

# 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
<b>REVENUES:</b>					
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	-
<b>TOTAL REVENUE</b>	<b>\$ 1,977,557</b>	<b>\$ 1,951,689</b>	<b>\$ 2,062,307</b>	<b>\$ 2,247,876</b>	<b>\$ 2,355,119</b>

## Budgeted Expenditures:

FLEET SERVICES FUND OPERATING BUDGET					
FUND 6010	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY 23	ESTIMATE FY 23	PROPOSED FY 24
<b>EXPENSES:</b>					
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
<b>TOTAL EXPENSES</b>	<b>\$ 2,315,417</b>	<b>\$ 1,696,565</b>	<b>\$ 2,045,825</b>	<b>\$ 2,050,770</b>	<b>\$ 2,205,777</b>

## Staffing:

No staffing changes for FY24.

POSITION	FLEET SERVICES FUND STAFFING AUTHORIZATION			
	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
<b>TOTAL</b>	<b><u>18.0</u></b>	<b><u>18.0</u></b>	<b><u>18.0</u></b>	<b><u>18.0</u></b>

## 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
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 225,228</u></b>	<b><u>\$ 577,112</u></b>	<b><u>\$ 349,143</u></b>	<b><u>\$ 345,089</u></b>	<b><u>\$ 393,729</u></b>

### 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
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 225,228</u></b>	<b><u>\$ 577,112</u></b>	<b><u>\$ 349,143</u></b>	<b><u>\$ 345,089</u></b>	<b><u>\$ 393,729</u></b>

### 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
<b>TOTAL</b>	<b><u>11.0</u></b>	<b><u>11.0</u></b>	<b><u>11.0</u></b>	<b><u>11.0</u></b>

# 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 1<sup>st</sup> and 2<sup>nd</sup> hours, .50 cents for the 3<sup>rd</sup> 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 4<sup>th</sup> hour. Bus bag rental will increase to \$10/day/meter and meter bag rental will increase to \$20/meter/1<sup>st</sup> 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

	<b>ACTUAL FY 21</b>	<b>ACTUAL FY 22</b>	<b>BUDGET FY 23</b>	<b>ESTIMATE FY 23</b>	<b>PROPOSED FY 24</b>
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 265,390</b>	<b>\$ 341,322</b>	<b>\$ 739,909</b>	<b>\$ 566,558</b>	<b>\$ 1,070,088</b>
<b>REVENUES:</b>					
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	-
<b>TOTAL REVENUE</b>	<b><u>\$ 1,897,455</u></b>	<b><u>\$ 2,198,684</u></b>	<b><u>\$ 2,137,053</u></b>	<b><u>\$ 2,258,542</u></b>	<b><u>\$ 2,566,498</u></b>
	<b>ACTUAL FY 21</b>	<b>ACTUAL FY 22</b>	<b>APPROVED FY 23</b>	<b>ESTIMATE FY 23</b>	<b>PROPOSED FY 24</b>
<b>EXPENSES:</b>					
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
<b>TOTAL EXPENSES</b>	<b><u>\$ 1,816,379</u></b>	<b><u>\$ 1,823,741</u></b>	<b><u>\$ 1,904,626</u></b>	<b><u>\$ 1,755,012</u></b>	<b><u>\$ 2,057,972</u></b>

**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	<u>96,364</u>	<u>89,186</u>	<u>255,783</u>	<u>86,324</u>	<u>255,783</u>
<b>TOTAL EXPENSES</b>	<b><u>\$1,816,379</u></b>	<b><u>\$1,823,741</u></b>	<b><u>\$1,904,626</u></b>	<b><u>\$1,755,012</u></b>	<b><u>\$2,057,972</u></b>

**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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>TOTAL</b>	<b><u>12.0</u></b>	<b><u>13.0</u></b>	<b><u>13.0</u></b>	<b><u>11.0</u></b>

# 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
<i>GENERAL OBLIGATION DEBT</i>					
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
<b>TOTAL REVENUE</b>	<b><u>\$ 80,997,826</u></b>	<b><u>\$ 89,495,948</u></b>	<b><u>\$ 92,532,208</u></b>	<b><u>\$92,532,208</u></b>	<b><u>\$ 94,045,331</u></b>

### 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
<b>TOTAL REVENUE</b>	<b><u>\$ 80,997,826</u></b>	<b><u>\$ 89,495,948</u></b>	<b><u>\$ 92,532,208</u></b>	<b><u>\$92,532,208</u></b>	<b><u>\$ 94,045,331</u></b>

## **Budgeted Expenditure:**

EXPENSE BY FUND	FINANCE DEPARTMENT EXPENSE				
	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
<i>GENERAL OBLIGATION DEBT</i>					
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
<b>TOTAL EXPENDITURES</b>	<b><u>\$6,533,406</u></b>	<b><u>\$ 16,482,759</u></b>	<b><u>\$ 6,962,440</u></b>	<b><u>\$6,840,521</u></b>	<b><u>\$ 6,583,939</u></b>

EXPENSE BY CLASSIFICATION	FINANCE DEPARTMENT ALL FUNDS				
	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	-
<b>TOTAL EXPENDITURES</b>	<b><u>\$6,533,406</u></b>	<b><u>\$ 16,482,759</u></b>	<b><u>\$ 6,962,440</u></b>	<b><u>\$6,840,521</u></b>	<b><u>\$ 6,583,939</u></b>

**FINANCE  
OPERATING BUDGET**

GENERAL FUND

	<b>ACTUAL FY 21</b>	<b>ACTUAL FY 22</b>	<b>BUDGET FY 23</b>	<b>ESTIMATE FY 23</b>	<b>PROPOSED FY 24</b>
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	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,524,459</u></b>	<b><u>\$ 1,626,034</u></b>	<b><u>\$ 1,945,119</u></b>	<b><u>\$1,785,000</u></b>	<b><u>\$ 1,987,872</u></b>

