforesaid Owner and the County desire to ensure the Hawk Creek Planned Development will be developed and maintained consistent with the standards described in this agreement.

THEREFORE, the undersigned hereby establish and declare the following plan for the Hawk Creek Planned Development as set forth herein, which shall apply to all of the real estate described hereinabove, shall bind all of the present and future property owners to such real estate, and shall run with the land.

AGREEMENT

I. PERSONS BOUND BY THE PLANNED DEVELOPMENT AGREEMENT

All persons, corporations, or other entities, who shall hereafter acquire any interest in and to the above described property, in whole, or in part, shall be taken and held to agree, to conform to, and observe the following land uses, restrictions, and other stipulations as to the use thereof, and as the construction of improvements thereon.

II. LAND USES AND BUILDING RESTRICTIONS

Unless expressly designated below, all other standards or requirements of the Zoning Regulations for the City of Billings shall be followed for the type of use within each of the areas described herein.

A. Restricted Uses for Underlying City Zone: Neighborhood Commercial – NC

No land may be used for purposes that include gaming (casinos) or adult entertainment or sexually oriented businesses. No variances or special review approvals may be requested or granted for those businesses.

All allowed land uses as outlined within the City of Billings Zoning regulations for the underlying zone shall be allowed within the Planned Development, with the following exceptions:

Exceptions (uses not allowed):

Division A: Agriculture, Forestry, and Fishing
Group 07 – Agricultural Services
- Veterinary services for Animal specialties – Outpatient Only

Division B: Mining
- Construction sand and gravel mining (1442)

Division D: Manufacturing
Group 20 – Food and Kindred Products
- All sub-groups except offices

Division E: Transportation, Communications, Electric, Gas and Sanitary Sewer
Group 46 – Pipelines, except natural gas
Group 48 – Communications
- All uses except offices

Group 48 – Commercial Antenna Support Structures
Group 49 – Electric, Gas, and Sanitary Services
- Transmission and distribution, electric and gas

Division G: Retail Trade

Group 54 – Food Stores
- Convenience Store with Gas Pump Islands

Group 55 – Automotive Dealers and Gasoline Service Stations
- All uses

Division I: Services

Group 70 – Hotels, Rooming Houses, Camps, and Other Lodging Places
- Rooming, boarding houses; organization hotels and lodging houses, on a membership basis (702, 704)

Group 72 – Personal Services
- Coin-operated laundries and dry cleaning (7215)
- Funeral service and crematories (726)

Group 75 – Automotive Repair, Services, & Parking
- Automobile parking (752)

Division K: Non-Classifiable Establishments

Dwellings – Modular Homes

Allowances:

The subject property shall be allowed use of one (1) cabaret license and one (1) brewing/taproom license. Subsequent subdivision of the subject parcel shall not increase the number of licenses allow for use within the Planned Development.

III. OPERATIONAL RESTRICTIONS – Alcoholic Beverage Manufacturing and Cabaret License

The Developer and City recognize the sensitive location of the Hawk Creek Planned Development and the need to include specific operational restrictions and site requirements not normally required for the uses listed above.

A. Developer Agrees to the Following:

a. Any outdoor seating areas associated with the brewing/taproom or cabaret operations shall be located on either the east, west or south elevations of the structures. Under no circumstances shall seating areas with either taproom or cabaret operation be located off of the north elevation of the structure(s).

b. Any seating area outside of any enclosed building for use by the patrons of the alcoholic beverage manufacturer or cabaret operation shall have a fence installed at least 42-inches in height enclosing the outdoor area. There shall be no entry to the outdoor seating area for patrons except through the operating building.

c. Any music or entertainment, including any permanent or temporary speakers, outside of an enclosed building shall only be installed/located along the western or southern elevations of the structure.
d. Any outdoor activities associated with operation of the facilities shall cease by 9 pm.
e. Operating hours for the taproom and cabaret license shall be dictated by Montana State Law outlined in the MCA 16.3.2 and MCA 16.4.1, respectively.

IV. SIGNAGE AND LIGHTING

The intent of signage and lighting design regulation is to encourage the use of signage and lighting as a design component to enhance buildings, landscaping, or other site features while not detracting from the aesthetics of adjacent neighborhoods. Developers should encourage night sky's visibility to reduce the general illumination of the sky in the surrounding area. Design elements should reduce horizontal light glare and vertical light trespass from a development site onto adjacent parcels. Developers should encourage the judicious use of lighting in conjunction with other security methods to increase site safety.

A. Signage

a. Signage should be provided in accordance with the PDA, with the intent to compliment the pedestrian-oriented environment. The signage requirements included in Article 27-700 of the United Zoning Regulations and any subsequent amendments thereto shall govern the regulation of signage in Hawk Creek Planned Development so far as they are not inconsistent with the Planned Development Agreement and the below standards.
b. All signs shall comply with the design guidelines below:
    i. All signs, except for neighborhood identification signs, shall be placed flat against a building or designed as part of an architectural feature thereof.
    ii. No electronic message displays or signs are allowed.
    iii. No neon signs are allowed.
    iv. No balloon signs as defined by the City of Billings Code are allowed.
    v. No string of pennants, flags, or other similar types of non-informative non-holiday decorations are allowed.
    vi. One (1) free-standing sign is allowed indicating the name and/or nature of the occupancy for each developed parcel/tenant. Signs may not exceed fifteen (15) feet in height and fifteen (15) feet in width.
    vii. No rooftop signs are allowed.

B. Exterior Lighting

a. Developers shall provide adequate lighting levels in all areas used by pedestrians or automobiles, including building entries, walkways, parking areas, and circulations areas.

b. All exterior lighting must be installed or shielded to minimize light intrusion into residential units in adjacent neighborhoods.

i. All outdoor pole lighting shall be fully shielded and mounted at heights no greater than fifteen (15) feet above grade.

ii. All outdoor lighting, except street lighting, shall be aimed or shielded so as to minimize stray light trespassing across property boundaries.

V. LANDSCAPING REQUIREMENTS

All landscaping and performance standards as outlined within section 27-1101 of the City of Billings Zoning ordinance shall be followed as required within the underlying City zone. Additionally, all development must comply with the requirements outlined in this Section of the Planned Development.

A. General Landscape Area Requirements

a. A palette of regionally appropriate drought and climate tolerant plant materials is required to be used.

b. The use of drip irrigation and/or other irrigation systems is required.

c. All development should create a pedestrian-friendly environment on the street and connect to adjacent developments as identified in the conceptual master plan.

d. A variation of elements should be provided along public frontage; no less than two (2) types of trees may be used in a single development lot.

e. One (1) 2-inch tree is required per 2,000 sf of total landscape area per development lot or parcel.

f. One (1) large shrub (mature height over three feet) is required for every 500 sf of total landscape area per development lot or parcel.

g. Trees and shrubs should be grouped for aesthetic and irrigation purposes.

h. Lawn must have a minimum width of six (6) feet.

i. Plant materials must be maintained and dead plants must be replaced in a timely manner.

B. Landscaped Green Belt Improvements

a. A minimum 25-foot landscaped green belt, which may be incorporated into any required building setbacks, shall be landscaped and maintained along the northern property boundary.

b. Developers shall be responsible for installation and maintenance of the landscaped green belts in accordance with Section V.A of this document.

c. Landscaped green belts and required setbacks may overlap so that the total area of the two is the greater of either the green belt or the setback.
d. All improvements shall comply with The City of Billings and Yellowstone County's clear vision standards.

C. Parking Lot Landscaping

a. All parking lot landscaping may be included as part of the landscaped area as calculated in Section V.A of this document.
b. Trees shall be planted and incorporated into parking lot layouts at a density of one (1) 2-inch tree for every sixteen (16) parking spots.

VI. SITE LAYOUT AND ORIENTATION

All development must comply with the site layout and orientation requirements outlined in this Section of the Planned Development.

A. Building Requirements

a. Buildings shall be located in the south two-thirds of the lot allowing for parking or green space on the north third of the lot.
b. Buildings can be located directly against sidewalk with no front lot setback requirements.
c. Sidewalks shall be a minimum of 5-feet wide and a minimum of 7-feet wide when directly adjacent to parking areas.
d. Building height shall be no greater than 34-feet from grade.
e. No more than fifty (50) percent lot coverage is allowed by the building.
f. Buildings containing the use of either a brewery/taproom or cabaret license shall be designed with a likeness to traditional agricultural structures in both elevation and profile views.
g. All dumpsters shall be contained within a privacy fence that aligns the architecture features of the building.
h. All development shall provide for bike parking and non-motorized accessibility.

B. Parking Requirements

a. Parking shall be provided at a one (1) parking spot for every 200-square-feet of building.
b. Reciprocal parking access shall be provided for all businesses within the development.
c. Parking lots must be a minimum of 30-feet from the northern boundary with the landscaped green belt counting towards the setback requirement.
d. Bike parking shall be provided at a one (1) parking spot for every 2,000-square-feet of building with a minimum of two (2) spaces for each building.

