

Scope of Services

All Services provided under this Agreement must comply with the adopted Urban Renewal Plans for each respective District, the City's TIF policy, Montana law (including but not limited to Montana Code Annotated Title 7, Chapter 15, Parts 42 and 43), City of Billings code, and any other applicable regulations. Services shall cover the Downtown Billings Urban Renewal District, the East Billings Urban Renewal District (EBURD), and the South Billings Boulevard Urban Renewal District (SBBURD) (collectively, the "Districts") and shall include, but are not necessarily limited to, the following integrated functions:

1. Administration and Implementation of the Urban Renewal Plans

The Contractor shall:

- a. Ensure all TIF-funded projects and activities in each District align with its respective adopted Urban Renewal Plan.
- b. Coordinate with City staff and the applicable advisory committee (Downtown Committee for Downtown District; EBURD Committee for East Billings District; SBBURD Committee for South Billings District) on any recommendations for amendments or updates to the respective Urban Renewal Plans.
- c. Coordinate with each advisory committee to provide written quarterly reports to the City on the progress of implementing the Urban Renewal Plans across all Districts.
- d. Actively recruit private investment in each District in partnership with the City.

2. Tax Increment Financing (TIF) Authority and Administration

The Contractor shall:

- a. Work with the City to develop, maintain, and update (as needed) a standardized application form and assistance guidelines for parties seeking the use of TIF funds in any of the Districts.
- b. Accept, review, and process applications for TIF funds related to any District; provide copies of applications to City staff for concurrent review.
- c. Ensure applications are complete and that proposals align with the respective Urban Renewal Plan before forwarding to the applicable advisory committee for review and consideration.
- d. Timely submit all complete applications that meet statutory criteria and the City's TIF policy to the City Council for consideration, along with an Advisory Committee recommendation for approval or denial. Only incomplete applications or those that do not meet TIF policy criteria shall not be forwarded.
- e. Present recommendations for expenditures to the City Council in coordination with the Advisory Committees and City staff.

- f. In coordination with City staff, draft development agreements for approved applications in accordance with any conditions of approval established by Council.
- g. Follow up with applicants to ensure compliance with development agreement conditions and provide any documentation requested by the City.
- h. Plan and coordinate regular meetings of each advisory committee (Downtown Committee, EBURD Committee, SBBURD Committee) in full compliance with Montana law and City code requirements for notice, open meetings, and public participation. The Contractor shall provide affidavits of publication for any required public notices.
- i. Ensure meetings of each advisory committee are held at City Hall or another facility that is open and accessible to the public.
- j. Provide comprehensive administrative support to each advisory committee, including but not limited to:
- i. Preparing meeting agendas;
 - ii. Communicating with committee members and City staff regarding meeting notifications, cancellations, and agenda items;
 - iii. Preparing and publishing meeting notices.
- k. Coordinate, consult, and assist each advisory committee in preparing and submitting the following:
- i. Annual work plans and budgets;
 - ii. Allocation of TIF funds for urban renewal projects and programs;
 - iii. Amendments to the District's Urban Renewal Plan; and
 - iv. Other matters as directed by the City Council related to the Districts.
- l. Work with the City Administrator and City Finance Director to maintain and administer the City of Billings Downtown Revolving Loan Program per Section 13-1100 of the Billings City Code.
- m. Assist District committees in adopting bylaws addressing meeting schedules, officers and their election, and other appropriate conditions for member conduct. All bylaws, policies, and procedures shall comply with Billings City Code Article 2-500 (Boards, Commissions, and Committees).

3. Integrated Service Delivery and Single Point of Accountability

In addition to the specific functions above, the Contractor shall:

- Serve as the single point of contact for all TIF/urban renewal matters across the three Districts, including designation of a dedicated Program Manager or equivalent responsible

for oversight of all services.

- Ensure seamless coordination, consistent application of policies, and avoidance of duplication or gaps between Districts.
- Proactively identify and recommend cross-District efficiencies, shared best practices, cost savings, or service improvements (e.g., unified application processes, joint reporting formats, or combined outreach efforts).
- Maintain unified yet District-specific documentation, records, and reporting systems that allow clear tracking and auditing per District while providing consolidated overviews to the City.
- Deliver unified quarterly and annual reports to the City that cover progress, expenditures, and outcomes across all Districts, with clear breakdowns by District where required.
- Support transition from current providers (DBP, BIRDworks, SBURA) with minimal disruption, including knowledge transfer, document handover, and continuity of ongoing applications/committee work.