**STAFFING AUTHORIZATION**

<b>POSITION</b>	<b>ACTUAL FY 21</b>	<b>ACTUAL FY 22</b>	<b>BUDGET FY 23</b>	<b>PROPOSED FY 24</b>
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
<b>TOTAL</b>	<b><u>11.0</u></b>	<b><u>11.0</u></b>	<b><u>12.0</u></b>	<b><u>12.0</u></b>

# 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	<u>2,073,660</u>	<u>2,516,693</u>	<u>2,636,853</u>	<u>2,583,162</u>	<u>3,774,748</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 15,473,025</u></b>	<b><u>\$ 15,959,130</u></b>	<b><u>\$ 16,217,235</u></b>	<b><u>\$ 16,321,826</u></b>	<b><u>\$ 17,256,748</u></b>

### 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	<u>5,287</u>	<u>7,060</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 15,473,025</u></b>	<b><u>\$ 15,959,130</u></b>	<b><u>\$ 16,217,235</u></b>	<b><u>\$ 16,321,826</u></b>	<b><u>\$ 17,256,748</u></b>

## 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	<u>2,589,261</u>	<u>2,798,401</u>	<u>3,118,713</u>	<u>3,315,000</u>	<u>4,131,220</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 15,966,713</u></b>	<b><u>\$ 17,853,934</u></b>	<b><u>\$ 19,960,637</u></b>	<b><u>\$ 17,895,181</u></b>	<b><u>\$ 21,306,714</u></b>

**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	<u>15,155,266</u>	<u>16,744,123</u>	<u>19,106,028</u>	<u>17,081,921</u>	<u>20,400,451</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 15,966,713</u></b>	<b><u>\$ 17,853,934</u></b>	<b><u>\$ 19,960,637</u></b>	<b><u>\$ 17,895,181</u></b>	<b><u>\$ 21,306,714</u></b>

**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
<b>HUMAN RESOURCES</b>				
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
<b>PROPERTY INSURANCE</b>				
RISK/SAFETY OFFICER	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>TOTAL HUMAN RESOURCES</b>	<b><u>5.5</u></b>	<b><u>6.0</u></b>	<b><u>7.0</u></b>	<b><u>7.0</u></b>

## **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:**

<b>INFORMATION TECHNOLOGY DEPARTMENT REVENUE</b>					
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	<u>443,337</u>	<u>428,833</u>	<u>455,581</u>	<u>455,328</u>	<u>465,330</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 3,144,438</u></b>	<b><u>\$ 3,340,441</u></b>	<b><u>\$ 3,909,971</u></b>	<b><u>\$ 3,762,590</u></b>	<b><u>\$ 4,117,779</u></b>

<b>INFORMATION TECHNOLOGY DEPARTMENT ALL FUNDS</b>					
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	<u>1,848</u>	<u>(17,589)</u>	<u>2,397</u>	<u>1,700</u>	<u>13,500</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 3,144,438</u></b>	<b><u>\$ 3,340,441</u></b>	<b><u>\$ 3,909,971</u></b>	<b><u>\$ 3,762,590</u></b>	<b><u>\$ 4,117,779</u></b>

## **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	<u>548,633</u>	<u>401,265</u>	<u>465,146</u>	<u>432,602</u>	<u>458,115</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 3,363,308</u></b>	<b><u>\$ 3,271,180</u></b>	<b><u>\$ 3,971,420</u></b>	<b><u>\$ 3,718,602</u></b>	<b><u>\$ 4,231,635</u></b>

### 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	<u>82,904</u>	<u>31,914</u>	<u>147,500</u>	<u>120,000</u>	<u>155,500</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 3,363,308</u></b>	<b><u>\$ 3,271,180</u></b>	<b><u>\$ 3,971,420</u></b>	<b><u>\$ 3,718,602</u></b>	<b><u>\$ 4,231,635</u></b>

## **Staffing:**

### STAFFING AUTHORIZATION

POSITION	ACTUAL	ACTUAL	BUDGET	PROPOSED
	FY21	FY22	FY 23	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
<b>TOTAL</b>	<b><u>18.6</u></b>	<b><u>19.6</u></b>	<b><u>21.5</u></b>	<b><u>21.5</u></b>

## **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.

# 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
<b>FUND BALANCE BEGINNING</b>	<b><u>\$ 3,484,598</u></b>	<b><u>\$ 4,000,822</u></b>	<b><u>\$ 4,281,424</u></b>	<b><u>\$ 4,395,907</u></b>	<b><u>\$4,778,915</u></b>
<b>REVENUE:</b>					
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
<b>TOTAL REVENUE</b>	<b><u>\$ 4,251,075</u></b>	<b><u>\$ 4,200,593</u></b>	<b><u>\$ 4,287,631</u></b>	<b><u>\$ 4,354,468</u></b>	<b><u>\$4,374,247</u></b>

## 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
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 3,734,851</u></b>	<b><u>\$ 3,805,507</u></b>	<b><u>\$ 4,194,563</u></b>	<b><u>\$ 3,971,460</u></b>	<b><u>\$ 4,731,170</u></b>

## Staffing Changes:

### STAFFING AUTHORIZATION

POSITION	ACTUAL	ACTUAL	BUDGET	PROPOSED
	FY 21	FY 22	FY 23	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	<u>2.0</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>	<b><u>32.8</u></b>	<b><u>32.8</u></b>	<b><u>33.8</u></b>	<b><u>35.8</u></b>

## **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.