VII. MODIFICATION OF THE APPROVED PLANNED DEVELOPMENT

Any modification of the approved development plan shall be processed using the same procedures for a new application, as set forth in the City of Billings Zoning regulations. However, minor modifications may be approved by the zoning coordinator if he/she makes the following findings:

No change in the overall character of the development;

No increase in the number of residential units greater than two (2) percent;

No additional allowed uses;

No reduction in open space greater than two (2) percent; and

No change in the approved minimum setbacks, maximum lot coverage or maximum allowed height.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

"OWNER"

Patricia Kramer

By: Patricia Kramer

MYK Enterprises, LLC
Managing Member

STATE OF MONTANA)
: ss
County of Yellowstone)

On this 31st day of December, 2019, before me, a Notary Public in and for the State of Montana, personally appeared Patricia Kramer, known to me to be the Managing Member of **Patricia Kramer, Managing Member of MYK Enterprises, LLC** who executed the foregoing instrument and acknowledged to me that he/she executed the same.



Vickie Tiry
Notary Public in and for the State of Montana
Printed Name: Vickie Tiry
Residing at: Laurel, Montana
My commission expires: 1/30/2020

This agreement is hereby approved and accepted by the City of Billings, this 14th day of January, 2019

"CITY"

CITY OF BILLINGS, MONTANA

Mayor

BY: William A Cole
Willliam A. Cole, Mayor

Attest:

BY: Denise R. Bohlman
Denise R. Bohlman, City Clerk

STATE OF MONTANA)
: ss
County of Yellowstone)

On this 14th day of January, 2019, before me, a Notary Public in and for the State of Montana, personally appeared William A. Cole, known to me to be the Mayor of the City of Billings, Montana, whose name 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.

WYNNETTE J. MADDOX NOTARIAL SEAL STATE OF MONTANA

WYNNETTE J. MADDOX
NOTARY PUBLIC for the
State of Montana
Residing at Shepherd, Montana
My Commission Expires
September 16, 2022

Wynnette J Maddox
Notary Public in and for the State of Montana
Printed Name: Wynnette J Maddox
Residing at: Shepherd MT
My commission expires: 9.16.2022

ORDINANCE 23-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THE PLANNED DEVELOPMENT ZONE AGREEMENT ON Lots 1, 2 and 3, Block 1 of MK Subdivision 2nd Filing, 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.** **Lots 1,2,and 3 of Block 1, MK Subdivision, 2nd Filing,** is presently zoned **Planned Development – Neighborhood Commercial (PD-NC),** and is shown on the official zoning map within this zone. The Planned Development agreement for this property was filed with the Clerk and Recorder under document No. 3874369.

Section 3. **ZONE DISTRICT AMENDMENT.** The official original **Planned Development Agreement known as Hawk Creek Planned Development filed as document No. 3874369** is hereby **deleted in its entirety** and substituted with **a new and amended PD Agreement as shown in Exhibit A**. Such amended Planned Development will be executed and filed with the Clerk and Recorder and shall be subject to all the rules and regulations pertaining to Planned Development Agreements as set out in the Billings, Montana City Code.

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

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

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

PASSED by the City Council on first reading this 12th day of June, 2023.

PASSED, ADOPTED and APPROVED on second reading this 26th day of June, 2023.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1028 – Hawk Creek Planned Development Agreement Amendment

EXHIBIT A

Return to:
City Clerk
City of Billings
PO Box 1178
Billings, MT 59101

PLANNED DEVELOPMENT AGREEMENT

LOTS 1-3, BLOCK 1, MK SUBDIVISION, SECOND FILING IN THE CITY OF BILLINGS, MONTANA

THIS AGREEMENT is made and entered into this _____ day of _____, 2023, by and between **Arrowhead Investment Corporation,** whose address for the purpose of this agreement is 115 North Broadway, Suite 200, Billings, MT 59101, hereinafter referred to as "Owner," and **City of Billings,** Montana, hereinafter referred to as "City."

WITNESSETH:

WHEREAS, the Owner owns approximately 3.6 acres of real property in Billings, Montana specifically described as Lots 1-3, Block 1 of the MK Subdivision, Second Filing. The foregoing property shall be known as "Hawk Creek Planned Development," or a related name that may be assigned later.

WHEREAS, the Hawk Creek Planned Development will consist of a mixture of commercial, retail, professional, medical and related uses.

WHEREAS, the Owner desires to place certain building and use restrictions on the property, specify certain land uses, and create a pattern of development that promotes community service, economic activity, convenience, and amenity for the Hawk Creek Planned Development and surrounding neighborhoods.

WHEREAS, the aforesaid Owner and the City desire to ensure the Hawk Creek Planned Development will be developed and maintained consistent with the standards described in this agreement.

THEREFORE, the undersigned hereby establish and declare the following plan for the Hawk Creek Planned Development as set forth herein, which shall apply to all of the real estate described hereinabove, shall bind all of the present and future property owners to such real estate, and shall run with the land.

AGREEMENT

I. PERSONS BOUND BY THE PLANNED DEVELOPMENT AGREEMENT

All persons, corporations, or other entities, who shall hereafter acquire any interest in and to the above described property, in whole, or in part, shall be taken and held to agree, to conform to, and observe the following land uses, restrictions, and other stipulations as to the use thereof, and as the construction of improvements thereon.

II. LAND USES AND BUILDING RESTRICTIONS

Unless expressly designated below, all other standards or requirements of the Zoning Regulations for the City of Billings shall be followed for the type of use within each of the areas described herein.

A. Restricted Uses for Underlying City Zone: Neighborhood Commercial – NC

No land may be used for purposes that include gaming (casinos) or adult entertainment or sexually oriented businesses. No variances or special review approvals may be requested or granted for those businesses.

All allowed land uses as outlined within the City of Billings Zoning regulations for the underlying zone shall be allowed within the Planned Development**,** with the following exceptions:

Exceptions (uses not allowed):

Division A: Agriculture, Forestry, and Fishing

Group 07 – Agricultural Services
- Veterinary services for Animal specialties – Outpatient Only

Division B: Mining
- Construction sand and gravel mining (1442)

Division D: Manufacturing
Group 20 – Food and Kindred Products
- All sub-groups except offices

Division E: Transportation, Communications, Electric, Gas and Sanitary Sewer
Group 46 – Pipelines, except natural gas
Group 48 – Communications
- All uses except offices

Group 48 – Commercial Antenna Support Structures
Group 49 – Electric, Gas, and Sanitary Services
- Transmission and distribution, electric and gas

Division G: Retail Trade
Group 54 – Food Stores
- Convenience Store with Gas Pump Islands

Group 55 – Automotive Dealers and Gasoline Service Stations
- All uses

Division I: Services
Group 70 – Hotels, Rooming Houses, Camps, and Other Lodging Places
- Rooming, boarding houses; organization hotels and lodging houses, on a membership basis (702, 704)

Group 72 – Personal Services
- Coin-operated laundries and dry cleaning (7215)
- Funeral service and crematories (726)

Group 75 – Automotive Repair, Services, & Parking
- Automobile parking (752)

Division K: Non-Classifiable Establishments
Dwellings – Modular Homes

Allowances:

The subject property shall be allowed use of one (1) full beverage liquor license and one (1) brewing/taproom license. Subsequent subdivision of the subject parcel shall not increase the number of licenses allow for use within the Planned Development.

III. OPERATIONAL RESTRICTIONS – Alcoholic Beverage Manufacturing and Full Beverage Liquor License

The Developer and City recognize the sensitive location of the Hawk Creek Planned Development and the need to include specific operational restrictions and site requirements not normally required for the uses listed above.

A. Developer Agrees to the Following:

a. Any outdoor seating areas associated with the brewing/taproom or full beverage liquor license operations shall be located on either the east, west or south elevations of the structures. Under no circumstances shall seating areas with either taproom or full beverage liquor license operation be located off the north elevation of the structure(s).

b. Any seating area outside of any enclosed building for use by the patrons of the alcoholic beverage manufacturer or full beverage liquor license operation shall have a fence installed at least 42-inches in height enclosing the outdoor area. There shall be no entry to the outdoor seating area for patrons except through the operating building.

c. Any music or entertainment, including any permanent or temporary speakers, outside of an enclosed building shall only be installed/located along the western or southern elevations of the structure.

d. Operating hours for the taproom and full beverage liquor license shall be dictated by Montana State Law outlined in the MCA 16.3.2 and MCA 16.4.1, respectively.

IV. SIGNAGE AND LIGHTING

The intent of signage and lighting design regulation is to encourage the use of signage and lighting as a design component to enhance buildings, landscaping, or other site features while not detracting from the aesthetics of adjacent neighborhoods. Developers should encourage night sky's visibility to reduce the general illumination of the sky in the surrounding area. Design elements should reduce horizontal light glare and vertical light trespass from a development site onto adjacent parcels. Developers should encourage the judicious use of lighting in conjunction with other security methods to increase site safety.

A. Signage

a. Signage should be provided in accordance with the PDA, with the intent to compliment the pedestrian-oriented environment. The signage requirements included in Article 27-700 of the 2021 Archived Zoning Regulations and any subsequent amendments thereto shall govern the regulation of signage in Hawk Creek Planned Development so far as they are not inconsistent with the Planned Development Agreement and the below standards.

b. All signs shall comply with the design guidelines below:

- **i.** All signs, except for neighborhood identification signs, shall be placed flat against a building or designed as part of an architectural feature thereof.
- **ii.** No electronic message displays or signs are allowed.
- **iii.** No neon signs are allowed.
- **iv.** No balloon signs as defined by the 2021Archived Zoning Code are allowed.
- **v.** No string of pennants, flags, or other similar types of non-informative non-holiday decorations are allowed.
- **vi.** One (1) free-standing sign is allowed indicating the name and/or nature of the occupancy for each developed parcel/tenant. Signs may not exceed fifteen (15) feet in height and fifteen (15) feet in width.

vii. No rooftop signs are allowed.

B. Exterior Lighting

- **a.** Developers shall provide adequate lighting levels in all areas used by pedestrians or automobiles, including building entries, walkways, parking areas, and circulations areas.
- **b.** All exterior lighting must be installed or shielded to minimize light intrusion into residential units in adjacent neighborhoods.
  - **i.** All outdoor pole lighting shall be fully shielded and mounted at heights no greater than fifteen (15) feet above grade.
  - **ii.** All outdoor lighting, except street lighting, shall be aimed or shielded so as to minimize stray light trespassing across property boundaries.

V. LANDSCAPING REQUIREMENTS

All landscaping and performance standards as outlined within section 27-1101 of the 2021 Archived Zoning ordinance shall be followed as required within the underlying City zone. Additionally, all development must comply with the requirements outlined in this Section of the Planned Development.

A. General Landscape Area Requirements

- **a.** A palette of regionally appropriate drought and climate tolerant plant materials is required to be used.
- **b.** The use of drip irrigation and/or other irrigation systems is required.
- **c.** All development should create a pedestrian-friendly environment on the street and connect to adjacent developments as identified in the conceptual master plan.
- **d.** A variation of elements should be provided along public frontage; no less than two (2) types of trees may be used in a single development lot.
- **e.** One (1) 2-inch tree is required per 2,000 sf of total landscape area per development lot or parcel.
- **f.** One (1) large shrub (mature height over three feet) is required for every 500 sf of total landscape area per development lot or parcel.
- **g.** Trees and shrubs should be grouped for aesthetic and irrigation purposes.
- **h.** Lawn must have a minimum width of six (6) feet.
- **i.** Plant materials must be maintained and dead plants must be replaced in a timely manner.

B. Landscaped Green Belt Improvements

- **a.** A minimum 25-foot landscaped green belt, which may be incorporated into any required building setbacks, shall be landscaped and maintained along the northern property boundary.
- **b.** Developers shall be responsible for installation and maintenance of the landscaped green belts in accordance with Section V.A of this document.

c. Landscaped green belts and required setbacks may overlap so that the total area of the two is the greater of either the green belt or the setback.

d. All improvements shall comply with The City of Billings and Yellowstone County's clear vision standards.

C. Parking Lot Landscaping

a. All parking lot landscaping may be included as part of the landscaped area as calculated in Section V.A of this document.

b. Trees shall be planted and incorporated into parking lot layouts at a density of one (1) 2-inch tree for every sixteen (16) parking spots.

VI. SITE LAYOUT AND ORIENTATION

All development must comply with the site layout and orientation requirements outlined in this Section of the Planned Development.

A. Building Requirements

a. Buildings shall be located in the south two-thirds of the lot allowing for parking or green space on the north third of the lot.

b. Buildings can be located directly against sidewalk with no front lot setback requirements.

c. Sidewalks shall be a minimum of 5-feet wide and a minimum of 7-feet wide when directly adjacent to parking areas.

d. Building height shall be no greater than 34-feet from grade.

e. No more than fifty (50) percent lot coverage is allowed by the building.

f. Buildings containing the use of either a brewery/taproom or full-beverage license shall be designed with a likeness to traditional agricultural structures in both elevation and profile views.

g. All dumpsters shall be contained within a privacy fence that aligns the architecture features of the building.

h. All development shall provide for bike parking and non-motorized accessibility.

B. Parking Requirements

a. Parking shall be provided at a one (1) parking spot for every 200-square-feet of building.

b. Reciprocal parking access shall be provided for all businesses within the development.

c. Parking lots must be a minimum of 30-feet from the northern boundary with the landscaped green belt counting towards the setback requirement.

d. Bike parking shall be provided at a one (1) parking spot for every 2,000-square-feet of building with a minimum of two (2) spaces for each building.

VII. MODIFICATION OF THE APPROVED PLANNED DEVELOPMENT

Any modification of the approved development plan shall be processed using the same procedures for a new application, as set forth in the City of Billings Zoning regulations (2021 et seq). However, minor modifications may be approved by the zoning coordinator if he/she makes the following findings through administrative relief:

No change in the overall character of the development;

No increase in the number of residential units greater than two (2) percent;

No additional allowed uses;

No reduction in open space greater than two (2) percent; and

No change in the approved minimum setbacks, maximum lot coverage or maximum allowed height.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

"OWNER" **Ty Schmechel**

By: _____

Arrowhead Investments Corporation
Managing Member

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 _____**Ty Schmechel, Managing Member of Arrowhead Investments Corporation** who executed the foregoing instrument and acknowledged to me that he/she executed the same.

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

This agreement is hereby approved and accepted by the City of Billings, this _____ day of _____, 20___.

"CITY" **CITY OF BILLINGS, MONTANA**

William A. Cole, Mayor

BY:_____

Attest:

BY:_____

Denise R. Bohlman, City Clerk

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 Mayor of the City of Billings, Montana, whose name 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:

_____

City Council Regular

Date:	06/12/2023
Title:	SID 1423, Annafeld Subdivision, 4th Filing, Streetlights Public Hearing and Resolution Creating District
Presented by:	Debi Meling
Department:	Public Works
Presentation:	Yes
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends that Council conduct a public hearing and approve the resolution creating SID 1423 Annafeld Subdivision 4th Filing Streetlights.

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

McCall Development Inc., the developer of Annafeld Subdivision, 4th Filing, desires to construct public improvements in the subdivision that include streetlights. McCall Development would like to complete these improvements utilizing a special improvement district, that is allowed through the recorded Subdivision Improvements Agreement for the subdivision. Annafeld Subdivision, 4th Filing, is located south of Elysian Road near Elysian School. The streetlights will be installed along each street frontage. The streetlights will be maintained by the Homeowners Association until all of Annafeld Subdivision is completed. At that point, a Special Improvement Light Maintenance District (SILMD) will be created for maintenance.

McCall Development previously constructed the streets and underground utilities (water, sewer, and storm drain) within Annafeld Subdivision, 4th Filing, totaling $2,626,290 worth of improvements. These improvements count toward the required improvements in order to meet the requirements of the City's Raw Land District Requirements (Resolution No. 05-18234). The previously constructed improvements represent approximately 83% of the total improvement costs when including street, utility, and streetlight improvements.

ALTERNATIVES

The Council may:

- Conduct a public hearing and approve the resolution creating SID 1423; or,
- After holding a public hearing, do not approve the resolution creating SID 1423. If not approved, the developer will have to install streetlights at their cost.

FISCAL EFFECTS

The total estimated costs of the improvements are $538,000 which will be paid from the sale of SID bonds and assessed to the properties within the SID boundary.

Attachments

Map of SID 1423
SID 1423 Resolution Creating District
Resolution 05-18234

EXHIBIT A

LIGHTING EXHIBIT

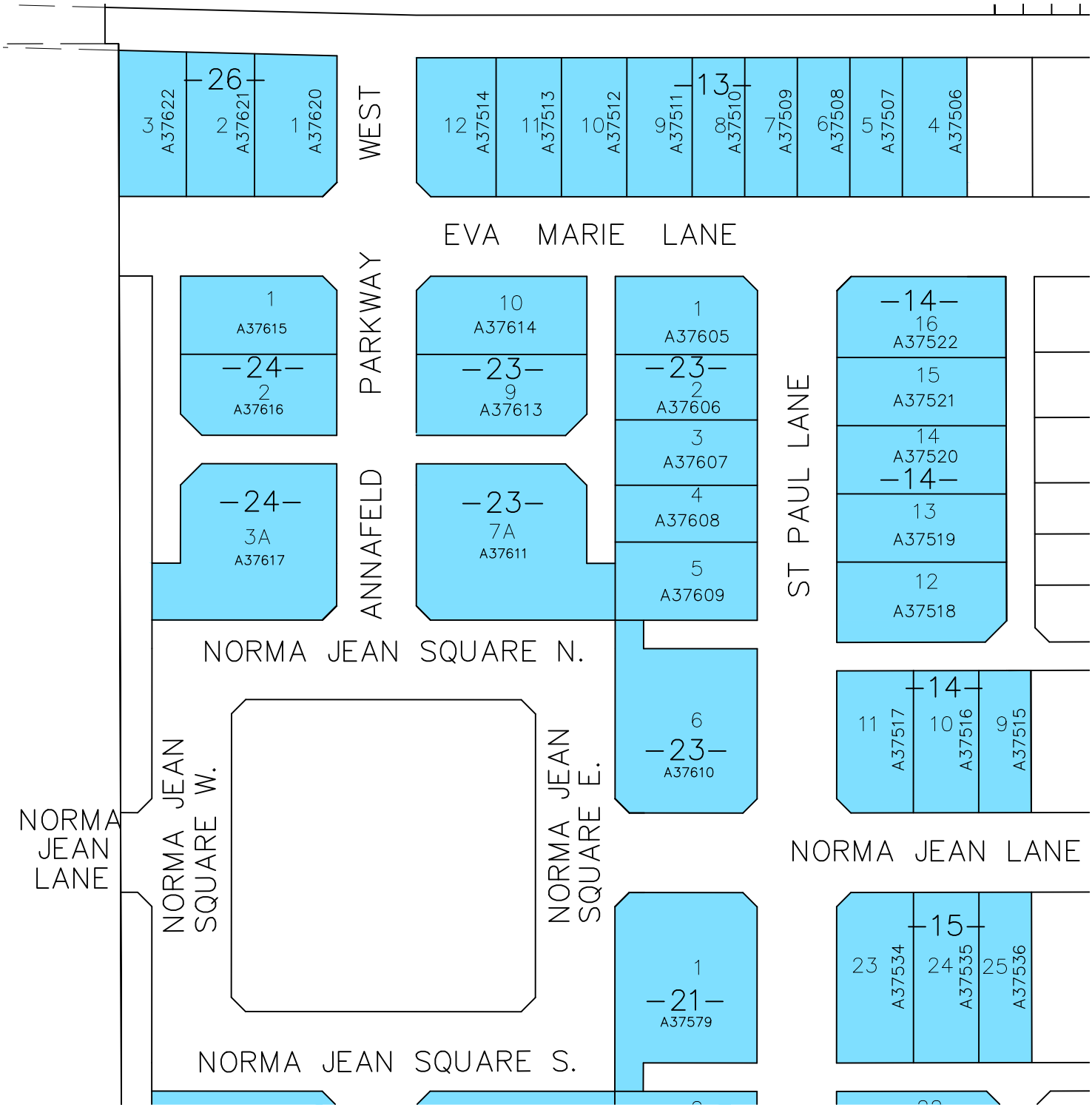
ANNAFELD SUBDIVISION, FOURTH FILING

PREPARED FOR : CITY OF BILLINGS

MARCH, 2023

PREPARED BY : SANDERSON STEWART

BILLINGS, MONTANA



16001_141_LIGHTING_ EXHIBIT.DWG 16001.141 03/22/2023 BG

EXHIBIT A

LIGHTING EXHIBIT

ANNAFELD SUBDIVISION, FOURTH FILING

PREPARED FOR : CITY OF BILLINGS

MARCH, 2023

PREPARED BY : SANDERSON STEWART

BILLINGS, MONTANA



16001_141_LIGHTING_ EXHIBIT.DWG 16001.141 03/22/2023 BG

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Billings, Montana (the "City"), hereby certify that the attached resolution is a true copy of Resolution No. 23-_____, entitled: "RESOLUTION RELATING TO SPECIAL IMPROVEMENT DISTRICT NO. **1423**; CREATING THE DISTRICT FOR THE PURPOSE OF UNDERTAKING CERTAIN LOCAL IMPROVEMENTS AND FINANCING THE COSTS THEREOF AND INCIDENTAL THERETO THROUGH THE ISSUANCE OF SPECIAL IMPROVEMENT DISTRICT BONDS SECURED BY THE CITY'S SPECIAL IMPROVEMENT DISTRICT REVOLVING FUND" (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 meeting on **June 12, 2023**, 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 Councilmembers voted in favor thereof: _____
_____
_____
_____; voted against the same: _____
_____; abstained from voting thereon: _____
_____; or were absent: _____
_____
_____.

WITNESS my hand officially this _ day of _____.

_____
Denise Bohlman CITY CLERK

RESOLUTION NO. 23-_____

RESOLUTION RELATING TO SPECIAL IMPROVEMENT DISTRICT NO. **1423**; CREATING THE DISTRICT FOR THE PURPOSE OF UNDERTAKING CERTAIN LOCAL IMPROVEMENTS AND FINANCING THE COSTS THEREOF AND INCIDENTAL THERETO THROUGH THE ISSUANCE OF SPECIAL IMPROVEMENT DISTRICT BONDS SECURED BY THE CITY'S SPECIAL IMPROVEMENT DISTRICT REVOLVING FUND.

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

Section 1. Passage of Resolution of Intention. This Council, on **May 22, 2023,** adopted Resolution No. **23-11118** (the "Resolution of Intention"), pursuant to which this Council declared its intention to create a special improvement district, designated as Special Improvement District No. **1423** of the City, under Montana Code Annotated, Title 7, Chapter 12, Parts 41 and 42, as amended, for the purpose of financing the costs of certain local improvements described generally therein (the "Improvements") and paying costs incidental thereto, including costs associated with the sale and the security of special improvement district bonds drawn on the District (the "Bonds"), the creating and administration of the District, the funding of a deposit to the City's Special Improvement District Revolving Fund (the "Revolving Fund").

Section 2. Notice and Public Hearing. Notice of passage of the Resolution of Intention was duly published and mailed in all respects in accordance with the law, and on **June 12, 2023**, this Council conducted a public hearing on the creation or extension of the District and the making of the Improvements. The meeting of this Council at which this resolution was adopted is the first regular meeting of the Council following the expiration of the period ended 15 days after the first date of publication of the notice of passage of the Resolution of Intention (the "Protest Period").

Section 3. Protests. Within the Protest Period, _____ protests were filed with the City Clerk and not withdrawn by the owners of property in the District subject to assessment for ___% of the total costs of the Improvements. **The protest represents __% of the assessed cost.**

Section 4. Creation of the District; Insufficiency of Protests. The District is hereby created on the terms and conditions set forth in, and otherwise in accordance with, the Resolution of Intention. The protests against the creation or extension of the District or the making of the Improvements filed during the Protest Period, if any, are

hereby found to be insufficient. The findings and determinations made in the Resolution of Intention are hereby ratified and confirmed.

PASSED AND ADOPTED by the City Council of the City of Billings, Montana, this **12th Day of June, 2023.**

THE CITY OF BILLINGS:

BY

_____

William A. Cole MAYOR

ATTEST:

BY_____

Denise Bohlman CITY CLERK

RESOLUTION NO. 05-18234

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BILLINGS RELATING TO SPECIAL IMPROVEMENT DISTRICTS; AMENDING RESOLUTION 87-15592

BE IT RESOLVED BY THE CITY COUNCIL (THE COUNCIL) OF THE CITY OF BILLINGS (THE CITY):

SECTION 1. Recitals.

1.01. Objectives of Policy.

It is the intent of the City of Billings, Montana, to establish a policy regarding the creation of special improvement districts within the City and the issuance of special improvement district bonds therefore so as to provide for the orderly and economical construction and financing of necessary public improvements within the City and to minimize the risks to the taxpayers in the City as a result of unpaid or delinquent assessments.

1.02. Findings. The Council hereby finds that:

(a) The use of special improvement districts is an important and necessary method of constructing Improvements in the City of Billings in existing developed neighborhoods and business districts as well as in new residential and commercial subdivisions; and

(b) Special improvement districts have been extensively used by real estate developers to finance the costs of water, sewer, curbs and gutters, streets, roads and park improvements associated with the development of residential and commercial subdivisions within the City; and

(c) Such use of special improvement districts and the issuance of special improvement district bonds secured by the City's Revolving Fund have provided a significant economic benefit to the developers of such subdivisions; and

(d) The rate of delinquent special improvement assessments for special improvement districts on undeveloped land is significantly greater than that for special improvement districts on developed land; and

(e) The high incidence of the failure or inability of such developers to pay assessments levied against the property within such subdivisions while in their ownership has exposed the City's Revolving Fund and ultimately the City's general fund and taxpayers to risks that are not warranted under the circumstances; and

(f) In order to establish a policy that allows the use of special improvement districts, and of improvement district bonds by the developers of new residential and commercial subdivisions and at the same time provides protection for the City's Revolving Fund and its general taxpayers, it is necessary to establish a policy that distinguishes between and establishes different standards for special improvement districts created within existing developed neighborhoods and special improvement districts created for undeveloped residential and commercial subdivisions.

SECTION 2. Definitions.

All capitalized terms used herein shall have the meanings given to them in this section, unless otherwise indicated or if not defined herein, the meanings given to them in Title 7, Chapter 12, Parts 41 and 42.

Code shall mean the Internal Revenue Code of 1986, and any regulations and rulings promulgated thereby.

Costs of Improvements shall mean those incidental expenses described in Section 7-12-4169, M.C.A. and those costs described in Section 7-12-4104, M.C.A.

Costs of Issuance shall mean all items of expense directly or indirectly payable by or reimbursable to the City and related to the authorization, sale and issue of the Bonds, including the City's fees, bond discount fees,

costs of preparation and reproduction of documents, initial fees and charges of Trustee, if any, legal fees and charges, fees and charges for preparation, execution and safekeeping of the Bond.

Developed District shall mean a Special Improvement District in which 51% or more of the costs of the district will be assessed against lots, tracts or parcels which have occupied structures located thereon.

Developer shall mean an individual or a group of individuals, a corporation or a partnership requesting the creation of a special improvement district for an Undeveloped District.

Direct Service Facility Improvements shall mean those improvements that are designed to be part of an established system of city service or improvement facilities and which are necessary in order for the property within a proposed special improvement district to be directly served by the City service. Direct Service Facilities do not include off-site improvements or larteral collection or distribution facilities such as trunk sewer lines and trunk water mains.

Improvements shall mean public improvements authorized by Section 7-12-4102, M.C.A. to be constructed and financed through the creation of Special Improvement Districts.

On-Site Improvements shall mean those Improvements located within the boundaries of a Special Improvement District.

Off-Site Improvements shall mean those Improvements located outside the boundaries of a Special Improvement District, but of special benefit to the properties within the District.

Revolving Fund shall mean the fund established by the City pursuant to Section 7-12-4221 et seq.

Undeveloped District shall mean a Special Improvement District in which less than 51% of the costs of the district will be assessed against lots, tracts or parcels which have occupied structures located thereon.

Special Improvement Districts shall mean those districts established pursuant to Title 7, Chapter 12, Part 41 and 42, M.C.A. for the purpose of constructing and installing improvements for the special benefit of properties located within such districts.

Special Improvement District Bonds shall mean bonds issued by the City pursuant to Title 7, Chapter 12, Parts 41 and 42, M.C.A. for the purpose of financing Improvements within Special Improvement Districts and paying incidental costs, as defined in Section 7-12-4101, M.C.A. related to the creation of the districts and the issuance of the Bonds.

SECTION 3. Creation of Special Improvement Districts and Issuance of Bonds Secured by the Revolving Fund.

3.01. Creation of Special Improvement Districts and Issuance of Bonds Secured by the Revolving Fund. In accordance with the provisions of Title 7, Chapter 12, Parts 41 and 42, the City will create special improvement districts for financing Improvements upon a determination that the creation of the District and the installation of the Improvements is in the public interest. The City will issue special improvement district bonds for financing the costs of constructing and installing the Improvements and paying incidental costs relating thereto. The City will not pledge the Revolving Fund to such Bonds unless one of the following circumstances exist:

a) The district is a Developed District.

b) The District is being created and the Bonds are being issued for the purpose of financing required public improvements and the property in the District has previously been assessed the costs for a special improvement district which constructed direct service facilities to serve the property.

c) The District is undeveloped and the Developer posts security in accordance with 3.02(d) hereof.

d) The District is undeveloped and the Developer directly pays or otherwise finances 50 percent (50%) or more of the costs of the on-site improvements.

3.02. Standards Applicable to Undeveloped Districts.

a. Costs of Improvements. Any costs of the Improvements, including engineering, survey and legal work incurred prior to the issuance of the special improvement district bonds, including any City expenses, may be eligible for financing by the District as defined in M.C.A. 7-12-4169 (1) if the reimbursement is in compliance with United States Treasury Regulations, Section 1.150-2.

b. Amount of On-Site Improvements to be Financed. Special Improvement Districts will be created to finance the costs of no more than 50 percent of the On-Site Improvements proposed for an Undeveloped District except as otherwise provided in 3.01(b) and 3.02(d) herein. The determination of which of the On-Site Improvements to finance by Special Improvement District will be made by the City in consultation with the Developer, where appropriate. In making its determination the City will consider the nature of the Improvements and the ability to finance them on a tax-exempt basis.

c. Amount of Off-Site Improvements to be Financed. The total cost of Off-Site Improvements which are assessable against an Undeveloped District may be financed through a Special Improvement District only after a determination by the City Council that the proposed Off-Site Improvements are consistent with the City's public improvement goals and that installation of such improvements is necessary and timely. Notwithstanding the provisions of 3.02(a) the City may allow Costs of the Improvements for such Off-Site Improvements incurred prior to the creation of the District to be assessed against the District.

d. Posting Additional Security. Notwithstanding other provisions of this section, the City may in its discretion create Special Improvement Districts for Undeveloped Districts to finance more than 50% of the Costs of Improvements and issue bonds for financing such improvements secured by the Revolving Fund, if:

The Developer posts with the City at the time of the award of the sale of the bonds a letter of credit or some other form of credit acceptable to the City Finance Division as permitted by M.C.A. 7-12-4169 (4) in an amount sufficient to pay all principal and interest on the bonds for a period of five years (the Credit). The Credit will not be released until one of the following conditions is met: (i) 51% or more of the assessable area in the District becomes developed, or (ii) the District has a delinquency rate below 15 percent (15%) in each year for five consecutive years. The Credit provided for in this section which may be required to be posted by the Developer is in addition to other Credit that the Developer has posted for the development of the property

e. Delinquent Developers. It is the general policy of the City of Billings that any person, firm, partnership, organization or corporation requesting the creation of an undeveloped district shall, as a condition of approval of said district, be current in the payment of all existing City special improvement district assessments for

which said person, firm, corporation or partnership is responsible on all properties owned by said person, firm, corporation or partnership.

1) Exceptions to this policy may be made upon a specific determination by the City Council that it is in the public interest to make such an exception in view of the total circumstances involved in the proposed district.

2) The property owners who are requesting creation of the district and who are delinquent in payment of existing special improvement district assessments must request, in writing, an exception from this section. Any written request for an exception must contain, at a minimum, a description of the properties having delinquent assessments, a statement explaining why the delinquencies have occurred, an explanation of what measures are being taken to cure the delinquencies and an explanation as to why an exception should be granted to the general policy expressed in this section.

SECTION 4. Revolving Fund.

4.01. Deposit to the Revolving Fund. For Districts for which the City issues bonds secured by the Revolving Fund, the costs of the Improvement shall include a deposit to the Revolving Fund of 5% of the principal amount of the bonds to be issued. As allowed in Sec 7-12-4169 (3)(b) through (3)(e), the City may create a district reserve fund that is in excess to the minimum deposit of 5% to the Revolving Fund. This reserve fund will be accounted for separately from the revolving fund and will be designated for the district which it secures if, in the opinion of the Finance Division, such excess deposit is necessary to ensure payment of the bonds.

PASSED by the City Council and APPROVED this 24th day of January, 2005.

CITY OF BILLINGS

By Charles F. Tooley
Mayor

ATTEST:

By Marita Herold
City Clerk

City Council Regular

Date: 06/12/2023
Title: SID 1423 Annafeld Subdivision 4th Filing Streetlights, Bid Award
Presented by: Debi Meling
Department: Public Works
Presentation: No
Legal Review: Not Applicable
Project Number: N/A

RECOMMENDATION

Staff recommends that Council award a contract for SID 1423 Annafeld Subdivision 4th Filing Streetlights to Ace Electric in the amount of $433,848.

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

SID 1423 will install streetlights within Annafeld Subdivision 4th Filing. The streetlights will be installed along each street frontage. The streetlights will be maintained by the Homeowners Association until all of Annafeld Subdivision is completed. At that point, a Special Improvement Light Maintenance District (SILMD) will be created for maintenance.

The project was advertised on April 14, 21, and 28, 2023, in the Yellowstone County News and on the City's website. Bids were opened May 2, 2023. Two bids were received. Ace Electric submitted the lowest, responsible bid.

ALTERNATIVES

City Council may:

- Award SID 1423 Annafeld Subdivision 4th Filing Streetlights to Ace Electric in the amount of $433,848; or,
- Not award a contract and reject all bids. If the contract is not awarded, streetlights will not be installed within the subdivision unless paid for by developer.

FISCAL EFFECTS

The following bids were received:

CONTRACTOR	BID
Ace Electric	$433,848.00
Montana Lines	$584,242.50

Funding for SID 1423 was budgeted in FY 23 using SID assessments. Adequate funding is available to award the project.

City Council Regular

Date:	06/12/2023
Title:	Public Hearing and Resolution Creating SILMD 331
Presented by:	Debi Meling
Department:	Public Works
Presentation:	Yes
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing and approve the resolution creating SILMD 331 if the valid protest does not exceed 50%.

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

Property owners along Montana Avenue desire to have the existing lights of SILMD 18 & 208 upgraded to more efficient LED lighting. The lighting improvements include the retrofitting of 10 cobra-head style streetlights and 13 decorative pedestrian-style streetlights within the project area. In order to install these improvements, it becomes necessary to create a Special Improvement Light Maintenance District (SILMD). The installation cost will be assessed to all properties with frontage along the streets to receive streetlights. The City will administer the SILMD by assessing the property owners for the costs of maintaining the district and paying Northwestern Energy for the electricity. Council approved a Resolution of Intent to Create SILMD 331 at the May 22, 2023, meeting and set a June 12, 2023, public hearing on the proposed district. Legal notice of the proposed district and public hearing was published and mailed to all property owners in the proposed district in accordance with State law. Of the 28 tax codes, 1 of those has a valid Waiver of Right to Protest an SID.

The new lighting will use the existing light poles with LED lamps and underground wiring and service meters will be installed at any current un-metered service within the existing Districts 18 & 208. Upon creation, SILMD 18 & 208 will be discontinued.

The deadline for written protests is Monday, June 12th, 2023, at 12:00 p.m. The number and percentage of valid written protests received will be reported to City Council at the June 12, 2023, Council meeting. As provided in State law, the City Council has the authority to create the district if the legal protest does not exceed 50%.

ALTERNATIVES

City Council may:

- Approve the Resolution creating SILMD 331 to provide a source of funding for the installation, operation, maintenance and replacement of the streetlights; or
- Not approve the Resolution creating the district. If the Council does not adopt the Resolution, the property owners cannot be assessed for the operation, maintenance and replacement of the streetlights and the new lighting will not be installed.

FISCAL EFFECTS

The initial cost to retrofit the existing lights will be paid for by assessments to property owners for 15 years. The on-going operations and maintenance costs will be assessed as long as the district is in place.

All costs of providing energy and ongoing maintenance for the lighting are paid from assessments against the properties within the light district with one exception. The United States Federal Building at the Northwest corner of North 26th Street lies within the SILMD 331 Boundary. The estimated assessments for this property are $382.14 for the maintenance and $2,357.14 for the improvements. Based on MCA 7-12-4326, Treatment of Federal Lands Within Lighting District, assessments for federally owned properties are paid out of the City's General Fund.

Attachments

SILMD 331 Resolution to Create

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Billings, Montana (the "City"), hereby certify that the attached resolution is a true copy of Resolution No. 23-_____, entitled: "RESOLUTION RELATING TO SPECIAL IMPROVEMENT LIGHTING DISTRICT NO. 331; CREATING THE DISTRICT FOR THE PURPOSE OF UNDERTAKING CERTAIN LOCAL IMPROVEMENTS AND FINANCING THE COSTS THEREOF AND INCIDENTAL THERETO THROUGH THE ISSUANCE OF SPECIAL IMPROVEMENT DISTRICT BONDS SECURED BY THE CITY'S SPECIAL IMPROVEMENT DISTRICT REVOLVING FUND; AND PROVIDING FOR THE ONGOING MAINTENANCE OF SUCH IMPROVEMENTS AND SUPPLYING ELECTRICAL CURRENT THEREFOR" (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 meeting on **June 12, 2023**, 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 Councilmembers voted in favor thereof: _____
_____
_____
_____; voted against the same: _____
_____; abstained from voting thereon: _____
_____; or were absent: _____
_____
_____.

WITNESS my hand officially this _ day of _____.

_____
Denise Bohlman CITY CLERK

RESOLUTION NO. 23-_____

RESOLUTION RELATING TO SPECIAL IMPROVEMENT LIGHTING DISTRICT NO. 331; CREATING THE DISTRICT FOR THE PURPOSE OF UNDERTAKING CERTAIN STREET LIGHTING IMPROVEMENTS AND FINANCING THE COSTS THEREOF AND INCIDENTAL THERETO THROUGH THE ISSUANCE OF SPECIAL IMPROVEMENT LIGHTING DISTRICT BONDS SECURED BY THE CITY'S REVOLVING FUND; AND PROVIDING FOR THE ONGOING MAINTENANCE OF SUCH IMPROVEMENTS AND SUPPLYING ELECTRICAL CURRENT THEREFOR

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

Section 1. Passage of Resolution of Intention. This Council, on **May 22, 2023,** adopted Resolution No. **23-11117** (the "Resolution of Intention"), pursuant to which this Council declared its intention to create a special improvement lighting district, designated as Special Improvement Lighting District No. **331** of the City, under Montana Code Annotated, Title 7, Chapter 12, Parts 41, 42 and 43, as amended, for the purpose of financing the costs of certain local improvements described generally therein (the "Improvements") and paying costs incidental thereto, including costs associated with the sale and the security of special improvement district bonds drawn on the District (the "Bonds"), the creating and administration of the District, the funding of a deposit to the City's Special Improvement District Revolving Fund (the "Revolving Fund").

In addition, it is the intention of this Council to provide for the ongoing maintenance for the Improvements and supplying electrical current therefor (the "Maintenance"), and to assess the costs and expenses thereof against the lots and parcels of land within the District, in accordance with the Act and the Resolution of Intention.

Section 2. Notice and Public Hearing. Notice of passage of the Resolution of Intention was duly published and mailed in all respects in accordance with the law, and on **June 12, 2023**, this Council conducted a public hearing on the creation of the District and the making of the Improvements and providing ongoing Maintenance. The meeting of this Council at which this resolution was adopted is the first regular meeting of the Council following the expiration of the period ended 15 days after the first date of publication of the notice of passage of the Resolution of Intention (the "Protest Period").

Section 3. Protests. Within the Protest Period, _____ protests were filed with the City Clerk and not withdrawn by the owners of property in the District subject to

assessment for ___% of the total costs of the Improvements. **The protest represents __% of the costs of the Improvements to be assessed.**

Section 4. Creation of the District; Insufficiency of Protests. The District is hereby created on the terms and conditions set forth in, and otherwise in accordance with, the Resolution of Intention. The protests against the creation of the District, the making of the Improvements and the ongoing maintenance thereof filed during the Protest Period, if any, are hereby found to be insufficient. The findings and determinations made in the Resolution of Intention are hereby ratified and confirmed.

Section 5. Maintenance.

5.01 The City of Billings intends to establish the contract rate for supplying electrical energy in accordance with the rate schedule approved by the Montana Public Service Commission. NorthWestern Energy Company shall provide energy to the lighting fixtures. The City of Billings shall provide normal maintenance and replacement as needed to lighting fixtures, poles, cables and other incidental equipment, and shall at all times own said lighting fixtures, poles, cables and other incidental equipment.

5.02 The estimate of the cost of operating and maintaining the Improvements in the District per year, including City administrative costs, is $10,700; the entire cost of said operation and maintenance shall be paid by the owners of the property depicted in Exhibit “A” and the estimated individual property assessments for the first year following creation of the District are depicted in Exhibit “B”, with each lot, parcel or piece of land within the District to be assessed equally, exclusive of streets, avenues, alleys and public places.

5.03 The entire cost of the District shall be paid by an annual assessment against the property in the District. All monies derived from the collection of such assessments shall be paid into a fund to be known as the "Special Improvement Lighting Maintenance District No. 331 Maintenance Fund", and warrants shall be drawn on said fund for the payment of such cost of maintaining or replacement as needed said lights, wiring, fixtures and poles and supplying electrical current therefore.

Section 6. Further Details. That reference is hereby made to Resolution 23-11117, the maps, specifications, boundaries, and perimeter pertaining to the District, on file in the offices of the City Clerk and City Engineer, for further particulars, all of which are made a part hereof.

PASSED AND ADOPTED by the City Council of the City of Billings, Montana, this **12th Day of June 2023.**

THE CITY OF BILLINGS:

BY

_____

William A. Cole MAYOR

ATTEST:

BY_____

Denise Bohlman CITY CLERK

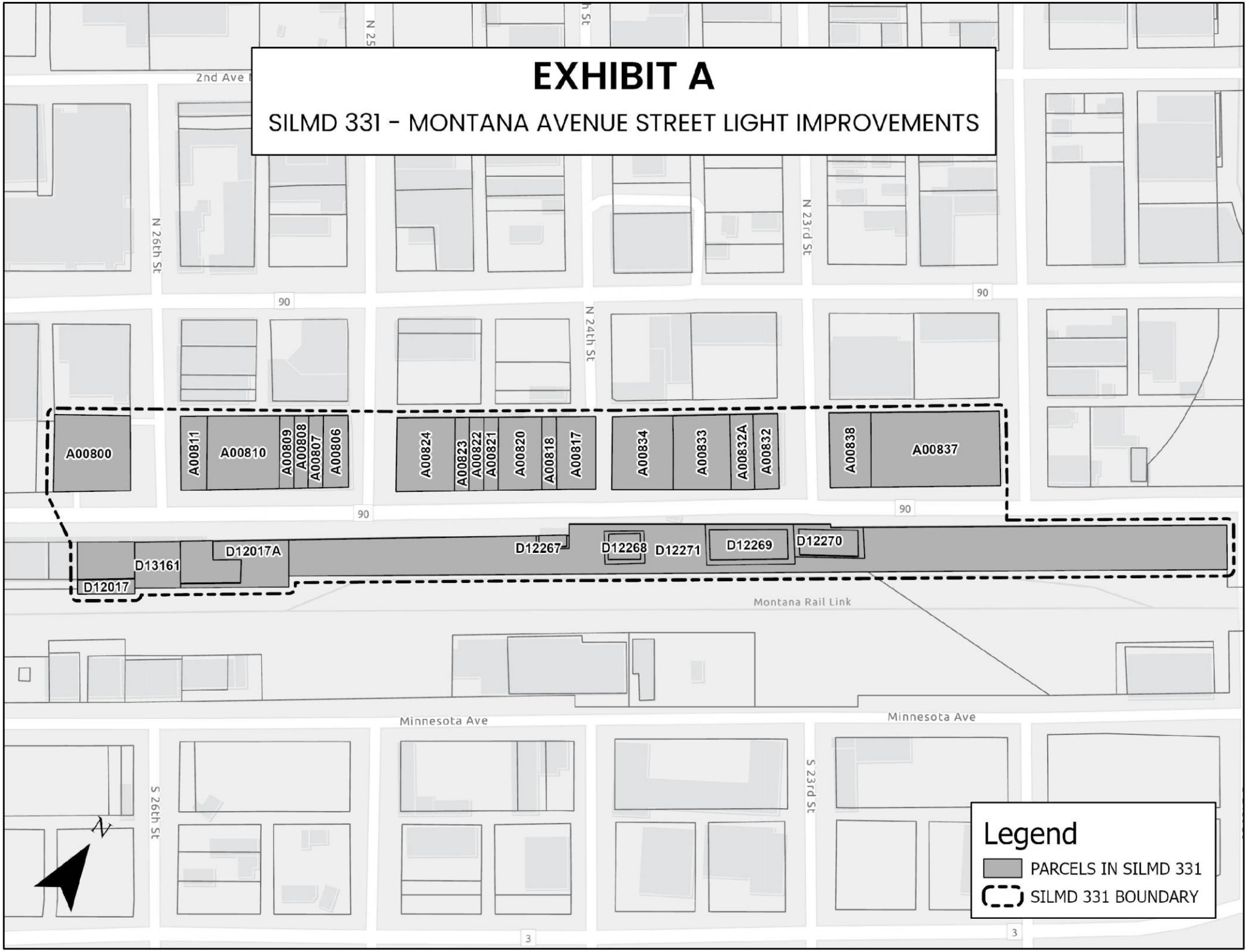

EXHIBIT A
SILMD 331 - MONTANA AVENUE STREET LIGHT IMPROVEMENTS
2nd Ave
N 25
N 26th St
N 24th St
N 23rd St
90
A00800
A00811
A00810
A00809
A00808
A00807
A00806
A00824
A00823
A00822
A00821
A00820
A00818
A00817
A00834
A00833
A00832A
A00832
A00838
A00837
D13161
D12017A
D12017
D12267
D12268
D12271
D12269
D12270
Montana Rail Link
Minnesota Ave
S 26th St
S 23rd St
3
N
Legend
PARCELS IN SILMD 331
SILMD 331 BOUNDARY

EXHIBIT B

Tax ID	Owner Name		Short Legal Description	Yearly Equal Assessment Estimate for Maintenance	Equal Assessment Estimate for Improvements
A00800	UNITED STATES FEDERAL BUILDING		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 110, Lot 1 - 6, E15.21' LT 6 ALL LTS 19-24 & VAC ADJ ALLEY (FED BLDG)	$ 382.14	$ 2,357.14
A00806	COMPUTERS UNLIMITED		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 111, Lot 1 - 2	$ 382.14	$ 2,357.14
A00807	RPS, LLC		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 111, Lot 3	$ 382.14	$ 2,357.14
A00808	ANDESITE-SUMMIT LLC		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 111, Lot 4	$ 382.14	$ 2,357.14
A00809	KOYAMA, HARRY & SHERI		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 111, Lot 5	$ 382.14	$ 2,357.14
A00810	COMPUTERS UNLIMITED		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 111, Lot 6 - 10	$ 382.14	$ 2,357.14
A00811	MERYCO PARTNERSHIP, LLP		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 111, Lot 11 - 12	$ 382.14	$ 2,357.14
A00817	LARSON FAMILY PROPERTIES LLC		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 112, Lot 1, & 40'X 130' (W2 N24TH ST) ADJ VAC STREET (98)	$ 382.14	$ 2,357.14
A00818	PRISM PROPERTY LLC		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 112, Lot 2	$ 382.14	$ 2,357.14
A00820	COMPUTERS PARTNERSHIP		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 112, Lot 3 - 5, (09)	$ 382.14	$ 2,357.14
A00821	GREGORY, MICHAEL T & ALEXANDRA L		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 112, Lot 6	$ 382.14	$ 2,357.14
A00822	NELSON, ANDY & BERT		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 112, Lot 7	$ 382.14	$ 2,357.14
A00823	COMPUTERS UNLIMITED		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 112, Lot 8	$ 382.14	$ 2,357.14
A00824	COMPUTERS UNLIMITED		BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 112, Lot 9 - 12, (17)	$ 382.14	$ 2,357.14
A00832	D B SQUARED LLC		BILLINGS ORIGINAL TOWNSITE, S33, T01 N, R26 E, BLOCK 113, Lot 1 - 2	$ 382.14	$ 2,357.14
A00832A	RUGER PROPERTIES LLC		BILLINGS ORIGINAL TOWNSITE, S33, T01 N, R26 E, BLOCK 113, Lot 3 - 4A, AMD (08)	$ 382.14	$ 2,357.14
A00833	COMPUTERS UNLIMITED		BILLINGS ORIGINAL TOWNSITE, S33, T01 N, R26 E, BLOCK 113, Lot 5A, & 6-7, 8A AMD (08)	$ 382.14	$ 2,357.14
A00834	PLAZA HOTEL PARTNERSHIP		BILLINGS ORIGINAL TOWNSITE, S33, T01 N, R26 E, BLOCK 113, Lot 9A - 12, (08)	$ 382.14	$ 2,357.14
A00837	BAR MW PROPERTIES LLC		BILLINGS ORIGINAL TOWNSITE, S33, T01 N, R26 E, BLOCK 114, Lot 1 - 9	$ 382.14	$ 2,357.14
A00838	2223 MONTANA LLC		BILLINGS ORIGINAL TOWNSITE, S33, T01 N, R26 E, BLOCK 114, Lot 10 - 12	$ 382.14	$ 2,357.14
D12017	MONTANA RAIL LINK	E97	S03, T01 S, R26 E, MRL LEASE #501,105 9000 SQFT AT 2608-2606 MONTANA AVE WAREHOUSE & PLATFORM (IMPS @ I-251) (13)	$ 382.14	$ 2,357.14
D12017A	MONTANA RAIL LINK	E97	S03, T01 S, R26 E, MRL LEASE #501059 OFFICE & DRY STORAGE WAREHOUSE @ 2526 MT AVE (IMPS AT I251A) (13)	$ 382.14	$ 2,357.14
D12267	BURLINGTON NORTHERN	E97	S03, T01 S, R26 E, MRL PARTIAL LEASE #500,500 1740 SQ FT FOR LAND UNDER RY POST OFFICE BLDG (IMPS AT I-261) (96)	$ 382.14	$ 2,357.14
D12268	MONTANA RAIL LINK	E97	S03, T01 S, R26 E, MRL PARTIAL LEASE #500,500 2480 SQ FT FOR LAND UNDER LUNCH ROOM BLGD (IMPS AT I-622) (96)	$ 382.14	$ 2,357.14
D12269	MONTANA RAIL LINK	E97	S03, T01 S, R26 E, MRL PARTIAL LEASE #500,500, 121,285, 10,740 SQ FT FOR LAND UNDER PASSENGER STATION DEPOT (LAND AT I006230)	$ 382.14	$ 2,357.14
D12270	MONTANA RAIL LINK	E97	S03, T01 S, R26 E, MRL PARTIAL LEASE #500,500 FOR 121,285 TOTAL, 4,800 SQ FT LAND UNDER RY SERVICE BLDG (IMPS AT I006240)	$ 382.14	$ 2,357.14
D12271	MONTANA RAIL LINK	E97	S03, T01 S, R26 E, MRL LEASE #500,500 121,285 SQ FT LESS 19,760 SQ FT UNDER 4 IMPS FINAL SQ FT 101,525 SQ FT (96)	$ 382.14	$ 2,357.14
D13161	MONTANA RAIL LINK	E97	S03, T01 S, R26 E, MRL LEASE #501,624 6,560 SQFT (13)	$ 382.14	$ 2,357.14
				$ 10,700.00	$ 66,000.00

City Council Regular

Date:	06/12/2023
Title:	Public Hearing and Resolution Adopting Solid Waste Collection, Disposal, and Landfill Fees for Fiscal Year 2024
Presented by:	Jennifer Duray
Department:	Public Works
Presentation:	Yes
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing and approve the proposed resolution adopting collection, disposal, and landfill fees effective July 1, 2023.

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

Section 21-229 of the Billings, Montana city Code (BMCC) requires that the City Council adopt the Solid Waste collection and disposal charges and the landfill fees annually by resolution. The existing solid waste rates and fees are not adequate for the operation and maintenance and capital investment necessary to continue providing service at the current level. The proposed rate and fee adjustments include the following:

- $4.35 increase in residential collection fees;
- An increase of the charge for a second 96 gallon container to $4.50 and establishment of a $4.50 fee for a second green barrel container;
- $15.00 increase in dropbox/roll-off fee;
- 11% increase in commercial collection fees;
- Addition of a dry run fee for roll-off services;
- 10.6% increase in landfill fees;
- Revision of FOG fee from a fee per 1,000 gallons to a per ton fee and only accept FOG originating within Yellowstone County; and
- Establish parameters for clean soil.

The attached resolution specifies the proposed rates and fees for FY24. A public hearing is required and if the proposed resolution is approved, rates will be effective July 1, 2023.

ALTERNATIVES

City Council may:

- Approve the recommended resolution; or,
- Not approve the resolution. If Council does not approve the resolution, the amended resolution to establish Solid Waste fees for FY24 will need to be considered at a future City Council meeting.

FISCAL EFFECTS

The proposed rate and fee adjustments will generate approximately $2,595,000 in collection revenues, $110,000 in roll-off revenues, and $660,000 in landfill revenues for a total increase to the solid waste fund of $3,365,000 for FY24.

Attachments

Resolution

RESOLUTION 23-

A RESOLUTION ESTABLISHING SOLID WASTE RESIDENTIAL AND COMMERCIAL COLLECTION AND DISPOSAL FEES AND LANDFILL USE FEES

WHEREAS, a need is anticipated for repair, improvement, and continued operation and maintenance of existing and proposed solid waste facilities and services for the providing of collection, disposal, and landfill use to inhabitants of the City of Billings, Montana and its environs; and

WHEREAS, it is essential to the public health, welfare, and safety of the inhabitants of the City of Billings and its environs to provide an adequate and safe solid waste collection service and landfill operation and to provide adequate funding to meet the cost of constructing, maintaining, and operating the same; and

WHEREAS, the City Council of the City of Billings did adopt Ordinance No. 12-5574 on the 25th day of June 2012, providing for the billing of solid waste collection and disposal fees on a monthly basis; and

WHEREAS, said fees are established by resolution.

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

1. That the rates, fees, and charges specified in Schedules I, II, and III are found to be just, reasonable, and necessary for the continued sound operation of the Solid Waste Division and that the proposed rates, fees, and charges are approved and adopted as the rates, fees, and charges of the City of Billings, Montana Solid Waste Division effective July 1, 2023.

2. That any payment not received by the due date shall accrue interest at the rate of one-and-one-half percent (1.5%) per month from the due date until paid in full.

3. That garbage fees will not be paid by the City General Fund, Public Safety Fund, Library Fund, or MET Transit Fund.

4. That on Monday, June 12, 2023, at 5:30 p.m., or as soon thereafter as the matter could be considered on the agenda in the Council Chambers of the City Hall, Billings, Montana, the City Council heard objections to the adoption of this resolution. The City Clerk published notice twice, at least five (5) days prior to the hearing, in the Yellowstone County News, as provided in Section 7-1-4127, MCA.

Schedule I – Residential and Mobile Home Collection and Disposal Fees

Monthly Fees (for unit occupied by 1 family)

Residential	$ 16.80	
Mobile home located in mobile park	$ 16.80	
Residential carry out service (medical necessity verification required)	$ 16.80	
Additional 90 gallon barrel	$ 4.50	
Residential landfill fees for new annexed property (not yet receiving City collection)	$ 4.20	
Refuse requiring a special pickup due to size or quantity	$ 55.00	1-5 items
	$ 110.00	6-10 items
	$ 165.00	>10 items
Refrigerator/freezer/air conditioner	$ 80.00	per pickup
NSF/Returned item fee	$ 25.00	per occurrence

Schedule II – Commercial Collection and Disposal Fees

Commercial collection service is available subject to Solid Waste Division approval of container type, size, placement, and serviceability.

Fees per Month for Customer Owned Containers

	PER WEEK FREQUENCY OF COLLECTION						
Container Size	**1**	**2**	**3**	**4**	**5**	**6**	**Saturday**
Extra Volume	$ 8.65						
90 Gallon Barrel	$ 21.32						
300 Gallon Barrel	$ 47.65						
30 Gallon Can	$ 8.45	$ 16.90	$ 25.35	$ 33.80	$ 42.25	$ 52.80	$ 16.90
1 Yard	$ 39.00	$ 78.00	$ 117.00	$ 156.00	$ 195.00	$ 243.78	$ 78.00
2 Yards	$ 45.23	$ 90.46	$ 135.69	$ 180.92	$ 226.15	$ 282.66	$ 90.46
3 Yards	$ 51.43	$ 102.86	$ 154.29	$ 205.72	$ 257.15	$ 321.42	$ 102.86
4 Yards	$ 58.00	$ 116.00	$ 174.00	$ 232.00	$ 290.00	$ 362.52	$ 116.00
6 Yards	$ 70.46	$ 140.92	$ 211.38	$ 281.84	$ 352.30	$ 440.40	$ 140.92
8 Yards	$ 83.11	$ 166.22	$ 249.33	$ 332.44	$ 415.55	$ 519.42	$ 166.22

Compactor containers will be assessed at 2.5 times the above rates.

Saturday service without 6 times per week pick-up will be assessed double the one-time per week rate. This service is not available in all areas.

The above fees are for customer-owned containers. For City-owned containers, in addition to the above fees, monthly container lease rates will be charged as follows:

Container Size	
< 6 yards	$ 25.65
6 or 8 yards	$ 33.70

Additional compactor truck service will be billed at the hourly rates as follows with a 1-hour minimum:

Compactor truck, 1 person	$ 116.00
Compactor truck, 2 people	$ 158.00

Additional commercial services:

Special event barrel rental/delivery		$ 137.00	per event
	plus	$ 3.20	per barrel
Container wash		$ 116.50	
Delivery charge for front or rear load		$ 51.83	
Daily rental fee for front or rear load		$ 5.90	
Collection and disposal fee			
	front or rear load rental	$ 8.71	per cubic yard
Bar type locks/installation		$ 183.36	

Roll Off/Compactor Rates

Per pull plus disposal		
20, 30, or 40 yard container	$ 200.00	
10 or 12 yard container	$ 108.10	
Dry Run	$ 50.00	
Container wash	$ 113.18	
Debris dig out	$ 113.18	
Unit relocation (on same site)	$ 86.20	
Compactor turnaround fee	$ 50.32	
Daily rental for temporary roll off containers	$ 5.75	
300 cubic yard roll off - cash only		
minimum charge	$ 373.50	
NSF/Returned item fee	$ 25.00	per occurrence

Disposal rates are charged per Schedule III.

Schedule III – Landfill Fees

All businesses will be charged at least $9.00	ORIGIN OF WASTE [1] City of Billings	Other Towns & Counties	Outside of Montana
0 - 3.0 cubic yards or 0 - 1500 lbs [2]	$ -	$ 13.50	$ 18.00
Municipal solid waste, construction & demolition, etc. (per ton)	$ 26.00	$ 39.00	$ 52.00
Special Waste (per ton) [3]	$ 53.20	$ 79.80	$ 106.40
Asbestos			
Per ton	$ 102.30	$ 153.45	$ 204.60
Per bag	$ 14.05	$ 21.08	$ 28.10
Asbestos bags	$ 3.95	$ 5.93	$ 7.90
Clean Soil [4]	$ 0	$ 0	$ 0
Dead Animals			
Animals < 100 pounds	$ 16.80	$ 25.20	$ 33.60
Animals > 100 pounds	$ 56.05	$ 84.08	$ 112.10
Per ton	$ 80.10	$ 120.15	$ 160.20
FOG (Fats, Oils and Grease) per ton [5]	$ 26.00	$ 26.00	N/A
Mobile Home Trailers	$ 415.00	$ 622.50	$ 830.00
Refrigeration Units			
Refrigerators, Freezers, Air Conditioners (Each Unit)	$ 35.00	$ 52.50	$ 70.00
Special Pad Fee for Liquids	$ 146.90	$ 220.35	$ 293.80
Tires			
Tires per ton	$ 115.00	$ 172.50	$ 230.00
Uncovered Load Fee [6]	$ 30.00	$ 45.00	$ 60.00
If scale is inoperable, the vehicle will be charged by the cubic yard rated on the vehicle capacity			
Loose garbage (per CY)	$ 3.15	$ 4.72	$ 6.30
Compacted garbage (per CY)	$ 8.16	$ 12.24	$ 16.32
Non-compactible material (per CY)	$ 34.80	$ 52.20	$ 69.60
Special Waste, contaminated soil, etc. (per CY)	$ 74.33	$ 111.49	$ 148.65
Tires (per CY)	$ 84.44	$ 126.66	$ 168.88
Asbestos (per CY)	$ 49.01	$ 73.52	$ 98.03
NSF/returned item fee		$ 25.00	per occurrence

[1] Actual weights may result in the rates above rounding to the nearest $.05

[2] Residential Yellowstone County customers are assessed a landfill fee on the annual tax statement according to an Agreement with Yellowstone County and accordingly are not charged for loads less than 1.5 yds or 700 pounds.

[3] Special Waste such as contaminated soil, sludges, and treated timbers will be accepted on a case-by-case basis dependent upon testing and approval. If accepted, landfill fees will be charged rates specified above.

[4] Clean soil will be evaluated on a case-by-case basis and is determined by laboratory analytical results for parameters such as: TPH (total petroleum hydrocarbons), EPH (extractable petroleum hydrocarbons), VPH (volatile petroleum hydrocarbons). Soil that does not meet the parameters to be classified as clean will be charged at the full rate per the schedule above.

[5] FOG will not be accepted from outside of Yellowstone County.

[6] Uncovered load fee will be charged to all customers that enter the landfill with an uncovered load.

PASSED AND ADOPTED by the City Council of the City of Billings, Montana, on the 12th day of June 2023.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk