



2019  
FISCAL YEAR

# Operating Budget

+ FIVE YEAR CAPITAL IMPROVEMENT PLAN

City of  
Billings, Montana

## ABOUT THE COVER

The City of Billings is the largest community on the Yellowstone River. The river is an important resource, providing drinking water, irrigation, and recreational activities for people from Wyoming through North Dakota. In 2017, an average of 5.7 billion gallons of Yellowstone River water flowed past Billings every day, according to the United States Geological Survey (USGS). Flow in the river varies seasonally, peaking in Billings at almost five times the historical average in June and falling to a low of about half the historical average in January, according to the USGS. On average every day, the City of Billings Water Reclamation Facility (WRF) treats between 14 and 17 million gallons of wastewater produced by the City's residents and businesses and discharges it to the Yellowstone River.

The Montana Department of Environmental Quality (MDEQ) has determined that excess 'nutrients' such as nitrogen, phosphorous and ammonia--present in sources ranging from municipal wastewater to agricultural runoff--are generally detrimental to the health of fresh water resources, including rivers. One way that the MDEQ is limiting the amount nutrients entering rivers is to control their concentration in discharges from municipal domestic wastewater treatment plants in Montana, including the Billings WRF. As required by the MDEQ, the City is upgrading its WRF to meet more stringent discharge requirements for nitrogen, phosphorous, and ammonia. These facility upgrades will not only enable the plant to discharge cleaner water to the Yellowstone River, but also expand plant capacity for the future.

In January 2017, City Council awarded a contract worth \$61.7 million to Sletten Construction to upgrade the WRF. Existing biological processes at the plant will be converted to new processes able to sustain different biological systems capable of removing extra nitrogen and phosphorous. Existing processes must be modified and new facilities built while the existing plant continues in normal operation. The project is complex, involving carefully sequenced construction methods. A few features of the project include:

- constructing three new 140-foot diameter secondary clarifiers,
- converting existing secondary clarifiers and aeration basins into 'bioreactors',
- installing plant-wide corrosion and odor control equipment,
- installing four new 42-inch plant influent lines under Alkali Creek,
- expanding plant pumping capacity in support of the new processes,
- replacing existing critical process equipment nearing the end of its service life,
- expanding the capacity of equipment producing biosolids, and
- installing plant-wide electrical and process control upgrades.

Project work started in late in March of 2017 and is expected to be completed in the fall of 2019.

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Billings  
Montana**

For the Fiscal Year Beginning

**July 1, 2017**

*Christopher P. Morill*

Executive Director

# City of Billings

The City of Billings (the "City") is located in southeastern Montana. The City is the county seat of Yellowstone County (the "County") and is the most populous city in Montana and Wyoming with a 2010 census count of 104,170. The City and the County form the largest metropolitan area in Montana with a 2010 population of 148,432, or about 15% of the State's population.

The City of Billings was incorporated in 1882 with a strong Mayoral form of government. Then on May 2, 1974, a voter-approved, self-governing "Charter" form of government was implemented. The elected Mayor and 10 elected City Council members from five wards were tasked with hiring a City Administrator to oversee the operations of the City of Billings. As a self-governing entity, the City should have had a broad authority on which to operate. However, the State Legislature tends to limit that authority. For example, unlike most other cities in the State of Montana, Billings cannot float its tax mill levy. The levy is set by the Charter, with the exception of voter approved levies like Public Safety and General Obligation Bonds. The City Charter can be located at <http://ci.billings.mt.us/>, Your Government, City Clerk, and City Charter.

With the Rocky Mountains to the west and plains to the east, Billings lies in the Yellowstone River Valley and serves as regional trade center for Montana and northern Wyoming. The trade and services industries account for nearly two-thirds of the jobs in the County. The City is located at the intersection of I-90 and I-94.

In addition to regional wholesale and retail trade businesses, the health care industry, tourism, and conventions are significant sources of economic activity in the area. The most advanced healthcare services in every major medical specialty within a four state area are available in Billings. Two accredited hospitals, over 40 medical clinics, and hundreds of physicians are located in the City. The hospitals are the two largest private employers in the City.

The City operates Billings Logan International Airport which is served by six passenger service airlines providing non-stop service to ten major urban markets, two of which are seasonal, and regional service to five Northeastern Montana markets. These airlines help to provide access to the local tourist attractions such as the Lewis and Clark Trail, the Little Big Horn Battlefield, and Yellowstone National Park; all located within three hours of Billings, as well as the Red Lodge Ski hill which is approximately one hour southwest of Billings.

The MetraPark Arena serves as convention facilities for the area and contributes to the tourism and convention sector of the economy. "MetraPark includes the 10,000 seat Rimrock Auto Arena, a 6,500 seat grandstand, the 77,400 square foot Expo Center, the 28,800 square foot Montana Pavilion, a half mile track used for both horse racing and motor sports, and an assortment of horse barns and smaller buildings," per the MetraPark website.

# **BUDGET MESSAGE**



# CITY OF BILLINGS

## OFFICE OF CITY ADMINISTRATOR

P.O. BOX 1178  
BILLINGS, MONTANA 59103  
(406) 657-8433  
FAX (406) 657-8390



August 24, 2018

Honorable Mayor and Council Members:

It is a privilege to present the City of Billings Fiscal Year 2019 (FY19) Operating and Capital budget. The City's fiscal year is July 1 to June 30 of the following year. Adopting the budget remains the most significant policy decision that the Mayor and Council make in any year, because it sets spending priorities for all City services. The Mayor and Council spent many hours listening to presentations and discussing issues before adopting the budget on June 25, 2018. The amount of time devoted to the task has resulted in a budget that will meet the needs of residents for FY19 and years to come.

### Accomplishments in Fiscal Year 2018 (FY18)

The City continued to experience steady growth in fiscal year 2018, as evidenced by the City's tax revenues which increased 3.7% from fiscal year 2017. This was due to the overall increase in property values within the City of Billings. During FY18 the City issued 537 new building permits with a total value of \$174 million. The expanded growth has allowed the City of Billings to continue to provide services to citizens without additional mill levies.

FY18 also brought major infrastructure investments. The City continued a \$77.9 million reconstruction of the wastewater treatment plant to meet Federal and State requirements for nitrogen and phosphorus removal. This project was mainly financed through the issuance of bonds and reserves. The City also began constructing a new 9-1-1 Emergency Communications Center, funded entirely by State taxes that each telephone user pays. The Council determined that it would commit "new" gas tax collections approved by the State Legislature in 2017 (BARSAA) to current, annual street improvement projects and to save and use the "old" gas tax for constructing the Inner Belt Loop, beginning in FY 2022. The Airport began remodeling the terminal building by adding new bathrooms to the enplanement area. This will be followed by major reconstruction and an addition to the terminal in FY 2020. In March of 2016, the City's bathhouse at Rose Park Pool was destroyed by an arson fire. In fiscal year 2018, the bathhouse was rebuilt to include an expanded concessions area and improved landscaping with more shade for guests. Lastly, Midland Road and Central Avenue from Zimmerman Trail to Shiloh Road began reconstruction in FY 2018.

### Looking Ahead to FY19

Because of the historical growth in General Fund reserves, for fiscal year 2019 City Council elected to not charge the franchise fee on water, wastewater and solid waste utilities. This will result in a reduction of revenues by approximately \$2.5 million dollars annually. City Council increased the total number of mills to 163.12 mills for FY19. While the total levies will fund a

variety of services, the increases will provide additional funding to the Public Safety, General Fund, and Library operations.

While the City has historically been able to maintain healthy reserves within the General Fund, it is anticipated that the growth in expenses will outpace the future year's growth in revenues, and reserves will need to be used to balance the General Fund budget. The overall General Fund budget increased in FY19 to \$43,873,760 from \$40,888,588 in FY18; this was mainly a result of City Council's approved funding of Centennial Park improvements with General Fund reserves. Overall, the FY19 budget decreased to \$319,969,879 from \$338,123,574 in FY18. The major reason for the decrease in the total budget is FY18 saw the refinancing of debt to reduce interest costs.

Also in FY19, City Council approved adding 6 new staff to increase the total number of employees to 921.5 FTE's. Additional staff were added in the Fire Department, Solid Waste Division, and the Wastewater Division.

Capital projects and long-range planning will continue to be an important part of the City's work in FY19. The Public Works Solid Waste Division will begin constructing a \$17 million landfill transfer center, which will provide a safe place for citizens and waste haulers to unload waste without having to venture onto the landfill itself, as well as diminish blowing trash. The Solid Waste Division will also increase its use of Compressed Natural Gas (CNG) powered trucks by expanding current facilities and by considering capturing and reusing biogas from the Water Reclamation Facility. Engineering will work with the East Billings Urban Renewal Area on reconstructing streets and installing street lights in the district.

The City also coordinated with the State of Montana Department of Transportation on a project to improve Zimmerman Trail in FY19. Reconstruction of this iconic road will include removal of loose and unstable rocks along the rims, expanded shoulders at the top and bottom of the road, improvements of the storm drains, and a roundabout at the top to improve traffic flow.

Public Works Water Division will begin the process of acquiring land and designing a future water treatment plant on the west end of Billings. This is projected to cost in excess of \$69 million over 4 years with \$8 million being spent in FY19 for land acquisition.

The Parks and Recreation Department, along with the South Billings Urban Renewal Authority, is planning to design and construct an aquatics and recreation center. This is planned as a multi-year project totaling over \$27 million. Land will be purchased in FY19 that can host the facility or add to Amend Park. The Parks Department is also planning to improve lighting and field surfaces at Amend Park to allow for more frequent use of the facility. City Council approved spending \$2,460,000 for phase 1 improvements to Centennial Park, located on 32<sup>nd</sup> Street West near Broadwater Ave.

The Fire Department will begin planning for an additional fire station and required staffing. The Police Department will continue developing options for reorganizing and constructing new evidence building space.

## The Financial Forecast

The City of Billings' General Fund has a 29% reserve, recommended by City Council policy, plus unobligated reserves of \$16.6 million. The largest expense in the General Fund for FY19 is a transfer to the Public Safety fund; 62% of the FY19 General Fund will be transferred to the Public Safety Fund to help pay Police, Fire and 9-1-1 Communications Center operating costs. This is an unsustainable condition, and using reserves at this pace for operating costs will require City Council to ask voters for additional public safety funds, currently projected in 2020.

Other property tax supported Funds (Planning, Library, MET Transit) will continue to struggle to match expenses to available funding. Federal transportation funding is predicted to stagnate or decline, which negatively affects Planning and MET. The City, along with other local governments and the State of Montana, needs to thoroughly review current funding sources and authorize or implement other forms of revenue to avoid service reductions or property tax payer fatigue. City Council has more control over fees and assessments that support services such as street maintenance, arterial construction and storm water management. However, many of these fees are assessed at the same time as property taxes, and taxpayers may not distinguish between the two revenue sources. This may cause voter resistance to tax increases when they are needed for basic municipal services, such as public safety or road improvements.

In January 2019, the Montana Legislature will convene and if predictions are accurate, will face difficult budget decisions. Billings must remain engaged in the legislative process in order to protect current revenues such as the Entitlement Program and Gas Tax. The City may also consider supporting others' efforts to secure local option taxing authority or a statewide sales tax with local government revenue sharing.

## The Budget Process

The FY19 budget preparation process was similar in many ways to those in previous years. For at least the 16<sup>th</sup> straight year, all departments were required to submit budget requests with no personnel or operations and maintenance (O&M) cost increases. New positions and increased O&M cost increases were submitted as supplemental budget requests (SBRs). Capital items are planned through the Capital Improvement Plan (CIP), Equipment Replacement Plan (ERP), and Technology Replacement Plan (TRP). Staff committees develop plans for replacing equipment and technology, while the CIP has a more public and participatory process. The CIP and TRP are five-year plans, and the ERP is a 20-year plan. They were approved by the City Council in March 2018.

Operations & Maintenance expenses that could not be directly controlled by departments – such as those for utilities, fuel, and insurance – were exempt from the no-increase rule that was applied to other O&M costs. However, their costs are being tracked, so that they can be identified and reported separately from new initiatives.

The budget process began in January when the City Council discussed the short-term goals they have for the coming year and provided direction to staff about what should be included in the budget. Based upon the direction provided from City Council, staff prepares a budget to be presented over multiple meetings in May and June with final adoption occurring in June.

## Guide to Sections

The budget document is organized into the following sections:

- The Overview section describes major changes in revenue and expenditures for all budgeted funds.
- The Goals section includes the goals that the City Council approved in April 2014 at the same time they developed a strategic plan. Corresponding departmental goals and the work plans that implement them are also included.
- The Funds section contains detailed descriptions of individual funds and revenue and expenditure information.
- The Downtown and Tourism Business Improvement Districts (BIDs) do not fit in the standard fund groups, so they are presented under a separate tab.
- The Capital Improvement Plan identifies the capital projects and financing sources for those projects that are planned in the next 5 years.
- The Non-Routine Capital section identifies capital projects that do not occur on an annual basis and provides more information on those that are scheduled to occur within the budget.
- The final sections contain City statistics and a glossary of terms.

## Thanks

Thanks are due to all the members of the City staff who helped produce the FY19 capital and operating budget. Finance Director Andy Zoeller and Finance Department employees prepared projections, worked with departments to structure their budgets, and produced the volumes of documents that the City Council needed to review. The staff of each operating department worked numerous hours to submit an initial budget, and then spent many additional hours preparing presentations to Council.

While not every Billings citizen recognizes it, the City is blessed with hard-working and conscientious employees and with a Mayor and City Council members who care for their community and have been willing to commit countless hours of effort to finding the best ways to finance and carry out the City's business. The community's population is growing, a huge downtown redevelopment project may be on the horizon, the Council will soon hire a new City Administrator and there are many other positive signs for the city's future. While there will continue to be budget challenges for Montana's local governments, I am confident that the Billings FY 2019 budget will meet the community's needs and continue building on past successes, which will result in a bright future.

Sincerely,



Bruce McCandless  
City Administrator

# OVERVIEW

## FISCAL YEAR 2019 BUDGET CALENDAR TO DEPARTMENTS

| <u>DATE AND TASKS</u>                                                                                                                                                                                                                                                           | <u>WHO</u>                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| JANUARY 09<br>Budget Calendar                                                                                                                                                                                                                                                   | Finance                                                  |
| JANUARY 20<br>Preliminary Budget discussion with Council                                                                                                                                                                                                                        | All                                                      |
| JANUARY 22<br>Budget Ready for Input of Revenue, O&M and Capital<br>Payroll information (i.e. personnel printouts) to departments<br>Preliminary Guidelines                                                                                                                     | Finance<br>Finance & HRD<br>Admin/Finance                |
| JANUARY 23<br>Budget discussion with Directors and Administration                                                                                                                                                                                                               | All                                                      |
| FEBRUARY 6<br>(1) Cost Allocation<br>a. Administration – Cost Allocation Plan<br>b. IT Charge for Services<br>c. Facilities Charge for Services<br>(2) Departments Receive Guidelines for Projecting Costs<br>a. Telephone<br>b. Utilities and fuel<br>c. Postage & Duplication | Finance<br>IT<br>City Admin.<br>IT<br>Finance<br>Finance |
| FEBRUARY 6<br>Return Audited Personnel Printouts to HRD                                                                                                                                                                                                                         | All Depts.                                               |
| FEBRUARY 12<br>Human Resources submits Payroll to Finance<br>Fleet Services Charge for Services                                                                                                                                                                                 | HRD<br>Fleet Services                                    |
| FEBRUARY 20<br>Departments Receive Personnel Costs from Finance                                                                                                                                                                                                                 | Finance                                                  |
| FEBRUARY 23<br>Revenue Projections Due from General Fund Departments                                                                                                                                                                                                            | GF Depts.                                                |
| MARCH 5-9<br>Compile Base Budget                                                                                                                                                                                                                                                | Finance                                                  |
| MARCH 9<br>Revenue, O&M and Capital Requests due<br>Supplemental Budget Requests for Services above current<br>Budget closed                                                                                                                                                    | All Depts.                                               |
| MARCH 12<br>Department Goals due to Finance                                                                                                                                                                                                                                     | All                                                      |
| MARCH 16<br>Review Supplemental Requests                                                                                                                                                                                                                                        | Administration                                           |
| MARCH 16<br>Submit Department Goals to City Administrator                                                                                                                                                                                                                       | Finance                                                  |

|                          |                                                                                                                                                                                                   |                                          |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>MARCH 19-MARCH 30</b> | Department Meetings with City Administrator                                                                                                                                                       | Dept. Directors                          |
| <b>APRIL 9</b>           | Review preliminary budget decisions                                                                                                                                                               | City Admin<br>Dept. Directors<br>Finance |
| <b>APRIL 9</b>           | Balance City Budget                                                                                                                                                                               | City Admin and<br>Finance                |
| <b>APRIL 9</b>           | Department Budget Narratives Due to Jamie via E-mail                                                                                                                                              | All Depts.                               |
| <b>APRIL 16</b>          | Produce May 1 <sup>st</sup> Budget Overview Presentation<br>GF & PSF Projections                                                                                                                  | Finance                                  |
| <b>APRIL 20</b>          | Produce Preliminary Budget Document                                                                                                                                                               | Finance                                  |
| <b>MAY 1</b>             | City Administrator Preliminary Budget Overview<br>Fee/Assessment Information to Steve                                                                                                             | Administration<br>All                    |
| <b>MAY 7– JUNE 4</b>     | Presentations to City Council                                                                                                                                                                     | All Depts.                               |
| <b>MAY 15</b>            | Budget and Fee/Assessment public hearing notice to City Clerk<br>(Publish May 18 and May 25)                                                                                                      | Finance                                  |
| <b>MAY 17</b>            | Preliminary Budget and Fee/Assessment Resolutions to<br>City Clerk                                                                                                                                | Finance                                  |
| <b>JUNE 11</b>           | Public Hearing on Budget and Fees/Assessments<br>Resolution to Adopt Final Budget<br>Resolution to Adopt All Fee and Rate Changes<br>Resolution to Adopt Special Assessment Rate Changes & Levies | Council<br>Council<br>Council<br>Council |
| <b>JUNE 15</b>           | Non-Routine Capital Explanations Due                                                                                                                                                              | All Depts.                               |
| <b>JULY 9</b>            | Department Goals and Budget Finalized to fit Council's Input                                                                                                                                      | All Depts.                               |
| <b>JULY 16</b>           | Budget Message                                                                                                                                                                                    | Administration                           |
| <b>JULY 27</b>           | Final Budget Document                                                                                                                                                                             | Finance                                  |
| <b>SEPTEMBER 10</b>      | Resolution to set levies for GO Bonds,<br>Park District Assessment and 2004 P.S. Fund levy                                                                                                        | Council                                  |

## **Budget Process**

The preceding schedule indicates deadlines by task throughout the budget process. The budget process formally starts in August of each year with the Capital Improvement, Equipment Replacement, and Technology Replacement plans. These plans are incorporated into the budget building process.

The FY 2019 budget preparation process was similar to those in previous years. For at least the sixteenth straight year, all departments were required to submit zero-dollar-increase budget requests with no new personnel, operations and maintenance (O&M) costs, or capital spending. New positions or other increases had to be submitted as supplemental budget requests. This process includes departments submitting written requests, including a description of the request along with the cost and additional revenue generated, if any. Administration determined what requests were added to the proposed budget that City Council reviews through public meetings. Controllable operations and maintenance costs were maintained at the previous year's level. Information Technology and Human Resources, with the help of the Finance Department, provide payroll projections for the budget.

Once the budget has been compiled, City Administration and the Finance Department conduct meetings with each department regarding their requested budget. These meetings allow for questions from both parties. Budget narratives are then finalized and a preliminary budget document is prepared.

Six preliminary budget meetings were conducted for the Mayor/City Council on the FY 19 budget. The meetings were advertised and open to the general public. The June 25<sup>th</sup> regular council meeting included a final budget presentation and public hearing on the FY 19 budget.

The budget was adopted by a majority vote at the June 25<sup>th</sup> meeting. The final budget document is completed by the end of August.

## BUDGET OVERVIEW

### Some significant facts:

|                     |                |
|---------------------|----------------|
| Total FY 19 budget  | \$319,969,879  |
| Decrease from FY 18 | (\$18,146,795) |
| % Change            | -5.40%         |

|                            | Number of Mills Levied |              |
|----------------------------|------------------------|--------------|
|                            | <u>FY 18</u>           | <u>FY 19</u> |
| General Fund               | 70.61                  | 74.00        |
| Public Safety 1999         | 19.08                  | 20.00        |
| Public Safety 2004         | 43.32                  | 42.88        |
| Transit                    | 10.00                  | 10.00        |
| Library                    | 5.00                   | 5.00         |
| G.O. Library Debt Service  | 4.80                   | 4.72         |
| G.O. Ballpark Debt Service | 3.77                   | 3.96         |
| G.O. Parks Debt Service    | 0.61                   | 0.60         |
| G.O. Streets Debt Service  | 1.81                   | 1.96         |
| Total                      | 159.00                 | 163.12       |

### City Council Goals

The City Council annually adopts goals that guide the preparation of the budget and departments' work plans. In 2013-2014, the City Council drastically changed the way it conducted the strategic planning process. The strategic planning meetings were facilitated by a consultant from outside the organization. The resulting Goals section of the budget book shows clearly the amount of time, effort, and resources that are necessary to accomplish the City Council's annual goals.

### Basis of Accounting and Budgeting

The City prepares a Comprehensive Annual Financial Report (CAFR) in conformance with Generally Accepted Accounting Principles (GAAP). The budget is not prepared using the same basis of accounting, and therefore cannot, in all cases, be compared to information reported in the CAFR.

**Accounting Basis:** Basis of accounting refers to the timing when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The CAFR reports the status of the City's finances in accordance with GAAP. The accrual basis of accounting is used for all funds at the entity-wide reporting level. At the fund level, the accrual basis of accounting is used for proprietary funds, and the governmental fund types use the modified accrual basis of accounting.

The modified accrual basis differs from the accrual basis in the following ways:

- 1) Capital outlay is recorded as an expenditure in the year purchased, and depreciation is not recorded.
- 2) Debt principal payments are shown as expenditures, and long-term liabilities are not reported in the balance sheet.
- 3) Revenues are recognized only when they become both measurable and available to finance expenditures of the current period.
- 4) Receipts of long-term receivables are reported as revenues.
- 5) Inventories and prepaid items are reported as expenditures when purchased.
- 6) Debt proceeds are reported as revenue.

**Budget Basis:** The Governmental Fund types (i.e. the General Fund, Public Safety Fund, etc.) are budgeted on a modified accrual basis and can be directly compared to the fund operating statements in the CAFR. The Proprietary Fund types (i.e. Airport, Transit, Solid Waste, Parking, Water or Wastewater) are budgeted on a modified accrual basis and are depicted in the CAFR using the accrual basis; therefore, these funds are not directly comparable between the two reports.

Encumbrances are used to obligate current budget authority when a valid liability (i.e. contract entered into or a purchase order placed) is incurred for that period.

The City Administrator is authorized to amend the budget for debt service funds, grants accepted by the City Council, special assessments, and donations. Amendments to the budget for other funds or for other reasons may only be accomplished through City Council action following a public hearing.

## REVENUES

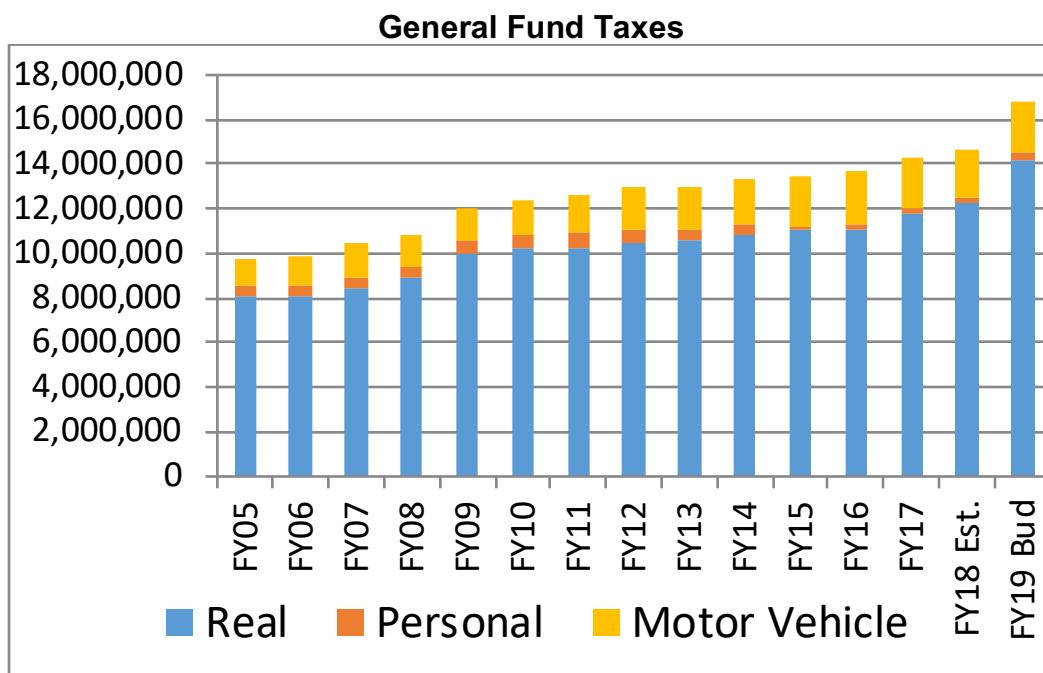
Total revenues are projected to decrease \$8.5 million from FY 18 budgeted amounts. The major decrease is due to a reduction in Transfers and License and Permit revenues. The major increases by function are in Taxes, Special Assessments, and Charges for Services.

The City Charter authorizes a maximum property tax levy of 109 mills. The FY 19 budget adopted by Council approved levies totaling 109 mills, compared to 104.69 mills in the FY 18 budget.

Street Maintenance, Arterial Construction, Storm Sewer, Solid Waste, Water, and Wastewater fees will increase in FY 19. In addition, some Street Light Maintenance and Park Maintenance Districts will experience increases as well. More information on rate increases and estimated revenues can be found in the individual fund section.

## Taxes

Real property tax estimates are based on State legislation and anticipated growth within the City. During the 2015 legislative session, the Legislature modified the reappraisal cycle from every 6 years to every 2 years. This had the effect of significantly increasing the market value within the City. The following graph shows General Fund actual tax receipts for fiscal years 2005 through 2017 and estimated tax receipts for 2018. The change in the City's real property taxes is the result of increased property values and new construction.



## **Special Assessments**

The following schedule shows Special Assessments budgeted for FY 19 compared to FY 18:

| <b>TYPE OF ASSESSMENT</b>      | <b>BUDGET</b>               |                             | <b>CHANGE</b>              |
|--------------------------------|-----------------------------|-----------------------------|----------------------------|
|                                | <b>FY 18</b>                | <b>FY 18</b>                |                            |
| Street maintenance districts   | \$ 7,833,000                | \$ 8,717,000                | \$ 884,000                 |
| Special improvement debt       | 1,332,000                   | 1,350,000                   | 18,000                     |
| Storm sewer                    | 4,075,000                   | 4,320,000                   | 245,000                    |
| Street light districts         | 2,300,000                   | 2,350,000                   | 50,000                     |
| Sidewalk, curb and gutter debt | 338,000                     | 340,000                     | 2,000                      |
| Park maintenance districts     | 1,002,975                   | 1,050,336                   | 47,361                     |
| Park District 1                | 2,040,000                   | 2,000,000                   | (40,000)                   |
| Encroachments                  | 2,875                       | 2,875                       | -                          |
| Arterial streets               | 3,970,000                   | 4,215,000                   | 245,000                    |
|                                | <b><u>\$ 22,893,850</u></b> | <b><u>\$ 24,345,211</u></b> | <b><u>\$ 1,451,361</u></b> |

Assessments are established using policy body approved rates/fees along with the approved assessment method (square feet, per tax parcel, etc.). The rates/fees are established based on service needs in the respective areas.

## **Licenses and Permits**

Licenses and permits are decreasing \$2,682,954 from FY 18 to FY 19. The significant decrease is due to the City Council electing not to impose franchise fees on City utilities in FY 19. These revenues are based on policy body approved increases applied to historical collection rates.

## **Intergovernmental revenue**

Intergovernmental revenue is budgeted to decrease \$339,398. The revenues in this category are set by agreements with other agencies and include grants.

The largest single source of intergovernmental revenue in tax supported funds is the result of House Bill 124, passed by the State Legislature in 2001, which provided for State entitlement payments to cities. The City of Billings' entitlement for FY 19 is expected to increase by 1.87%. This entitlement replaced all tax reimbursements except the reimbursements that the Legislature enacted to offset changes in the business equipment tax. It also replaced the City's share of state motor vehicle, corporate license, gambling, and alcohol taxes. The State sets the annual rate change for this revenue source. The 2017 Legislature reduced the annual increase from 3% to .05% in FY 18 and 1.87% for FY 19.

The City is budgeting \$8.0 million in federal grants for FY 19.

### **Fines and Forfeitures**

Fines and Forfeitures are budgeted to increase \$85,640 from FY 18 to FY 19. This increase is budgeted in Municipal Court drug fines.

### **Charges for service**

Charges for services are expected to increase \$3.2 million. This category consists of both external and internal charges for services. The external charges are fees paid for services such as solid waste collection, airport user fees, and water and wastewater distribution, collection, and treatment. The internal charges pay for services provided to City departments by other City departments or divisions. These rates are developed based on costs to provide the specific service.

The external charges will increase \$4.0 million in FY 19 compared to FY 18. The Airport employs an outside consultant to study and recommend rate structures which span a period of several years. Solid Waste, Water, and Wastewater charges are also recommended through an outside consultant.

### **Investment earnings**

Investment earnings are projected to be \$482,731 more in FY 19 than the amount budgeted in FY 18. The City's average interest rate was 1.12% in FY 18.

### **Donations**

The decrease in donations of \$0.9 million is made by developers for new roads, curb and gutters.

### **Interfund transfers**

Interfund transfers are scheduled to decrease by \$7 million in FY 19.

The largest change is a decrease in the Baseball Field and Stadium, Series A bonds. This was a transfer from the Series 2015 Refunding Debt Service Fund which was an advanced refunding of bonds.

The largest individual interfund transfer of \$27 million is from the General Fund to the Public Safety Fund. The transfer will balance the Public Safety Fund.

## **EXPENDITURES**

Total expenditures are budgeted to decrease \$18 million, or 5.4%, from the FY 18 budget.

### **Personal services**

Personal services are budgeted to increase \$2.1 million.

The FY 19 budget does not include negotiated salary increases for the Police, Fire, and Teamster unions, and a proposed increase for Non-Bargaining employees. The labor contracts were currently being negotiated at the time of budget adoption.

The self-insured health plan costs have decreased steadily over the past several years. The City's contribution to the plan for calendar year 2018 is \$846 per employee per month. The estimated calendar year 2018 City contribution per employee per month is reflected in the estimated personnel costs for the second half of FY 2019.

Staffing changes incorporated in this budget include the following:

|                           |   |
|---------------------------|---|
| Fire                      | 2 |
| Police                    | 1 |
| Landfill                  | 1 |
| Distribution & Collection | 1 |
| Wastewater                | 1 |

The result of these changes is a net addition of 6 full time positions.

### **Operation & Maintenance (O & M)**

The O & M budget is decreasing \$670,000.

Departments submitted base budgets with no increase in discretionary O & M.

### **Capital**

Capital is budgeted to decrease \$5.6 million.

Capital budgets are developed from, and itemized in, three planning documents. The Equipment Replacement Plan (ERP) establishes the replacement cycle and costs for motorized equipment that exceeds \$5,000 of value. It is reviewed and approved by City Council.

The Technology Replacement Plan (TRP) identifies technology equipment, such as computers, printers, radios, and analyzers, which have a regular replacement

cycle. The plan helps the City to stay current on technology equipment that is vital to providing efficient and effective services to the public. The TRP is usually reviewed and approved by the Council in February.

The City prepares a five (5) year Capital Improvement Plan (CIP). The CIP identifies capital projects that exceed \$25,000 in value. The City Council and City management develop the capital improvement projects prior to the annual budget process. The plan itemizes capital improvements in each fund and includes the ERP and TRP capital expenses. Each plan has a committee that meets every fall to complete the CIP, ERP, and TRP budgets for the upcoming year.

The CIP and TRP are five year plans, and the ERP is a 20-year plan. The FY 19 plans were approved by the City Council in March 2018.

Departments submit supplemental requests for new equipment and/or projects that are not included in any of the three plans.

Details of capital items may be found in the individual fund budget narratives.

### **Debt Service**

Debt Service decreased \$6.7 million. The City of Billings has a formal debt policy. Below are the debt policy statements approved by Council on February 12, 2001:

- A five-year capital improvement plan will be developed and updated annually. The plan will include projects and funding sources.
- Capital projects financed through the issuance of bonds will be financed for no longer than the useful life of the project.
- The Finance Department will determine the cost/benefit for rating bond issues; and if it is determined that rating the bonds will be cost effective, or that the bond issue should be rated to protect ratings assigned to previous bonds, the bonds will be rated by at least one of the major bond rating agencies prior to issuance.
- The City Finance Department will maintain on-going communications with bond rating agencies concerning the City's financial condition.
- Benchmark goals for General Obligation (GO) debt indicators are:
  - GO debt per capita – less than \$400, (This would currently allow up to \$44.1 million GO debt.)

- GO debt as a percent of total taxable valuation – less than 22.4%. (This is 80% of the maximum allowed by State law and would currently allow up to \$43.4 million GO debt.)
- Enterprise operations of the City will be managed to maintain an “A” or better credit rating from one or more of the major bond rating agencies.
- The City will cooperate with other taxing jurisdictions to ensure that overall debt burdens are within affordable limits for the community and that jurisdictions are not competing for approval of projects to be financed with voter approved GO bonds.

The City is also governed by State law in regards to general obligation debt. The following table from the FY 17 CAFR details this debt limit:

**Legal Debt Margin Calculation for Fiscal Year 2017**

Assessed market value:

|                                                     |                          |
|-----------------------------------------------------|--------------------------|
| Real property                                       | \$ 11,152,963,070        |
| Personal property                                   | 188,069,469              |
| Utilities                                           | 338,221,636              |
| <b>Total assessed value</b>                         | <b>\$ 11,679,254,175</b> |
| Debt amount limited to 2.5% of total assessed value | \$ 291,981,354           |
| Less:                                               |                          |
| General obligation bonded debt outstanding          | 30,109,235               |
| <b>Total net debt applicable to limit</b>           | <b>30,109,235</b>        |
| Plus:                                               |                          |
| Amount set aside for repayment of GO debt           | (2,512,540)              |
| <b>Total net debt applicable to limit</b>           | <b>27,596,695</b>        |
| <b>Legal debt margin</b>                            | <b>\$ 259,359,579</b>    |

The annual GO debt service payments as of June 30, 2018, were principal of \$1,875,000 and interest of \$790,707. The City has sufficient funding to pay the debt service payments.

The City currently has a bond counsel and financial advisor for debt issuance.

**SIGNIFICANT CHANGES IN FUND AND WORKING CAPITAL BALANCES**

The Government Finance Officers Association (GFOA) recommends a discussion on any major fund and the nonmajor funds in aggregate, with fund balance or working capital balance changes greater than 10%.

The General Fund balance has a budgeted decrease of 36%, or \$7.6 million. This is due to a variety of factors, largely City Council's decision to not charge franchise fees on customer utility bills. This reduced General Fund revenues by \$2.5 million. Other major revenue sources (Taxes & Intergovernmental) in the General Fund are only projected to increase around 1.5% in FY19, but expenses are increasing at a rate closer to 3%. Due to the fact that growth in expense is outpacing revenue growth, a use of reserves is necessary to balance the budget. However, the City will still have General Fund reserves greater than the limit set by Council.

Nonmajor Special Revenue Funds have a decrease in fund balance of 17%, or \$6.9 million. This is largely due to planned capital projects and an increase in personal services. Capital projects are planned in the South TIF, East TIF, Gas Tax, Street and Traffic, Park District 1, Arterial Streets, and Strom Sewer funds. The decline in fund balance will be covered with unbudgeted reserves.

Water and Wastewater funds have a budgeted decrease in working capital of 64% and 31% respectively. This is due to planned construction projects at both plants, as well as line maintenance and extensions.

## **FINANCIAL POLICIES**

### Formal Policies

The City's investment policy establishes allowed investment type, total percentage of investment type to total dollars of investments, average date to maturity at bid requirement thresholds, and reporting requirements to the policy body.

The City of Billings has three capital plans that are adopted by the policy body at the beginning of each budget cycle. The Capital Improvement Plan (CIP) is a five-year plan that encompasses all infrastructure and building related projects greater than \$25,000 and is updated on an annual basis with public input. The Equipment Replacement Plan (ERP) contains all rolling stock within the City and covers a 20-year time period. This plan is updated on a yearly basis and adopted with the CIP. The Technology Replacement Plan (TRP) is a five-year plan that contains all technology equipment within the City. The TRP is updated on an annual basis with the capital portion being adopted with the CIP.

The City's capitalization policy establishes thresholds and useful life limits by asset class. Buildings and infrastructure are capitalized at \$25,000 and over, and equipment is capitalized at \$5,000 and over.

The City's purchasing policy, adopted by the policy body, gives the City Administrator broad guidelines to establish a purchasing procedure. The

purchasing procedure was updated and adopted by Administrative Order in early 2006.

The policy body adopted a debt policy stating limits on types of debt, which is explained in the previous Debt Service section of this Overview.

The policy body adopted a growth policy that sets desirable goals for the City's economic and social health. It subsequently adopted an annexation policy that defines annexation boundaries and time frames based on the City's ability to provide services to newly developed land without diminishing existing services.

Reports are submitted to the policy body on a quarterly basis that compare budget to actual revenues and expenditures. Reports similar to those in the budget book are provided for six specific funds. A separate report shows each fund's revenues and expenditures in total for the month and the year to date. Detailed, monthly budget-to-actual reports are available electronically for departments/divisions to review their budgets on a timely basis.

The City has a donation policy adopted by Administrative Order. Donations over \$500 must be accepted by the City Council.

The City Council adopted an internal control policy authorizing the City Administrator to establish written internal controls.

The City Council adopted a reserve policy authorizing the City Administrator to establish fiscally responsible reserve minimums. The City Administrator adopted, by Administrative Order, the following table with recommended reserve percentages for the listed funds.

| Fund Number            | Fund Description           | Recommended % of Budget (less capital) |                         | Fund Number           | Fund Description | Recommended % of Budget (less capital) |     |
|------------------------|----------------------------|----------------------------------------|-------------------------|-----------------------|------------------|----------------------------------------|-----|
|                        |                            | Fund Balance                           | Working Capital Balance |                       |                  |                                        |     |
| <b>Billed on Taxes</b> |                            |                                        |                         |                       |                  |                                        |     |
| 010                    | General Operating          | 29%                                    | 502                     | Water                 |                  |                                        | 27% |
| 150                    | Public Safety              | 0%                                     | 512                     | Waste Water           |                  |                                        | 18% |
| 240                    | City County Planning       | 13%                                    | 521                     | Parking Enterprise    |                  |                                        | 16% |
| 260                    | City County Library        | 25%                                    | 541                     | Solid Waste           |                  |                                        | 44% |
| 801-802                | Street Maintenance         | 42%                                    | 561                     | Airport               |                  |                                        | 8%  |
| 810                    | Street Lights Maintenance  | 42%                                    | 571                     | Transit               |                  |                                        | 17% |
| 872                    | Park Maintenance Districts | 70%                                    | 601                     | Motor Pool            |                  |                                        | 37% |
| <b>Other Revenues</b>  |                            |                                        |                         |                       |                  |                                        |     |
| 209                    | Building Inspection        | 25%                                    | 620                     | Information Resources |                  |                                        | 25% |
| 211                    | Street/Traffic Operating   | 4%                                     | 605                     | Central Telephone     |                  |                                        | 8%  |
|                        |                            |                                        | 630                     | Property Insurance    |                  |                                        | 32% |
|                        |                            |                                        | 650                     | Facilities            |                  |                                        | 8%  |
|                        |                            |                                        | 660                     | Public Works Admin    |                  |                                        | 8%  |
|                        |                            |                                        | 670                     | Engineering           |                  |                                        | 10% |

## Practices

The City's practice is to budget all funds to balance, which is where expenditures equal revenues. Most tax supported funds have recently benefited from tax revenue increases related to an increase in the taxable value of the city. This is due to the legislative changes in taxable value calculations which reflect the growth within the city. Funds may use reserves at times for one-time expenditures.

Five-year financial projections are completed and updated at least yearly for the General Fund, Public Safety Fund, Water and Wastewater Funds, Library Fund, and Airport Fund, as well as many other funds. These plans coincide with Council's strategic plan and assisted with the FY 19 budget process. The five-year plans also assist the City with determining future budgets.

The City of Billings calculates personnel vacancy savings during every budget cycle. The vacancy savings are then used to reduce each Fund's personal services budget. This technique aligns the budget with actual expenditures.

The City of Billings requires Departments to submit Supplemental Budget Requests (SBRs) for any increases in budget authority other than uncontrollable costs.

## **FUTURE OUTLOOK**

### **Development**

WinCo Foods will build its first store in Montana. The plans for the Billings store call for a traditional, large grocery store of just over 88,100 square feet and is estimated to cost \$6.8 million

Crews have begun work on the Trilogy Apartments and Townhomes development in the Billings Heights. The development will place townhouses and apartments toward the rear of the property, and then position commercial and services storefronts between the dwellings and established businesses on Main Street.

A major planned community is in the works. Annafeld subdivision will boast pocket parks and access to walking and biking trails and will include community amenities, natural outdoor spaces, resident-supported businesses, and a broader variety of home types, setting this neighborhood apart from any other in Billings. The goal is to provide a self-sustaining community.

The west end of Billings continues to grow with two large projects estimated to be valued over \$14 million each. In that area, 19 building permits were issued recently for townhomes.

## **Priorities and issues**

Priorities for the budget include maintaining reserves where appropriate, and using small amounts of reserves in areas where needed, in order to ensure the City's budget is conducive to continuing operations with little to no interruption in services. The following funds used reserves to complete projects for which the reserves were accumulated: Street and Traffic Fund, Park District 1 Fund, Storm Sewer Fund, Gas Tax Fund, Solid Waste Fund, Wastewater Fund, Water Fund, Parking Fund, and Arterial Fund. The projects to be completed using these reserves have been included in the Capital Improvement Plan, and the City is expecting costs to be in accordance with that plan.

The following funds used reserves to maintain operating costs: Planning Fund, General Fund, Parks Programs Fund, Library Fund, and Transit Fund.

Priorities for the FY 19 budget differ very little from the FY 18 budget. Economic activity and growth of the tax base appear to continue at a moderate rate. Therefore, the City remains conservative and is ready to react to the anticipated increase in activity.

## **Short-term Objectives**

Short-term factors that guided the development of the FY 19 budget include a 0% increase in controllable operations and maintenance. Personnel costs do not include a cost of living increase as all bargaining units were negotiating new contracts at the time of budgeting.

Other expenditures affected by short-term objectives include budgets for utilities. Utilities were estimated using recently published trend data and projected rates. Interfund charges were budgeted using past trend data, including a cost allocation plan prepared by an outside consultant.

Revenue increases are projected in taxes, special assessments, licenses and permits, charges for services, donations, and debt proceeds. Increases in these categories are explained in the preceding pages under respective titles. Special assessment revenue trending upwards is attributable to development of new properties in the past couple of years. Council approval of increased charges for services in Water, Wastewater, Solid Waste, Street Maintenance, Storm Sewer, and Arterial increased those budgets.

Revenue increases are mainly attributable to increased property taxes as a result of valuation increases and an increase in charges for services.

## **Long-term Objectives**

The City will maintain sufficient fund balances by controlling its expenses to match growth in revenue. The City's tax base continues to have steady growth as a result of new construction and development. It will be imperative that the City practices restraint in both tax and rate increases to encourage continued development within the city.

For purposes of evaluating financial condition, the General Fund and the Public Safety Fund should be considered together. The Funds were separated to track the Public Safety expenses and accompanying mill levies, but the Public Safety Fund receives the majority of its money from a General Fund transfer. This transfer is the largest expense in the General Fund, and even with additional funding from Public Safety levies, the transfer is expected to grow in the future and remain a significant burden for the General Fund.

The City of Billings has attempted to find alternatives to property tax. The City of Billings, the Billings Area Chamber of Commerce, the Montana League of Cities and Towns (MLCT), and other larger Montana cities attempted in 2017 to convince the State Legislature to adopt a local option sales tax. All cities would be authorized to charge a selective tax on certain tourist goods and services, subject to local voter approval. Billings, the MLCT, and other Montana cities have petitioned the State Legislature for over 28 years for local option tax authority and were again unsuccessful in 2017.

Most of the City's Funds are in good financial condition, and that trend should continue.

**SUMMARY  
ALL FUNDS  
OPERATING BUDGET  
FY 19**

|                                     | GENERAL       | SPECIAL REVENUE | DEBT SERVICE | CAPITAL PROJECTS | ENTERPRISE     | INTERNAL SERVICE | PERMANENT  |
|-------------------------------------|---------------|-----------------|--------------|------------------|----------------|------------------|------------|
| FUND BALANCE - BEGINNING            | \$ 28,330,030 | \$ 41,337,010   | \$ 7,166,440 | \$ 7,196,889     |                |                  | \$ 705,122 |
| WORKING CAPITAL - BEGINNING         |               |                 |              |                  | \$ 70,357,025  | \$ 11,652,102    |            |
| REVENUES:                           |               |                 |              |                  |                |                  |            |
| TAXES                               | \$ 16,790,920 | \$ 20,708,019   | \$ 2,149,039 | \$ -             | \$ 2,268,972   | \$ -             | \$ -       |
| SPECIAL ASSESSMENTS                 | -             | 22,655,211      | 1,690,000    | -                | -              | 24,000           | -          |
| LICENSES & PERMITS                  | 2,146,291     | 1,248,950       | -            | -                | -              | 73,000           | -          |
| INTER-GOVERNMENTAL                  | 11,430,866    | 13,191,656      | -            | -                | 6,278,538      | -                | -          |
| CHARGES FOR SERVICE                 | 4,032,642     | 10,519,734      | -            | -                | 74,596,284     | 24,725,719       | 12,300     |
| FINES & FORFEITS                    | 1,656,203     | 220,300         | -            | -                | 77,000         | -                | -          |
| INVESTMENT EARNINGS                 | 217,000       | 432,424         | 8,900        | 46,440           | 1,422,815      | 100,700          | 5,600      |
| DONATIONS / CONTRIBUTIONS           | -             | 628,503         | 300,000      | 500              | -              | -                | -          |
| INTERFUND TRANSFERS                 | 6,600         | 29,972,597      | 1,015,000    | 4,024,716        | 100,000        | 532,057          | -          |
| DEBT PROCEEDS                       | -             | 3,600,000       | -            | 1,604,500        | 18,000,000     | -                | -          |
| MISCELLANEOUS                       | -             | 526,664         | -            | 1,080            | 104,870        | 697,117          | -          |
| TOTAL REVENUES                      | \$ 36,280,522 | \$ 103,704,058  | \$ 5,162,939 | \$ 5,677,236     | \$ 102,848,479 | \$ 26,152,593    | \$ 17,900  |
| EXPENDITURES:                       |               |                 |              |                  |                |                  |            |
| PERSONAL SERVICES                   | \$ 8,453,625  | \$ 46,970,343   | \$ -         | \$ -             | \$ 23,706,496  | \$ 19,076,681    | \$ -       |
| OPERATION & MAINTENANCE             | 4,382,532     | 32,209,077      | 40,634       | 449,054          | 22,640,703     | 7,099,426        | -          |
| CAPITAL                             | -             | 24,899,906      | -            | 5,798,701        | 69,255,483     | 225,599          | -          |
| DEBT SERVICE                        | -             | 2,045,234       | 5,323,399    | -                | 11,209,960     | 532,056          | -          |
| INTERFUND TRANSFERS                 | 31,037,603    | 4,511,997       | -            | -                | -              | 95,770           | 5,600      |
| TOTAL EXPENDITURES                  | \$ 43,873,760 | \$ 110,636,557  | \$ 5,364,033 | \$ 6,247,755     | \$ 126,812,642 | \$ 27,029,532    | \$ 5,600   |
| FUND BALANCE - ENDING               | \$ 20,736,792 | \$ 34,404,511   | \$ 6,965,346 | \$ 6,626,370     |                |                  | \$ 717,422 |
| WORKING CAPITAL NOT BUDGETED        |               |                 |              |                  | -              | 50,000           |            |
| WORKING CAPITAL - ENDING            |               |                 |              |                  | \$ 46,392,862  | \$ 10,825,163    |            |
| LESS OPERATING RESERVE              |               |                 |              |                  | 11,901,000     | 2,560,268        |            |
| LESS BOND/LOAN RESERVE REQUIREMENTS |               |                 |              |                  | 6,932,044      | -                |            |
| AVAILABLE WORKING CAPITAL           |               |                 |              |                  | \$ 27,559,818  | \$ 8,264,895     |            |

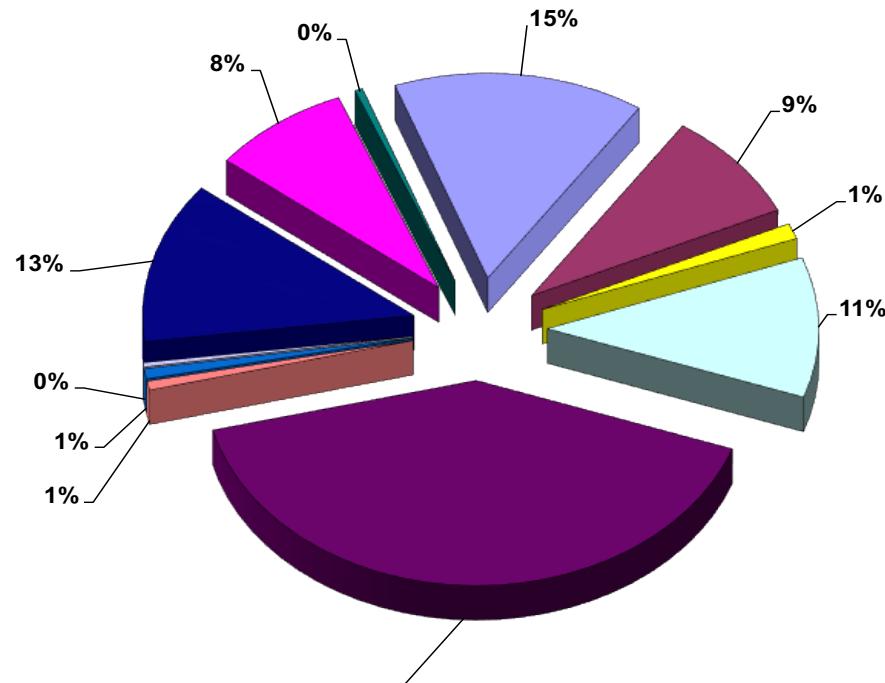
**SUMMARY  
ALL FUNDS  
OPERATING BUDGET  
FY 19**

|                                     | BUDGET<br>FY 19       | BUDGET<br>FY 18       | INCREASE<br>(DECREASE) | ACTUAL<br>FY 17       |
|-------------------------------------|-----------------------|-----------------------|------------------------|-----------------------|
| FUND BALANCE - BEGINNING            | \$ 84,735,491         | \$ 105,087,479        | \$ (20,351,988)        | \$ 109,125,683        |
| WORKING CAPITAL - BEGINNING         | \$ 82,009,127         | \$ 79,907,131         | \$ 2,101,996           | \$ 98,613,519         |
| <b>REVENUES:</b>                    |                       |                       |                        |                       |
| TAXES                               | \$ 41,916,950         | \$ 40,634,904         | \$ 1,282,046           | \$ 39,266,745         |
| SPECIAL ASSESSMENTS                 | 24,369,211            | 22,917,850            | 1,451,361              | 22,945,185            |
| LICENSES & PERMITS                  | 3,468,241             | 6,151,195             | (2,682,954)            | 6,596,035             |
| INTER-GOVERNMENTAL                  | 30,901,060            | 31,240,458            | (339,398)              | 31,388,799            |
| CHARGES FOR SERVICE                 | 113,886,679           | 110,646,674           | 3,240,005              | 110,215,704           |
| FINES & FORFEITS                    | 1,953,503             | 1,867,863             | 85,640                 | 1,779,852             |
| INVESTMENT EARNINGS                 | 2,233,879             | 1,751,148             | 482,731                | 1,934,215             |
| DONATIONS / CONTRIBUTIONS           | 929,003               | 1,814,800             | (885,797)              | 1,315,843             |
| INTERFUND TRANSFERS                 | 35,650,970            | 42,726,277            | (7,075,307)            | 28,949,966            |
| DEBT PROCEEDS                       | 23,204,500            | 9,752,000             | 13,452,500             | 247,795               |
| MISCELLANEOUS                       | 1,329,731             | 18,859,618            | (17,529,887)           | 2,607,428             |
| <b>TOTAL REVENUES</b>               | <b>\$ 279,843,727</b> | <b>\$ 288,362,787</b> | <b>\$ (8,519,060)</b>  | <b>\$ 247,247,567</b> |
| <b>EXPENDITURES:</b>                |                       |                       |                        |                       |
| PERSONAL SERVICES                   | \$ 98,207,145         | \$ 96,052,789         | \$ 2,154,356           | \$ 91,370,327         |
| OPERATION & MAINTENANCE             | 66,821,426            | 67,490,493            | (669,067)              | 62,120,438            |
| CAPITAL                             | 100,179,689           | 106,035,464           | (5,855,775)            | 48,088,737            |
| DEBT SERVICE                        | 19,110,649            | 25,818,551            | (6,707,902)            | 11,083,276            |
| INTERFUND TRANSFERS                 | 35,650,970            | 42,726,277            | (7,075,307)            | 28,949,967            |
| <b>TOTAL EXPENDITURES</b>           | <b>\$ 319,969,879</b> | <b>\$ 338,123,574</b> | <b>\$ (18,153,695)</b> | <b>\$ 241,612,745</b> |
| FUND BALANCE - ENDING               | \$ 69,450,441         | \$ 81,182,007         | \$ (11,731,566)        | \$ 110,296,880        |
| WORKING CAPITAL NOT BUDGETED        | 50,000                | 50,000                | -                      | 55,552,620            |
| WORKING CAPITAL - ENDING            | \$ 57,218,025         | \$ 54,101,816         | \$ 3,116,209           | \$ 158,629,764        |
| LESS OPERATING RESERVE              | 14,461,267            | 15,070,953            | (609,686)              | 13,556,167            |
| LESS BOND/LOAN RESERVE REQUIREMENTS | 6,932,044             | 6,901,044             | 31,000                 | 5,545,906             |
| <b>AVAILABLE WORKING CAPITAL</b>    | <b>\$ 35,824,714</b>  | <b>\$ 32,136,719</b>  | <b>\$ 3,687,995</b>    | <b>\$ 139,527,690</b> |

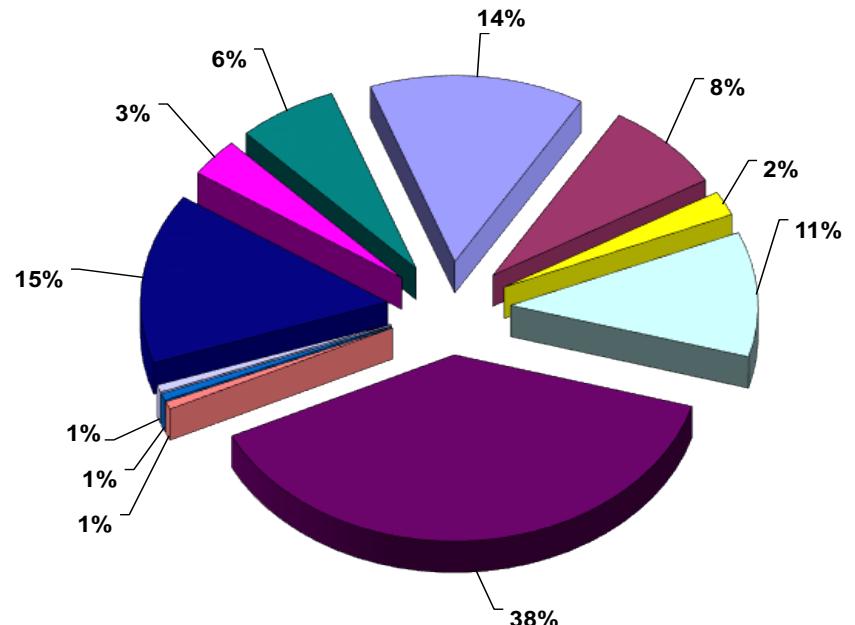
# All Funds

## Summary of Revenues

|                           | FY 19                 | FY 18                 |
|---------------------------|-----------------------|-----------------------|
| TAXES                     | \$ 41,916,950         | \$ 40,634,904         |
| SPECIAL ASSESSMENTS       | 24,369,211            | 22,917,850            |
| LICENSES & PERMITS        | 3,468,241             | 6,151,195             |
| INTER-GOVERNMENTAL        | 30,901,060            | 31,240,458            |
| CHARGES FOR SERVICE       | 113,886,679           | 110,646,674           |
| FINES & FORFEITS          | 1,953,503             | 1,867,863             |
| INVESTMENT EARNINGS       | 2,233,879             | 1,751,148             |
| DONATIONS / CONTRIBUTIONS | 929,003               | 1,814,800             |
| INTERFUND TRANSFERS       | 35,650,970            | 42,726,277            |
| DEBT PROCEEDS             | 23,204,500            | 9,752,000             |
| MISCELLANEOUS             | 1,329,731             | 18,859,618            |
| <b>TOTAL</b>              | <b>\$ 279,843,727</b> | <b>\$ 288,362,787</b> |



Fiscal Year 2019

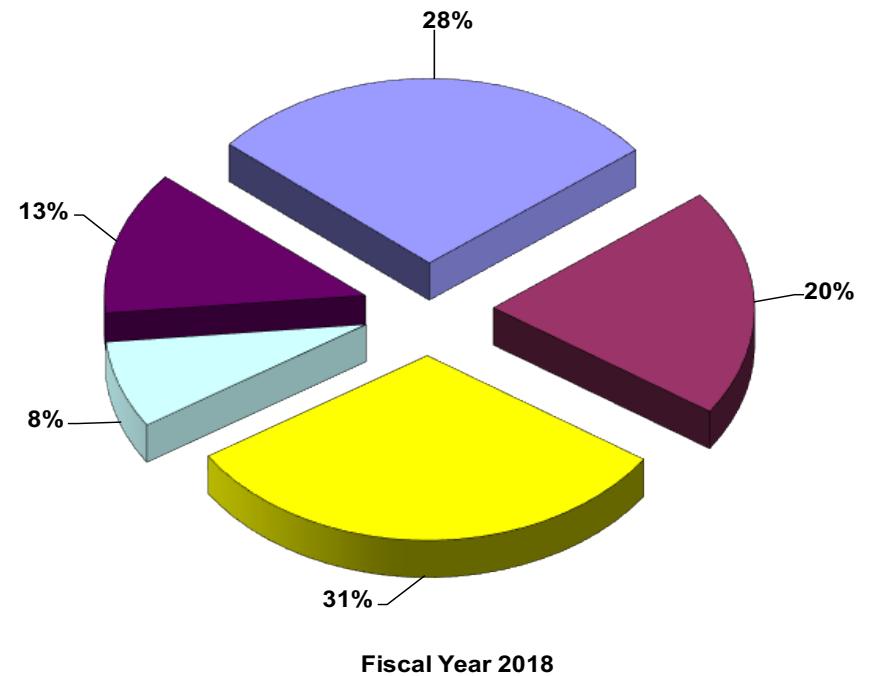
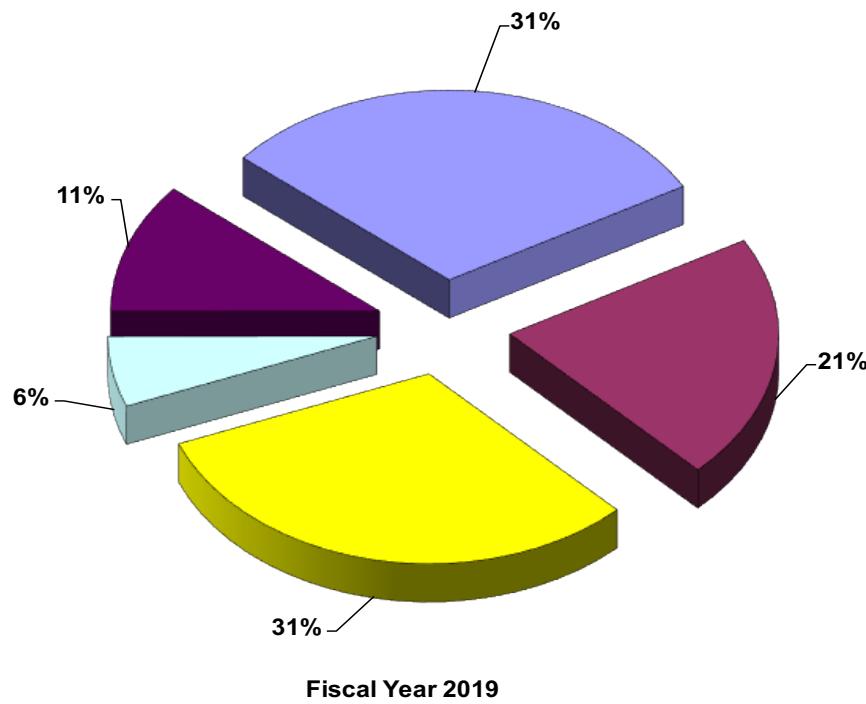


Fiscal Year 2018

# All Funds

## Summary of Expenditures

|                         | <u><b>FY 19</b></u>          | <u><b>FY 18</b></u>          |
|-------------------------|------------------------------|------------------------------|
| PERSONAL SERVICES       | \$ 98,207,145                | \$ 96,052,789                |
| OPERATION & MAINTENANCE | 66,821,426                   | 67,490,493                   |
| CAPITAL                 | 100,179,689                  | 106,035,464                  |
| DEBT SERVICE            | 19,110,649                   | 25,818,551                   |
| INTERFUND TRANSFERS     | 35,650,970                   | 42,726,277                   |
| <b>TOTAL</b>            | <b><u>\$ 319,969,879</u></b> | <b><u>\$ 338,123,574</u></b> |



### MILL LEVY RECAP

|                            | BUDGET<br>FY 15      | BUDGET<br>FY 16      | BUDGET<br>FY 17      | BUDGET<br>FY 18      | BUDGET<br>FY 19      |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Fund               | 74.00                | 67.64                | 70.61                | 70.61                | 74.00                |
| Library Operating          | <u>5.00</u>          | <u>4.57</u>          | <u>4.77</u>          | <u>5.00</u>          | <u>5.00</u>          |
| <b>GENERAL LEVY</b>        | <b><u>79.00</u></b>  | <b><u>72.21</u></b>  | <b><u>75.38</u></b>  | <b><u>75.61</u></b>  | <b><u>79.00</u></b>  |
| Transit Levy               | 10.00                | 9.17                 | 9.54                 | 10.00                | 10.00                |
| Public Safety Levy - 1999  | 20.00                | 18.28                | 19.08                | 19.08                | 20.00                |
| Public Safety Levy - 2004  | 44.59                | 46.13                | 45.92                | 43.32                | 42.89                |
| G.O. Debt Service-Ballpark | 5.21                 | 4.83                 | 3.94                 | 3.77                 | 3.96                 |
| G. O. Debt Service-Parks   | 0.81                 | 0.73                 | 0.72                 | 0.61                 | 0.60                 |
| G. O. Debt Service-Streets | 2.26                 | 2.01                 | 1.68                 | 1.81                 | 1.96                 |
| G. O. Debt Service-Library | <u>6.25</u>          | <u>5.48</u>          | <u>5.01</u>          | <u>4.80</u>          | <u>4.72</u>          |
| <b>TOTAL LEVY</b>          | <b><u>168.12</u></b> | <b><u>158.84</u></b> | <b><u>161.27</u></b> | <b><u>159.00</u></b> | <b><u>163.13</u></b> |

|                            | BUDGET<br>FY 15             | BUDGET<br>FY 16             | BUDGET<br>FY 17             | BUDGET<br>FY 18             | BUDGET<br>FY 19             |
|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| General Fund               | \$ 11,616,377               | \$ 12,023,134               | \$ 12,607,618               | \$ 13,366,675               | \$ 14,148,495               |
| Library Operating          | <u>\$ 981,117</u>           | <u>\$ 812,326</u>           | <u>\$ 851,697</u>           | <u>\$ 946,514</u>           | <u>\$ 955,979</u>           |
| <b>GENERAL LEVY</b>        | <b><u>\$ 12,597,494</u></b> | <b><u>\$ 12,835,460</u></b> | <b><u>\$ 13,459,316</u></b> | <b><u>\$ 14,313,189</u></b> | <b><u>\$ 15,104,475</u></b> |
| Transit Levy               | \$ 1,569,712                | \$ 1,629,984                | \$ 1,703,394                | \$ 1,893,029                | \$ 1,911,959                |
| Public Safety Levy - 1999  | 3,139,561                   | 3,249,304                   | 3,406,789                   | 3,611,898                   | 3,823,918                   |
| Public Safety Levy - 2004  | 8,200,000                   | 8,200,000                   | 8,200,000                   | 8,200,000                   | 8,200,000                   |
| G.O. Debt Service-Ballpark | 817,862                     | 858,541                     | 703,498                     | 713,672                     | 757,136                     |
| G.O. Debt Service-Parks    | 127,152                     | 129,759                     | 128,558                     | 115,475                     | 114,718                     |
| G.O. Debt Service-Streets  | 354,775                     | 357,281                     | 299,969                     | 342,638                     | 374,744                     |
| G.O. Debt Service-Library  | <u>981,117</u>              | <u>974,080</u>              | <u>894,550</u>              | <u>908,654</u>              | <u>902,445</u>              |
| <b>TOTAL LEVY</b>          | <b><u>\$ 27,787,673</u></b> | <b><u>\$ 28,234,410</u></b> | <b><u>\$ 28,796,074</u></b> | <b><u>\$ 30,098,554</u></b> | <b><u>\$ 31,189,393</u></b> |

**PROPERTY TAXES LEVIED IN CITY OF BILLINGS**  
**(By All Overlapping Jurisdictions)**

| Taxable Value             | 2017-18              |                              |                      | 2018-19              |                              |                      |
|---------------------------|----------------------|------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Jurisdiction              | Mills                | Levy                         | Percent              | Mills                | Levy                         | Percent              |
| <b>State of Montana</b>   |                      |                              |                      |                      |                              |                      |
| -University Levy &        |                      |                              |                      |                      |                              |                      |
| State Equalization        | 102.50               | \$ 19,403,543                | 14.8%                | 102.50               | \$ 19,597,578                | 14.7%                |
| School Retirement & Trans | 51.64                | 9,775,599                    | 7.5%                 | 51.64                | 9,873,356                    | 7.4%                 |
| Big Sky Economic Develop  | 3.17                 | 600,090                      | 0.5%                 | 3.17                 | 606,091                      | 0.5%                 |
| School District No. 2     | 263.96               | 49,968,382                   | 38.1%                | 263.96               | 50,468,066                   | 37.9%                |
| Yellowstone County        | 112.09               | 21,218,957                   | 16.2%                | 112.09               | 21,431,147                   | 16.1%                |
| City of Billings          | <u>159.00</u>        | <u>30,099,154</u>            | <u>23.0%</u>         | <u>163.13</u>        | <u>31,189,785</u>            | <u>23.4%</u>         |
| <b>TOTAL</b>              | <b><u>692.36</u></b> | <b><u>\$ 131,065,725</u></b> | <b><u>100.0%</u></b> | <b><u>696.49</u></b> | <b><u>\$ 133,166,022</u></b> | <b><u>100.0%</u></b> |

**2019 TAX IMPACT ON BILLINGS HOMES**

**Fair Market Value**

| Jurisdiction            | Percent            | \$ 150,000                | \$ 200,000                |
|-------------------------|--------------------|---------------------------|---------------------------|
|                         |                    | <b>2,025</b>              | <b>2,700</b>              |
| <b>State of Montana</b> |                    |                           |                           |
| -University Levy &      |                    |                           |                           |
| State Equalization      | 14.7%              | \$ 207.56                 | \$ 276.75                 |
| School Levy             | 7.4%               | 104.57                    | 139.43                    |
| Tradeport               | 0.5%               | 6.42                      | 8.56                      |
| School District No. 2   | 37.9%              | 534.52                    | 712.69                    |
| Yellowstone County      | 16.1%              | 226.98                    | 302.64                    |
| City of Billings        | <u>23.4%</u>       | <u>330.34</u>             | <u>440.45</u>             |
| <b>TOTAL</b>            | <b><u>100%</u></b> | <b><u>\$ 1,410.39</u></b> | <b><u>\$ 1,880.52</u></b> |

NOTE: All mill levies are based on 2016-2017 mills except for the City of Billings.

**CITY OF BILLINGS**  
**COMPARISON**  
**TAX GROWTH vs. CONSUMER PRICE INDEX (CPI)**

| FISCAL<br>YEAR | MARKET<br>VALUE | TAXABLE GROWTH   |     | CPI INDEX         |         |
|----------------|-----------------|------------------|-----|-------------------|---------|
|                |                 | TAXABLE<br>VALUE | (2) | PERCENT<br>CHANGE | CPI (1) |
| 1997-98        | 3,440,615,577   | 124,272,744      |     |                   | 160.50  |
| 1998-99        | 3,609,934,853   | 125,515,596      |     | 1.0%              | 163.00  |
| 1999-00        | 3,346,315,741   | 118,127,019      |     | -5.9%             | 166.60  |
| 2000-01        | 3,243,661,528   | 113,540,746      |     | -3.9%             | 172.20  |
| 2001-02        | 3,346,352,426   | 114,437,716      |     | 0.8%              | 177.10  |
| 2002-03        | 3,546,229,334   | 116,319,680      |     | 1.6%              | 179.90  |
| 2003-04        | 3,795,780,513   | 122,425,248      |     | 5.2%              | 184.00  |
| 2004-05        | 4,287,614,135   | 126,903,883      |     | 3.7%              | 188.90  |
| 2005-06        | 4,574,135,548   | 132,329,211      |     | 4.1%              | 195.30  |
| 2006-07        | 4,883,017,682   | 137,538,752      |     | 3.8%              | 201.60  |
| 2007-08        | 5,219,829,310   | 144,941,193      |     | 5.1%              | 207.30  |
| 2008-09        | 4,810,404,010   | 153,347,183      |     | 5.5%              | 215.30  |
| 2009-10        | 4,810,404,010   | 153,347,183      |     | 0.0%              | 214.54  |
| 2010-11        | 6,306,916,152   | 160,957,722      |     | 4.7%              | 218.06  |
| 2011-12        | 5,645,349,125   | 161,565,523      |     | 0.4%              | 224.94  |
| 2012-13        | 5,836,600,658   | 159,882,685      |     | -1.1%             | 229.59  |
| 2013-14        | 6,140,162,916   | 161,537,783      |     | 1.0%              | 232.96  |
| 2014-15        | 6,350,470,915   | 160,742,774      |     | -0.5%             | 236.74  |
| 2015-16        | 11,626,879,232  | 181,997,580      |     | 11.7%             | 237.02  |
| 2016-17        | 11,743,014,785  | 185,589,273      |     | 1.9%              | 240.01  |
| 2017-18        | 12,470,840,779  | 193,797,788      |     | 4.2%              | 245.12  |
| 2018-19        | 12,595,549,187  | 195,735,766      |     | 1.0%              | 247.53  |

(1) Based on December Consumer Price Index for previous year. Reference base is 1982 - 1984 = 100.

(2) Includes real property, personal, and centrally assessed property, and excludes tax increment valuations. Motor vehicle taxable values are excluded from real and personal property under HB 124.

### TOTAL CITY STAFFING AUTHORIZATION

#### Full-Time & Temporary Staffing

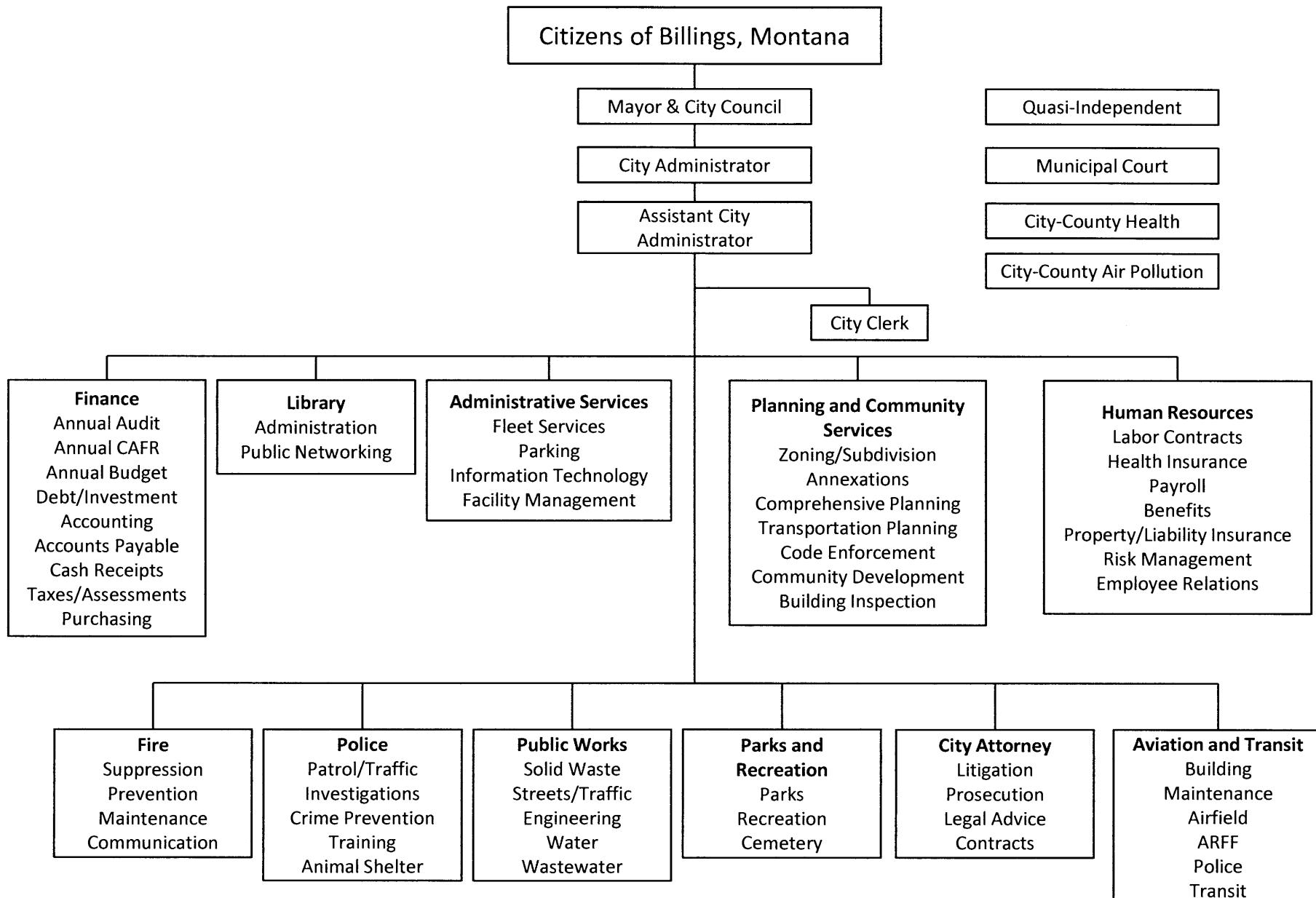
|                                   | FY 17<br>FTE | FY 17<br>TEMP | FY 18<br>FTE | FY 18<br>TEMP | FY 19<br>FTE | FY 19<br>TEMP |
|-----------------------------------|--------------|---------------|--------------|---------------|--------------|---------------|
| <b>GENERAL FUND</b>               |              |               |              |               |              |               |
| Mayor and City Council            | 5.5          | -             | 5.5          | -             | 5.5          | -             |
| City Administrator                | 5.0          | -             | 5.0          | -             | 5.0          | -             |
| Human Resources                   | 5.0          | -             | 5.0          | -             | 5.0          | -             |
| City Attorney                     | 9.8          | -             | 10.8         | -             | 9.8          | -             |
| Municipal Court                   | 15.5         | 2.0           | 16.5         | 2.0           | 15.5         | 2.0           |
| Finance                           | 11.0         | -             | 11.0         | -             | 11.0         | -             |
| Code Enforcement                  | 5.1          | -             | 5.1          | -             | 5.1          | -             |
| Parks, Recreation and Public Land | 25.0         | 285.0         | 26.0         | 285.0         | 26.0         | 285.0         |
| Cemetery                          | 4.0          | 2.0           | 4.0          | 2.0           | 4.0          | 2.0           |
| <b>TOTAL GENERAL FUND</b>         | <b>85.9</b>  | <b>289.0</b>  | <b>88.9</b>  | <b>289.0</b>  | <b>86.9</b>  | <b>289.0</b>  |
| <b>OTHER FUNDS</b>                |              |               |              |               |              |               |
| Planning                          | 10.1         | -             | 10.1         | -             | 10.3         | -             |
| Library                           | 32.8         | 2.0           | 32.8         | 2.0           | 32.8         | 2.0           |
| Building                          | 15.6         | -             | 15.6         | -             | 15.6         | -             |
| Attorney Grants                   | 3.3          | -             | 3.3          | -             | 4.5          | -             |
| Development Serv. Block Grant     | 4.5          | -             | 4.5          | -             | 4.5          | -             |
| Police                            | 169.3        | -             | 170.3        | -             | 171.3        | -             |
| Animal Shelter                    | 7.0          | -             | 7.0          | -             | 7.0          | -             |
| Police Grants                     | 4.0          | -             | 4.0          | -             | 4.0          | -             |
| Fire                              | 156.8        | -             | 156.8        | -             | 158.8        | -             |
| Emergency Operating Center        | 0.3          | -             | 0.3          | -             | 0.3          | -             |
| Street/Traffic Operating          | 47.0         | 10.0          | 48.0         | 10.0          | 48.0         | 10.0          |
| Public Works Belknap              | 104.1        | 13.0          | 104.0        | 13.0          | 103.0        | 13.0          |
| Solid Waste                       | 63.5         | 14.0          | 63.5         | 14.0          | 64.5         | 14.0          |
| Parking                           | 12.5         | -             | 12.5         | -             | 12.5         | -             |
| Aviation                          | 55.6         | 8.0           | 54.4         | 8.0           | 54.4         | 8.0           |
| Transit                           | 55.7         | 1.0           | 55.9         | 1.0           | 55.9         | 1.0           |
| Municipal Court Grants            | 3.8          | -             | 3.8          | -             | 3.2          | -             |
| Property Insurance Fund           | 1.0          | -             | 1.0          | -             | 1.0          | -             |
| Facilities Management             | 6.0          | -             | 6.0          | -             | 6.0          | -             |
| Fleet Services                    | 18.0         | -             | 18.0         | -             | 18.0         | -             |
| Public Works Administration       | 10.0         | 1.0           | 10.0         | 1.0           | 13.0         | 1.0           |
| Public Works Engineering          | 23.0         | 2.0           | 23.0         | 2.0           | 23.0         | 2.0           |
| Park District 1                   | 3.0          | -             | 3.0          | -             | 3.0          | -             |
| Information Technologies          | 18.0         | -             | 18.9         | -             | 18.8         | -             |
| Central Telephone Services        | 1.0          | -             | 1.1          | -             | 1.2          | -             |
| <b>TOTAL OTHER FUNDS</b>          | <b>825.9</b> | <b>51.0</b>   | <b>827.8</b> | <b>51.0</b>   | <b>834.6</b> | <b>51.0</b>   |
| <b>TOTALS</b>                     | <b>911.8</b> | <b>340.0</b>  | <b>916.7</b> | <b>340.0</b>  | <b>921.5</b> | <b>340.0</b>  |

Note: In reviewing prior year staffing numbers, errors were found and corrected.

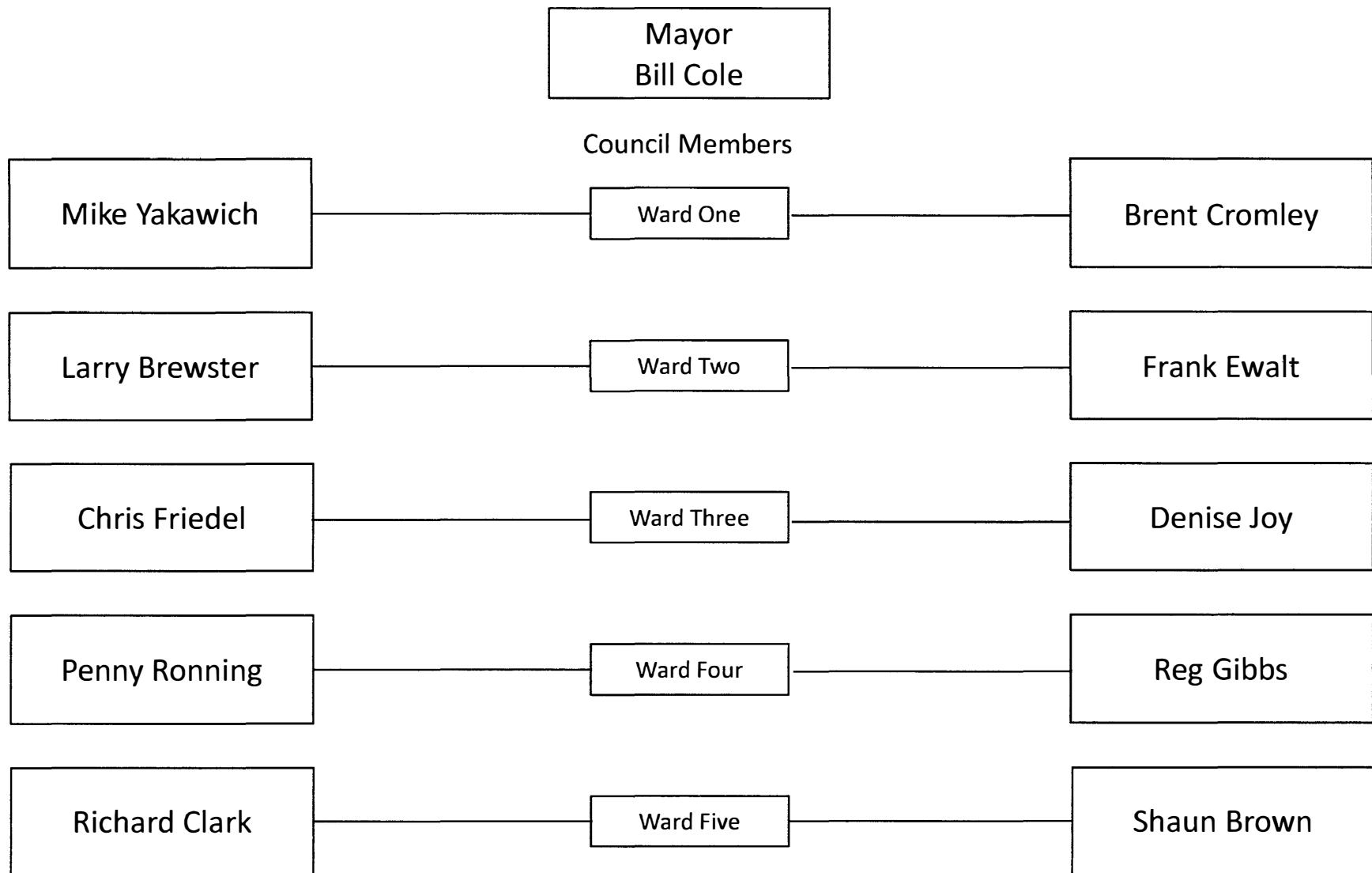
FTE - Full Time Equivalent Employees

TEMP - Temporary Employees

# City of Billings Organizational Chart



City of Billings, Montana  
Official Roster



| FUND TYPE              | OVERSITE         | FUND-DEPT/DIV                                                                                                                                                                                                         |
|------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Funds           | X not City funds | 7790 TOURISM BID<br>7800 DOWNTOWN BID                                                                                                                                                                                 |
| Enterprise Funds       | Administration   | 5210 PARKING FUND                                                                                                                                                                                                     |
|                        | Aviation/Transit | 5610 AIRPORT FUND<br>5710 TRANSIT FUND                                                                                                                                                                                |
|                        | Public Works     | 5020 WATER FUND<br>5120 WASTEWATER FUND<br>5410 SOLID WASTE FUND                                                                                                                                                      |
| General Fund           | Administration   | 10-1110 COUNCIL CONTINGENCY<br>10-1100 MAYOR AND CITY COUNCIL<br>10-1300 CITY ADMINISTRATOR<br>10-1400 NON DEPARTMENTAL                                                                                               |
|                        | Planning         | 10-4300 CODE ENFORCEMENT                                                                                                                                                                                              |
|                        | PRPL             | 10-5100 PARKS, RECREATION, PUBLIC LANDS                                                                                                                                                                               |
|                        | Municipal Court  | 10-1200 MUNICIPAL COURT                                                                                                                                                                                               |
|                        | Legal            | 10-1600 CITY ATTORNEY                                                                                                                                                                                                 |
|                        | Finance          | 10-1500 FINANCE                                                                                                                                                                                                       |
|                        | Human Resources  | 10-1700 HUMAN RESOURCES                                                                                                                                                                                               |
| Internal Service Funds | Administration   | 6010 FLEET SERVICES<br>6060 CENTRAL TELEPHONE SERVICES<br>6200 INFORMATION TECHNOLOGY<br>6500 FACILITIES MANAGEMENT                                                                                                   |
|                        | Fire             | 6070 RADIO COMMUNICATIONS                                                                                                                                                                                             |
|                        | Public Works     | 6600 PUBLIC WORKS ADMINISTRATION<br>6700 PUBLIC WORKS ENGINEERING                                                                                                                                                     |
|                        | Finance          | 6050 CENTRAL SERVICES                                                                                                                                                                                                 |
|                        | Human Resources  | 6270 CITY HEALTH BENEFITS<br>6300 PROPERTY INSURANCE                                                                                                                                                                  |
| Permanent Fund         | PRPL             | 7010 CEMETERY PERPETUAL CARE                                                                                                                                                                                          |
| Special Revenue Funds  | Fire             | 150-2200 FIRE<br>2190 FIRE PROGRAMS<br>2250 EOC 911                                                                                                                                                                   |
|                        | Library          | 2600 CITY/COUNTY LIBRARY                                                                                                                                                                                              |
|                        | Planning         | 2090 BUILDING INSPECTION FUND<br>2400 CITY COUNTY PLANNING<br>2650 COMMUNITY DEVELOPMENT GRANTS                                                                                                                       |
|                        | Police           | 150-2100 POLICE<br>2490 POLICE PROGRAMS<br>7120 ANIMAL CONTROL DONATIONS                                                                                                                                              |
|                        | PRPL             | 7020 CEMETERY IMPROVEMENTS<br>7580 AMEND PARK<br>7680 BALLFIELD/STADIUM DONATIONS<br>7690 PARKS PROGRAMS<br>7770 BATTING CAGE REPLACEMENT<br>8720 PARK MAINTENANCE DISTRICTS<br>8730 PARK DISTRICT 1                  |
|                        | Public Works     | 2050 GAS TAX FUND<br>2100 TRANSPORTATION ENHANCEMENT<br>2110 STREET AND TRAFFIC FUND<br>8010 STREET MAINTENANCE DISTRICTS<br>8100 STREET LIGHT MAINTENANCE DISTRICTS<br>8400 STORM SEWER<br>8450 ARTERIAL STREET FEES |
|                        | Municipal Court  | 2450 MUNICIPAL COURT GRANTS                                                                                                                                                                                           |
|                        | Legal            | 2410 CITY ATTORNEY GRANTS                                                                                                                                                                                             |
|                        | Finance          | 1990 TAX INCREMENT - SOUTH                                                                                                                                                                                            |

| FUND TYPE             | OVERSITE            | FUND-DEPT/DIV                                                                                                                                                                                                |
|-----------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Special Revenue Funds | <b>Finance</b>      | 2010 TAX INCREMENT - EAST<br>2020 TAX INCREMENT - DOWNTOWN<br>2030 TAX INCREMENT - NORTH 27TH STREET<br>2330 ADMINISTRATION GRANTS<br>7230 DOWNTOWN REVOLVING LOANS<br>8050 FIRE HYDRANT                     |
| Debt Service Funds    | <b>Finance</b>      | 2300 SPECIAL IMPROVEMENT DISTRICTS<br>3040 2012 SERIES LIBRARY<br>3110 SERIES 2010 PARKS<br>3120 SERIES 2015 REFUNDING BASEBALL FIELD & STADIUM<br>3360 STORM SEWER DEBT<br>8500 SIDEWALK AND CURB DISTRICTS |
| Capital Project Funds | <b>Planning</b>     | 4280 URBAN RENEWAL PROPERTY ACQUISITION                                                                                                                                                                      |
|                       | <b>PRPL</b>         | 4240 PARK CONSTRUCTION FUND<br>4990 DOG PARK CONSTRUCTION                                                                                                                                                    |
|                       | <b>Public Works</b> | 4250 STORM SEWER CONSTRUCTION<br>4340 SIDEWALK AND CURB DISTRICTS<br>4500 SPECIAL IMPROVEMENT DISTRICT                                                                                                       |
|                       | <b>Finance</b>      | 6400 CAPITAL REPLACEMENT                                                                                                                                                                                     |

# GOALS

GOALS

## FY 19 CITY COUNCIL GOALS

### **❖ HONEST, RESPONSIVE GOVERNMENT**

**Goal:** A value-centered organization with policies and procedures that promote responsibility, accountability, and trust.

**Objective:** Strengthen/ensure the public trust by governing effectively.

**Action(s):**

- Ensure regulatory conformity for federally funded programs and projects (HUD, FTA, and FHWA) by establishing compliance procedures and dedicating staff resources to carry out program implementation, risk assessment, compliance planning, and monitoring activities. (*Planning, Community Development, Aviation and Transit, Public Works, Legal, and Finance. Ongoing.*)

### AIRPORT

**Action(s):**

- Incorporate FAA required, non-discrimination language into all new leases, agreements, and contracts.
- Annually reconcile the department's federal contractor registration with any new grant assurance requirements associated with new grants received.

**Outcome(s):**  
Timely reporting and full compliance with regulations and guidelines for federally funded programs and federally established guidelines.

**Action(s):**  
Participate in the annual FAA Airport Certification Inspection to screen for compliance with all airfield regulations.

**Outcome(s):**  
Achieve an acceptable inspection.

### PLANNING

**Action(s):**  
The Planning Division, through its Transportation Planning Program, has met audit requirements annually and coordinated with the Montana Department of Transportation and FHWA to ensure annual Work Program compliance and correct budget allocations.

**Outcome(s):**  
The Division will meet audit requirements in FY 19 for its Transportation Planning Program and continue to inform the Council through its Work Program if Federal Transportation funds designated for the Billings MPO are not being fully expended.

**Action(s):**  
The Community Development Division will work to meet new HUD requirements and processes for management of its programs in Billings.

**Outcome(s):**  
Continued monitoring of HUD requirements in FY 19 and compliance issues successfully addressed to maintain a stable monitoring and compliance process.

### TRANSIT

**Action(s):**  
Conduct staff training on the Federal Transit Administration (FTA) procurement procedures.

**Outcome(s):**  
Compliance with FTA procurement procedures, which are reviewed during the FTA triennial review, is ensured.

- Develop a more accountable, standardized City-wide complaint / inquiry procedure.

## AIRPORT

### Action(s):

- Develop ready response narratives for often-received requests.
- Update the FAQs on the website to address often-received inquiries.

Outcome(s): Enhanced effectiveness of the website's Request Tracker and FAQ modules.

- Post a copy of summary report of complaints to Council members monthly. (Administration. Ongoing.)
- Distribute the City of Billings' Vision/Values/Goals Statement to all employees and the public.
  - Dialog with employees and institutionalize the Values. Values and Strategic Plan will be distributed to employees, such as with paychecks. City Administrator and Department Directors will schedule meetings at employees' workplaces to present and discuss the material and respond to questions. (All departments. FY 15.)
  - Provide feedback to City Council when presentations are completed. (Administration. FY 15.)
  - Post in prominent city government locations, including the website, council chambers, etc. (upon Council approval). (All departments. FY 15.)
- Revise employee recognition program.
  - Recommend ways of standardizing rewards and levels of recognition across the organization. (All departments. FY 16.)
- Initiate ethics training that incorporates vision/values and goals. (Administration. FY 15.)

Objective: Support decision-making with timely and accurate short-term and long-range analysis.

### Action(s):

- Dedicate resources and engage a professional firm to conduct a Facility Needs Study to include a detailed assessment of current conditions, projected future growth, and other facility needs. (Administration, Facilities Management, and Municipal Court. FY 15.)
- Complete a Priority Based Budgeting review based on the revised Strategic Plan to determine the order in which programs will be funded if resources are limited or new programs are desired. (All departments. FY 15.)

Objective: Improve public engagement in City decision making.

### Action(s):

- Investigate the feasibility and benefits of broadening the City's use of social media. (All departments. FY 16.)

## AIRPORT

### Action(s):

Develop templates within the new CivicSend website module for use in sending announcements, email and text messages, and in social media postings.

Outcome(s): A web-based communication tool ready for multi-channel communication.

### Action(s):

Continue enhancement of the Airport website and mobile app.

### Outcome(s):

A customer-friendly, online source of current Airport information supporting travelers, tenants, and companies doing business at, or with, the Airport.

## INFORMATION TECHNOLOGY

Action(s): Support Departmental efforts to reinvigorate interest in the democratic process through Electronic Democracy. This includes, but is not limited to, the use of social media.

Outcome(s): Departments assisted in their efforts to improve access to information, and citizen participation encouraged in the process.

## PLANNING

Action(s): Planning is continuing to review and improve how it handles social media, customer access to information, and online permit submittals across the department. Planning expects to stay at the forefront of online customer service delivery and information sharing in FY 19 and will work with the IT Department on City-wide approaches to information sharing and delivery to customers and the public.

Outcome(s): Social media utilized as an outreach tool for many projects and programs.

Action(s): The Planning Division will update its Public Participation Plan in FY 19 for the Metropolitan Planning Organization to comply with Federal Highway Administration requirements.

Outcome(s): A new Public Participation Plan will be used in all transportation planning projects in the division to ensure community involvement and Federal compliance in all processes. It will also be used as a reference tool in other community planning efforts.

- Continue transitioning to new Innoprise and Public Safety computer software, which will provide the information needed for improved public communication/information. (All departments. Ongoing.)**

## INFORMATION TECHNOLOGY

Action(s): Continue to provide a leadership role in the conversion to the Innoprise software systems by playing a key role in the development and execution of a well-defined conversion plan for each migration area. As part of that role, IT will closely monitor the progress of each conversion and maintain constant communications with both the vendor and the department representatives to ensure a successful conversion process.

Outcome(s): A successful conversion to the new software systems is ensured, which will greatly enhance the department's ability to immediately begin reaping the benefits of the new system.

Action(s): Continue to provide a leadership role in implementation, training, support, and upgrading the Public Safety software.

Outcome(s): Software and infrastructure for the 24/7 operation will run smoothly. The agencies will be assisted in exploring and implementing additional software options, such as electronic ticket writing, mobile fire inspections, and civil papers.

## PLANNING

Action(s): The Planning and Building Divisions are working to move to electronic permit and application reviews in Innoprise in FY 19.

Outcome(s):

- Increased web-based customer access to permit information in multiple divisions, reducing staff time for customer inquiries and making information available to the public 24/7.
- Improved customer service and efficiency.

|             |                                                                                                                                                                                                                     |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | Planning continues to look at tools to make Code Enforcement case data and Planning Division zoning and subdivision application data available for customers to access, pending technology and financial resources. |
| Outcome(s): | Increased web-based customer access to case information, reducing staff time for customer inquiries and making information available to the public 24/7.                                                            |

- **Update the City's website, as needed, to improve citizen access to City news and information and to expand and support business transactions on the Internet. (IT. Ongoing.)**

## ❖ COMPREHENSIVE, ORDERLY GROWTH

|            |                                                                                                                                                                                                 |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal:      | <b>Comprehensive, cost-effective, and orderly growth.</b>                                                                                                                                       |
| Objective: | <b>Manage growth in a way that protects the existing community.</b>                                                                                                                             |
| Action(s): | <ul style="list-style-type: none"> <li>▪ <b>Prepare a comprehensive Growth Policy focused on existing service gaps in city growth areas (Growth Plan). (All departments. FY 15.)</b></li> </ul> |

### MET

|                                                                                                                                                                                                                                  |                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Action(s):                                                                                                                                                                                                                       | Review proposed updates to the Growth Policy, and provide input in terms of transportation needs. |
| Outcome(s):                                                                                                                                                                                                                      | A policy direction for future transit growth areas.                                               |
| <ul style="list-style-type: none"> <li>▪ <b>Revise Zoning Code to bring it in conformance with the new Growth Plan, and update zoning districts to align with new development types. (Planning and Legal. FY 17.)</b></li> </ul> |                                                                                                   |
| <h3><u>PLANNING</u></h3>                                                                                                                                                                                                         |                                                                                                   |

|                                                                                                                                                                                                                         |                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):                                                                                                                                                                                                              | The Planning Division launched this multi-year process in 2017 and expects it to carry through FY 18 and FY 19.                                                         |
| Outcome(s):                                                                                                                                                                                                             | Completely revised zoning code for the City of Billings that is designated to meet the future needs of the community and improve the quality of life for all residents. |
| <ul style="list-style-type: none"> <li>▪ <b>Identify areas that are favored for future growth through the Annexation Policy. (Planning, PRPL, Public Works, Fire, Police, MET, Administration. Ongoing.)</b></li> </ul> |                                                                                                                                                                         |
| <h3><u>PLANNING</u></h3>                                                                                                                                                                                                |                                                                                                                                                                         |

|             |                                                                                                                                                                   |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | The Planning Division facilitates the Annexation Committee on an annual basis.                                                                                    |
| Outcome(s): | New approaches to application and implementation of the City's Annexation Policy, in conjunction with cost of service analysis concepts, are considered in FY 19. |

|            |                                                                                                                                                                                                                                        |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective: | <b>Identify, assess, and establish a level of service for City Departments, and determine funding needs to achieve those levels.</b>                                                                                                   |
| Action(s): | <ul style="list-style-type: none"> <li>▪ <b>Determine an acceptable level of City services, and analyze service costs to better evaluate where growth should occur in the most efficient way. (All departments. FY 16.)</b></li> </ul> |

## AIRPORT

|             |                                                                                               |
|-------------|-----------------------------------------------------------------------------------------------|
| Action(s):  | Conduct an annual rates and charges analysis to update rates and fees charged at the Airport. |
| Outcome(s): | A rate and fee structure adequate to maintain the ongoing operations at the Airport.          |

## PLANNING

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|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | The Annexation Committee recommended to City Council a cost of service study in 2015. Council revisited the cost of service concept at a Work Session in FY 18 and directed staff to follow up with a draft RFP and scope of services to conduct a Cost of Service Study. |
| Outcome(s): | City Council assisted in developing a Cost of Service Study RFP and process to complete the analysis in early FY 19.                                                                                                                                                      |

- **Investigate funding strategies, such as:**
  - a) **Fee adjustments that accurately reflect the cost of providing service.** (*All departments. FY 17.*)
  - b) **Voted, general obligation bonds for funded capital improvement projects.** (*All departments. FY 17.*)
- **Compile annual cost increases for City services to determine the total impact on the average homeowner/user, and compare against other cities before final increases are adopted.** (*Finance and Administration. FY 17.*)

|            |                                                                                                                                           |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Objective: | <b>Develop, preserve, and revitalize residential neighborhoods that are safe and attractive, and provide diverse, affordable housing.</b> |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------|

|            |                                                                                                                                                                                                                                                                                                |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s): | <ul style="list-style-type: none"><li>▪ <b>Dedicate resources to rehabilitate substandard housing via the provision of loan financing to lower income households in order to preserve and revitalize neighborhoods city-wide.</b> (<i>Community Development and Legal. Ongoing.</i>)</li></ul> |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## PLANNING

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|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | The Community Development Division assists low income families through home buyer, home repair, and foreclosure remediation and redevelopment programs.                                 |
| Outcome(s): | The Division will continue in FY 19 to administer the home buyer, stick-built home repair, and foreclosure remediation and redevelopment programs based on Federal funding allocations. |

- **Dedicate resources to develop new, affordable housing in all neighborhoods to promote inclusion, equal opportunity, and access.** (*Community Development. Ongoing.*)

## PLANNING

|             |                                                                                                                                                                                                                                                                                                                  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | The Community Development Division partnered in FY 17 and FY 18 with NeighborWorks Montana, on two housing projects in Riverfront Pointe Subdivision, to build two new duplex housing units for low income owners. The Division has budgeted funds in FY 19 to build another housing unit for low income owners. |
| Outcome(s): | More housing units available for low income owners.                                                                                                                                                                                                                                                              |

- **Dedicate resources to acquire and rehabilitate vacant and/or foreclosed properties in order to promote infill, stabilize neighborhoods, and prevent decline.** (*Community Development and Planning. Ongoing.*)

## PLANNING

Action(s): The Community Development Division assists low income families through the home buyer, home repair, and foreclosure programs.

Outcome(s): The Division will continue in FY 19 to administer its home buyer, home repair, and foreclosure programs based on Federal funding allocations.

**Goal:** **A customer-friendly development process.**

**Objective:** **Enhance service quality.**

**Action(s):**

- **Assess the current development review process to identify strengths and weaknesses using methods such as:**
  - a) **Conducting independent reviews of the staff and processes.**
  - b) **Evaluating review findings.**
  - c) **Developing strategies to address findings.**
  - d) **Implementing strategies to address customer needs and improving internal processes.** (*Planning, Public Works, Fire, Administration, Development Process Advisory Review Board (DPARB), and PRPL. Sequential reviews through FY 20.*)

## PLANNING

Action(s): The PSCD works to meet this action item with the Development Process Review Committee (DPRC), an internal staff committee made up of Planning, Building, Fire, Engineering, Public Works, and sometimes City Administration staff, by participating in the monthly meeting of the Billings Home Builders Association Local Issues Committee (HBA).

Outcome(s): Continued support in FY 19 of the DPRC and HBA coordination efforts through bi-monthly and monthly meetings.

## **❖ TRANSPORTATION**

**Goal:** **A comprehensive, multi-modal transportation system that supports the Growth Policy to accommodate the future needs of Billings' residents and business community.**

**Objective:** **Improve transportation in Billings.**

**Action(s):**

- **Explore partnerships with Downtown Billings Alliance, MSU-B, Billings Clinic, and St. Vincent Hospital to fund and operate a downtown circulator (bus).** (*Planning. FY 19.*)

## PLANNING

Action(s): The Planning Division is working in coordination with the Public Works Department, Police Department, and Parking Division to develop a Downtown Multi-Modal Circulation and Safety Study.

Outcome(s): The Division has budgeted transportation funds to complete this study in FY 18 and FY 19, providing guidance for future projects in the downtown area to improve safety for pedestrians, bicyclists, and motorists.

- **Continue adding to the City's network of trails and sidewalks to improve pedestrian access.** (*Planning, Public Works, and PRPL. Ongoing.*)

## PLANNING

Action(s): The Planning Division budgets transportation planning funds annually to support studies and projects to continue development of the City's trail and multi-use pathway network.

Outcomes: Implementation of the 2017 Billings Area Bikeway and Trail Master Plan, preparation of an update to the Billings Urban Area Long Range Transportation Plan, and ongoing coordination with Public Works and MDT on projects in the community will move forward in FY 19.

- **Encourage use of the city bus system, combining bikes and buses.** (*MET. Ongoing.*)

## TRANSIT

Action(s):

- Continue to market the benefits of public transportation and the advantages of the various monthly pass programs.
- Adjust routes to compensate for ridership changes.
- Using new tools, explore ways to make it easier for riders to use the transit system.

Outcome(s): Increased utilization of, and satisfaction with, the local public transportation system.

- **Investigate bicycle parking facilities (bike corrals) to encourage bicycle use.** (*Planning and Public Works. FY 16.*)

## PLANNING

Action(s): The Planning Division is coordinating with Public Works Engineering, City Facilities, PRPL, and local stakeholder groups, like the Downtown BID and Billings TrailNet, to install bicycle racks in downtown Billings and in city parks.

Outcome(s): Local funding from public and private resources purchased bike racks in FY 18 to be installed in public areas throughout the downtown area in FY 18 and FY 19.

- **Encourage the State to fund and complete the Inner Belt Loop in the Heights.** (*Council, Public Works, Administration, and Planning. FY 21*)

**Objective:** Improve perceptions and operations of downtown parking, so that it supports and enhances a balanced transportation system and Growth Policy objectives.

Action(s):

- **Prepare and adopt a downtown parking strategic plan.** (*Administration. FY 15.*)
- **Complete parking ramp repairs that are recommended by a condition audit in order to maintain public safety and retain infrastructure value.** (*Parking Division. FY 16.*)
- **Prioritize and implement strategic plan recommendations as permitted by budget and operational limits.** (*Administration. Ongoing.*)

## ❖ SUSTAINABLE ECONOMIC DEVELOPMENT

**Goal:** **Further the economic vitality of Billings, and the greater region, by fostering community partnerships and maintaining a strong and efficient infrastructure.**

**Objective:** **Continue formal, collaborative relationships with Big Sky Economic Development (BSEDA), the Chamber of Commerce, and other economic entities to ensure a united, coordinated approach to helping business grow and thrive.**

**Action(s):**

- **Identify and support projects, such as Billings Livability Partnership and Think Billings, which promote a competitive and sustainable community. (Administration, Planning, PRPL, and MET. Ongoing.)**

**Objective:** **Coordinate economic development activities to ensure the City is working cooperatively toward a common goal.**

**Action(s):**

- **Continue to hold annual strategic planning review meetings with the Chamber of Commerce, BSEDA, School District #2, Yellowstone County, the Downtown Billings Partnership, and others. (Administration. Ongoing.)**
- **At the next annual meeting, discuss ideas for further cooperation, including creation of a leaders' coordinating council or creation of a city-wide economic summit. (Council and Administration. FY 14.)**

**Objective:** **Work with organizations to publicize historic aspects and cultural advantages of Billings.**

**Action(s):**

- **Continue work as liaisons to the Cultural Partners, the Yellowstone Historic Preservation Board, and the Convention and Visitor's Bureau. (Council, Library, Planning, PRPL, and Administration. Ongoing.)**
- **Continue work on relationships with the Moss Mansion, Alberta Bair Theater, Depot Montana Avenue, and Zoo Montana. (Council, Library, Planning, PRPL, Public Works, and Administration. Ongoing.)**

## PLANNING

**Action(s):** Planning Division staff will serve on the Billings Preservation Society Board and Depot Board and act as staff support to the Yellowstone Historic Preservation Board.

**Outcome(s):** Increased coordination in FY 19 on historic preservation and other projects and programs that may affect the City and better serve the community.

- **Identify future uses/management of the Babcock Theater, which is scheduled to be turned over to the City in 2017. (Council, Legal, Administration, and PRPL. FY 16.)**
- **Investigate the feasibility of a public recreation center. (PRPL and Finance. FY 18.)**

**Objective:** **Provide a safe, healthy, and attractive place to live and work; and offer quality housing choices, accessible amenities, and an environment that provides a desirable quality of life.**

**Action(s):**

- **Dedicate resources to support homeownership opportunities through loan financing to low income households. (Community Development and Finance. Ongoing.)**
- **Determine the feasibility of creating a housing center to support potential and existing residents in their quest to obtain, retain, and maintain stable housing. If feasible, create a strategic plan for implementation. (Community Development. FY 15.)**

## PLANNING

**Action(s):** Completed in July 2015, the Home Center operates at 3124 1<sup>st</sup> Avenue North. The Community Development Division will continue to support and coordinate with the Home Center in FY 19 to provide information regarding the First Time Homebuyer and Home Repair Programs.

**Outcome(s):** Low income residents will be better informed, as well as assisted, regarding the First Time Homebuyer and Home Repair Programs.

- **Support initiatives to alleviate poverty and promote economic opportunity through Welcome Home Billings, the City's ten-year plan to impact homelessness, and the AmeriCorps Volunteers in Service to America (VISTA) program. (The City must support an anti-poverty strategy to receive CDBG and HOME funding.) (Community Development. Ongoing.)**

**Objective:** Enhance economic growth by ensuring infrastructure availability.

**Action(s):**

- **Promote the expansion of passenger and freight air service to Billings Airport through expansion of parking facilities and terminal improvements. (Airport. Ongoing.)**

## AIRPORT

**Action(s):** Complete the planning studies to explore options for future improvements to the airfield and the terminal building expansion.

**Outcome(s):** A modern airport facility that supports growth in both passenger and freight air service.

**Action(s):** Undertake the design phase for the terminal building expansion project.

**Outcome(s):** Completed design that updates the terminal building, enhances customer service, and addresses space requirements.

**Action(s):** Continue working with local tourism and economic development entities to market and promote expanded air service for Billings.

**Outcome(s):** Expanded air service for the community via larger aircraft and/or additional flights.

- **Continue expanding the City's water and wastewater treatment and infrastructure to ensure the community can support growth and meet State and Federal regulations.**
  - a) **Long-term plan the community's utilities to ensure utilities are available to support new and existing businesses and housing. (Public Works. Ongoing.)**

- **Ensure adequate funding is available to maintain and repair existing City infrastructure.** (*Finance, Legal, Administration, Public Works, PRPL, and Airport. Ongoing.*)

#### AIRPORT

|             |                                                                                                                                                                                                                                                                   |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | Seek and efficiently use Federal Airport Improvement Program (AIP) funding, Passenger Facility Charges (PFCs), and user-based fees to maintain, upgrade, and expand all Airport facilities and to purchase the necessary safety and emergency response equipment. |
| Outcome(s): | A safe, well-maintained airport and up-to-date, modern equipment that meets the needs of the airport's ongoing operations and maintenance, and emergency response preparedness.                                                                                   |

- **Continue to develop the transportation system to accommodate both commercial and commuter needs.** (*Public Works, Aviation and Transit, PRPL, and Planning. Ongoing.*)

#### PLANNING

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | The Planning Division budgets transportation planning funds annually to support studies and projects to continue development of the City's transportation system to accommodate both commercial and commuter needs. Implementation of the 2017 Billings Area Bikeway and Trail Master Plan, preparation of an update to the Billings Urban Area Long Range Transportation Plan, and ongoing coordination with Public Works and MDT on projects in the community in FY 19. |
| Outcome(s): |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

### ❧ INVOLVED, UNITED COMMUNITY

|            |                                                                                                                                                                                                                                                                 |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal:      | <b>Support the community-wide visioning process.</b>                                                                                                                                                                                                            |
| Objective: | <b>Create common ground with other community organizations and their strategic planning/visioning process.</b>                                                                                                                                                  |
| Action(s): | <ul style="list-style-type: none"> <li>▪ <b>Develop communication strategies to inform community organizations of City initiatives (mill levy increases, growth planning, capital improvement planning, etc.)</b> (<i>All departments. Ongoing.</i>)</li> </ul> |
|            |                                                                                                                                                                                                                                                                 |

#### AIRPORT

|             |                                                                                                                            |
|-------------|----------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | Work with local tourism and economic development organizations to educate the community about the airport and air service. |
| Outcome(s): | An informed base of community support for air service development efforts.                                                 |

#### MET

|             |                                                                                     |
|-------------|-------------------------------------------------------------------------------------|
| Action(s):  | Schedule public meetings around the community in advance of changes to MET service. |
| Outcome(s): | An informed base of community support for MET service.                              |

#### PLANNING

|             |                                                                                                                                                                                                                                         |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action(s):  | The PSCD continues to improve and experiment with how it handles social media across the Department and expects to work with the IT Department on City-wide approaches to information sharing and delivery to customers and the public. |
| Outcome(s): | Social media utilized at a significant level in FY 19 as an outreach tool for many of its projects and programs.                                                                                                                        |

- **Pass a Public Safety Levy or identify other sources to fund public safety programs, or enact reductions to match public safety personnel, facilities, vehicles, and equipment with existing resources.**
- **Develop a communications/public relations plan that references the targeted public safety issues identified in order to inform, educate, and empower citizens. (FY 16 and Ongoing.)**
- **Identify the most critical public safety concerns in order to adjust prevention, enforcement, remediation, and prosecution efforts to meet them. (Police, Fire, Legal, Municipal Court, and Administration. FY 16 and Ongoing.)**
- **Develop standard operating procedures between/among departments in order to provide uniform response and enforcement. (Police and Fire. FY 16 and Ongoing.)**
- **Engage in visible and proactive collaboration with the county, providers, schools, families, advocates, and the business community to promote quality mental health services and safety for high risk children and adults. (Police and Fire. FY 16 and Ongoing.)**

**Objective:** Prevent unsafe situations and criminal activities through community education in order to decrease community reliance on the public safety system.

**Action(s):**

- **Develop a multi-agency comprehensive community resource guide for internal and external use in order to centralize public safety resource information. (Police and Fire. Ongoing.)**

**Goal:** Provide Public Safety services that meet the changing needs and expectations of the community.

**Objective:** Identify disparities between citizen expectations of public safety services and the City's capabilities.

**Action(s):**

- **Establish a baseline of population demographics to identify relevant population, community, and business indicators in order to better analyze trends and potential impacts on public safety service delivery. (Police, Fire, and Planning. FY 16.)**
- **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. (Police and Fire. FY 16.)**
- **Prioritize service delivery needs on identified gaps in order to ensure an effective delivery of public safety services. (Police and Fire. FY 16.)**

**Goal:** Ensure effective emergency services are available in the event of natural or man-made disasters.

**Objective:** Ensure continuous emergency operations planning, coordination, and collaboration of all City agencies/departments in order to provide effective emergency services.

**Action(s):**

- **Conduct a comprehensive and collaborative review of the City and County "active shooter drills" in order to ensure all public safety components are coordinated in their emergency response efforts. (Police and Fire. FY 16 and Ongoing.)**

- **Discuss the future of Neighborhood Task Forces.** (Council and All departments. FY 16.)

## PLANNING

**Action(s):** While this issue has been discussed and some re-tooling of how the City supports and coordinates with the Task Forces has been completed, this issue needs further discussion and direction in FY 19 for the PCSD to understand its role and responsibility in Task Forces operations and support. The PCSD has asked the Council to place this on its priority list for discussion and direction in calendar year 2018.

**Outcome(s):** Better utilization and coordination with neighborhood task forces in FY 19 to serve the city and its residents.

**Objective:** **Review citizen participation in advisory boards, commissions, and other volunteer capacities to improve public understanding of, and involvement in, government functions.**

**Action(s):**

- **Re-examine City ordinances on board appointments to ensure that the process is cost- and time-effective and to resolve long-standing vacancies.** (Council, Legal, and Administration. FY 17.)
- **Provide periodic training on City-related issues and procedures for new advisory board and commission members.** (Administration and Legal. Ongoing.)
- **Provide volunteer opportunities.** (Planning, Police, Library, and PRPL. Ongoing.)

**Objective:** **Conduct a citizen survey every 3 to 5 years to determine public understanding of, and satisfaction(s) with, City services.**

**Action(s):**

- **Invest in a web-based public engagement program that allows monitored responses to City surveys, questions, and initiatives.** (Administration. FY 16.)
- **Use survey results to plan for more efficient future government services.** (All City departments. FY 17.)

**Objective:** **Consider expanding current nondiscrimination language in City ordinances and policies to include sexual orientation or gender identity expression.**

**Action(s):**

- **Respond to Human Relation Commission's request to revise its duties in City Ordinance.** (Council, Human Resources, Administration, and Legal. FY 15.)
- **Propose update to existing City policies on discrimination.** (Council, Human Resources, Administration, and Legal. FY 15.)
- **Consider approving an anti-discrimination ordinance.** (Council. FY 15.)

## PUBLIC SAFETY

**Goal:** **Provide for a safe and secure community.**

**Objective:** **Provide adequate readiness response capabilities throughout the city in order to respond to routine and emergency calls for service.**

**Action(s):**

- **Review data regularly to ensure public safety personnel, facilities, vehicles, and equipment are sufficient to meet existing service delivery needs.** (Police, Fire, Human Resources, Finance, and Administration. FY 16 and Ongoing.)

- Coordinate public and private public safety providers, including volunteers, and resources, in order to be fully prepared for a natural or manmade disaster. (Police and Fire.)

**Objective:** Ensure emergency services can be delivered effectively with a standardized approach in order to provide a consistent and efficient response across all disciplines.

**Action(s):**

- Conduct and evaluate EOP exercises and drills in order to maintain and demonstrate proficiency in emergency response. (Fire. FY 16.)
- Identify and acquire resources in order to meet compliance standards established by Federal, State, and local governments. (Police and Fire. FY 16.)

**Objective:** Provide pertinent public information in order to enhance emergency awareness, preparedness, and individual response.

**Action(s):**

- Maintain internal and external communication processes in order to provide accurate, timely, and consistent information to the widest segment of the affected population. (Police and Fire. Ongoing.)
- Maintain and enforce life-safety protection codes and hazard prevention plans (International Fire Code, Building and associated adopted codes, Nuisance codes and floodplain regulations, etc.) (Planning, Fire, Building, and Code Enforcement. Ongoing.)

## PLANNING

**Action(s):**

- The PSCD is working with City Legal and City Administration to bring updates of the City's Nuisance Code to City Council to improve its usefulness and effectiveness.
- The Building Division is also making changes and improvements in the following areas during FY 18 – FY 19:
  - Make building fire sprinkler/fire suppression systems a separate building permit to ensure tracking and management of these systems during commercial building permit review.
  - Make updates to the City Floodplain Permit process in the areas of permit tracking and record keeping.
  - Participate with Yellowstone County Emergency Services Coordinator to establish and maintain open lines of communication regarding disaster response planning and public awareness.

**Outcome(s):** Updated and improved codes and processes in these areas is expected in FY 19 that will include the PCSD and several of its Divisions.

**Goal:** Ensure consistent and effective delivery of Public Safety communications.

**Objective:** Provide a coordinated Public Safety response system in order to maximize the ability of all departments to respond to incidents and work effectively together.

**Action(s):**

- Prioritize initiatives and identify required resources in order to implement the Public Safety Strategic Plan. (Police, Fire, Finance, Human Resources, and Administration. FY 17.)
- Identify and recommend the elimination of duplicative functions in order to streamline public safety services. (Police, Fire, Finance, Human Resources, and Administration. FY 17.)

**Objective:** **Maintain appropriate public safety equipment, facilities, and infrastructure in order to respond to changing public safety needs of the city.**

**Action(s):**

- **Inventory existing equipment, facilities, and infrastructure in order to ensure resources are appropriate for the mission. (Police, Fire, Finance, Human Resources, Purchasing, Fleet Services, and Facilities. FY 16 and Ongoing)**
- **Identify equipment for potential standardization in order to enhance equipment interoperability and organizational functionality. (Police, Fire, and Fleet Services. FY 16 and Ongoing.)**
- **Identify opportunities for public safety joint procurement in order to maximize purchasing efficiency. (Police, Fire, and Purchasing. FY 16 and Ongoing.)**

**Objective:** **Ensure a prepared and skilled career and volunteer workforce in order to best respond to current and future public safety needs.**

**Action(s):**

- **Focus on employee development and innovation in order to ensure staff is prepared to provide effective public safety services. (Police, Fire, and Human Resources. FY 17.)**
- **Develop volunteer and career public safety employee recruitment strategies in order to ensure a skilled, competent workforce is available. (Police, Fire, and Human Resources. FY 17.)**

## ❖ QUALITY OF LIFE

**Goal:** **Provide Library patrons with tools to become happy, informed, participating community members.**

**Objective:** **Connect to the Online World: Patrons have free access to online services that expand and enhance their knowledge and provide resources, learning, and leisure opportunities.**

**Action(s):**

- **Increase number of computer workstations and electronic offerings at the library. (Library. Ongoing.)**
- **Free online access to online services that meet patron needs and preferences provided through the City's website. (Library. Ongoing.)**
- **Maintain a robust network infrastructure featuring redundancy to ensure uninterrupted services. (Library and IT. Ongoing.)**
- **Provide internet access, resources, and technical support for library patron mobile devices. (Library and IT. FY 16.)**
- **Institute technology training that is relevant for user needs. (Library. FY 15.)**
- **Establish a media studio allowing for interface with, and production of, online compatible video, social media, and music. (Library. FY 15.)**
- **Be a leader in introducing and instructing patrons in new technology. (Library. FY 16.)**
- **Engage the business community, in particular technology companies, to provide prototypes and other experimental, testing lab information sources to provoke curiosity in early adapters. (Library. FY 15.)**

**Objective:** **Know Your Community: Patrons have easy access to information about community resources, programs, services, and activities in order to actively participate in the community.**

**Action(s):**

- **Increase opportunities that link patrons with community information.** (*Library. FY 15.*)
- **Collaborate with partner agencies to enhance services to the community.** (*Library. FY 15.*)
- **Develop community dialogues and programs that permit residents to meet and know one another.** (*Library. FY 15.*)
- **Design a social media plan to permit conversations with residents.** (*Library. FY 15.*)

**Objective:** **Learn to Read and Write:** Patrons of all ages can learn to read or improve their literacy skills to meet their personal educational and occupational goals.

**Action(s):**

- **Provide learning options for children, teens, adults in a variety of formats.** (*Library. FY 15.*)
- **Partner with schools and other community agencies to enhance literacy efforts available to all community members.** (*Library. FY 15.*)
- **Focus on early learning experiences to develop lifelong learners.** (*Library. Ongoing.*)
- **Increase awareness and participation in Summer Reading Program.** (*Library and Community Services. FY 15.*)

**Objective:** **Satisfy Curiosity:** Patrons in all stages of their lives have access to programs and material needed for personal enrichment.

**Action(s):**

- **Identify new programs and services to respond to changing community interests.** (*Library. FY 15.*)
- **Engage the public to determine where curiosity lies and create feedback mechanisms to improve effectiveness of programming efforts.** (*Library. FY 15.*)
- **Improve the Library's collection based on trends and patron requests and needs.** (*Library. Ongoing.*)
- **Acquire digital holdings that enhance learning and leisure opportunities.** (*Library. FY 15.*)

**Objective:** **Stimulate Imagination:** Patrons enjoy stimulating, inspiring programs and materials that make their leisure time more engaging and enjoyable.

**Action(s):**

- **Provide programs and materials that provide a creative outlet.** (*Library. FY 15.*)
- **Create and manage a community "Makerspace," an innovative spot that introduces library patrons to tools, like 3D printers and makerbots, not normally found in the library and offers patrons the opportunity to explore their interest, use new tools, and develop creative projects.** (*Library. FY 16.*)
- **Enhance the library-user experience by providing complementary information sources and entertainment.** (*Library. FY 15.*)
- **Spotlight collections through displays and programs.** (*Library. FY 15.*)
- **Establish a teen advisory board for better understanding of collection and programming needs for teens.** (*Library. FY 15.*)
- **Partner with K-16 and others to enhance grant opportunities.** (*Library. Ongoing.*)

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal:</b>      | Continue to preserve and expand the City's recreational facilities for the benefit of residents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Objective:</b> | Make the Library a comfortable place where patrons can conveniently pursue individual, group, or community interests or interact socially at the main Library, or Library branches, in a safe, comfortable, appealing, and welcoming environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Action(s):</b> | <ul style="list-style-type: none"> <li>▪ Minimize the Library's environmental impact, including attainment of LEED Gold Certification. (<i>Library. FY 16.</i>)</li> <li>▪ Supportive work environment that enables staff to provide high quality, cost effective services to customers in a timely manner. (<i>Library. Ongoing.</i>)</li> <li>▪ Establish a docent program and provide thorough orientation and ongoing. (<i>Library. FY 15.</i>)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Objective:</b> | Plan for adequate parks, open space, and trails infrastructure city wide.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Action(s):</b> | <ul style="list-style-type: none"> <li>▪ Identify appropriate locations for future parks and trails through the update of The Comprehensive Billings Parks, Recreation, and Open Space Master Plan. (<i>PRPL. FY 15.</i>)</li> <li>▪ Develop park acquisition and development guidelines. (<i>PRPL and Planning. FY 15.</i>) <ul style="list-style-type: none"> <li>a) Coordinate with City/County Planning to identify appropriate size and location of parkland to provide adequate parks, open spaces, and recreational opportunities throughout the city.</li> </ul> </li> <li>▪ Coordinate with City/County Planning and the Alternate Modes Coordinator to implement trail connectivity and access in and from parklands. (<i>PRPL and Planning. Ongoing.</i>)</li> <li>▪ Continue the maintenance upgrade and replacement of existing park and trail infrastructure through the ongoing city-wide Park District 1. (<i>PRPL. Ongoing.</i>)</li> </ul> |
| <b>Objective:</b> | Protect and enhance the Yellowstone River water quality within the urban area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Action(s):</b> | <ul style="list-style-type: none"> <li>▪ Reduce non-storm water discharges and pollutants into the storm water collection system under the City's MS4 program. (<i>Public Works.</i>)</li> <li>▪ Design and construct on-site and CIP storm water management facilities to control storm water runoff. (<i>Public Works.</i>)</li> <li>▪ Obtain easements and right-of-way for all outfalls discharging directly to the Yellowstone River. (<i>Public Works.</i>)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Goal:</b>      | Ensure the Parks and Recreation Department has the facilities, equipment, staff, and training to provide high quality services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Objective:</b> | Ensure that the Parks and Recreation Department meet all national standards of best practices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Action(s):</b> | <ul style="list-style-type: none"> <li>▪ Complete agency accreditation process. (<i>PRPL. FY 17.</i>)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Objective:</b> | Enhance Parks and Recreation services and encourage community involvement through the recruitment, retention, and engagement of volunteers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Action(s):**

- **Recruitment/Engagement:** Setup online volunteer registration, project selection, and records management that is accessible and user friendly for citizens. (PRPL. FY 15.)
- **Engagement:** Expand and diversify volunteerism by establishing ongoing relationships and partnerships with community groups, such as colleges and universities, clubs, and churches. (PRPL. Ongoing.)
- **Recruitment:** Promote and market volunteer programs and opportunities through traditional and social media outlets. (PRPL. Ongoing.)
- **Retention:** Develop a volunteer recognition program, and provide volunteers with meaningful and engaging opportunities. (PRPL. Ongoing.)

**Objective:** **Provide lifelong recreational opportunities for community residents.**

**Action(s):**

- **Investigate potential partnerships for program growth and development.** (PRPL. Ongoing.)
- **Develop a marketing plan that includes a multitude of different delivery points, including social media, broadcast media, print media, internet/website, and outdoor display.** (PRPL. Ongoing.)

**Objective:** **Plan for adequate parks, open space, and trails infrastructure Citywide.** (PRPL. Ongoing.)

**Objective:** **Plan for and promote more and proper use of Natural Area parklands throughout the community.**

**Action(s):**

- **Develop and implement a Park Natural Area Management Plan.** (PRPL. FY 16.)
- **Develop and implement a Noxious Weed Management Plan.** (PRPL. FY 16.)
- **Inventory, develop, and manage single track bike/hike trails in natural areas.** (PRPL. FY 17.)

**Objective:** **Promote, encourage, and develop city-wide landscaping and tree planting to make the community more attractive.**

**Action(s):**

- **Develop and implement a city-wide Urban Forestry Strategic Plan.** (PRPL. FY 15.)
- **Review, rewrite, and implement city-wide Landscaping Codes.** (PRPL. FY 17.)

## PLANNING

**Action(s):** The Planning Division is working with PRPL staff, the City Forester, and other stakeholders to develop a landscaping code update.

**Outcome(s):** As part of the rewrite of the Unified Zoning Regulations starting in FY 18, the landscaping code will be updated.

- **Develop and implement a city-wide Noxious Weed Management Plan.** (PRPL. FY 17.)

**Objective:** **Continue to improve response to public safety issues in City parks.**

**Action(s):**

- **Recruit and train citizens for the volunteer ranger program.** (PRPL. Ongoing.)
- **Develop communications and coordination strategies with public safety entities.** (PRPL, Police, and Fire. Ongoing.)

- **Focus on continuous employee development and innovation in order to ensure staff is prepared to recognize and respond to public safety issues.** (*PRPL, Fire, and Human Resources. Ongoing.*)

**Objective:** **Provide an aesthetically pleasing public cemetery and cost effective funeral services.**

**Action(s):**

- **Prepare Section 15 for graves.** (*Cemetery. FY 18.*)

## ❖ CITY INFRASTRUCTURE

**Goal:** **Provide understandable infrastructure program.**

**Objective:** **CIP source of infrastructure program.**

**Action(s):**

- **Program infrastructure based on long and short term planning documents.** (*Airport, Public Works, Planning, PRPL, Parking, and Facilities. Ongoing.*)

## PLANNING

**Action(s):** While this effort is ongoing, the PSCD supports more aggressive outreach to the community during the annual CIP process and also future project partnering opportunities with Public Works, PRPL, Parking, and Transit.

**Outcome(s):** The Department will continue to develop ways to use social media and other technology to better reach its customers in FY 19 and will also share and participate with other Departments in these efforts.

- **Prioritize programs based on:**
  - Maintaining existing infrastructure.**
  - Improving existing infrastructure.**
  - Planning new infrastructure.**

*(Airport, Public Works, Planning, PRPL, Parking, and Facilities. Ongoing.)*

## AIRPORT

**Action(s):** Utilize the City's CIP and FAA's Airport Improvement Program CIP to evaluate and plan for infrastructure needs.

**Outcome(s):** Prioritized infrastructure needs and funding sources identified.

**Goal:** **Provide sustainable funding.**

**Objective:** **Establish financial plan for infrastructure program.**

**Action(s):**

- **Develop Infrastructure Replacement Plan.** (*Airport and Public Works.*)
- **Establish annual inflationary adjustments for infrastructure programs.** (*Airport and Public Works.*)

**Objective:** **Create a Storm Water Utility.**

**Action(s):**

- **Explore the feasibility and framework of creating a storm water utility to improve funding for CIP projects and the storm water management program.** (*Public Works.*)

**Goal:** **Enhance Solid Waste services to Billings' residents.**

**Objective:** **Increase potential for recycling. (Public Works.)**

**Action(s):**

- **Develop construction debris recycling program to reduce landfill disposal and provide access to construction material for non-profit and residents. (Public Works.)**
- **Develop private/public partnerships for recycling of plastics, glass, and other materials. (Public Works.)**

**Objective:** **Increase the useful life of the landfill benefits.**

**Action(s):**

- **Permit the available land at the existing landfill to ensure continued use. (Public Works.)**
- **Acquire additional land for buffer and future landfill disposal. (Public Works.)**
- **Investigate and develop natural, regional recreation areas on reclaimed landfill cells. (Public Works)**

## **FY 19 DEPARTMENT GOALS**

### **ADMINISTRATION**

#### **CITY ATTORNEY**

**Goal:** Assist the Billings City Council, City Administrator, City Lobbyist, and Department Heads in preparation of the 2019 Montana Legislature. Support and assist in drafting a potential bill authorizing Domestic Violence Treatment / Intensive Supervision Court.

**Action(s):** Review, summarize, and report on proposed, new bills affecting City operations, and assist with written or live testimony before legislative committees as requested / needed.

**Outcome(s):**

- Informed / prepared transition into new legislative session.

**Goal:** During the 2019 legislature, provide recommended amendments to specific 2017 legislative bills that negatively impacted the prosecution of criminal misdemeanors within the city and reduced defendant accountability.

**Action(s):** Review 2017 legislation and revise internal department sentencing standards as needed.

**Outcome(s):**

- Implementation of new state laws and maintenance of consistent sentencing standards in Municipal Court cases handled by the department.

**Goal:** Provide a specific contact person for civil advice and litigation support to each City department on MMIA and non-MMIA cases.

**Action(s):** Designate one of four civil attorneys to provide civil advice to each department.

**Outcome(s):**

- Expedited and more comprehensive handling of individual department legal issue inquiries.

**Goal:** Provide quarterly litigation strategy reports to the Mayor / City Council and City Administrator on MMIA and non-MMIA cases.

**Action(s):** Schedule regular (typically quarterly) report dates in advance for the entire FY 19.

**Outcome(s):**

- Regular, consistent communication of pending litigation to the Mayor, City Council, and City Administrator and more proactive risk management.

**Goal:** Provide monthly status / progress reports to the City Administrator on current litigation and pending projects requiring City Attorney participation or input.

**Action(s):** Review open civil litigation files, prepare written status notes, and assign civil division staff attorneys to assist as needed.

**Outcome(s):**

- City Administrator is better and more consistently informed of current, important developments in litigation involving the City as a party and is briefed on other major legal research related to City projects.

**Goal:** Assist City Administrator and City Departments in reviewing / revising City insurance requirements for contractors in construction and professional consulting projects during FY 19.

**Action(s):** Consult with the City's insurance advisor on liability and property damage insurance issues, and recommend coverage types and minimum amounts to City Administrator.

Outcome(s):

- Updated and consistent insurance and risk management requirements maximizing the protection of the City in substantial public works, parks, and other public infrastructure improvement projects.

**Goal:** Refine, review, update, and maintain priority-based budget process to Department programs and O&M budget for FY 19.

Action(s): Identify, analyze, and implement refinement and review of previously identified "programs," and review previous program "scoring" as part of the overall City priority-based budgeting for FY 19.

Outcome(s):

- Improvement in Department budget prioritization and future fiscal years' budget forecasts, and improved predictability for Department expenses.

**Goal:** Provide research, drafts, and other assistance in the update to the existing City ordinances based on a 2016 Council initiative and the Municipal Code Corporation (Municode) review of the City Code. Complete a tentative internal staff review phase by end of calendar year 2018, and include ordinance drafts regulating massage businesses and noise ordinance amendment per council initiative / direction.

Action(s):

- Assist Mayor, Council, City Administrator, and Department heads, as requested, in reviewing recommended code changes from Municode review.
- Provide assistance to individual departments with drafting, amending, or repealing these ordinances and others, identified by Municode or City Attorney staff as in need of revision.

Outcome(s):

- Proactive preparation in modernizing and enhancing the enforcement of specific ordinances.

**Goal:** Support and provide legal research, advice, and document preparation as needed / requested in support of a potential Public Safety Special District during calendar year 2019.

Action(s):

- Provide information and advice on ordinances / resolutions necessary to comply with State statutes on creation of Special Districts.
- Identify public safety resource needs and support specific funding alternatives in cooperation with Municipal Court, Billings Police, and Billings Fire Department.

Outcome(s):

- Better informed City Council and citizens concerning public safety and potential funding alternatives.

**Goal:** Continue to support the Community Innovations Summit effort to address and remedy transient and homeless, chemically dependent persons.

Action(s):

- Provide legal research and information to assist in facilitating a sobering center and treatment programs based on the San Diego, California Serial Inebriate Program.
- Assist Municipal Court, local treatment providers, cultural coalitions, business associations, and law enforcement to comprehensively address various issues through the MAAP program and other local resources.

Outcome(s)

- More effective treatment of those needing such, and reduction in public safety concerns for this population.
- Reduction of crimes committed by, or against, chemically dependent transients.

## FACILITIES

**Goal:** Continue to improve energy performance and reduce energy consumption within City Hall, Billings Operation Center (BOC), parking garages, fire stations, and other locations where opportunities arise.

Action(s):

- o Evaluate energy savings opportunities, and complete a plan for integration.
- o Update exterior lighting on outdoor levels of parking garages downtown.

Outcome(s):

- Reinforced progress of the City of Billings' continuing growth in energy performance and future sustainability.

**Goal:** Continue the plan for a City of Billings Facilities Master Plan.

Action(s): In conjunction with the Assistant City Administrator, develop a scope of work and upcoming process to advance the Facilities Master Plan.

Outcome(s):

- Forward thinking, best uses of City resources for fiscally sound and productive facilities for the future of the City's operations.

**Goal:** Continue Facilities Management project implementations and maintenance program improvements.

Action(s): Devote time for projects, and contribute to any City department that requests input or assistance with implementing projects or programs.

Outcome(s):

- This practice will maximize use of City Facilities resources for the City and use consistent, best practices, wherever possible, to apply sound principles of facilities management to projects and programs throughout the City of Billings.

## FLEET SERVICES

**Goal:** Provide fleet related partnership support and assistance to customer departments in order for them to accomplish City-wide goals.

Action(s):

- o Provide responsive and efficient fleet services to City departments.
- o Maintain on-going communication and cooperation with City departments to assist them with planning and achievement of future service expansion goals.

Outcome(s):

- Departments will have safe and reliable equipment available to help achieve their goals to perform more efficient and expanded community services.

**Goal:** Conversion and implementation of the new Innoprise Fleet and Inventory software system.

Action(s):

- o Provide input to the Innoprise design team for establishing a functional and efficient software system tailored to the City's fleet operations. Work with IT and Innoprise to convert existing H.T.E. Fleet and Inventory data to the new software system.
- o Implement a web-based, work-request system for vehicle and equipment maintenance and repair requests.
- o Provide input to the Innoprise development team to format a web-based service to allow supervisors and drivers to electronically report maintenance requests through the Innoprise Fleet Management program.

Outcome(s):

- An updated, integrated fleet management software system that will provide expanded, user-defined information and reports to accommodate user needs while increasing operation efficiencies.

**Goal:** Continue to enhance fleet equipment preventive maintenance programs.

Action(s):

- Work with vendors, manufacturers, and customers to establish new improvements to existing preventive maintenance practices.
- Implement new technology and products designed to improve reliability and reduce costs.
- Continue pre-season inspections and maintenance to ensure equipment readiness and reliability.
- Continue to monitor appropriate service intervals at the correct time.

Outcome(s):

- A prepared, safe, reliable, and efficient fleet of equipment that will accommodate City departments with the necessary resources to provide City services.

**Goal:** Continue to enhance further development of fleet maintenance technology and training programs.

Action(s):

- Acquisition of updated technical tools, software, and equipment to support current technology.
- Provide various training opportunities for staff, including current diagnostics for light and heavy duty equipment applications. Maintain employee development and technical training.
- Acquisition of updated diagnostic tools and web-based software to support current technology.
- 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.

## INFORMATION TECHNOLOGY

**Goal:** Support and assist City Council with improving public engagement in City decision making.

Action(s): Support initiatives in which departments plan to use technology as a means to accomplish their goals.

Outcome(s):

- By working with departments to understand their goals and outcomes, Information Technology (IT) can assist in the evaluation, selection, implementation, and management of technology, focusing on optimizing the desired outcomes.

**Goal:** Support and assist customer departments to accomplish their goals when needed.

Action(s): Revise and enhance Human Resources (HR) policies related to technology and the use of technology by staff.

Outcome(s):

- By enhancing technology-related HR policies to adhere to modern best practices, it is ensured that systems are utilized in a secure and safe environment that aligns with other HR policies and the overall goals of the City of Billings. Examples of such policies include acceptable use, password, anti-virus, user responsibility, social media, incident response, wireless, remote access, and so on.

**Goal:** Increase City service efficiency and effectiveness by planning for, and investing in, technology.

Action(s): Improve network/system security.

Outcome(s):

- A secure network environment in which City departments know systems will be available and mission critical data is not compromised.
- Industry standards for system security are adhered to, in order to prevent against unwanted attacks, such as viruses, malware, ransomware, unauthorized access, denial of service, etc.

Action(s): Upgrade networking infrastructure to keep up with growing demands on resources.

Outcome(s):

- By keeping networking hardware and software up to date with the latest technology, faster and more efficient services are provided to departments.
- Increased stability of the City's network and the applications running on it.

Action(s): Collaborate with City departments to define document imaging needs, and work to procure and implement a centralized solution.

Outcome(s):

- A centralized document imaging solution standardizes the way in which the organization stores and manages important documents. It allows all departments to share in the costs, to have the ability to search documents from all areas, to follow the City's records retention policies, and to adhere to best practices for document storage and backup procedures.

**Goal:** Improve accessibility to, and use of, GIS services.

Action(s): Provide support for implementation of the Automatic Vehicle Location (AVL) system to create work orders in Cityworks.

Outcome(s):

- Information provided by the AVL technology will allow Public Works Administration to better track street maintenance hours that are performed in the city. This information and data collected will be used to create and populate work orders in Cityworks.

Action(s): Continue to provide GIS services in response to requests for mapping, reports, and analysis by departments throughout the organization.

Outcome(s):

- By providing a visual representation of the requested datasets, departments have the information available to meet their planning and analytical needs, along with the needs of the citizens.

Action(s): Provide support and GIS data for Public Safety software.

Outcome(s):

- Through combined efforts of City and Yellowstone County GIS staff, dispatch and emergency responders have the most accurate data possible.

Action(s): Develop Collector App services for the Water Treatment Plant (WTP) lab.

Outcome(s):

- This will enable WTP lab personnel to manage data and locations of water complaints and normal monthly testing of water.

Action(s): Continue with deployment of public mapping applications using ESRI ArcOnline.

Outcome(s):

- Enhancing the public's access to GIS on-line maps will reduce staff time spent copying and mailing printed maps and will greatly benefit citizens, consultants, and contractors by providing easy access to maps at their convenience.

Action(s): Provide City staff with GIS mapping applications on their mobile devices.

Outcome(s):

- By leveraging mobile technology, IT can provide crews with real-time access to information and replace the use of printed maps that are reprinted yearly.

Action(s): Continue with support and assistance to Distribution and Collection on the use of the Collector Apps for valve and hydrant inspections.

Outcome(s):

- Distribution and Collection personnel are able to view the status of hydrants and valves for inspection information and repairs needed.

## PARKING

**Goal:** Develop a new parking “brand” and marketing program.

Action(s):

- Create a parking system brand enhancing the public image of downtown parking.
- Spotlight the positive aspects of the parking system.
- Use consistent signage and other branding tools to tie the system together.
- Develop an effective and easy-to-read parking map, distinguishing public and private parking facilities.
- Continue to enhance the appearance of the parking garage entrances.
- Co-market with other downtown organizations.

Outcome(s):

- Improved public perception of downtown parking.
- Visiting patrons encounter a positive experience.
- Expanded downtown utilization.

**Goal:** Continue improvement of public education and awareness regarding downtown parking, as well as parking in other locations around the city of Billings.

Action(s):

- Develop and disperse educational materials on topics such as locations of metered parking, highlighting meters that accept credit cards, FAQs sheets educating the public on city parking codes, etc.
- Create a map depicting convenient parking locations for downtown events.
- Organize City Enforcement Officers to work with the driver's education program.

Outcome(s):

- Improved public compliance with city parking codes.
- Decreased number of parking violations.
- Enriched public perception of parking as a positive element of the community experience.

**Goal:** Develop maintenance procedures.

Action(s):

- Generate daily, weekly, monthly, semi-yearly, and yearly cleaning and maintenance schedules.
- Develop facility maintenance checklists, and record and report any facility damage or deterioration. Repair damage as quickly as possible.

Outcome(s):

- Extended life span of the parking structures.
- Overall improved perception of the parking structures.

## AVIATION AND TRANSIT DEPARTMENT

### AIRPORT DEPARTMENT

**Goal:** Implementation of the Capital Improvement Plan (CIP) items.

Action(s):

- Remove Cold War Era Hangars IP 1-4 for future ramp expansion in this area of the Airport Business Park, to better accommodate the needs of the existing tenants and itinerant aircraft traffic in this area.
- Complete the FAA-mandated, triennial Pavement Condition Index Survey to evaluate the condition of all airfield pavement.
- Create a centralized de-icing facility at the airport that will provide airlines with a central location for storage of aircraft de-icing fluid and the ability to quickly load their trucks with the fluid utilized during winter months.
- Replace one of the main boilers and the roof deck/fire coating in the baggage claim area in the terminal building.
- Complete Business Park office building renovations and improvements.
- Rehabilitate the pavement in the public long-term parking lot.
- Enhance signage in front of the terminal building to assist passengers unfamiliar with this airport to direct them to their desired destination.

Outcome(s):

- A more customer and user-friendly airport environment and experience.

Action(s): Design, bid, and install a new Lease Management System (LMS).

Outcome(s):

- Replacement of an aging, in-house program based on the legacy financial system that is being decommissioned.

**Goal:** Establish timelines and funding sources for several short to longer term CIP items.

Action(s): Develop design, plans, and budget estimates for the terminal building concourse expansion project that will address passenger needs for additional seating space, concessions, restroom facilities, and passenger gate areas.

Outcome(s):

- A financial budget and design that will allow for enhancement of the terminal building, so the airport can continue to grow, modernize, and meet the increasing needs of its users.

### TRANSIT DEPARTMENT

**Goal:** Develop a Five-Year Budget Plan for MET operations.

Action(s): Explore short and longer term options to maintain a viable transit system that can support operations, capital, and equipment requirements within existing budget limits and/or with expanded financial resources.

Outcome(s):

- A fiscally viable Transit operation that will meet the needs of its core users.

Action(s): Increase utilization of MET's website for updated Transit information.

Outcome(s):

- A more customer and user friendly Transit website experience.

## FINANCE DEPARTMENT

**Goal:** Continue to assist with the implementation of the Innoprise Software in Fleet and Inventory.

Action(s): Implement new software modules to replace 30-plus year old software.

Outcome(s):

- The City will have state of the art software that will better assist Departments with their daily duties.

**Goal:** Assist Administration and City Council to develop a long-range funding plan for the General and Public Safety Funds.

Action(s): Provide long-range financial projections and recommendations on how to develop a long-range plan.

Outcome(s):

- Long-range funding for the General and Public Safety Funds.

**Goal:** Expand Purchasing assistance to staff Citywide.

Action(s):

- 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 City-wide, centralized contracts to leverage volume for discounts.
- Conduct additional purchasing training to coincide with new, updated procedures.

Outcome(s):

- Improved purchasing process to the highest attainable efficiency level.

## FIRE DEPARTMENT

### ADMINISTRATION

**Goal:** Complete revision of operating guidelines, policy, and protocols.

Action(s): Work with the Fire Management Team to rank which documents are priorities for review.

Outcome(s):

- Revised, updated documents produced.

**Goal:** Review duties and responsibilities of Fire and 9-1-1 Center management team and administrative staff.

Action(s): Request funds for additional administrative staff and 9-1-1 Center supervisory staff.

Outcome(s):

- Streamlined workloads, increased productivity, and enhanced service delivery to the community.

**Goal:** Use a Long-Range Master Plan (LRMP) as a tool to create a Strategic Plan.

Action(s): Work with the City Administrator, Mayor, and City Council to identify key points for implementation based upon data provided within the LRMP.

Outcome(s):

- A Strategic Plan for implementing recommendations from the LRMP to include additional staffing, new fire stations and/or relocation of existing fire stations, along with further research of various staffing and response models.

### 9-1-1 COMMUNICATIONS CENTER DIVISION

**Goal:** New 9-1-1 Center facility construction completed and functioning by the end of FY 2019.

Action(s): Significant coordination to move 9-1-1 staff (34.5 FTE) and critical technology to the new facility.

Outcome(s):

- New 9-1-1 Center operational by end of FY 2019.

### SUPPRESSION DIVISION

**Goal:** Succession planning and performance throughout the ranks.

Action(s): Continue annual programs, such as Engineer, Officer, and Battalion Chief development, and implement aggressive training and mentoring programs.

Outcome(s):

- Skilled, knowledgeable, and trained personnel.

**Goal:** Develop a comprehensive three, five, and ten-year facility maintenance plan.

Action(s): Collaborative effort to prioritize maintenance and facility repairs.

Outcome(s):

- Developed comprehensive plan to outline repairs and on-going maintenance of Fire Department facilities that are occupied by City employees 24/7/365.

## TRAINING DIVISION

**Goal:** Enhance training opportunities using schedule adjustments, technology, hands-on, incident command, and virtual simulators.

Action(s): Prioritize essential training with an emphasis on firefighter and community safety.

Outcome(s):

- This approach maintains essential skills necessary to ensure safety to firefighters, the public, and the community.

**Goal:** Provide Paramedic Engine Companies / Advanced Life Support (ALS) service to the community.

Action(s): Utilize paramedic licensed personnel at medical emergencies.

Outcome(s):

- Enhanced Fire / Paramedics life support capabilities positively impact critical care delivery in situations such as heart attack, stroke, and significant trauma incidents.

**Goal:** Attain accreditation for fire instructors / trainers.

Action(s): Work with the National and State fire schools to meet requirements of the National Pro-Board certifications requirements.

Outcome(s):

- Training provided that meets national Pro-Board certification requirements.

**Goal:** Create quartermaster position.

Action(s): A quartermaster would be tasked with procurement of new, and the tracking of lost and/or damaged, fire equipment.

Outcome(s):

- Better inventory tracking practices, accountability for lost / damaged equipment, enhanced vendor relationships, consistent research and procurements practices, as well as other program benefits.

## FIRE PREVENTION BUREAU

**Goal:** Enhance the ability to use available technology to improve efficiency and dissemination of information.

Action(s): Work with Tyler Technology to address software issues that interface with the inspection program, improve tracking of pre-plan information, and enhance data availability within the department, including the Suppression Division.

Outcome(s):

- Implemented technology to improve efficiencies and accessibility of routine and critical information in a timely manner.

**Goal:** Increase permanent staffing of the Fire Prevention Bureau.

Action(s): Request additional staff that would allow for fire and safety prevention activities within the community.

Outcome(s):

- Increased fire and safety awareness for the community.

## HUMAN RESOURCES

**Goal:** Increase the City of Billings social media presence as it relates to recruiting for vacant positions.

Action(s):

- Post all vacant positions on social media and professional websites.
- Continue to review and monitor which method or website provides the greatest number and quality of applicants.

Outcome(s):

- The City of Billings will be in compliance with EEOC and will draw a larger 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 that will provide information and guidance to all employees of the City of Billings.

**Goal:** Provide additional employee and management development and training programs.

Action(s): Increase training to 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 safety, harassment, workplace violence, diversity, 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.

## LIBRARY

**Goal:** Develop, maintain, and/or modify community partnerships between the Library and other organizations.

Action(s): Ongoing contact with other Directors within the City.

Outcome(s):

- The needs of other organizations better understood regarding how the Library may utilize its expertise to reduce, supplant, and/or ease deficiencies in partnering agencies.
- Timeline established showcasing a continuous needs assessment and how the Library is helping partnering agencies.
- Programming established to reflect the needs of partnering agencies.
- Resources purchased to reflect the needs of partnering agencies.
- Established community borrower's card for: Wise Wonders, YAM, Western Heritage Center, etc.
- Established series of programs for workforce development.

**Goal:** Create access points for open government.

Action(s): Establish access points for information retrieval for public regarding city, county, state, and federal government.

Outcome(s):

- Ease of information retrieval for the public provided.
- Transparency and accessibility promoted for all levels of government for the public.
- Increased populace awareness of government machinations.
- Contact information provided to public for pertinent government representatives and agencies.

**Goal:** Increase staff engagement with Library operations.

Action(s): Develop department procedures and complete list of policies for use in succession planning, new staff orientation, and staff training.

Outcome(s):

- Increased staff engagement with Library operations.
- Designated person of responsibility for Library procedures.
- Staff time used efficiently.
- Spurred creativity.
- Digital library of staff training created.

**Goal:** Create a Bike Library.

Action(s): Work with the Library Foundation and Vista to plan, organize, create policies, and execute implementation of a Bike Library.

Outcome(s):

- Library resources provided at remote locations throughout the City.
- Promoted Library services to underserved and/or disadvantaged populations.
- Increased awareness of Library resources and services.

## MUNICIPAL COURT

**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(s):** 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:** Assess the current court case management system, and research the transition into electronic case management.

**Action(s):** Continue to work with the State of Montana to implement their recommendations in regard to electronic case management.

**Outcome(s):**

- A paperless and electronic case management system will allow the court to provide faster service to the public.
- Scanning and digitally archiving all paper records ensures against loss by flood, fire, or natural disaster, as well as conserves physical space.

**Goal:** Assess future funding opportunities to secure the future of the Billings Adult Misdemeanor Treatment Court.

**Action(s):** Pursue statewide and federal funding opportunities to secure the treatment courts currently in operation, while continuing to seek funding from community resources such as the Rotary Club, Breakfast Exchange, and DUI Task Force.

**Outcome(s):**

- Self-sustainment for the treatment courts and community awareness and involvement.

**Goal:** Hold a yearly Bench-Bar meeting to calibrate processes, expectations, and decorum of the Court.

**Action(s):** Schedule yearly Bench-Bar meeting for the beginning of summer.

**Outcome(s):**

- Stakeholders share a common goal and assist in the efficiency of court operations / settings from the prospective bench.

**Goal:** Quality of life for all people in all places.

**Action(s):** Utilize statutory authority over defendants to ensure accountability 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):**

- Needs met for all.

## POLICE DEPARTMENT

### ADMINISTRATION

**Goal:** Successfully pursue a Public Safety recruitment and retention plan to support Law Enforcement operations into the future.

**Action(s):** Market the Billings Police Department (BPD), and engage in aggressive recruitment and retention by utilizing social media and contemporary advertising methods to recruit and retain the best candidates.

**Outcome(s):**

- Successful hiring and retention plan.

**Goal:** Improve community relations, outreach, and education in regard to Billings Police Department operations with an emphasis on use of force issues.

**Action(s):** Continue with public outreach, i.e. Chat with the Chief, and enhance responsiveness to public inquiries.

**Outcome(s):**

- Increased transparency of department operations and development of trust within the community.

### CRIME PREVENTION – VOLUNTEER PROGRAMS

**Goal:** Increase the number of volunteers in order to increase the services provided.

**Action(s):**

- Increase awareness of available volunteer programs.
- Explore places to expand volunteer involvement.
- Provide training opportunities to the public and volunteers to bolster crime prevention efforts.

**Outcome(s):**

- Additional classes, information, and training offered to the public.
- More frequent meetings with volunteers to reiterate procedures and duties.
- Public outreach events that build better relationships with residents.

### PATROL OPERATIONS

**Goal:** Continue the goal to improve traffic safety in the community.

**Action(s):** Identify and address key accident locations, enhance use of radar trailers with coordinated enforcement, continue emphasis on DUI enforcement, and enhance dedicated enforcement program (S.T.E.P.) by utilizing K9s to enhance drug enforcement.

**Outcome(s):**

- Reduction in fatal and personal injury accidents.
- Neighborhood traffic complaints addressed and reduced.
- Decreased DUIs through prevention and education.
- Reduction in illegal drug activity.

**Goal:** Expand Community Policing Program.

**Action(s):**

- Facilitate community and neighborhood policing programs.
- Add additional officers through public / private partnerships.

**Outcome(s):**

- Increased citizen / officer interaction.
- Enhanced citizen / officer communication.
- Reduced crime through cooperative effort.

**Goal:** Enhance use of Communication Center assets.

Action(s): Cooperate and coordinate with Communications Center.

Outcome(s):

- Increased dispatch ability to identify nearest available units.
- Best possible response times ensured.

#### TRAINING / PLANNING / RESEARCH DIVISION

**Goal:** Continue to develop Police Department access to online training opportunities to enhance career development.

Action(s): Provide accessible location with adequate equipment that makes ongoing education a possibility for all employees, and promote programs that utilize online capabilities designed for the development of Law Enforcement personnel.

Outcome(s):

- Quality training produces a motivated, professional workforce.
- Facilitated career development and succession training.
- Facilitated compilation of Peace Officer's Standards in Training (P.O.S.T.) credit requirements.
- Facilitated compilation of mandatory, yearly training requirements per policy.

**Goal:** Continue to provide quality law enforcement training availabilities for all area law enforcement personnel.

Action(s): Maintain all mandated training and certifications for BPD personnel, host regional training with quality instructors to maintain professional law enforcement standards, and present timely, affordable training that is available to all area law enforcement personnel.

Outcome(s):

- A high level of law enforcement service to the Billings community maintained, while developing strong working relationships with other law enforcement agencies.

**Goal:** Continue to enhance policy and procedure manual for all BPD personnel.

Action(s):

- Update the policy and procedure manual to stay current with local, state, and federal laws.
- Provide online access that gives officers the ability to access the policy and procedure manual at any time.

Outcome(s):

- A high level of professionalism maintained within the Billings Police Department and the City of Billings.

#### SUPPORT SERVICES DIVISION

**Goal:** Increase public access to information.

Action(s): Implement 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(s):

- More accurate statistical information regarding crime in the community.

**Goal:** Improve effectiveness of Patrol Officers by implementing mobile data terminal software and training.

Action(s):

- 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.
- Hard copy reports that were initially typed into case reports are now scanned as a document into the case report.

Outcome(s):

- Increased efficiency and effectiveness allowing officers more time for essential duties.
- Scanning all documents into a case extensively decreases staff time searching for reports.
- Support staff can readily access all documents upon request.

### ANIMAL CONTROL

**Goal:** Continue enforcement plan that will maximize available animal control personnel.

Action(s): Assign staff to cover more hours of a work day and to cover seven days a week.

Outcome(s):

- Improved efficiency and effectiveness of Animal Control operations.
- Improved community relations.
- Improved response time.

**Goal:** Enhance liaison with local pet stores and veterinarians to improve communication and cooperation.

Action(s): Animal Control Officers will make regular stops at pet stores and veterinarians, and use public service announcements and other means of media to increase programs and contacts with the general public to educate about animal issues and the laws affecting them.

Outcome(s):

- Established relationships with businesses.
- Compliance checks conducted.
- Creation of responsible pet owners and an educated public about their responsibilities when dealing with animal related issues.

### INVESTIGATIONS

**Goal:** Modernize the Evidence Facility.

Action(s): Work with City Council to modernize the evidence facility by implementing updated policies and procedures and implementing a stringent screening process for employees, as well as increasing staffing.

Outcome(s):

- Increased effectiveness and efficiency of operation.
- Increased security and accountability.
- Increased professionalism of staff.

**Goal:** Enhance case review system.

Action(s): Continue weekly case presentations to the Assistant Chief and the Detective Command Staff.

Outcome(s):

- Quality investigations ensured.
- Facilitated feedback and solicitation of ideas and suggestions.

**Goal:** Improve crime scene investigation.

Action(s): Utilize new crime scene technology with the 3-D Scanner-Faro.

Outcome(s):

- Assurance of a quality crime scene investigation.
- A better map of the crime scene available to be given to detectives, prosecutors, and the court.
- Proficiency with the scanner to decrease time at the crime scene.

## PARKS, RECREATION, AND PUBLIC LANDS

### PARKS

**Goal:** Plan for adequate parks, open space, and trails infrastructure city wide.

Action(s):

- Identify appropriate locations for future parks and trails by utilizing the results from the department Comprehensive Master Plan and Needs Assessment Study.
- Coordinate with City/County Planning to identify appropriate size and location of parkland to provide adequate parks, open spaces, and recreational opportunities throughout the city, as identified in the department Comprehensive Master Plan and Needs Assessment Study.
- Continue the maintenance upgrade and replacement of existing park and trail infrastructure through the ongoing city-wide Park District 1.
- Plan for and promote more proper use of Natural Area parklands throughout the community.
- Continue to develop and implement a Noxious Weed Management Plan.

Outcome(s):

- Well planned and developed parks located where they are most needed.
- Increased access to parks and opportunities for community recreation.

**Goal:** Promote, encourage, and develop city-wide landscaping and tree planting to make the community more attractive.

Action(s):

- Utilize the results from the department Comprehensive Master Plan and Needs Assessment Study to develop and implement a city-wide Urban Forestry Strategic Plan.
- Coordinate with City/County Planning to rewrite and implement city-wide landscaping codes.
- Develop and implement a city-wide Noxious Weed Management Plan.

Outcome(s):

- A more attractive community through the use of sustainable landscapes.

Action(s): Develop a plan to deal with the damage the Emerald Ash Borer will cause to the community.

Outcome(s):

- The community will be prepared for the eventual damage caused from the Emerald Ash Borer.

### RECREATION

**Goal:** Promote community-wide parks and recreation programs and activities.

Action(s):

- Utilize the results from the department Comprehensive Master Plan and Needs Assessment Study to provide expanded recreational opportunities and programs to specific areas of interest, including outdoor recreation, aquatics, youth development, adult sports, and active senior adult recreation programs.
- Apply the results from the department Comprehensive Master Plan and Needs Assessment Study to explore the need and investigate potential partnerships, for additional municipal indoor recreation facilities.

Outcome(s):

- Increased participation in recreation programs.
- Increased programs and opportunities for community recreation.

Action(s): Continue to expand and consider different avenues, including social media, for promoting and creating awareness of the recreation programs and Department services offered to the community.

Outcome(s):

- A more cost-effective means of delivering Parks and Recreation services.

Action(s): Enhance participant registration and facility use through improved customer service access, including Wi-Fi and mobile technology.

Outcome(s):

- Increased revenue and participation through e-commerce.

Action(s): Continue to improve the effectiveness of the Department's process for use of city parks and facilities for community user groups and special event organizers.

Outcome(s):

- Increased efficiency for facilitated community park use for groups and organizations.

**Goal:** Provide a safe and healthy environment at City aquatic facilities.

Action(s): Continue evaluation of facilities and operational procedures to provide a safe and enjoyable experience at municipal pools.

Outcome(s):

- A safe and healthy facility is ensured for all City aquatic facilities.
- Prevention of accidents or illness in connection with the operation and usage of municipal pools.

Action(s):

- Increase participation and attendance with the upcoming new operation center, new waterslides, and the expanded footprint at Rose Pool to accommodate areas for parties and corporate gatherings.
- Increase revenue potential by implementing point-to-point wireless technology to increase security for the continued use of credit cards as payment for pool admission and waterslide usage.

Outcome(s):

- Increased revenue at pools by improving pool amenities, service area, program offerings, and point of sale capabilities.

## PUBLIC WORKS

**Goal:** As needed, review and revise the City Code items directly affecting the 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 Council to review for approval or elimination.

Outcome(s):

- Updated Billings City Codes pertaining to the Public Works Department, as directed by the Mayor and City Council through Council Initiative.

**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/repair 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:** Remove and replace existing lead services with the city of Billings water system.

Action:

- 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 within three years.
- 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 Billings water system.

**Goal:** Continue to reduce the effect of the landfill on the neighboring properties.

Action(s):

- Construction of the capital improvement project for 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 trash into their collection barrels.
- Continue picking up trash on the roads to the landfill and the roads adjacent to the landfill.
- Plant trees around the landfill.
- Regularly schedule meetings with Public Works staff and neighboring property owners.

Outcome(s):

- Being a good neighbor to surrounding properties.

**Goal:** Revisit and revise the solid waste collection routes to better utilize the department's resources.

**Action(s):** Review existing routes regarding size and locations within the city, and utilize data collected from the RouteWare software installed on each collection truck that plots and describes each solid waste pickup location.

**Outcome(s):**

- More efficient routes utilizing personnel and equipment.
- Routes are balanced in size regarding workload.

**Goal:** Revisit and revise 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 identify future capital improvement projects.
- Focus on cleaning / jetting storm sewer sections where excess sediment has accumulated.

**Outcome(s):**

- Improved flow and capacity of the system.

**Goal:** Begin implementation of redundant water supply and treatment for the drinking water system.

**Action(s):** Complete implementation plan to better understand costs, regulations, operation, and recreational benefits of off-stream storage reservoirs at Knife River gravel pits.

**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:** Better understand the science of the Yellowstone River as it relates to nitrogen and phosphorus and the effect the Water Reclamation Facility has on river algae levels.

**Action(s):**

- Continue Sampling and Analysis Plan that provides a more sufficient data set than the Montana Department of Environmental Quality (MDEQ) sampling.
- Collaborate and share data with the MDEQ to assist them in setting informed treatment standards.
- Assess the option of discharging reclaimed wastewater to the Billings Bench Water Association (BBWA) canal during the nutrient season.

**Outcome(s):**

- Cost savings by eliminating the need for unnecessary treatment plant upgrades.
- Protection of the Yellowstone River quality.

**Goal:** Utilize best asset management practices to make the most cost-effective capital infrastructure decisions.

**Action(s):** Complete asset management plan for water and wastewater systems, and implement a decision making structure for CIP projects.

**Outcome(s):**

- Full compliance with MPDES permit requirements.
- Most efficient use of utility funds.
- Risk mitigation to water and wastewater systems.

**Goal:** Successfully operate and maintain the Water Reclamation Facility (WRF) during the Nutrient Upgrade Project construction, and prepare staff for operational changes.

Action:

- Create a new Standard Operating Procedures manual for safe and successful biological nutrient removal at the WRF.
- Continue internal, technical training for the WRF operations staff to prepare for operation of the biological nutrient removal treatment process.
- Meet all MPDES permit requirements.

Outcome(s):

- Operations staff fully prepared for operation and maintenance of biological nutrient removal process.

**Goal:** Address sulfate issues in collection system and at the WRF.

Action(s):

- Complete hydrogen sulfide testing in the wastewater system.
- Start and operate odor control facilities at the WRF.
- Assess feasibility of treating sulfate / sulfide on sludge at the WRF.

Outcome(s):

- Mitigated odor issues and hydrogen sulfide safety risks.
- Reduced corrosion on equipment leading to longer asset life and lower costs at the WRF.

**Goal:** Assess and implement resource recovery at the WRF.

Action(s):

- Coordinate with the Solid Waste Division to reuse anaerobic digester gas for use in landfill trucks.
- Conduct a feasibility evaluation and pilot study of phosphorus recovery technologies, and pursue if feasible.

Outcome(s):

- Beneficial reuse of phosphorus and methane biogas.
- Higher quality water discharged from WRF.
- Billings seen as regional environmental leader for phosphorus recovery.

**Goal:** Assess and mitigate flood and drought risks at main Water Treatment Plant.

Action(s): Complete flood and drought plan for Water Treatment Plant.

Outcome(s):

- Risk mitigation to existing water treatment assets.
- Better preparedness and resiliency for extreme environmental events.

**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.
- Construct redundant water line up the rims to the pressure zone that serves the airport.
- Improve capacity and screening limitations of river intake structure.

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.

**Outcome(s):**

- Community water needs are met.
- Replaced aging/malfunctioning infrastructure to increase capacity, while ensuring a quality product.
- The maximum productive life as possible is obtained.
- Superior quality potable water above MDEQ standards is provided.

**Goal:** Continued communication with the 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 City'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):**

- Maintained and enhanced public confidence in the city's drinking water.
- Informed public about their drinking water and the processes required to provide it.

**Goal:** Enhance customer service and communications between divisions and customers.

**Action(s):**

- Research and implement ideas that may lead to a decrease in the number of delinquent utility accounts that are shut off due to non-payment.
- Promote automatic, online, and recurring payments; as well as paperless billing for utility bills.
- Use the Automatic Vehicle Location system in utility billing.
- Utilize the City's website and Facebook to provide up-to-date information regarding assessments, rates, and fees.
- Allocate staff in the most cost-effective and customer-service oriented manner.
- Implement water meter management / customer service software.
- Research community organizations to partner with in assisting low-income customers with their utility bills.

**Outcome(s)**

- Increased efficiencies.
- Decreased mailing and postage costs.
- Decreased operational costs through more effective dispatching.
- Increased customer service.
- Decreased workload through technology, resulting in a delay to hire additional personnel.
- Enhanced and more efficient communication between divisions.
- Increased transparency to customers.

**Goal:** Ensure each department 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 costs.
- Ensure reserves are adequate for the needs of each fund and maintain compliance with fiscal policies and legal requirements.

Outcome(s):

- Revenues are maintained at sufficient levels to support services.
- Adequate reserves available for emergencies.
- Stable, more predictable rates and lessened impact to customers.

**Goal:** Update Department's internal controls and other financial policies and procedures.

Action(s): Maintain a manual for all accounting-related procedures, and update internal control policies.

Outcome(s):

- Consistent and predictable operating procedures.
- Improved internal controls.

**Goal:** Inventory all street name signs for conformation with Manuel of Uniform Traffic Control Devices (MUTCD) standards.

Action(s): Replace street name signs, including overhead signs, so they conform to MUTCD standards.

Outcome(s):

- A method of ensuring that city street name signs are always current with MUTCD standards.

**Goal:** Maintain a pretreatment program to comply with the Clean Water Act water pollution control program.

Action(s):

- Comply with EPA Region 8 Administrative Order of Consent issued to the City in September 2017.
- Assist Lockwood Water and Sewer District in managing pretreatment program through the Pretreatment Program Interlocal Agreement.
- Issue pretreatment permit to ExxonMobil refinery.
- Continue to work on the sulfate and hydrogen sulfide issues in the collection and treatment systems.
- Comply with the Capacity, Management, Operation, and Maintenance (CMOM) schedule, and incorporate EPA review comments.
- Conduct a minimum of 20 Fats, Oil, and Grease (FOG) inspections of commercial grease interceptors.
- Coordinate with Distribution and Collection field crews to locate and resolve FOG discharges.
- Continue to expand data base of dental offices for impending EPA amalgam regulations.

Outcome(s):

- Reduced potential upsets at the wastewater treatment plant, reduced sanitary sewer overflows, and protected health and safety of workers.

**Goal:** Maintain the City's MS4 stormwater program to comply with Federal Phase II Stormwater Regulations and State General Permit.

Action(s):

- Update or develop public information pamphlets on Illicit Discharge Detection and Elimination (IDDE), FOG, and Residential and Commercial BMPs.
- Modify website to be more user friendly.
- Continue to GPS and evaluate additional stormwater outfalls discharging to state receiving waters.
- Update land ownership surveys on existing ditches and drains within the city limits, and conduct dry weather water surveys of existing ditches and drains.
- Complete five educational outreach program events and pursue other opportunities.
- Continue to respond to IDDE complaints and eliminate illicit / cross connections.

- Update Billings MS4 stormwater map in the Heights area.

Outcome(s):

- Reduced stormwater pollution into federal and state waters.

**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 WTP intakes is provided.

# **GENERAL FUND OVERVIEW**

## **GENERAL FUND**

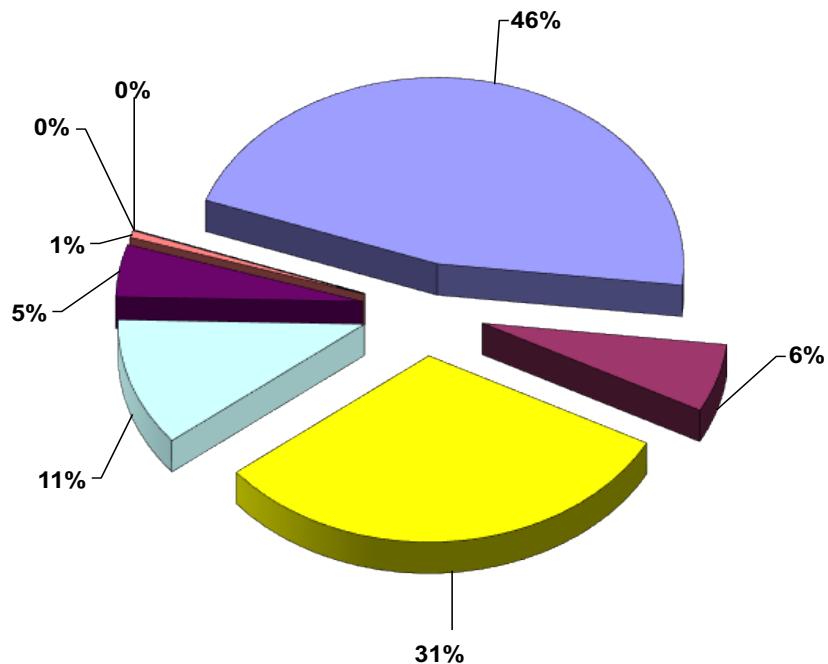
The General Fund is used to account for resources traditionally associated with government that are not required legally or by sound financial management to be accounted for in another fund. Property taxes, licenses and permits, charges for services, fines and forfeitures, and state intergovernmental revenue provide revenue to the general fund. The expenditures of the following departments are accounted for in the general fund: Mayor and City Council, City Administrator, Human Resources, City Attorney, Municipal Court, Code Enforcement, Parks, Recreation and Public Lands, and Finance. The largest use of general fund revenue is the transfer to the Public Safety Fund.

**GENERAL OPERATING FUND  
SUMMARY  
OPERATING BUDGET  
FY19**

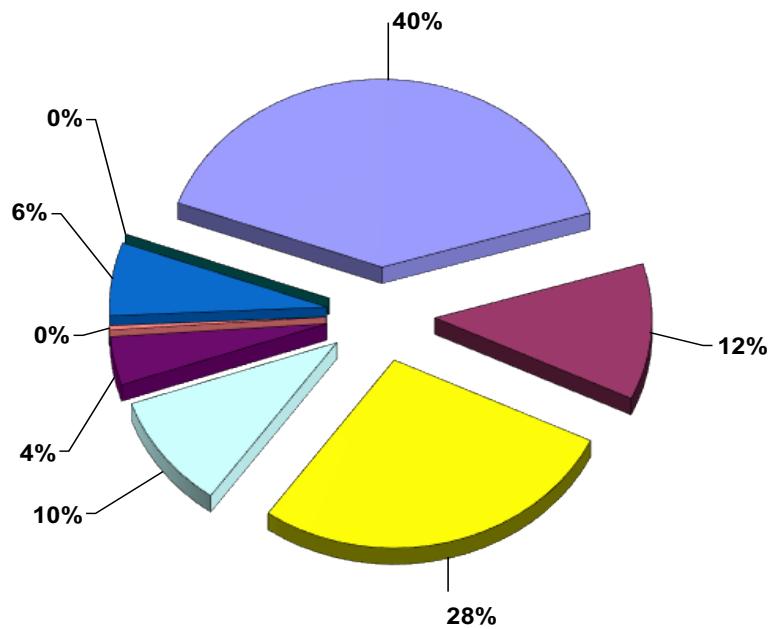
|                                 | ADOPTED<br>BUDGET<br>FY 19 | ADOPTED<br>BUDGET<br>FY 18 | INCREASE<br>(DECREASE) | ACTUAL<br>FY 17      |
|---------------------------------|----------------------------|----------------------------|------------------------|----------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 28,330,030</b>       | <b>\$ 29,403,013</b>       | <b>\$ (1,072,983)</b>  | <b>\$ 27,190,807</b> |
| <b>REVENUES:</b>                |                            |                            |                        |                      |
| TAXES                           | \$ 16,790,920              | \$ 15,832,390              | \$ 958,530             | \$ 15,153,915        |
| SPECIAL ASSESSMENTS             | -                          | -                          | -                      | -                    |
| LICENSES & PERMITS              | 2,146,291                  | 4,657,745                  | (2,511,454)            | 4,609,685            |
| INTER-GOVERNMENTAL              | 11,430,866                 | 11,062,540                 | 368,326                | 11,140,476           |
| CHARGES FOR SERVICE             | 4,032,642                  | 3,926,741                  | 105,901                | 4,335,366            |
| FINES & FORFEITS                | 1,656,203                  | 1,657,113                  | (910)                  | 1,448,183            |
| INVESTMENT EARNINGS             | 217,000                    | 148,000                    | 69,000                 | 125,727              |
| INTERFUND TRANSFERS             | 6,600                      | 2,504,840                  | (2,498,240)            | 3,889                |
| MISCELLANEOUS                   | -                          | -                          | -                      | 12,119               |
| <b>TOTAL REVENUES</b>           | <b>\$ 36,280,522</b>       | <b>\$ 39,789,369</b>       | <b>\$ (3,508,847)</b>  | <b>\$ 36,829,360</b> |
| <b>EXPENDITURES:</b>            |                            |                            |                        |                      |
| PERSONAL SERVICES               | \$ 8,453,625               | \$ 8,647,830               | \$ (194,205)           | \$ 7,847,666         |
| OPERATION & MAINTENANCE         | 4,382,532                  | 3,869,468                  | 513,064                | 3,183,196            |
| CAPITAL                         | -                          | 712,500                    | (712,500)              | 316,693              |
| INTERFUND TRANSFERS             | 31,037,603                 | 27,658,790                 | 3,378,813              | 24,400,232           |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 43,873,760</b>       | <b>\$ 40,888,588</b>       | <b>\$ 2,985,172</b>    | <b>\$ 35,747,787</b> |
| <b>FUND BALANCE - ENDING</b>    | <b>\$ 20,736,792</b>       | <b>\$ 28,303,794</b>       | <b>\$ (7,567,002)</b>  | <b>\$ 28,272,380</b> |

# General Fund Summary of Revenues

|                     | FY 19                | FY 18                |
|---------------------|----------------------|----------------------|
| TAXES               | \$ 16,790,920        | \$ 15,832,390        |
| LICENSES & PERMITS  | 2,146,291            | 4,657,745            |
| INTER-GOVERNMENTAL  | 11,430,866           | 11,062,540           |
| CHARGES FOR SERVICE | 4,032,642            | 3,926,741            |
| FINES & FORFEITS    | 1,656,203            | 1,657,113            |
| INVESTMENT EARNINGS | 217,000              | 148,000              |
| INTERFUND TRANSFERS | 6,600                | 2,504,840            |
| OTHER               | -                    | -                    |
| <b>TOTAL</b>        | <b>\$ 36,280,522</b> | <b>\$ 39,789,369</b> |



Fiscal Year 2019

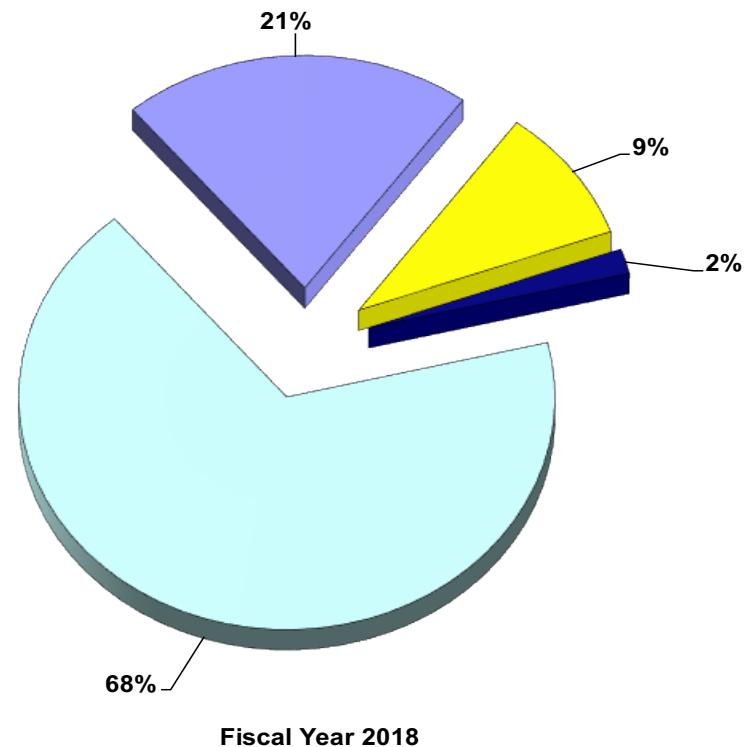
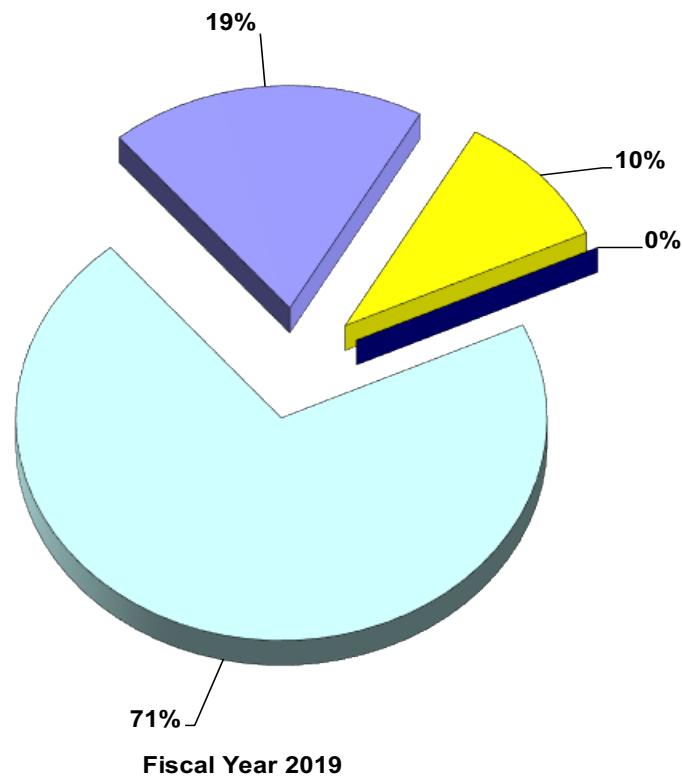


Fiscal Year 2018

# General Fund

## Summary of Expenditures

|                            | FY 19                       | FY 18                       |
|----------------------------|-----------------------------|-----------------------------|
| PERSONAL SERVICES          | \$ 8,453,625                | \$ 8,647,830                |
| OPERATION & MAINTENANCE    | 4,382,532                   | 3,869,468                   |
| CAPITAL                    | -                           | 712,500                     |
| <u>INTERFUND TRANSFERS</u> | <u>31,037,603</u>           | <u>27,658,790</u>           |
| <b>TOTAL</b>               | <b><u>\$ 43,873,760</u></b> | <b><u>\$ 40,888,588</u></b> |



**GENERAL OPERATING FUND  
OPERATING BUDGET**

FUND 0100

|                                    | ACTUAL<br>FY 16      | ACTUAL<br>FY 17      | BUDGET<br>FY 18      | ESTIMATE<br>FY 18    | APPROVED<br>FY 19    |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>FUND BALANCE BEGINNING</b>      | <b>\$ 24,879,912</b> | <b>\$ 27,190,807</b> | <b>\$ 29,403,013</b> | <b>\$ 28,272,380</b> | <b>\$ 28,330,030</b> |
| <b>REVENUES:</b>                   |                      |                      |                      |                      |                      |
| TAXES                              | \$ 14,696,044        | \$ 15,153,915        | \$ 15,832,390        | \$ 15,192,000        | \$ 16,790,920        |
| LICENSES & PERMITS                 | 4,715,138            | 4,609,685            | 4,657,745            | 4,662,000            | 2,146,291            |
| INTER-GOVERNMENTAL                 | 10,711,834           | 11,140,476           | 11,062,540           | 11,350,000           | 11,430,866           |
| CHARGES FOR SERVICE                | 4,039,776            | 4,335,366            | 3,926,741            | 4,150,000            | 4,032,642            |
| FINES & FORFEITS                   | 1,453,106            | 1,448,183            | 1,657,113            | 1,400,000            | 1,656,203            |
| INVESTMENT EARNINGS                | 179,483              | 125,727              | 148,000              | 150,000              | 217,000              |
| INTERFUND TRANSFERS                | 28,648               | 3,889                | 2,504,840            | 1,955,000            | 6,600                |
| MISCELLANEOUS                      | 2,851                | 12,119               | -                    | -                    | -                    |
| <b>TOTAL REVENUE</b>               | <b>\$ 35,826,880</b> | <b>\$ 36,829,360</b> | <b>\$ 39,789,369</b> | <b>\$ 38,859,000</b> | <b>\$ 36,280,522</b> |
| <b>EXPENDITURES:</b>               |                      |                      |                      |                      |                      |
| MAYOR AND CITY COUNCIL             | \$ 194,688           | \$ 179,437           | \$ 295,862           | \$ 199,150           | \$ 219,565           |
| CITY ADMINISTRATOR                 | 617,987              | 692,892              | 871,534              | 620,000              | 767,520              |
| HUMAN RESOURCES                    | 648,724              | 683,078              | 713,747              | 680,000              | 733,345              |
| CITY ATTORNEY                      | 1,384,999            | 1,577,351            | 1,581,520            | 1,590,000            | 1,690,237            |
| MUNICIPAL COURT                    | 1,195,958            | 1,287,550            | 1,452,221            | 1,255,800            | 1,480,627            |
| FINANCE                            | 1,373,976            | 1,404,533            | 1,526,266            | 1,352,000            | 1,559,162            |
| CODE ENFORCEMENT                   | 318,707              | 451,884              | 540,257              | 436,100              | 548,621              |
| PARKS, RECREATION AND PUBLIC LANDS | 4,690,546            | 4,887,864            | 5,257,467            | 4,911,200            | 7,383,328            |
| NON-DEPARTMENTAL                   | 23,056,019           | 24,532,912           | 28,584,714           | 27,692,100           | 29,411,355           |
| COUNCIL CONTINGENCY                | 34,381               | 50,286               | 65,000               | 65,000               | 80,000               |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 33,515,985</b> | <b>\$ 35,747,787</b> | <b>\$ 40,888,588</b> | <b>\$ 38,801,350</b> | <b>\$ 43,873,760</b> |
| <b>FUND BALANCE ENDING</b>         | <b>\$ 27,190,807</b> | <b>\$ 28,272,380</b> | <b>\$ 28,303,794</b> | <b>\$ 28,330,030</b> | <b>\$ 20,736,792</b> |
| <b>LESS:</b>                       |                      |                      |                      |                      |                      |
| NONSPENDABLE                       | -                    | -                    | -                    | -                    | -                    |
| RESTRICTED                         | -                    | -                    | -                    | -                    | -                    |
| COMMITTED                          | 10,638,000           | 11,651,000           | 11,857,691           | 11,252,392           | 12,723,390           |
| ASSIGNED                           | -                    | -                    | -                    | -                    | -                    |
| <b>UNASSIGNED</b>                  | <b>\$ 16,552,807</b> | <b>\$ 16,621,380</b> | <b>\$ 16,446,103</b> | <b>\$ 17,077,639</b> | <b>\$ 8,013,402</b>  |

# DEPARTMENTAL BUDGETS

## **GENERAL FUND DEPARTMENTAL BUDGETS**

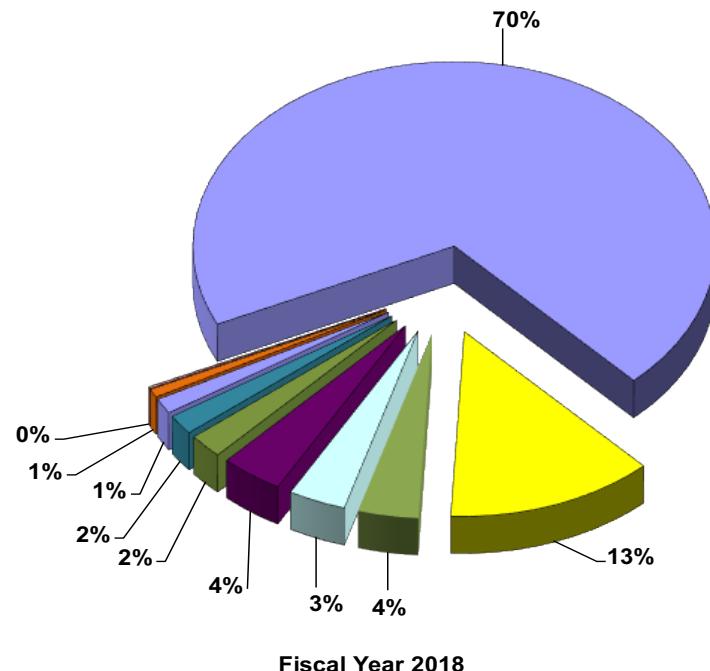
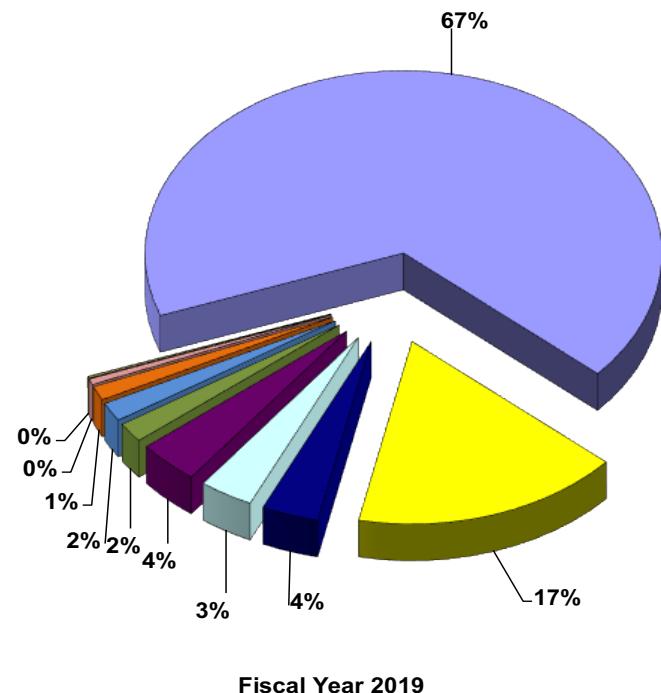
This section provides information about the City's General Fund individual department budgets, which are as follows:

- MAYOR AND CITY COUNCIL
- CITY ADMINISTRATOR
- HUMAN RESOURCES
- CITY ATTORNEY
- MUNICIPAL COURT
- FINANCE
- CODE ENFORCEMENT
- PARKS, RECREATION, AND PUBLIC LANDS
- NON-DEPARTMENTAL
- COUNCIL CONTINGENCY

# General Fund

## Summary of Department Expenditures

| <u>FY 19</u>                       | <u>FY 18</u>         |
|------------------------------------|----------------------|
| \$ 29,411,355                      | \$ 28,584,714        |
| 7,383,328                          | 5,257,467            |
| 1,559,162                          | 1,526,266            |
| 1,480,627                          | 1,452,221            |
| 1,690,237                          | 1,581,520            |
| 767,520                            | 871,534              |
| 733,345                            | 713,747              |
| 548,621                            | 540,257              |
| 219,565                            | 295,862              |
| 80,000                             | 65,000               |
| <u>\$ 43,873,760</u>               | <u>\$ 40,888,588</u> |
| NON-DEPARTMENTAL                   |                      |
| PARKS, RECREATION AND PUBLIC LANDS |                      |
| FINANCE                            |                      |
| MUNICIPAL COURT                    |                      |
| CITY ATTORNEY                      |                      |
| CITY ADMINISTRATOR                 |                      |
| HUMAN RESOURCES                    |                      |
| CODE ENFORCEMENT                   |                      |
| MAYOR AND CITY COUNCIL             |                      |
| COUNCIL CONTINGENCY                |                      |
| TOTAL                              |                      |



**MAYOR AND CITY COUNCIL  
OPERATING BUDGET**

FUND 0100-11000

|                            | ACTUAL            | ACTUAL            | BUDGET            | ESTIMATE          | APPROVED          |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                            | FY 16             | FY 17             | FY 18             | FY 18             | FY 19             |
| PERSONAL SERVICES          | \$ 128,092        | \$ 113,637        | \$ 208,918        | \$ 115,000        | \$ 129,418        |
| OPERATIONS AND MAINTENANCE | <u>66,596</u>     | <u>65,800</u>     | <u>86,944</u>     | <u>84,150</u>     | <u>90,147</u>     |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 194,688</b> | <b>\$ 179,437</b> | <b>\$ 295,862</b> | <b>\$ 199,150</b> | <b>\$ 219,565</b> |

**STAFFING AUTHORIZATION**

| POSITION        | ACTUAL     | ACTUAL     | BUDGET     | APPROVED   |
|-----------------|------------|------------|------------|------------|
|                 | FY 16      | FY 17      | FY 18      | FY 19      |
| MAYOR           | 0.5        | 0.5        | 0.5        | 0.5        |
| COUNCIL MEMBERS | <u>5.0</u> | <u>5.0</u> | <u>5.0</u> | <u>5.0</u> |
| <b>TOTAL</b>    | <b>5.5</b> | <b>5.5</b> | <b>5.5</b> | <b>5.5</b> |

**MAYOR & CITY COUNCIL DEPARTMENT BUDGET NARRATIVE**

The Mayor and City Council expenses are funded through the General Fund. The Mayor is elected at-large, and two Councilpersons are elected in each of the five wards.

**Expenditures**

The Mayor and City Council budget includes wages of \$800/month for the Mayor, \$600/month for each Council member, benefits, and operating expenses.

**Capital**

None

**CITY ADMINISTRATOR  
OPERATING BUDGET**

FUND 0100-13000

|                            | ACTUAL                   | ACTUAL                   | BUDGET                   | ESTIMATE                 | APPROVED                 |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                            | FY 16                    | FY 17                    | FY18                     | FY18                     | FY19                     |
| PERSONAL SERVICES          | \$ 512,279               | \$ 580,502               | \$ 599,854               | \$ 425,000               | \$ 587,198               |
| OPERATIONS AND MAINTENANCE | <u>105,707</u>           | <u>112,390</u>           | <u>271,680</u>           | <u>195,000</u>           | <u>180,322</u>           |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ 617,986</u></b> | <b><u>\$ 692,892</u></b> | <b><u>\$ 871,534</u></b> | <b><u>\$ 620,000</u></b> | <b><u>\$ 767,520</u></b> |

**STAFFING AUTHORIZATION**

| POSITION                     | ACTUAL            | ACTUAL            | BUDGET            | APPROVED          |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                              | FY 16             | FY 17             | FY18              | FY19              |
| CITY ADMINISTRATOR           | 1.0               | 1.0               | 1.0               | 1.0               |
| ASSISTANT CITY ADMINISTRATOR | 1.0               | 1.0               | 1.0               | 1.0               |
| EXECUTIVE SECRETARY          | 1.0               | 1.0               | 1.0               | 1.0               |
| CITY CLERK                   | 1.0               | 1.0               | 1.0               | 1.0               |
| DEPUTY CITY CLERK            | <u>1.0</u>        | <u>1.0</u>        | <u>1.0</u>        | <u>1.0</u>        |
| <b>TOTAL</b>                 | <b><u>5.0</u></b> | <b><u>5.0</u></b> | <b><u>5.0</u></b> | <b><u>5.0</u></b> |

**CITY ADMINISTRATOR DEPARTMENT BUDGET NARRATIVE**

The City Administrator's office includes the City Administrator, Assistant City Administrator, City Clerk, and support staff.

**Expenditures**

No significant changes.

**Capital**

None

**HUMAN RESOURCES  
OPERATING BUDGET**

FUND 0100-17000

|                            | ACTUAL                   | ACTUAL                   | BUDGET                   | ESTIMATE                 | APPROVED                 |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                            | FY 16                    | FY 17                    | FY 18                    | FY 18                    | FY 19                    |
| PERSONAL SERVICES          | \$ 476,855               | \$ 502,232               | \$ 506,004               | \$ 490,000               | \$ 513,257               |
| OPERATIONS AND MAINTENANCE | <u>171,869</u>           | <u>180,846</u>           | <u>207,743</u>           | <u>190,000</u>           | <u>220,088</u>           |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ 648,724</u></b> | <b><u>\$ 683,078</u></b> | <b><u>\$ 713,747</u></b> | <b><u>\$ 680,000</u></b> | <b><u>\$ 733,345</u></b> |

**STAFFING AUTHORIZATION**

| POSITION                  | ACTUAL            | ACTUAL            | BUDGET            | APPROVED          |
|---------------------------|-------------------|-------------------|-------------------|-------------------|
|                           | FY 16             | FY 17             | FY 18             | FY 19             |
| HUMAN RESOURCES DIRECTOR  | 1.0               | 1.0               | 1.0               | 1.0               |
| HUMAN RESOURCES ASSOCIATE | 1.0               | 1.0               | 1.0               | 1.0               |
| PAYROLL/HR GENERALIST     | 1.0               | 1.0               | 1.0               | 1.0               |
| PAYROLL/HR ANALYST        | 1.0               | 1.0               | 1.0               | 1.0               |
| ADMINISTRATIVE SUPPORT II | <u>1.0</u>        | <u>1.0</u>        | <u>1.0</u>        | <u>1.0</u>        |
| <b>TOTAL</b>              | <b><u>5.0</u></b> | <b><u>5.0</u></b> | <b><u>5.0</u></b> | <b><u>5.0</u></b> |

**HUMAN RESOURCES DIVISION BUDGET NARRATIVE**

The Human Resources Division is an internal support function, whose primary responsibility is to provide customer service and support to all employees and to monitor and respond to legal and regulatory changes in the areas of employment, labor law, and safety. Additional customers include those individuals who are interested in employment with the City.

**Expenditures**

No significant changes.

**Capital**

None

**CITY ATTORNEY  
OPERATING BUDGET**

FUND 0100-16000

|                            | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| PERSONAL SERVICES          | \$ 969,270          | \$ 1,023,539        | \$ 1,184,666        | \$ 1,025,000        | \$ 1,096,593        |
| OPERATIONS AND MAINTENANCE | 175,624             | 361,267             | 208,336             | 385,000             | 335,666             |
| CAPITAL                    | 57,743              | -                   | -                   | -                   | -                   |
| TRANSFERS                  | 182,363             | 192,545             | 188,518             | 180,000             | 257,978             |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 1,385,000</b> | <b>\$ 1,577,351</b> | <b>\$ 1,581,520</b> | <b>\$ 1,590,000</b> | <b>\$ 1,690,237</b> |

**STAFFING AUTHORIZATION**

| POSITION                   | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | APPROVED<br>FY 19 |
|----------------------------|-----------------|-----------------|-----------------|-------------------|
| CITY ATTORNEY              | 1.0             | 1.0             | 1.0             | 1.0               |
| ASSISTANT CITY ATTORNEY    | 1.0             | 1.0             | 1.0             | 1.0               |
| DEPUTY CITY ATTORNEY       | 4.0             | 4.0             | 3.8             | 3.8               |
| CIVIL DEPUTY CITY ATTORNEY | 1.0             | 1.0             | 1.0             | 1.0               |
| VICTIM WITNESS SPECIALIST  | -               | -               | 1.0             | -                 |
| LEGAL SECRETARY            | 1.0             | 1.0             | 1.0             | 1.0               |
| ADMINISTRATIVE SUPPORT II  | 2.0             | 2.0             | 2.0             | 2.0               |
| <b>TOTAL</b>               | <b>10.0</b>     | <b>10.0</b>     | <b>10.8</b>     | <b>9.8</b>        |

**CITY ATTORNEY BUDGET NARRATIVE**

The City Attorney is the chief legal advisor for the Mayor, City Council, City Administrator, and all City staff. The City Attorney is responsible for the preparation of ordinances, resolutions, and contracts, and for ensuring that all City activities are lawful. The City Attorney handles all civil litigation at the trial and appellate levels for the City (State and Federal Courts), confers closely with MMIA (Montana Municipal Insurance Authority)-retained counsel on cases covered by the MMIA memorandum of coverage, and represents the City in labor arbitration and mediation proceedings. All misdemeanor criminal offenses which occur within the city limits, including violations of state law and city ordinances and zoning, sign, and permit violations are prosecuted by this office.

The City Attorney's budget funds a total of eleven positions: seven full-time attorneys, a victim witness specialist, and three full-time legal secretaries.

**Expenditures**

The increase is due to increased cost associated with outside counsel.

**Capital**

None

**MUNICIPAL COURT  
OPERATING BUDGET**

FUND 0100-12000

|                            | ACTUAL              | ACTUAL              | BUDGET              | ESTIMATE            | APPROVED            |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                            | FY 16               | FY 17               | FY 18               | FY 18               | FY 19               |
| PERSONAL SERVICES          | \$ 898,142          | \$ 985,735          | \$ 1,094,322        | \$ 985,000          | \$ 1,103,322        |
| OPERATIONS AND MAINTENANCE | 297,816             | 271,815             | 327,899             | 270,800             | 347,305             |
| TRANSFERS                  | —                   | 30,000              | 30,000              | —                   | 30,000              |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 1,195,958</b> | <b>\$ 1,287,550</b> | <b>\$ 1,452,221</b> | <b>\$ 1,255,800</b> | <b>\$ 1,480,627</b> |

**STAFFING AUTHORIZATION**

| POSITION                        | ACTUAL      | ACTUAL      | BUDGET      | APPROVED    |
|---------------------------------|-------------|-------------|-------------|-------------|
|                                 | FY 16       | FY 17       | FY 18       | FY 19       |
| MUNICIPAL JUDGE                 | 1.0         | 1.0         | 1.0         | 1.0         |
| JUDGE                           | 0.5         | 0.5         | 0.5         | 0.5         |
| MUNICIPAL COURT BAILIFF/CLERK   | 3.0         | 3.0         | 3.0         | 3.0         |
| ADMINISTRATIVE 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         |
| CIVIL INFRACTIONS/FILING CLERK  | 1.0         | 1.0         | 2.0         | 1.0         |
| COLLECTION CLERK                | 1.0         | 1.0         | 1.0         | 1.0         |
| <b>SUBTOTAL MUNICIPAL COURT</b> | <b>15.5</b> | <b>15.5</b> | <b>16.5</b> | <b>15.5</b> |
| <b>GRANT POSITION:</b>          |             |             |             |             |
| MENTAL HEALTH COORD             | 1.0         | 0.8         | 0.8         | 0.8         |
| DUI COORD                       | 1.0         | 1.0         | 1.0         | 0.8         |
| TREATMENT COURT SUPPORT SPEC    | 1.0         | 1.0         | 1.0         | 0.8         |
| DRUG COURT COORD                | 1.0         | 1.0         | 1.0         | 0.8         |
| <b>TOTAL MUNICIPAL COURT</b>    | <b>19.5</b> | <b>19.3</b> | <b>20.3</b> | <b>18.7</b> |

**MUNICIPAL COURT BUDGET NARRATIVE**

The Municipal Court budget is comprised of two divisions: the Judicial Division and the Receipts and Records Division. The Judicial budget funds one full-time Municipal Court judge, one part-time assistant judge, a judicial assistant, and three bailiffs. The Receipts and Records budget funds the Municipal Court Administrator, seven full-time account clerks, a courtroom/collection clerk, and two part-time municipal infraction clerks.

**Expenditures**

No significant changes.

**Capital**

None

| <b>FINANCE</b><br><b>OPERATING BUDGET</b> |                            |                            |                            |                            |                            |
|-------------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| FUND 0100-15000                           | ACTUAL                     | ACTUAL                     | BUDGET                     | ESTIMATE                   | APPROVED                   |
|                                           | FY 16                      | FY 17                      | FY 18                      | FY 18                      | FY 19                      |
| PERSONAL SERVICES                         | \$ 914,038                 | \$ 950,886                 | \$ 1,014,818               | \$ 865,000                 | \$ 976,116                 |
| OPERATIONS AND MAINTENANCE                | <u>459,936</u>             | <u>453,647</u>             | <u>511,448</u>             | <u>487,000</u>             | <u>583,046</u>             |
| <b>TOTAL EXPENDITURES</b>                 | <b><u>\$ 1,373,974</u></b> | <b><u>\$ 1,404,533</u></b> | <b><u>\$ 1,526,266</u></b> | <b><u>\$ 1,352,000</u></b> | <b><u>\$ 1,559,162</u></b> |
| <b>STAFFING AUTHORIZATION</b>             |                            |                            |                            |                            |                            |
| POSITION                                  | ACTUAL                     | ACTUAL                     | BUDGET                     | APPROVED                   |                            |
|                                           | FY 16                      | FY 17                      | FY 18                      | FY 19                      |                            |
| FINANCE DIRECTOR                          | 1.0                        | 1.0                        | 1.0                        | 1.0                        |                            |
| ADMINISTRATIVE SUPPORT II                 | 1.0                        | 1.0                        | 1.0                        | 1.0                        |                            |
| ACCOUNTING MANAGER                        | -                          | 1.0                        | 1.0                        | 1.0                        |                            |
| ACCOUNTANT II                             | 3.0                        | 2.0                        | 2.0                        | 2.0                        |                            |
| 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                        |                            |
| PURCHASING AGENT                          | <u>1.0</u>                 | <u>1.0</u>                 | <u>1.0</u>                 | <u>1.0</u>                 |                            |
| <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>         |                            |

### **FINANCE BUDGET NARRATIVE**

The primary function of the Finance Division is to provide services in the areas of accounting, internal controls, and investment of City funds; to prepare the Comprehensive Annual Financial Report; to assist Administration to prepare the annual City Budget; and to train City staff.

#### **Expenditures**

No significant changes.

#### **Capital**

None

**CODE ENFORCEMENT  
OPERATING BUDGET**

FUND 0100-43000

|                            | ACTUAL<br>FY 16          | ACTUAL<br>FY 17          | BUDGET<br>FY 18          | ESTIMATE<br>FY 18        | APPROVED<br>FY 19        |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| PERSONAL SERVICES          | \$ 256,938               | \$ 344,025               | \$ 386,000               | \$ 336,000               | \$ 385,942               |
| OPERATIONS AND MAINTENANCE | 57,714                   | 80,087                   | 146,590                  | 95,000                   | 151,867                  |
| CAPITAL                    | -                        | 23,622                   | -                        | -                        | -                        |
| TRANSFERS                  | <u>4,056</u>             | <u>4,150</u>             | <u>7,667</u>             | <u>5,100</u>             | <u>10,812</u>            |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ 318,708</u></b> | <b><u>\$ 451,884</u></b> | <b><u>\$ 540,257</u></b> | <b><u>\$ 436,100</u></b> | <b><u>\$ 548,621</u></b> |

**STAFFING AUTHORIZATION**

| POSITION                        | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | APPROVED<br>FY 19 |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| CODE ENFORCEMENT CLERK          | 0.5               | 1.0               | 1.0               | 1.0               |
| ADMINISTRATIVE SUPPORT I        | 0.3               | 0.3               | 0.3               | 0.3               |
| CODE ENFORCEMENT OFFICER II     | -                 | 1.0               | 1.0               | 1.0               |
| COMMERCIAL CODE ENFORCEMENT OFF | -                 | -                 | -                 | 0.8               |
| CODE ENFORCEMENT OFFICER        | <u>2.8</u>        | <u>2.8</u>        | <u>2.8</u>        | <u>2.0</u>        |
| <b>TOTAL</b>                    | <b><u>3.6</u></b> | <b><u>5.1</u></b> | <b><u>5.1</u></b> | <b><u>5.1</u></b> |

**CODE ENFORCEMENT BUDGET NARRATIVE**

The Code Enforcement Division is funded primarily through the General Fund with 25% of one Code Enforcement Officer funded through the Building Division. Code Enforcement Officers respond to complaints of violation of the Zoning Regulations, Graffiti Code, Nuisance Code, Nuisance Weed Code, and several other quality of life codes. Compliance is achieved through notification to property owners, and if necessary, through citation and involuntary abatement of nuisance property conditions. Calls for service have increased 115% over the past 5 years. Involuntary Nuisance Weed Abatement is done through agreement with the Parks Department.

**Expenditures**

The division will have increase in service charges for information technology, rent, transfers to equipment replacement, and copier charges. These expense charges reflect the additional workload demand for these services.

**Capital**

None

## **PARKS, RECREATION AND PUBLIC LANDS FUND BUDGET NARRATIVE**

### **Parks**

The Parks Division provides management and maintenance of parkland consisting of approximately 2,332 acres of green space and greenway parks throughout Billings. The green space is divided into three park types: developed (966 acres), undeveloped (123 acres), and natural areas (1,243 acres). The Division manages and maintains approximately 420 acres of land owned by other City departments and state agencies as open space for public access and use.

The Park Maintenance Division builds and maintains facilities which promote healthy life styles and bring people together. The division has 14.5 full-time employees and hires over 50 seasonal positions each year. To ensure the safety of all park users, the Parks Department has a full time, dedicated Police Officer patrolling all parks. Today, park facilities include 6 neighborhood centers, a professional baseball stadium, 2 outdoor pools, 4 spray grounds, 2 wading pools, 46 playgrounds, over 50 horseshoe pits, 17 picnic shelters, 1 skate park, 25 tennis courts, 22 basketball courts, 20 restrooms, 35 ball diamonds, 4 disc-golf courses, 17 regulation sports fields, 36 miles of hard surface, multi-use trails, and many miles of soft surface trails. Essential core services provided by the Division include parklands, facility and building, heritage trail management and maintenance, environmental stewardship and conservation, and community partnerships and events. 86% of households in Billings have visited a park in the last year, making them an important and vital element in the livability of the city.

### **Urban Forestry / Natural Resources**

The Urban Forestry / Natural Resources Division plans, coordinates, and carries out the enforcement of Billings' ordinances regarding tree care and maintenance. The division has 2.5 full-time staff and hires 3 seasonal employees. Responsibilities include planning, developing, implementing, and managing comprehensive Urban Forestry and Natural Resources programs grants, contracts, and in-house projects in developed parks, natural area parklands, public open space, and other public facilities / 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 city-wide vegetation management programs. Over 8,600 park trees are managed and maintained yearly.

### **Recreation Division**

Throughout the year, the Recreation Division offers over 450 recreation programs and activities for people of all ages. 95% of these programs recover all direct costs through fees and are provided directly to, or through, partnerships with other organizations. Through funding and donations from other community organizations, like the Billings Parks, Recreation and Preservation Foundation, the Recreation Division also provides a program to assist low to moderate income families with reduced pool passes and scholarships for participation in year-round youth and senior related activities.

The division has 7 full-time employees and hires over 250 seasonal positions each year, providing many local employment opportunities from lifeguards to basketball coaches. In addition to the operation of facilities (such as the Billings Community and Senior Center, city swimming pools, wading pools, neighborhood centers, and the Stewart Park batting cages), the division also provides a pool concession operation and various rental options, such as the community soundstage. The division is also responsible for issuing permits for public events in the parks, which coordinates the scheduling and ensures that sponsoring organizations have adequate liability insurance coverage. The department's website provides a service for people to register for activities online, which now accounts for over 63% of the total registration revenue.

### **Cemetery**

The Cemetery Division maintains 65 acres of parkland for the use of 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 another 120 families a year with the burial of their loved ones. Staff also works with community organizations to hold community memorial events in the Cemetery.

### **Expenditures**

City Council authorized \$2 million for construction of Centennial Park.

### **Capital**

None

**PARKS RECREATION AND PUBLIC LANDS**  
**OPERATING BUDGET**

FUND 0100-51000

|                            | ACTUAL<br>FY 16            | ACTUAL<br>FY 17            | BUDGET<br>FY 18            | ESTIMATE<br>FY 18          | APPROVED<br>FY 19          |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| PERSONAL SERVICES          | \$ 3,168,988               | \$ 3,289,986               | \$ 3,552,308               | \$ 3,229,700               | \$ 3,560,829               |
| OPERATIONS AND MAINTENANCE | 1,191,057                  | 1,206,150                  | 1,329,487                  | 1,218,500                  | 1,415,305                  |
| CAPITAL                    | 46,880                     | 83,790                     | 12,500                     | 100,000                    | -                          |
| TRANSFERS                  | <u>283,622</u>             | <u>307,938</u>             | <u>363,172</u>             | <u>363,000</u>             | <u>2,407,194</u>           |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ 4,690,547</u></b> | <b><u>\$ 4,887,864</u></b> | <b><u>\$ 5,257,467</u></b> | <b><u>\$ 4,911,200</u></b> | <b><u>\$ 7,383,328</u></b> |

**STAFFING AUTHORIZATION**

| POSITION                                | ACTUAL<br>FY 16    | ACTUAL<br>FY 17    | BUDGET<br>FY 18    | APPROVED<br>FY 19  |
|-----------------------------------------|--------------------|--------------------|--------------------|--------------------|
| DIR. PARKS, RECREATION,<br>PUBLIC LANDS | 1.0                | 1.0                | 1.0                | 1.0                |
| PARK SUPERINTENDENT                     | 1.0                | 1.0                | 1.0                | 1.0                |
| PARKS SUPERVISOR                        | 1.0                | 1.0                | 1.0                | 1.0                |
| FORESTER                                | 1.0                | 1.0                | 1.0                | 1.0                |
| EQUIPMENT OPER./MAINT. WORKER           | 6.0                | 6.0                | 5.0                | 5.0                |
| PARKS MAINT MECHANIC                    | 1.0                | 1.0                | 1.0                | 1.0                |
| ADMINISTRATIVE SUPPORT II               | 1.0                | 1.0                | 2.0                | 2.0                |
| SR. EQUIP. OPER/MAINT. WORKER           | 5.0                | 5.0                | 6.0                | 6.0                |
| RECREATION SUPERINTENDENT               | 1.0                | 1.0                | 1.0                | 1.0                |
| RECREATION SPECIALIST                   | 2.0                | 2.0                | 2.0                | 3.0                |
| PARK PLANNER                            | 1.0                | 1.0                | 1.0                | 1.0                |
| ADMINISTRATIVE SUPPORT I                | 2.0                | 2.0                | 1.0                | 1.0                |
| FACILITIES MAINT SUPPORT II             | 1.0                | 1.0                | 1.0                | 1.0                |
| COMMUNITY CENTER SUPERVISOR             | 1.0                | 1.0                | 1.0                | 1.0                |
| CEMETERY SUPERINTENDENT                 | 1.0                | 1.0                | 1.0                | 1.0                |
| EQUIPMENT OPER./MAINT. WORKER           | <u>3.0</u>         | <u>3.0</u>         | <u>3.0</u>         | <u>3.0</u>         |
| <b>TOTAL</b>                            | <b><u>29.0</u></b> | <b><u>29.0</u></b> | <b><u>29.0</u></b> | <b><u>30.0</u></b> |

FUND 0100-14000

**NON-DEPARTMENTAL**

|                            | ACTUAL                      | ACTUAL                      | BUDGET                      | ESTIMATE                    | APPROVED                    |
|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|                            | FY 16                       | FY 17                       | FY 18                       | FY 18                       | FY 19                       |
| PERSONAL SERVICES          | \$ 68,809                   | \$ 57,125                   | \$ 100,941                  | \$ 120,000                  | \$ 100,950                  |
| OPERATIONS AND MAINTENANCE | 561,049                     | 400,907                     | 714,341                     | 701,400                     | 978,786                     |
| CAPITAL                    | 115,205                     | 209,281                     | 700,000                     | 350,000                     | -                           |
| TRANSFERS                  | <u>22,310,956</u>           | <u>23,865,599</u>           | <u>27,069,433</u>           | <u>26,520,700</u>           | <u>28,331,619</u>           |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ 23,056,019</u></b> | <b><u>\$ 24,532,912</u></b> | <b><u>\$ 28,584,715</u></b> | <b><u>\$ 27,692,100</u></b> | <b><u>\$ 29,411,355</u></b> |

**NON-DEPARTMENTAL BUDGET NARRATIVE**

The non-departmental budget consists of items that do not fit within a specific department/division budget. This includes transfers for public safety, strategic planning initiatives and various other expenditures.

**Expenditures**

No significant changes.

**Capital**

None

**COUNCIL CONTINGENCY  
OPERATING BUDGET**

FUND 0100-11100

|                            | ACTUAL           | ACTUAL           | BUDGET           | ESTIMATE         | APPROVED         |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
|                            | FY 16            | FY 17            | FY 18            | FY 18            | FY 19            |
| OPERATIONS AND MAINTENANCE | \$ 1,381         | \$ 50,286        | \$ 65,000        | \$ 65,000        | \$ 80,000        |
| TRANSFERS                  | <u>33,000</u>    | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>         |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 34,381</b> | <b>\$ 50,286</b> | <b>\$ 65,000</b> | <b>\$ 65,000</b> | <b>\$ 80,000</b> |

**COUNCIL CONTINGENCY BUDGET NARRATIVE**

Council contingency is a budgeted expenditure item established each year to provide the City Council with money for emergencies and to take advantage of opportunities that cannot be anticipated during the budget preparation.

**Expenditures**

This budget was increased for FY19 to re-establish budget authority that was unused in FY18.

**Capital**

None

# **SPECIAL REVENUE FUNDS**

## SPECIAL REVENUE FUNDS

The Special Revenue funds are used to account for the proceeds of specific revenue sources (other than those for expendable trusts and major capital projects and enterprise activities) to finance specified activities as required by law or administrative regulation.

The City's special revenue funds and their purposes:

- The **Public Safety Fund** accounts for the Fire Department operations and the Police Department operations, including Animal Control.
- The **South Tax Increment Operating Fund** accounts for revenues from property tax levies in the South Tax Increment District on increased taxable values. Amounts collected are used for the benefit of the tax increment district from which collections were assessed.
- The **East Tax Increment Operating Fund** accounts for revenues from property tax levies on increased taxable values in the East Tax Increment District. Amounts collected are used for the benefit of the tax increment district from which collections were assessed.
- The **North 27<sup>th</sup> Street District Tax Increment Operating Fund** accounts for revenues from property tax levies on increased taxable values in the North 27<sup>th</sup> Street Tax Increment District. Amounts collected are used for the benefit of the tax increment district from which collections were assessed.
- The **Gas Tax Fund** accounts for revenues received from the State of Montana gasoline tax.
- The **Building Inspection Fund** accounts for building permits and inspections for private construction in the City.
- The **Street and Traffic Fund** accounts for street cleaning, snow removal, minor street repairs, signage, street striping, forestry, and traffic signal maintenance.
- The **Fire Programs Fund** accounts for the Regional HazMat Team, grants, donations, and other fire related programs.
- The **Emergency Operating Center 9-1-1 Fund** accounts for monies received from the State of Montana 9-1-1 Program.
- The **City-County Planning Fund**, through an inter-local agreement, accounts for the operation of the Planning department, which promotes the health, safety, convenience, and welfare of the Community.

- The **City Attorney Grants Fund** accounts for grants through the Montana Board of Crime Control that includes the Victim/Witness Grant and the Domestic Violence Unit Grant to supplement the City Attorney's efforts.
- The **Municipal Court Grants Fund** is funded by grants. The grants are the Billings Adult Misdemeanor Drug Court Award from the Supreme Court of Montana, Mental Health Court Award from the Department of Justice, the DUI Task Force Award from the State of Montana, and the Substance Abuse and Mental Health Services Administration from the Department of Health and Human Services from the State of Montana.
- The **Police Programs Fund** accounts for the following programs: Montana Board of Crime Control, Justice Assistance Grants, High Intensity Drug Traffic Area, Technology Grants, Internet Crimes Against Children, Highway Traffic Safety Grants, Downtown Central Beat Officer, and other law enforcement related programs.
- The **City-County Library Fund** accounts for operations of the Parmly Billings Library.
- The **Community Development Grants Fund** accounts for revenues from the Federal government for community and housing related programs.
- The **Park Programs Fund** accounts for revenues and expenditures related to park acquisitions and improvements, Urban Forestry Grant, Dehler Park Scoreboard, Kiwanis License Plates, Trash for Trees, and Cottonwood Park.
- The **Downtown Revolving Loan Program Fund** accounts for low-interest loans funded by local banks and the City of Billings.
- The **Cemetery Improvements Fund** accounts for expansion projects at the cemetery.
- The **Animal Control Donation Fund** accounts for donations to the Animal Control for specific purposes.
- The **Street Maintenance Districts Fund** accounts for various street programs.
- The **Street Light Maintenance Districts Fund** accounts for the maintenance of street lighting systems within several such districts in the City.
- The **Storm Sewer Fund** accounts for the operation and maintenance of the storm sewer system.
- The **Park Maintenance Districts Fund** accounts for special assessments that support maintenance of various, individual parks.

- The **Park District 1 Fund** accounts for the city-wide park assessment, maintenance, and improvements.
- The **Arterial Street Fees Fund** complements other funds in the construction and reconstruction of arterial streets within the City.
- The **Amend Park Fund** accounts for funds designated to support Amend Park.
- The **Ballfield / Stadium Donation for Capital Maintenance Fund** accounts for donations to fund future capital maintenance for the ball field and stadium.
- The **Road Maintenance Fund** accounts for special assessments that support maintenance for an emergency route in and out of Briarwood subdivision.

**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                 | PUBLIC<br>SAFETY     | SOUTH<br>TAX<br>INCREMENT | EAST<br>TAX<br>INCREMENT | NORTH 27th<br>STREET<br>TAX INCREMENT | GAS TAX             |
|---------------------------------|----------------------|---------------------------|--------------------------|---------------------------------------|---------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 1,600,000</b>  | <b>\$ 5,760,822</b>       | <b>\$ 1,649,363</b>      | <b>\$ 2,334,206</b>                   | <b>\$ 1,895,930</b> |
| <b>REVENUE:</b>                 |                      |                           |                          |                                       |                     |
| TAXES                           | \$ 12,938,519        | \$ 2,924,975              | \$ 764,500               | \$ 2,473,377                          | \$ -                |
| SPECIAL ASSESSMENTS             | -                    | -                         | -                        | -                                     | -                   |
| LICENSES & PERMITS              | 27,700               | -                         | -                        | -                                     | -                   |
| INTER-GOVERNMENTAL              | 2,815,211            | 256,218                   | 146,000                  | 211,821                               | 3,729,490           |
| CHARGES FOR SERVICE             | 1,482,387            | -                         | -                        | -                                     | -                   |
| FINES & FORFEITS                | 2,400                | -                         | -                        | -                                     | -                   |
| INVESTMENT EARNINGS             | 300                  | 44,000                    | 6,500                    | 5,500                                 | 40,000              |
| CONTRIBUTIONS / DONATIONS       | -                    | -                         | -                        | -                                     | -                   |
| INTERFUND TRANSFERS             | 27,223,436           | -                         | -                        | -                                     | 1,318,000           |
| DEBT PROCEEDS                   | -                    | -                         | 3,600,000                | -                                     | -                   |
| MISCELLANEOUS                   | 29,095               | -                         | -                        | -                                     | -                   |
| <b>TOTAL REVENUE</b>            | <b>\$ 44,519,048</b> | <b>\$ 3,225,193</b>       | <b>\$ 4,517,000</b>      | <b>\$ 2,690,698</b>                   | <b>\$ 5,087,490</b> |
| <b>EXPENDITURES:</b>            |                      |                           |                          |                                       |                     |
| PERSONAL SERVICES               | \$ 36,243,588        | \$ -                      | \$ -                     | \$ -                                  | \$ 71,133           |
| OPERATION & MAINTENANCE         | 5,423,898            | 312,800                   | 400,166                  | 3,017,557                             | 287,954             |
| CAPITAL                         | 1,464,000            | 4,000,000                 | 4,550,000                | -                                     | 3,400,000           |
| DEBT SERVICE                    | -                    | 652,444                   | 444,138                  | 948,652                               | -                   |
| INTERFUND TRANSFERS             | 1,387,562            | -                         | -                        | 100,000                               | -                   |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 44,519,048</b> | <b>\$ 4,965,244</b>       | <b>\$ 5,394,304</b>      | <b>\$ 4,066,209</b>                   | <b>\$ 3,759,087</b> |
| <b>FUND BALANCE ENDING</b>      | <b>\$ 1,600,000</b>  | <b>\$ 4,020,771</b>       | <b>\$ 772,059</b>        | <b>\$ 958,695</b>                     | <b>\$ 3,224,333</b> |

**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                 | BUILDING<br>INSPECTION | STREET &<br>TRAFFIC  | FIRE<br>PROGRAMS  | EOC 9-1-1           | CITY<br>COUNTY<br>PLANNING | CITY<br>ATTORNEY<br>GRANTS | MUNICIPAL<br>COURT<br>GRANTS |
|---------------------------------|------------------------|----------------------|-------------------|---------------------|----------------------------|----------------------------|------------------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 2,350,077</b>    | <b>\$ 3,848,646</b>  | <b>\$ 207,956</b> | <b>\$ 1,826,822</b> | <b>\$ 439,326</b>          | <b>\$ 311</b>              | <b>\$ 33,138</b>             |
| <b>REVENUE:</b>                 |                        |                      |                   |                     |                            |                            |                              |
| TAXES                           | \$ -                   | \$ -                 | \$ -              | \$ -                | \$ 472,000                 | \$ -                       | \$ -                         |
| SPECIAL ASSESSMENTS             | -                      | -                    | -                 | -                   | -                          | -                          | -                            |
| LICENSES & PERMITS              | 1,185,850              | -                    | -                 | -                   | 27,400                     | -                          | -                            |
| INTER-GOVERNMENTAL              | -                      | 683,000              | -                 | 984,000             | 844,469                    | 75,000                     | 433,225                      |
| CHARGES FOR SERVICE             | -                      | 8,547,500            | -                 | -                   | 234,963                    | -                          | -                            |
| FINES & FORFEITS                | -                      | -                    | -                 | -                   | -                          | 60,000                     | -                            |
| INVESTMENT EARNINGS             | 21,000                 | 30,000               | 675               | 54,000              | 2,600                      | -                          | -                            |
| CONTRIBUTIONS / DONATIONS       | -                      | -                    | 6,000             | -                   | -                          | -                          | -                            |
| INTERFUND TRANSFERS             | -                      | -                    | -                 | -                   | 25,000                     | 257,978                    | 30,000                       |
| DEBT PROCEEDS                   | -                      | -                    | -                 | -                   | -                          | -                          | -                            |
| MISCELLANEOUS                   | -                      | 10,000               | -                 | -                   | -                          | -                          | -                            |
| <b>TOTAL REVENUE</b>            | <b>\$ 1,206,850</b>    | <b>\$ 9,270,500</b>  | <b>\$ 6,675</b>   | <b>\$ 1,038,000</b> | <b>\$ 1,606,432</b>        | <b>\$ 392,978</b>          | <b>\$ 463,225</b>            |
| <b>EXPENDITURES:</b>            |                        |                      |                   |                     |                            |                            |                              |
| PERSONAL SERVICES               | \$ 1,345,832           | \$ 3,979,184         | \$ 7,000          | \$ 31,771           | \$ 1,038,836               | \$ 390,197                 | \$ 211,616                   |
| OPERATION & MAINTENANCE         | 599,180                | 3,866,170            | 62,000            | 876,170             | 737,655                    | 1,800                      | 222,509                      |
| CAPITAL                         | -                      | 3,246,906            | -                 | -                   | -                          | -                          | -                            |
| DEBT SERVICE                    | -                      | -                    | -                 | -                   | -                          | -                          | -                            |
| INTERFUND TRANSFERS             | -                      | 207,502              | -                 | -                   | 2,228                      | -                          | -                            |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 1,945,012</b>    | <b>\$ 11,299,762</b> | <b>\$ 69,000</b>  | <b>\$ 907,941</b>   | <b>\$ 1,778,719</b>        | <b>\$ 391,997</b>          | <b>\$ 434,125</b>            |
| <b>FUND BALANCE ENDING</b>      | <b>\$ 1,611,915</b>    | <b>\$ 1,819,384</b>  | <b>\$ 145,631</b> | <b>\$ 1,956,881</b> | <b>\$ 267,039</b>          | <b>\$ 1,292</b>            | <b>\$ 62,238</b>             |

**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                 | POLICE<br>PROGRAMS  | CITY<br>COUNTY<br>LIBRARY | COMMUNITY<br>DEVELOPMENT<br>GRANTS | PARK<br>PROGRAMS    | DOWNTOWN<br>REVOLVING<br>LOAN PGM | CEMETARY<br>IMPROV-<br>MENT | ANIMAL<br>CONTROL<br>DONATIONS |
|---------------------------------|---------------------|---------------------------|------------------------------------|---------------------|-----------------------------------|-----------------------------|--------------------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 1,490,893</b> | <b>\$ 1,892,611</b>       | <b>\$ 611,210</b>                  | <b>\$ 2,233,623</b> | <b>\$ 535,668</b>                 | <b>\$ 169,919</b>           | <b>\$ 38,090</b>               |
| <b>REVENUE:</b>                 |                     |                           |                                    |                     |                                   |                             |                                |
| TAXES                           | \$ -                | \$ 1,134,648              | \$ -                               | \$ -                | \$ -                              | \$ -                        | \$ -                           |
| SPECIAL ASSESSMENTS             | -                   | -                         | -                                  | -                   | -                                 | -                           | -                              |
| LICENSES & PERMITS              | -                   | -                         | -                                  | -                   | -                                 | -                           | -                              |
| INTER-GOVERNMENTAL              | 382,689             | 1,310,533                 | 1,320,000                          | -                   | -                                 | -                           | -                              |
| CHARGES FOR SERVICE             | 152,059             | 13,825                    | 20,000                             | -                   | -                                 | 12,000                      | -                              |
| FINES & FORFEITS                | 81,000              | 76,900                    | -                                  | -                   | -                                 | -                           | -                              |
| INVESTMENT EARNINGS             | 5,639               | 11,000                    | 1,100                              | 21,160              | 46,600                            | 1,800                       | 250                            |
| CONTRIBUTIONS / DONATIONS       | 378,058             | 65,945                    | -                                  | 118,000             | -                                 | -                           | 500                            |
| INTERFUND TRANSFERS             | -                   | 1,021,183                 | 62,000                             | 5,000               | -                                 | -                           | -                              |
| DEBT PROCEEDS                   | -                   | -                         | -                                  | -                   | -                                 | -                           | -                              |
| MISCELLANEOUS                   | -                   | 46,117                    | 200,000                            | 40,000              | 200,000                           | -                           | -                              |
| <b>TOTAL REVENUE</b>            | <b>\$ 999,445</b>   | <b>\$ 3,680,151</b>       | <b>\$ 1,603,100</b>                | <b>\$ 184,160</b>   | <b>\$ 246,600</b>                 | <b>\$ 13,800</b>            | <b>\$ 750</b>                  |
| <b>EXPENDITURES:</b>            |                     |                           |                                    |                     |                                   |                             |                                |
| PERSONAL SERVICES               | \$ 563,875          | \$ 2,373,252              | \$ 385,680                         | \$ -                | \$ -                              | \$ -                        | \$ -                           |
| OPERATION & MAINTENANCE         | 474,406             | 1,300,131                 | 841,320                            | 68,288              | 408,833                           | 45,000                      | 6,000                          |
| CAPITAL                         | -                   | -                         | -                                  | -                   | -                                 | -                           | -                              |
| DEBT SERVICE                    | -                   | -                         | -                                  | -                   | -                                 | -                           | -                              |
| INTERFUND TRANSFERS             | -                   | 20,705                    | -                                  | 460,000             | -                                 | -                           | -                              |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 1,038,281</b> | <b>\$ 3,694,088</b>       | <b>\$ 1,227,000</b>                | <b>\$ 528,288</b>   | <b>\$ 408,833</b>                 | <b>\$ 45,000</b>            | <b>\$ 6,000</b>                |
| <b>FUND BALANCE ENDING</b>      | <b>\$ 1,452,057</b> | <b>\$ 1,878,674</b>       | <b>\$ 987,310</b>                  | <b>\$ 1,889,495</b> | <b>\$ 373,435</b>                 | <b>\$ 138,719</b>           | <b>\$ 32,840</b>               |

**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                 | STREET<br>MAINTENANCE<br>DISTRICTS | STREET<br>LIGHT MAINT<br>DISTRICTS | STORM<br>SEWER      | PARK<br>MAINT.<br>DISTRICTS | PARK<br>DISTRICT<br>1 | ARTERIAL<br>STREET<br>FEES | AMEND<br>PARK     | BALLFIELD<br>STADIUM<br>DONATIONS | ROAD<br>MAINTENANCE<br>DISTRICT |
|---------------------------------|------------------------------------|------------------------------------|---------------------|-----------------------------|-----------------------|----------------------------|-------------------|-----------------------------------|---------------------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 3,552,279</b>                | <b>\$ 1,616,276</b>                | <b>\$ 2,432,710</b> | <b>\$ 468,991</b>           | <b>\$ 2,207,860</b>   | <b>\$ 1,411,648</b>        | <b>\$ 233,671</b> | <b>\$ 486,357</b>                 | <b>\$ 8,607</b>                 |
| <b>REVENUE:</b>                 |                                    |                                    |                     |                             |                       |                            |                   |                                   |                                 |
| TAXES                           | \$ -                               | \$ -                               | \$ -                | \$ -                        | \$ -                  | \$ -                       | \$ -              | \$ -                              | \$ -                            |
| SPECIAL ASSESSMENTS             | 8,717,000                          | 2,350,000                          | 4,320,000           | 1,050,336                   | 2,000,000             | 4,215,000                  | -                 | -                                 | 2,875                           |
| LICENSES & PERMITS              | -                                  | -                                  | 8,000               | -                           | -                     | -                          | -                 | -                                 | -                               |
| INTER-GOVERNMENTAL              | -                                  | -                                  | -                   | -                           | -                     | -                          | -                 | -                                 | -                               |
| CHARGES FOR SERVICE             | -                                  | -                                  | -                   | -                           | -                     | -                          | 57,000            | -                                 | -                               |
| FINES & FORFEITS                | -                                  | -                                  | -                   | -                           | -                     | -                          | -                 | -                                 | -                               |
| INVESTMENT EARNINGS             | 20,600                             | 10,000                             | 46,000              | 1,200                       | 16,000                | 40,000                     | 2,600             | 3,900                             | -                               |
| CONTRIBUTIONS / DONATIONS       | -                                  | -                                  | -                   | -                           | -                     | -                          | -                 | 60,000                            | -                               |
| INTERFUND TRANSFERS             | -                                  | -                                  | -                   | -                           | -                     | -                          | -                 | 30,000                            | -                               |
| DEBT PROCEEDS                   | -                                  | -                                  | -                   | -                           | -                     | -                          | -                 | -                                 | -                               |
| MISCELLANEOUS                   | -                                  | -                                  | 1,452               | -                           | -                     | -                          | -                 | -                                 | -                               |
| <b>TOTAL REVENUE</b>            | <b>\$ 8,737,600</b>                | <b>\$ 2,360,000</b>                | <b>\$ 4,375,452</b> | <b>\$ 1,051,536</b>         | <b>\$ 2,016,000</b>   | <b>\$ 4,255,000</b>        | <b>\$ 59,600</b>  | <b>\$ 93,900</b>                  | <b>\$ 2,875</b>                 |
| <b>EXPENDITURES:</b>            |                                    |                                    |                     |                             |                       |                            |                   |                                   |                                 |
| PERSONAL SERVICES               | \$ -                               | \$ -                               | \$ -                | \$ -                        | \$ 328,379            | \$ -                       | \$ -              | \$ -                              | \$ -                            |
| OPERATION & MAINTENANCE         | 7,406,410                          | 2,525,499                          | 1,487,479           | 1,078,102                   | 336,838               | 140,510                    | 181,506           | 100,784                           | 112                             |
| CAPITAL                         | -                                  | -                                  | 2,965,000           | -                           | 1,300,000             | 3,974,000                  | -                 | -                                 | -                               |
| DEBT SERVICE                    | -                                  | -                                  | -                   | -                           | -                     | -                          | -                 | -                                 | -                               |
| INTERFUND TRANSFERS             | 1,318,000                          | -                                  | 1,015,000           | -                           | -                     | -                          | 1,000             | -                                 | -                               |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 8,724,410</b>                | <b>\$ 2,525,499</b>                | <b>\$ 5,467,479</b> | <b>\$ 1,078,102</b>         | <b>\$ 1,965,217</b>   | <b>\$ 4,114,510</b>        | <b>\$ 182,506</b> | <b>\$ 100,784</b>                 | <b>\$ 112</b>                   |
| <b>FUND BALANCE ENDING</b>      | <b>\$ 3,565,469</b>                | <b>\$ 1,450,777</b>                | <b>\$ 1,340,683</b> | <b>\$ 442,425</b>           | <b>\$ 2,258,643</b>   | <b>\$ 1,552,138</b>        | <b>\$ 110,765</b> | <b>\$ 479,473</b>                 | <b>\$ 11,370</b>                |

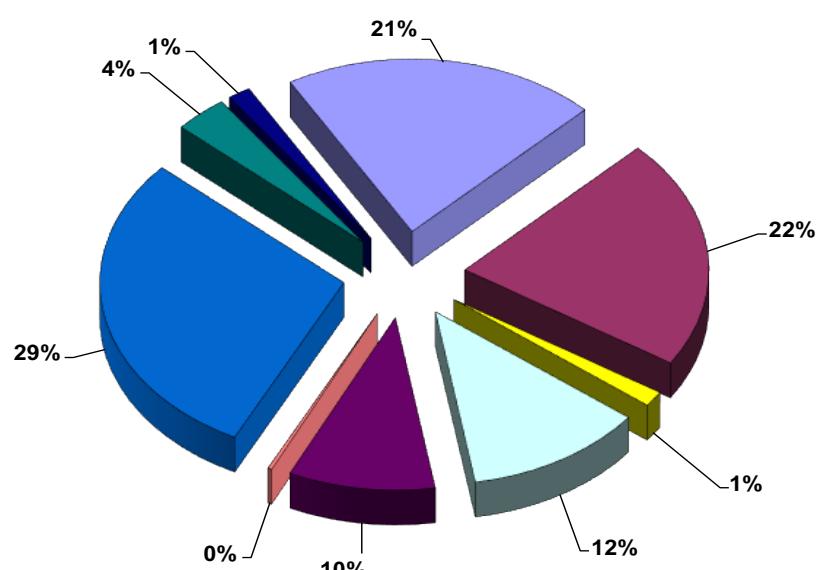
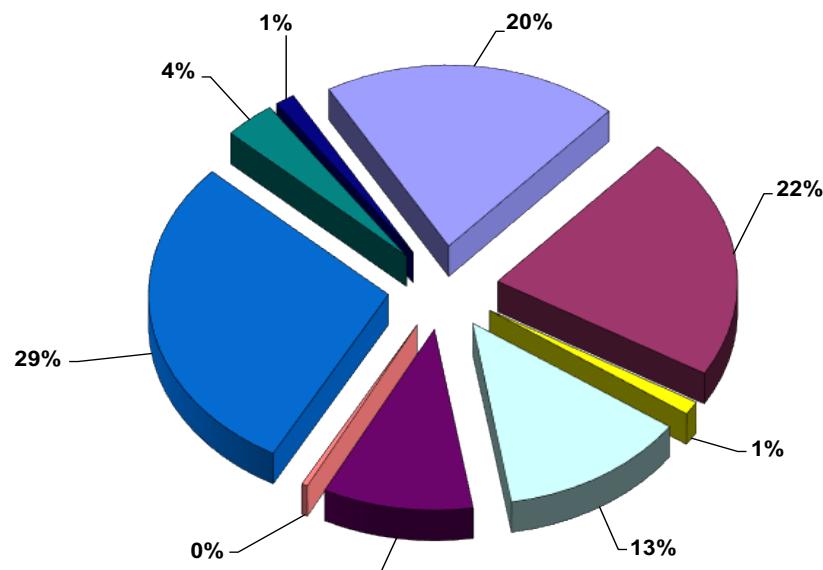
**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                 | APPROVED<br>BUDGET<br>FY 19 | APPROVED<br>BUDGET<br>FY 18 | INCREASE<br>(DECREASE) | ACTUAL<br>FY 17      |
|---------------------------------|-----------------------------|-----------------------------|------------------------|----------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 41,337,010</b>        | <b>\$ 53,463,044</b>        | <b>\$ (12,126,034)</b> | <b>\$ 59,367,011</b> |
| <b>REVENUE:</b>                 |                             |                             |                        |                      |
| TAXES                           | \$ 20,708,019               | \$ 20,583,094               | \$ 124,925             | \$ 20,064,141        |
| SPECIAL ASSESSMENTS             | 22,655,211                  | 21,223,850                  | 1,431,361              | 21,247,969           |
| LICENSES & PERMITS              | 1,248,950                   | 1,413,950                   | (165,000)              | 1,986,350            |
| INTER-GOVERNMENTAL              | 13,191,656                  | 11,726,419                  | 1,465,237              | 11,679,855           |
| CHARGES FOR SERVICE             | 10,519,734                  | 9,584,191                   | 935,543                | 9,241,789            |
| FINES & FORFEITS                | 220,300                     | 138,250                     | 82,050                 | 254,889              |
| INVESTMENT EARNINGS             | 432,424                     | 271,788                     | 160,636                | 289,958              |
| CONTRIBUTIONS / DONATIONS       | 628,503                     | 607,800                     | 20,703                 | 759,029              |
| INTERFUND TRANSFERS             | 29,972,597                  | 28,822,951                  | 1,149,646              | 25,617,479           |
| DEBT PROCEEDS                   | 3,600,000                   | 3,500,000                   | 100,000                | -                    |
| MISCELLANEOUS                   | 526,664                     | 566,283                     | (39,619)               | 1,791,504            |
| <b>TOTAL REVENUE</b>            | <b>\$ 103,704,058</b>       | <b>\$ 98,438,576</b>        | <b>\$ 5,265,482</b>    | <b>\$ 92,932,963</b> |
| <b>EXPENDITURES:</b>            |                             |                             |                        |                      |
| PERSONAL SERVICES               | \$ 46,970,343               | \$ 45,457,499               | \$ 1,512,844           | \$ 42,052,999        |
| OPERATION & MAINTENANCE         | 32,209,077                  | 30,361,457                  | 1,847,620              | 31,804,167           |
| CAPITAL                         | 24,899,906                  | 28,719,974                  | (3,820,068)            | 14,345,831           |
| DEBT SERVICE                    | 2,045,234                   | 2,045,975                   | (741)                  | 2,107,092            |
| INTERFUND TRANSFERS             | 4,511,997                   | 5,957,677                   | (1,445,680)            | 4,245,157            |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 110,636,557</b>       | <b>\$ 112,542,582</b>       | <b>\$ (1,906,025)</b>  | <b>\$ 94,555,246</b> |
| <b>FUND BALANCE ENDING</b>      | <b>\$ 34,404,511</b>        | <b>\$ 39,359,038</b>        | <b>\$ (4,954,527)</b>  | <b>\$ 57,744,728</b> |

# Special Revenue Funds

## Summary of Revenues

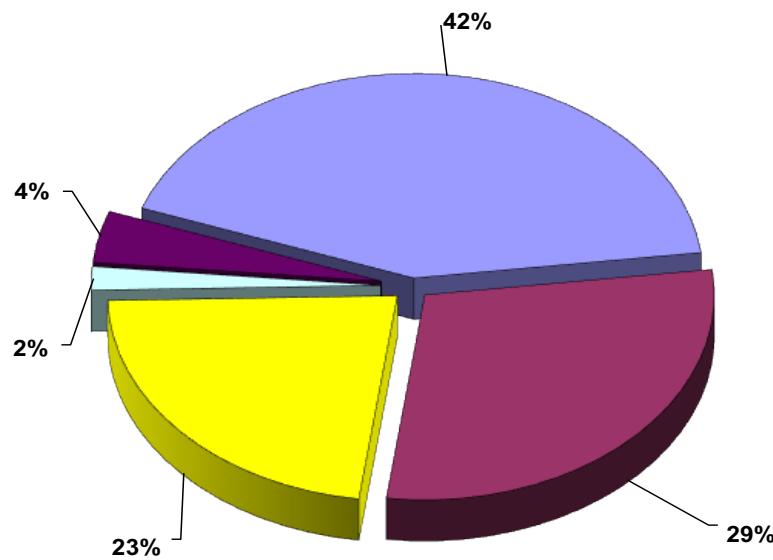
| <b>FY 19</b>          |  | <b>FY 18</b>         |  |
|-----------------------|--|----------------------|--|
| \$ 20,708,019         |  | \$ 20,583,094        |  |
| 22,655,211            |  | 21,223,850           |  |
| 1,248,950             |  | 1,413,950            |  |
| 13,191,656            |  | 11,726,419           |  |
| 10,519,734            |  | 9,584,191            |  |
| 432,424               |  | 271,788              |  |
| 29,972,597            |  | 28,822,951           |  |
| 3,600,000             |  | 3,500,000            |  |
| 1,375,467             |  | 1,312,333            |  |
| <u>\$ 103,704,058</u> |  | <u>\$ 98,438,576</u> |  |
| TAXES                 |  |                      |  |
| SPECIAL ASSESSMENTS   |  |                      |  |
| LICENSES & PERMITS    |  |                      |  |
| INTER-GOVERNMENTAL    |  |                      |  |
| CHARGES FOR SERVICE   |  |                      |  |
| INVESTMENT EARNINGS   |  |                      |  |
| INTERFUND TRANSFERS   |  |                      |  |
| DEBT PROCEEDS         |  |                      |  |
| OTHER                 |  |                      |  |
| TOTAL                 |  |                      |  |



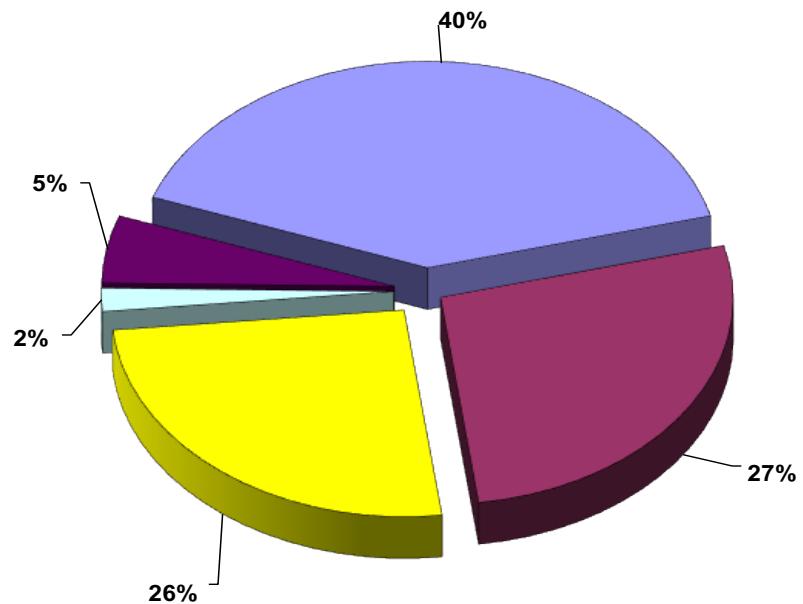
# Special Revenue Funds

## Summary of Expenditures

|                         | FY 19                 | FY 18                 |
|-------------------------|-----------------------|-----------------------|
| PERSONAL SERVICES       | \$ 46,970,343         | \$ 45,457,499         |
| OPERATION & MAINTENANCE | 32,209,077            | 30,361,457            |
| CAPITAL                 | 24,899,906            | 28,719,974            |
| DEBT SERVICE            | 2,045,234             | 2,045,975             |
| INTERFUND TRANSFERS     | 4,511,997             | 5,957,677             |
| <b>TOTAL</b>            | <b>\$ 110,636,557</b> | <b>\$ 112,542,582</b> |



Fiscal Year 2019



Fiscal Year 2018

**PUBLIC SAFETY FUND  
OPERATING BUDGET**

FUND 1500

|                                | ACTUAL<br>FY 16      | ACTUAL<br>FY 17      | APPROVED<br>FY 18    | ESTIMATE<br>FY 18    | APPROVED<br>FY 19    |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>FUND BALANCE BEGINNING</b>  | <b>\$ 1,677,865</b>  | <b>\$ 1,442,703</b>  | <b>\$ 1,600,000</b>  | <b>\$ 1,600,000</b>  | <b>\$ 1,600,000</b>  |
| <b>REVENUE:</b>                |                      |                      |                      |                      |                      |
| TAXES-levy 1                   | \$ 3,984,798         | \$ 4,091,899         | \$ 4,480,422         | \$ 4,375,491         | \$ 4,738,519         |
| TAXES-levy 2                   | 8,409,513            | 8,231,815            | 8,200,000            | 7,900,231            | 8,200,000            |
| LICENSES & PERMITS             | 41,965               | 38,732               | 23,000               | 33,000               | 27,700               |
| INTER-GOVERNMENTAL             | 2,591,364            | 2,622,276            | 2,593,456            | 2,593,456            | 2,815,211            |
| CHARGES FOR SERVICE            | 1,545,011            | 1,542,613            | 1,426,371            | 1,416,917            | 1,482,387            |
| FINES & FORFEITS               | 2,400                | 2,400                | 2,400                | 2,400                | 2,400                |
| INVESTMENT EARNINGS            | 5,046                | 579                  | -                    | 1,100                | 300                  |
| INTERFUND TRANSFERS-GENERAL FD | 21,305,976           | 22,907,140           | 26,022,737           | 26,279,013           | 27,223,436           |
| MISCELLANEOUS                  | 33,697               | 146,084              | 33,772               | 45,625               | 29,095               |
| <b>TOTAL REVENUE</b>           | <b>\$ 37,919,770</b> | <b>\$ 39,583,538</b> | <b>\$ 42,782,158</b> | <b>\$ 42,647,233</b> | <b>\$ 44,519,048</b> |
| <b>EXPENDITURES:</b>           |                      |                      |                      |                      |                      |
| <b>POLICE:</b>                 |                      |                      |                      |                      |                      |
| ADMINISTRATION                 | \$ 1,531,126         | \$ 1,432,141         | \$ 1,993,235         | \$ 1,839,551         | \$ 1,596,000         |
| OPERATIONS                     | 14,544,407           | 14,941,661           | 15,168,399           | 15,127,853           | 16,058,047           |
| INVESTIGATIONS                 | 2,345,672            | 2,789,055            | 2,648,573            | 2,658,470            | 2,837,474            |
| SUPPORT SERV.                  | 1,873,720            | 1,843,347            | 1,836,745            | 1,826,155            | 1,856,760            |
| ANIMAL CONTROL                 | 819,146              | 839,342              | 950,003              | 903,036              | 974,995              |
| <b>TOTAL POLICE</b>            | <b>\$ 21,114,071</b> | <b>\$ 21,845,546</b> | <b>\$ 22,596,955</b> | <b>\$ 22,355,065</b> | <b>\$ 23,323,276</b> |
| <b>FIRE:</b>                   |                      |                      |                      |                      |                      |
| ADMINISTRATION                 | \$ 1,283,845         | \$ 1,348,335         | \$ 1,292,589         | \$ 1,258,468         | \$ 1,190,141         |
| PREVENTION/INVESTIGATIONS      | 622,382              | 664,185              | 683,983              | 668,065              | 679,770              |
| TRAINING                       | 240,337              | 237,771              | 347,620              | 346,920              | 361,756              |
| EQUIPMENT/MAINTENANCE          | 1,166,327            | 913,420              | 1,370,772            | 1,375,342            | 2,469,398            |
| SUPPRESSION                    | 11,075,228           | 11,565,017           | 13,518,130           | 13,591,797           | 13,150,765           |
| 9-1-1 EMERGENCY OP CENTER      | 2,526,019            | 2,749,238            | 2,936,247            | 2,892,800            | 3,164,963            |
| COMMUNICATIONS EQUIPMENT       | 69,453               | 56,113               | 83,092               | 102,776              | 84,314               |
| BUFSA - DIRECT COSTS           | 57,270               | 46,616               | 59,735               | 56,000               | 94,665               |
| <b>TOTAL FIRE</b>              | <b>\$ 17,040,861</b> | <b>\$ 17,580,695</b> | <b>\$ 20,292,168</b> | <b>\$ 20,292,168</b> | <b>\$ 21,195,772</b> |
| <b>TOTAL EXPENDITURES</b>      | <b>\$ 38,154,932</b> | <b>\$ 39,426,241</b> | <b>\$ 42,889,123</b> | <b>\$ 42,647,233</b> | <b>\$ 44,519,048</b> |
| <b>FUND BALANCE-ENDING</b>     | <b>\$ 1,442,703</b>  | <b>\$ 1,600,000</b>  | <b>\$ 1,493,035</b>  | <b>\$ 1,600,000</b>  | <b>\$ 1,600,000</b>  |
| <b>LESS:</b>                   |                      |                      |                      |                      |                      |
| RESTRICTED                     | 1,442,703            | 1,600,000            | 1,493,035            | 1,600,000            | 1,600,000            |
| COMMITTED                      | -                    | -                    | -                    | -                    | -                    |
| ASSIGNED                       | -                    | -                    | -                    | -                    | -                    |
| <b>UNASSIGNED</b>              | <b>\$ -</b>          |

## **FIRE DEPARTMENT PUBLIC SAFETY BUDGET NARRATIVE**

The Fire Department is comprised of seven divisions and ten separate facilities. These divisions are: Administration, Prevention/Investigation, Training, Joint City/County 9-1-1 Operations Center, Fire Maintenance and Communication Equipment, and Suppression.

The Administration Division is comprised of the Chief, Assistant Chief, Sr. Administrative Coordinator, and Administrative Secretary (4 FTE). Responsibilities include directing staff, budget/grants preparation and management, purchasing, and accounts payable / receivable for the Department and the Joint City/County 9-1-1 Center.

The Fire Prevention/Investigation Division is comprised of the Fire Marshal, Assistant Fire Marshal, and four Deputy Fire Marshals (6 FTE). Their responsibilities include fire and arson investigations, fire code enforcement, building and fire protection system plans reviews, subdivision and site plans reviews, final construction inspections, licensing and complaint inspections, address assignments, code research and reviews, and fire safety education.

The Training Division is responsible for the scheduling, tracking, and completion of mandated training and certifications for 118 Fire personnel (2 FTE). In addition, this Division tracks and supplies protective clothing and equipment for fire staff.

The Joint City/County 9-1-1 Emergency Center is the PSAP (public safety answering point) for the City of Billings and all of Yellowstone County, excluding the City of Laurel (34.5 FTE). The Joint City/County 9-1-1 Center is the critical link between the community and public safety agencies: Fire, Police, and Sheriff.

The Suppression Division is compromised of 4 Battalion Chiefs, 30 Captains, 30 Engineers, and 46 Firefighters (110 FTE), whose duties include fire, emergency medical, hazardous materials, rescue, and service assists to the citizens within the city limits of Billings and Yellowstone County residents living within the BUFS (Billings Urban Fire Service Area).

### **Revenues**

Department generated revenues are estimated to be \$1,951,696.00. These are comprised of a combination of charges for the Billings Urban Fire Service Area (BUFS); dispatch charges for service to AMR and Yellowstone County; Department of Natural Resources (DNRC); and miscellaneous fees for inspections, plans reviews, and permits for fireworks stands in the County and professional displays.

### **Expenditures**

FY 2019 requests include a request for two additional FTE. The first is an Assistant Fire Chief and the second is an additional 9-1-1 Center Shift Supervisor. Both positions are essential to the operation of the department. The Assistant Fire Chief position will allow for Administrative and Operational duties to be split, ensuring a better span of control of day-to-day operations of Uniform Fire Personnel. The additional 9-1-1 Shift Supervisor brings this division much closer to the 24/7/365 support and operational oversite of a division that provides critical and complex support to public safety agencies.

### **Capital**

Under the City's Equipment Replacement Plan (ERP) the department is scheduled to replace two of its fire apparatus trucks. Unit 4058 and Unit 4059, 2001 Sutphen™ Fire Pumpers are next in the rotation to be replaced. \$607,838 per truck has been earmarked for their replacement.

**FIRE DEPARTMENT  
OPERATING BUDGET**

FUND 1500-22000

|                            | ACTUAL<br>FY 16             | ACTUAL<br>FY 17             | BUDGET<br>FY 18             | ESTIMATE<br>FY 18           | APPROVED<br>FY 19           |
|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| PERSONAL SERVICES          | \$ 14,305,407               | \$ 15,150,459               | \$ 16,411,635               | \$ 16,400,120               | \$ 17,274,680               |
| OPERATIONS AND MAINTENANCE | 1,554,930                   | 1,521,221                   | 1,794,922                   | 1,793,616                   | 1,880,421                   |
| CAPITAL                    | 328,798                     | 60,675                      | 1,349,432                   | 1,349,432                   | 1,464,000                   |
| DEBT SERVICE               | 473,355                     | 473,355                     | 236,503                     | 236,502                     | -                           |
| TRANSFERS                  | <u>378,372</u>              | <u>374,985</u>              | <u>499,676</u>              | <u>499,676</u>              | <u>576,671</u>              |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ 17,040,862</u></b> | <b><u>\$ 17,580,695</u></b> | <b><u>\$ 20,292,168</u></b> | <b><u>\$ 20,279,346</u></b> | <b><u>\$ 21,195,772</u></b> |

**STAFFING AUTHORIZATION**

| POSITION                        | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | APPROVED<br>FY 19   |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|
| FIRE CHIEF                      | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| ASSISTANT FIRE CHIEF            | 1.0                 | 1.0                 | 1.0                 | 2.0                 |
| ADMINISTRATION SUPPORT II       | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| 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                 | 3.0                 | 3.0                 |
| FIRE TRAINING OFFICER           | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| ASST FIRE TRAINING OFFICER      | -                   | 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                     | 10.0                | 13.0                | 13.0                | 17.0                |
| FIREFIGHTER (PROBATIONARY)      | -                   | -                   | -                   | 6.0                 |
| FIREFIGHTER 1                   | 3.0                 | 7.0                 | 7.0                 | 6.0                 |
| FIREFIGHTER 2                   | 28.0                | 26.0                | 26.0                | 17.0                |
| COMMUNICATIONS CNTR MANAGER     | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| EMERGENCY SERV. DISPATCHER III  | 20.5                | 18.5                | 18.5                | 19.5                |
| EMERGENCY SERV. DISPATCHER II   | 2.0                 | 6.0                 | 6.0                 | 3.0                 |
| EMERGENCY SERV. DISPATCHER I    | 1.0                 | 2.0                 | 2.0                 | 4.0                 |
| EMERGENCY SERV OPERATOR-TRAIN   | 3.0                 | 2.0                 | 2.0                 | 3.0                 |
| EMERGENCY SERVICES OPERATOR     | 1.0                 | 3.0                 | 3.0                 | 2.0                 |
| EMERG.SERV.DISPATCH SHIFT SUPR. | <u>3.0</u>          | <u>3.0</u>          | <u>3.0</u>          | <u>4.0</u>          |
| <b>TOTAL</b>                    | <b><u>146.8</u></b> | <b><u>156.8</u></b> | <b><u>156.8</u></b> | <b><u>158.8</u></b> |

## **BILLINGS POLICE DEPARTMENT BUDGET NARRATIVE**

The primary function of the Billings Police Department is to protect life, property, and the pursuit of constitutionally guaranteed activities through enforcement of laws, statutes, and local ordinances and promoting a safe environment within the philosophy of community policing.

### **Expenditures**

Expenditures in the Police Department Operating Budget have increased by approximately \$726,000, largely due to increases in payroll and payroll related line items.

### **Capital**

None

**POLICE DEPARTMENT  
OPERATING BUDGET**

FUND 1500-21000

|                            | ACTUAL               | ACTUAL               | BUDGET               | ESTIMATE             | APPROVED             |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                            | FY 16                | FY 17                | FY 18                | FY 18                | FY 19                |
| PERSONAL SERVICES          | \$ 16,346,042        | \$ 17,250,142        | \$ 18,322,433        | \$ 18,149,600        | \$ 18,968,908        |
| OPERATIONS AND MAINTENANCE | 4,180,171            | 3,854,653            | 3,748,288            | 3,631,900            | 3,543,477            |
| CAPITAL                    | -                    | 247,105              | -                    | 97,330               | -                    |
| TRANSFERS                  | 587,857              | 493,646              | 526,234              | 476,235              | 810,891              |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 21,114,070</b> | <b>\$ 21,845,546</b> | <b>\$ 22,596,955</b> | <b>\$ 22,355,065</b> | <b>\$ 23,323,276</b> |

**STAFFING AUTHORIZATION**

| POSITION                          | ACTUAL       | ACTUAL       | BUDGET       | APPROVED     |
|-----------------------------------|--------------|--------------|--------------|--------------|
|                                   | FY 16        | FY 17        | FY 18        | FY 19        |
| CHIEF OF POLICE                   | 1.0          | 1.0          | 1.0          | 1.0          |
| DEPUTY CHIEF OF POLICE            | 2.0          | 1.0          | -            | -            |
| ASST CHIEF OF POLICE              | -            | 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          |
| COMMUNICATIONS/MKTNG COORD        | -            | -            | -            | -            |
| VOLUNTEER COORDINATOR             | 1.0          | 1.0          | 1.0          | 1.0          |
| IDENTIFICATION SUPERVISOR         | 1.0          | 1.0          | 1.0          | 1.0          |
| FORENSIC SCIENTIST/SUPERVISOR     | -            | -            | -            | -            |
| POLICE SUPPORT SPECIALIST         | 13.0         | 13.0         | 13.0         | 13.0         |
| POLICE CAPTAINS                   | 3.0          | 3.0          | 3.0          | 3.0          |
| POLICE LIEUTENANT                 | 5.0          | 5.0          | 5.0          | 6.0          |
| POLICE SERGEANT                   | 15.0         | 15.0         | 16.0         | 16.0         |
| POLICE OFFICER                    | 114.0        | 120.0        | 120.0        | 120.0        |
| PROPERTY EVIDENCE TECHNICIAN      | 2.0          | 2.0          | 3.0          | 3.0          |
| CRIME ANALYST                     | 1.0          | 1.0          | 1.0          | 1.0          |
| IDENTIFICATION TECHNICIAN         | 1.0          | 1.0          | 1.0          | 1.0          |
| 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          |
| <b>SUBTOTAL PUBLIC SAFETY</b>     | <b>170.3</b> | <b>176.3</b> | <b>177.3</b> | <b>178.3</b> |
| <b>GRANT POSITIONS:</b>           |              |              |              |              |
| ADMINISTRATIVE SUPPORT II         | 1.0          | 1.0          | 1.0          | 1.0          |
| POLICE OFFICER-DOWNTOWN BEAT      | 2.0          | 2.0          | 2.0          | 2.0          |
| PC/COMPUTER FORENSIC EXAMINER     | 1.0          | 1.0          | 1.0          | 1.0          |
| <b>TOTAL POLICE/POLICE GRANTS</b> | <b>174.3</b> | <b>180.3</b> | <b>181.3</b> | <b>182.3</b> |

**SOUTH TAX INCREMENT OPERATING FUND  
OPERATING BUDGET**

FUND 1990

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | APPROVED<br>FY 18   | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 3,956,185</b> | <b>\$ 8,813,652</b> | <b>\$ 6,974,424</b> | <b>\$ 6,659,933</b> | <b>\$ 5,760,822</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| TAXES                         | \$ 2,453,981        | \$ 2,591,329        | \$ 2,381,086        | \$ 2,946,557        | \$ 2,924,975        |
| INTERGOVERNMENTAL             | 256,218             | 256,218             | 256,000             | 256,000             | 256,218             |
| INVESTMENT EARNINGS           | 24,541              | 27,772              | 24,000              | 36,000              | 44,000              |
| PROCEEDS FROM DEBT            | 4,935,000           | -                   | -                   | -                   | -                   |
| <b>TOTAL REVENUE</b>          | <b>\$ 7,669,740</b> | <b>\$ 2,875,319</b> | <b>\$ 2,661,086</b> | <b>\$ 3,238,557</b> | <b>\$ 3,225,193</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| OPERATION AND MAINTENANCE     |                     |                     |                     |                     |                     |
| CHARGE FOR SERVICES           | \$ 62,145           | \$ 55,456           | \$ 36,409           | \$ 36,409           | \$ 56,398           |
| DEVELOPMENT INCENTIVES        | 39,320              | 92,712              | 92,712              | 448,332             | 92,712              |
| SBURA OPERATING AGREEMENT     | 164,595             | 157,428             | 160,560             | 160,560             | 163,690             |
| CAPITAL                       | 2,343,904           | 4,241,914           | 2,200,000           | 2,846,367           | 4,000,000           |
| PRINCIPAL                     | -                   | 125,000             | 300,000             | 300,000             | 310,000             |
| INTEREST                      | 119,565             | 331,541             | 348,500             | 346,000             | 342,444             |
| BOND ISSUANCE COSTS           | 82,744              | -                   | -                   | -                   | -                   |
| TRANSFER TO OTHER FUNDS       | -                   | 24,987              | -                   | -                   | -                   |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 2,812,273</b> | <b>\$ 5,029,038</b> | <b>\$ 3,138,181</b> | <b>\$ 4,137,668</b> | <b>\$ 4,965,244</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 8,813,652</b> | <b>\$ 6,659,933</b> | <b>\$ 6,497,329</b> | <b>\$ 5,760,822</b> | <b>\$ 4,020,771</b> |
| LESS:                         |                     |                     |                     |                     |                     |
| RESTRICTED                    | 8,813,652           | 6,659,933           | 6,497,329           | 5,760,822           | 4,020,771           |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

**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.

**Capital**

Capital projects will include Improvements at Amend Park and land acquisition and design for a multi-sport facility.

**EAST TAX INCREMENT OPERATING FUND  
OPERATING BUDGET**

FUND 2010

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 3,664,401</b> | <b>\$ 1,209,726</b> | <b>\$ 1,407,991</b> | <b>\$ 1,293,093</b> | <b>\$ 1,649,363</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| TAXES                         | \$ 642,750          | \$ 669,141          | \$ 724,100          | \$ 750,784          | \$ 764,500          |
| INTERGOVERNMENTAL             | 146,654             | 146,654             | 146,000             | 146,000             | 146,000             |
| TAX INCREMENT BOND PROCEEDS   | -                   | -                   | 3,500,000           | -                   | 3,600,000           |
| INVESTMENT EARNINGS           | 11,242              | 4,212               | 4,600               | 4,600               | 6,500               |
| <b>TOTAL REVENUE</b>          | <b>\$ 800,646</b>   | <b>\$ 820,007</b>   | <b>\$ 4,374,700</b> | <b>\$ 901,384</b>   | <b>\$ 4,517,000</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| OPERATIONS AND MAINTENANCE    |                     |                     |                     |                     |                     |
| CHARGE FOR SERVICES           | \$ 12,803           | \$ 144,028          | \$ 24,168           | \$ 24,168           | \$ 75,970           |
| EBURD OPERATING AGREEMENT     | 177,000             | 179,834             | 139,946             | 139,946             | 139,946             |
| DEVELOPMENT INCENTIVES        | 197,705             | 205,790             | 170,000             | 170,000             | 184,250             |
| DEBT SERVICE                  | 63,104              | 206,988             | 211,100             | 211,000             | 444,138             |
| BOND SALE FEES                | 34,763              | -                   | -                   | -                   | -                   |
| CAPITAL                       | 2,769,946           | -                   | 3,500,000           | -                   | 4,550,000           |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 3,255,321</b> | <b>\$ 736,640</b>   | <b>\$ 4,045,214</b> | <b>\$ 545,114</b>   | <b>\$ 5,394,304</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 1,209,726</b> | <b>\$ 1,293,093</b> | <b>\$ 1,737,477</b> | <b>\$ 1,649,363</b> | <b>\$ 772,059</b>   |
| <b>LESS:</b>                  |                     |                     |                     |                     |                     |
| <b>RESTRICTED</b>             | <b>1,209,726</b>    | <b>1,293,093</b>    | <b>1,737,477</b>    | <b>1,649,363</b>    | <b>772,059</b>      |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

**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

**Expenditures**

Expenditures are for development incentives within the East district, debt service costs for the

**Capital**

The East Billings Lighting and Paving project was originally planned for FY18, but will now be completed in FY19.

**NORTH 27th STREET TAX INCREMENT OPERATING FUND  
OPERATING BUDGET**

FUND 2030

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <u>\$ 2,844,374</u> | <u>\$ 2,666,762</u> | <u>\$ 2,700,936</u> | <u>\$ 2,766,693</u> | <u>\$ 2,334,206</u> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| TAXES                         | \$ 3,312,607        | \$ 2,996,782        | \$ 3,231,156        | \$ 2,417,945        | \$ 2,473,377        |
| INTERGOVERNMENTAL             | 211,821             | 211,821             | 212,000             | 212,000             | 211,821             |
| INVESTMENT EARNINGS           | 12,959              | 4,212               | 5,300               | 5,250               | 5,500               |
| <b>TOTAL REVENUE</b>          | <u>\$ 3,537,387</u> | <u>\$ 3,212,815</u> | <u>\$ 3,448,456</u> | <u>\$ 2,635,195</u> | <u>\$ 2,690,698</u> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| OPERATION AND MAINTENANCE:    |                     |                     |                     |                     |                     |
| CHARGE FOR SERVICES           | \$ 86,258           | \$ 83,880           | \$ 111,175          | \$ 123,678          | \$ 99,116           |
| DEVELOPMENT INCENTIVES        | 1,506,322           | 1,250,947           | 1,380,604           | 1,400,000           | 2,639,000           |
| DBP OPERATING AGREEMENT       | 258,301             | 263,357             | 271,302             | 271,302             | 279,441             |
| DEBT SERVICE                  | 949,149             | 950,291             | 950,872             | 949,373             | 948,652             |
| CAPITAL                       | 814,969             | 42,284              | -                   | -                   | -                   |
| INTERFUND TRANSFER TO PARKING | 100,000             | 522,125             | 323,329             | 323,329             | 100,000             |
| <b>TOTAL EXPENDITURES</b>     | <u>\$ 3,714,999</u> | <u>\$ 3,112,884</u> | <u>\$ 3,037,282</u> | <u>\$ 3,067,682</u> | <u>\$ 4,066,209</u> |
| <b>FUND BALANCE ENDING</b>    | <u>\$ 2,666,762</u> | <u>\$ 2,766,693</u> | <u>\$ 3,112,110</u> | <u>\$ 2,334,206</u> | <u>\$ 958,695</u>   |
| <b>LESS:</b>                  |                     |                     |                     |                     |                     |
| RESTRICTED                    | <u>2,666,762</u>    | <u>2,766,693</u>    | <u>3,112,110</u>    | <u>2,334,206</u>    | <u>958,695</u>      |
| <b>UNASSIGNED</b>             | <u>\$ -</u>         |

**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 for the Tax Increment Fund decreased as a part of the reappraisal cycle in 2017. The impacts of this decrease will be visible in FY19 as well.

**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 BUDGET NARRATIVE**

This special revenue fund is managed by the Public Works Department and implements the City Council's goals relating to maintaining quality streets and street maintenance. The underlying goal is to provide for the safety of residents and visitors to the city of Billings. It also serves to continue to improve the city's street network. Funding for this activity is primarily derived from the city's share of gas tax proceeds and a transfer from the Street Maintenance District Fund for maintenance.

### **Revenues**

The FY 2019 revenues are estimated at \$5,087,490. FY 2019 revenues will increase due to the additional gas tax funding allocated as part of the new Bridge and Road Safety and Accountability Act. The FY 2018 budget included only a partial year of additional gas tax money, and the FY 2019 gas tax revenues increase by \$1,357,000 to reflect a full year allocation. The decrease in the transfer from Street Maintenance Districts partially offsets the increase, for a net increase in the FY 2019 budget of \$1,202,623.

### **Expenditures**

Operating and maintenance expenditures are budgeted at \$359,087 for FY 2019, which is an increase of \$18,608 from the FY 2018 budget. This is due to an increase in charges for services.

### **Capital**

Capital expenses for FY 2019 total \$3,400,000 and include PAVER program funding, annual ADA improvements, contributions required to complete Street Improvement District projects, the annual miscellaneous and developer related curb, gutter, and sidewalk improvement project.

**GAS TAX FUND  
OPERATING BUDGET**

FUND 2050 & 2060

|                               | ACTUAL<br>FY16      | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 4,307,897</b> | <b>\$ 3,958,808</b> | <b>\$ 1,705,744</b> | <b>\$ 4,340,192</b> | <b>\$ 1,895,930</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| STATE GAS TAX                 | \$ 1,763,741        | \$ 1,766,830        | \$ 2,270,000        | \$ 2,441,803        | \$ 3,627,000        |
| COUNTY CONTRACT SERVICE       | 90,607              | 88,721              | 94,867              | 94,000              | 102,490             |
| INTEREST ON INVESTMENTS       | 30,352              | 21,767              | 20,000              | 44,000              | 40,000              |
| CONTRIBUTIONS/DONATIONS       | -                   | 749,795             | -                   | -                   | -                   |
| TRANSFERS:                    |                     |                     |                     |                     |                     |
| STREET MAINT DISTRICTS        | 1,500,000           | 1,500,000           | 1,500,000           | 1,500,000           | 1,318,000           |
| STATE REIMBURSEMENTS          | -                   | 72,309              | -                   | -                   | -                   |
| SALE OF FIXED ASSETS          | 76,258              | -                   | -                   | -                   | -                   |
| <b>TOTAL REVENUE</b>          | <b>\$ 3,460,958</b> | <b>\$ 4,199,422</b> | <b>\$ 3,884,867</b> | <b>\$ 4,079,803</b> | <b>\$ 5,087,490</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| PERSONAL SERVICES             | \$ 61,278           | \$ 62,669           | \$ 67,549           | \$ 65,260           | \$ 71,133           |
| OPERATION & MAINTENANCE       | 2,332,362           | 2,541,446           | 272,930             | 259,130             | 287,954             |
| CAPITAL PROJECTS              | 1,416,407           | 1,134,388           | 4,070,000           | 6,199,675           | 3,400,000           |
| TRANSFERS                     | -                   | 79,535              | -                   | -                   | -                   |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 3,810,047</b> | <b>\$ 3,818,038</b> | <b>\$ 4,410,479</b> | <b>\$ 6,524,065</b> | <b>\$ 3,759,087</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 3,958,808</b> | <b>\$ 4,340,192</b> | <b>\$ 1,180,132</b> | <b>\$ 1,895,930</b> | <b>\$ 3,224,333</b> |
| LESS:                         |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED:                   |                     |                     |                     |                     |                     |
| INNER BELTLOOP                | -                   | -                   | -                   | 655,684             | 2,487,684           |
| OTHER PROJECTS                | 3,958,808           | 4,340,192           | 1,180,132           | 1,240,246           | 736,649             |
| COMMITTED                     | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

## **BUILDING INSPECTION FUND BUDGET NARRATIVE**

The Building Division is responsible for issuing permits, performing plan reviews, 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 general public as it relates to building codes and construction. The sole source of funding is obtained through permit fees.

### **Revenues**

Revenues for FY 19 are estimated at \$1,206,850, which is approximately \$360,000 less than the FY 18 estimate. While construction activity is expected to be similar to last year overall, increases in the costs of construction materials, increases in interest rates, and some challenges with finding employees of the trade are reasons for some reduction in the estimate. Revenues can fluctuate a great deal based on actual construction and can vary by as much as \$100,000 or more from the estimates. The Division is expecting a steady construction year ahead with various commercial projects and stable residential activity.

### **Expenditures**

Expenses are set at \$1,937,662, which is approximately \$212,000 more than FY 18. The increase reflects additional costs associated with technology improvements, maintenance agreements, general expenses tied to overhead and maintenance, and fuel prices. The Division has been working to expend some of its reserves in the last few years to meet the Statutory mandate of only carrying one year's reserves. With decreases in revenue and added expenses, the Division will be able to avoid exceeding its one-year reserve requirement in FY 19.

### **Capital**

None

**BUILDING INSPECTION FUND  
OPERATING BUDGET**

FUND 2090

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 2,200,500</b> | <b>\$ 2,530,009</b> | <b>\$ 2,992,639</b> | <b>\$ 2,507,577</b> | <b>\$ 2,350,077</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| LICENSES & PERMITS            | \$ 2,078,615        | \$ 1,907,307        | \$ 1,353,550        | \$ 1,550,000        | \$ 1,185,850        |
| INTEREST ON INVESTMENTS       | 14,445              | 10,966              | 14,000              | 14,500              | 21,000              |
| MISCELLANEOUS                 | 4,860               | 14,449              | -                   | 3,000               | -                   |
| <b>TOTAL REVENUE</b>          | <b>\$ 2,097,920</b> | <b>\$ 1,932,722</b> | <b>\$ 1,367,550</b> | <b>\$ 1,567,500</b> | <b>\$ 1,206,850</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| PERSONAL SERVICES             | \$ 1,191,899        | \$ 1,236,927        | \$ 1,332,734        | \$ 1,250,000        | \$ 1,345,832        |
| OPERATIONS & MAINT.           | 559,072             | 560,349             | 609,256             | 475,000             | 599,180             |
| CAPITAL                       | 17,440              | 157,878             | -                   | -                   | -                   |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 1,768,411</b> | <b>\$ 1,955,154</b> | <b>\$ 1,941,990</b> | <b>\$ 1,725,000</b> | <b>\$ 1,945,012</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 2,530,009</b> | <b>\$ 2,507,577</b> | <b>\$ 2,418,199</b> | <b>\$ 2,350,077</b> | <b>\$ 1,611,915</b> |
| <b>LESS:</b>                  |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                    | 2,530,009           | 2,507,577           | 2,418,199           | 2,350,077           | 1,611,915           |
| COMMITTED                     | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

## FUND 2090

BUILDING INSPECTION FUND  
OPERATING BUDGET

|                            | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| PERSONAL SERVICES          | \$ 1,191,899        | \$ 1,236,927        | \$ 1,332,734        | \$ 1,250,000        | \$ 1,345,832        |
| OPERATIONS AND MAINTENANCE | 559,072             | 560,349             | 609,256             | 475,000             | 599,180             |
| CAPITAL                    | <u>17,440</u>       | <u>157,878</u>      | -                   | -                   | -                   |
| <b>TOTAL EXPENDTURES</b>   | <b>\$ 1,768,411</b> | <b>\$ 1,955,154</b> | <b>\$ 1,941,990</b> | <b>\$ 1,725,000</b> | <b>\$ 1,945,012</b> |

## STAFFING AUTHORIZATION

| POSITION                    | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | APPROVED<br>FY 19 |
|-----------------------------|-----------------|-----------------|-----------------|-------------------|
| BUILDING OFFICIAL           | 1.0             | 1.0             | 1.0             | 1.0               |
| ADMINISTRATIVE SUPPORT II   | 1.0             | 1.0             | 1.0             | 1.0               |
| SR. PLANS EXAMINER          | 1.0             | 1.0             | 1.0             | 1.0               |
| SR. PERMIT TECHNICIAN/COORD | 1.0             | 1.0             | 1.0             | 1.0               |
| CODE ENFORCEMENT OFFICER    | 0.3             | 0.3             | 0.3             | 0.3               |
| PLANS EXAMINER              | 2.0             | 3.0             | 3.0             | 3.0               |
| ELECTRICAL INSPECTOR I      | -               | 1.0             | 1.0             | 1.0               |
| ELECTRICAL INSPECTOR II     | 1.0             | 1.0             | 1.0             | 1.0               |
| COMBINATION INSPECTOR III   | 4.0             | 3.0             | 3.0             | 3.0               |
| COMBINATION INSPECTOR II    | 1.0             | 1.0             | 1.0             | 1.0               |
| COMBINATION INSPECTOR I     | 1.0             | 1.0             | 1.0             | 1.0               |
| ADMINISTRATIVE SUPPORT I    | 0.3             | 0.3             | 0.3             | 0.3               |
| BUILDING PERMIT TECH        | <u>1.0</u>      | <u>1.0</u>      | <u>1.0</u>      | <u>1.0</u>        |
| <b>TOTAL</b>                | <b>14.6</b>     | <b>15.6</b>     | <b>15.6</b>     | <b>15.6</b>       |

## **STREET AND TRAFFIC FUND BUDGET NARRATIVE**

The Street-Traffic Division is responsible for public safety as it relates to the maintenance and repair of the street system, walkways, storm drain system, street lights, and all the associated traffic control.

### **Revenues**

FY 2019 revenues are estimated at \$9,270,500, an increase of \$990,127 over FY 2018. The increase is primarily due to an increase in charge for services.

### **Expenditures**

FY 2019 budgeted operating and maintenance expenditures for Street-Traffic are \$7,845,354. This is an increase of \$676,352 from the FY 2018 budget. The major increases in the FY 2019 budget are for water, striping of roundabouts, and the addition of contracted residential snow plowing that was not included in the original FY 2018 budget.

### **Capital**

The capital budget for FY 2019 totals \$3,246,906. The major capital items for FY 2019 include a snow melting facility, as well as the replacements of two pickups, four dump trucks (three with slide in sanders), three snow plows with attachments, one snow blower, two street sweepers, and a front end loader.

**STREET AND TRAFFIC FUND  
OPERATING BUDGET**

FUND 2110

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19    |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 4,139,143</b> | <b>\$ 4,277,887</b> | <b>\$ 3,987,446</b> | <b>\$ 4,471,137</b> | <b>\$ 3,848,646</b>  |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                      |
| STATE REIMBURSEMENTS          | \$ 656,078          | \$ 676,185          | \$ 641,873          | \$ 679,804          | \$ 683,000           |
| FIRE SERVICES FEES            | 11,000              | 11,000              | 11,000              | 11,000              | 11,000               |
| STREET LIGHT                  | 233,139             | 158,064             | 235,000             | 200,000             | 235,000              |
| STREET MAINTENANCE            | 5,660,000           | 6,163,648           | 6,450,000           | 6,985,000           | 7,315,000            |
| STORM SEWER MAINT.            | 919,328             | 633,216             | 770,000             | 770,500             | 850,000              |
| BBWA LATERAL MAINT.           | 4,500               | 4,500               | 4,500               | 4,500               | 4,500                |
| UTILITY CHG FOR SERVICES      | 120,230             | 167,520             | 130,000             | 115,000             | 130,000              |
| ENGINEERING CHG FOR SERVICE   | -                   | -                   | 3,000               | -                   | 1,000                |
| INTERDEPARTMENTAL CHGS        | 30,605              | 9,050               | 5,000               | 1,000               | 1,000                |
| INVESTMENT EARNINGS           | 24,669              | 17,793              | 20,000              | 34,370              | 30,000               |
| MISCELLANEOUS                 | 61,507              | 39,561              | 10,000              | 16,124              | 10,000               |
| TRANSFER-GEN FUND             | 7,244               | -                   | -                   | -                   | -                    |
| <b>TOTAL REVENUE</b>          | <b>\$ 7,728,300</b> | <b>\$ 7,880,537</b> | <b>\$ 8,280,373</b> | <b>\$ 8,817,298</b> | <b>\$ 9,270,500</b>  |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                      |
| PERSONAL SERVICES             | \$ 3,398,358        | \$ 3,736,300        | \$ 4,043,044        | \$ 4,000,000        | \$ 3,979,184         |
| OPERATIONS AND MAINTENANCE    | 2,721,339           | 3,135,217           | 3,125,958           | 3,726,035           | 3,866,170            |
| CAPITAL                       | 1,262,357           | 608,268             | 1,770,626           | 1,506,252           | 3,246,906            |
| TRANSFERS                     | 207,502             | 207,502             | 207,502             | 207,502             | 207,502              |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 7,589,556</b> | <b>\$ 7,687,287</b> | <b>\$ 9,147,130</b> | <b>\$ 9,439,789</b> | <b>\$ 11,299,762</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 4,277,887</b> | <b>\$ 4,471,137</b> | <b>\$ 3,120,689</b> | <b>\$ 3,848,646</b> | <b>\$ 1,819,384</b>  |
| <b>LESS:</b>                  |                     |                     |                     |                     |                      |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                    |
| RESTRICTED                    | 4,277,887           | 4,471,137           | 3,120,689           | 3,848,646           | 1,819,384            |
| COMMITTED                     | -                   | -                   | -                   | -                   | -                    |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                    |
| <b>UNASSIGNED</b>             | <b>\$ -</b>          |

**STREET AND TRAFFIC FUND  
OPERATING BUDGET**

FUND 2110

|                            | ACTUAL              | ACTUAL              | BUDGET              | ESTIMATE            | APPROVED             |
|----------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
|                            | FY 16               | FY 17               | FY 18               | FY 18               | FY 19                |
| PERSONAL SERVICES          | \$ 3,398,358        | \$ 3,736,300        | \$ 4,043,044        | \$ 4,000,000        | \$ 3,979,184         |
| OPERATIONS AND MAINTENANCE | 2,721,339           | 3,135,217           | 3,125,958           | 3,726,035           | 3,866,170            |
| CAPITAL                    | 1,262,357           | 608,268             | 1,770,626           | 1,506,252           | 3,246,906            |
| TRANSFERS                  | 207,502             | 207,502             | 207,502             | 207,502             | 207,502              |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 7,589,556</b> | <b>\$ 7,687,287</b> | <b>\$ 9,147,130</b> | <b>\$ 9,439,789</b> | <b>\$ 11,299,762</b> |

**STAFFING AUTHORIZATION**

| POSITION                                 | ACTUAL      | ACTUAL      | BUDGET      | APPROVED    |
|------------------------------------------|-------------|-------------|-------------|-------------|
|                                          | FY 16       | FY 17       | FY 18       | FY 19       |
| 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                  | 25.0        | 25.0        | 29.0        | 29.0        |
| MAINTENANCE                              | 7.0         | 7.0         | 4.0         | 4.0         |
| TRAFFIC INSPECTOR II                     | 1.0         | 1.0         | 1.0         | 1.0         |
| SIGN FABRICATOR/EQUIP<br>OPERATOR/MAINT. | 1.0         | 1.0         | -           | -           |
| ADMINISTRATIVE SUPPORT III               | 1.0         | 1.0         | 1.0         | 1.0         |
| ELECTRICIAN III                          | 3.0         | 3.0         | 2.0         | 2.0         |
| ELECTRICIAN I                            | -           | -           | 2.0         | 2.0         |
| ARBORIST                                 | 1.0         | 1.0         | 1.0         | 1.0         |
| <b>TOTAL</b>                             | <b>47.0</b> | <b>47.0</b> | <b>48.0</b> | <b>48.0</b> |

## **FIRE PROGRAMS FUND BUDGET NARRATIVE**

In October 2007, the Department of Military Affairs, Disaster, and Emergency Services Division received notice from the Homeland Security Coordinator that the Billings Regional Hazardous Materials (HazMat) Team would receive 100% state legislated funding.

In 2009 the Legislature voted to continue to fund the six regional HazMat teams at the same level until further notice, with the understanding that the funding received is to only be used to sustain the interoperability efforts of the six regional teams, coordinate responses with entities outside their local government jurisdiction, provide HazMat awareness level outreach training within their response areas, and for the maintenance and update of assigned state equipment used in hazardous materials responses.

The Fire Prevention Bureau oversees a program whereby donated funds are used to purchase smoke detectors. These detectors can be requested by contacting the Fire Prevention Bureau and are provided and installed at no charge.

### **Revenues**

Reduced funding to the Regional HazMat Teams to zero in FY 2019.

### **Expenditures**

Adjustments will be made to the Billings Regional HazMat Team's budget to address the reduced funding.

### **Capital**

None

**FIRE PROGRAMS FUND  
OPERATING BUDGET**

FUND 2190-2240

|                               | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 229,862</b> | <b>\$ 202,186</b> | <b>\$ 241,853</b> | <b>\$ 236,956</b> | <b>\$ 207,956</b> |
| <b>REVENUE:</b>               |                   |                   |                   |                   |                   |
| INTER-GOVERNMENTAL-STATE      | \$ 44,167         | \$ 27,504         | \$ 22,084         | \$ 45,000         | \$ -              |
| INTER-GOVERNMENTAL-FEDERAL    | 322,118           | 22,084            | -                 | -                 | -                 |
| INVESTMENT EARNINGS           | 1,312             | 3,399             | 500               | 2,000             | 675               |
| HAZARD MAT CHARGE FOR SERVICE | 3,682             | 8,518             | -                 | -                 | -                 |
| CONTRIBUTIONS / DONATIONS     | 13,081            | 69,750            | 6,000             | 10,000            | 6,000             |
| INTERFUND TRANSFERS           | 9,081             | -                 | -                 | -                 | -                 |
| <b>TOTAL REVENUE</b>          | <b>\$ 393,441</b> | <b>\$ 131,255</b> | <b>\$ 28,584</b>  | <b>\$ 57,000</b>  | <b>\$ 6,675</b>   |
| <b>EXPENDITURES:</b>          |                   |                   |                   |                   |                   |
| PERSONAL SERVICES             | \$ 12,965         | \$ 4,153          | \$ 24,000         | \$ 6,000          | \$ 7,000          |
| OPERATION & MAINTENANCE       | 350,004           | 82,674            | 98,908            | 80,000            | 62,000            |
| CAPITAL                       | 58,148            | 9,658             | -                 | -                 | -                 |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 421,117</b> | <b>\$ 96,485</b>  | <b>\$ 122,908</b> | <b>\$ 86,000</b>  | <b>\$ 69,000</b>  |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 202,186</b> | <b>\$ 236,956</b> | <b>\$ 147,529</b> | <b>\$ 207,956</b> | <b>\$ 145,631</b> |
| LESS:                         |                   |                   |                   |                   |                   |
| NONSPENDABLE                  | -                 | -                 | -                 | -                 | -                 |
| RESTRICTED                    | 202,186           | 236,956           | 147,529           | 207,956           | 145,631           |
| COMMITTED                     | -                 | -                 | -                 | -                 | -                 |
| ASSIGNED                      | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>       |

## **EMERGENCY OPERATING CENTER 9-1-1 FUND BUDGET NARRATIVE**

### **Revenues**

Revenues to support this PSAP (Public Safety Answering Point) are collected through a fee added to each telephone service and distributed by the State of Montana quarterly in three parts: Basic, Enhanced, and Wireless 9-1-1. Revenues plus interest for FY 2019 are estimated to be \$1,005,000.

### **Expenditures**

The O&M budget for FY 2019 is \$876,170, including \$31,771 Salary/Benefits, which is 1/3 of the cost to support the position of Public Safety/Radio Technician, and 9-1-1 telephone line charges totaling \$308,022. Also included in the budget are annual maintenance fees for the Tyler Tech CAD (Computer Aided Dispatching) system and 24-hr recorder maintenance agreements. State of Montana CJIN access/license fees and on-going replacement of PCs, printers, related software, and small items of equipment, as needed and approved under the State of MT 9-1-1 Plan, are being estimated at \$274,983.

Internal charges from the City's IT Department to support the computer network for the Joint City/County 9-1-1 Center is \$180,665.

The FY 2019 O&M items identified above also include \$27,500 paid to Yellowstone County for GIS related service, plus the \$85,000 contingency set aside to cover costs in the unlikely event of a system wide failure in the 9-1-1 Center or its equipment.

### **Capital**

In addition to the long awaited construction of a new 9-1-1 Center, other capital expenditures in FY 2019 include a full upgrade to the 9-1-1 telephone system, installation of a redundant radio/microwave system, and the installation of an upgraded EMD (emergency medical dispatch) and CAD (computer aided dispatch) interface.

**EMERGENCY OPERATING CENTER 9-1-1 FUND  
OPERATING BUDGET**

FUND 2250, 2260

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 6,586,658</b> | <b>\$ 6,870,986</b> | <b>\$ 7,180,410</b> | <b>\$ 6,819,218</b> | <b>\$ 1,826,822</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| STATE SHARED REVENUE          |                     |                     |                     |                     |                     |
| MISCELLANEOUS                 | 185                 | 221                 | -                   | -                   | -                   |
| INTEREST ON INVESTMENTS       | 41,786              | 30,294              | 39,000              | 30,832              | 54,000              |
| <b>TOTAL REVENUE</b>          | <b>\$ 1,125,163</b> | <b>\$ 1,068,841</b> | <b>\$ 1,023,000</b> | <b>\$ 1,154,788</b> | <b>\$ 1,038,000</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| PERSONAL SERVICES             | \$ 26,407           | \$ 29,653           | \$ 32,449           | \$ 36,371           | \$ 31,771           |
| OPERATION & MAINTENANCE       | 473,920             | 495,769             | 894,665             | 687,250             | 876,170             |
| CAPITAL                       | 340,508             | 595,187             | 6,029,387           | 5,423,563           | -                   |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 840,835</b>   | <b>\$ 1,120,609</b> | <b>\$ 6,956,501</b> | <b>\$ 6,147,184</b> | <b>\$ 907,941</b>   |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 6,870,986</b> | <b>\$ 6,819,218</b> | <b>\$ 1,246,909</b> | <b>\$ 1,826,822</b> | <b>\$ 1,956,881</b> |
| LESS:                         |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                    | 6,870,986           | 6,819,218           | 1,246,909           | 1,826,822           | 1,956,881           |
| COMMITTED                     | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

**STAFFING AUTHORIZATION**

| POSITION                 | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | APPROVED<br>FY 19 |
|--------------------------|-----------------|-----------------|-----------------|-------------------|
| PUBLIC SAFETY TECHNICIAN | -               | -               | 0.3             | 0.3               |

## **CITY-COUNTY PLANNING DIVISION FUND BUDGET NARRATIVE**

The Planning Division is funded through Federal Highway Transportation Planning funds, a 1.31 county-wide mill levy assessment on property taxes, application fees, and inter-departmental transfers. The Division provides community planning services to the City of Billings, Town of Broadview, and the remaining unincorporated area of Yellowstone County. The Division staff provides current planning services that include processing zone changes, special reviews and variance requests, reviews of submittals for subdivisions and annexations, and reviews of building permits and sign permits for zoning compliance. The Division also supports long range planning efforts that include implementation of the City's Annexation Policy, Infill Development Policy, Billings Urban Area Long Range Transportation Plan, Billings Growth Policy, Lockwood Growth Policy, Yellowstone County Growth Policy, and the City Complete Streets Policy. The Division also provides support to the South Billings Boulevard Urban Renewal District (SBBURD) and the East Billings Urban Renewal District (EBURD), with the two Districts providing some financial support for these services. A portion of the annual budget provided by the Federal Highway Transportation Planning funds directly supports transportation planning and project management. Transportation planning projects that began in FY 18 are slated to be finalized in FY 19. These include updating the Billings Urban Area Transportation Plan, establishing a Billings Urban Area Transportation Model, and updating the Billings Metropolitan Planning Organization's Public Participation Plan. The Division is supervised by the Planning and Community Services Department Director. The Division includes nine staff that support 10 boards and commissions for the City and County, and maintains representation on other community boards, commissions, and organizations.

### **Revenues**

The Division enters FY 2019 with an estimated \$439,326 in fund balance. Revenues are shown to increase about \$57,000 from FY 18 due to estimated increases in the use of Federal Transportation Planning funding and contributions from the City and County for Project Re: Code.

### **Expenditures**

Expenditures appear to increase about \$162,000 in FY 19. This is due to increases in personnel costs in FY 19 after vacancy savings in personnel costs in FY 18. A significant influence on expenditures annually is transportation planning projects that often start in one City fiscal year and end in another. There were increases in operations and maintenance expenses mostly due to consultant services for Project Re: Code. It appears the Division will be reserve spending by about \$162,000 from FY 18 to FY 19. Some of the reserve spending will be reimbursed through transportation dollars. The overlapping of large transportation planning projects that receive federal program reimbursement between City fiscal years and the challenges of estimating revenue from charges for service often results in a higher reserve fund balance by year end. This is evident when looking at the FY 18 budget beginning balance versus the FY 18 estimated fund balance ending. Factoring in these variables, the Division will easily maintain its reserves above the City Council set minimum reserve level. The Division will carry 9 staff in FY 19, the same as was budgeted for FY 18.

### **Capital**

None

**CITY-COUNTY PLANNING FUND  
OPERATING BUDGET**

FUND 2380, 2390, 2400

|                                    | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b>      | <b>\$ 381,770</b>   | <b>\$ 381,299</b>   | <b>\$ 420,414</b>   | <b>\$ 511,180</b>   | <b>\$ 439,326</b>   |
| <b>REVENUE:</b>                    |                     |                     |                     |                     |                     |
| CITY-COUNTY PLANNING:              |                     |                     |                     |                     |                     |
| COUNTY PROPERTY TAX                | \$ 463,404          | \$ 460,420          | \$ 470,000          | \$ 450,726          | \$ 472,000          |
| LICENSES & PERMITS                 | 32,195              | 31,911              | 27,400              | 31,000              | 27,400              |
| FEDERAL/ LOCAL GRANTS              | 708,878             | 818,119             | 775,000             | 750,000             | 825,000             |
| CONTRIBUTION-COUNTY                | -                   | -                   | -                   | 12,500              | 12,500              |
| CHARGES FOR SERVICE                | 323,812             | 292,158             | 247,936             | 272,361             | 234,963             |
| INTEREST ON INVESTMENTS            | 1,822               | 1,193               | 1,200               | 2,000               | 2,600               |
| TRANSFERS IN                       | -                   | -                   | -                   | 12,500              | 25,000              |
| MISCELLANEOUS                      | 37                  | -                   | -                   | -                   | -                   |
| <b>HISTORIC PRESERVATION GRANT</b> | <b>12,498</b>       | <b>5,500</b>        | <b>6,969</b>        | <b>5,500</b>        | <b>6,969</b>        |
| <b>TOTAL REVENUE</b>               | <b>\$ 1,542,646</b> | <b>\$ 1,609,301</b> | <b>\$ 1,528,505</b> | <b>\$ 1,536,587</b> | <b>\$ 1,606,432</b> |
| <b>EXPENDITURES:</b>               |                     |                     |                     |                     |                     |
| CITY-COUNTY PLANNING:              |                     |                     |                     |                     |                     |
| PERSONAL SERVICES                  | \$ 936,158          | \$ 899,163          | \$ 1,010,167        | \$ 940,000          | \$ 1,038,836        |
| OPERATION & MAINTENANCE            | 604,050             | 575,355             | 652,891             | 656,000             | 729,655             |
| TRANSFERS                          | 2,909               | 4,902               | 4,441               | 4,441               | 2,228               |
| <b>HISTORIC PRESERVATION GRANT</b> | <b>-</b>            | <b>-</b>            | <b>8,000</b>        | <b>8,000</b>        | <b>8,000</b>        |
| <b>TOTAL EXPENDITURES</b>          | <b>\$ 1,543,117</b> | <b>\$ 1,479,420</b> | <b>\$ 1,675,499</b> | <b>\$ 1,608,441</b> | <b>\$ 1,778,719</b> |
| <b>FUND BALANCE ENDING</b>         | <b>\$ 381,299</b>   | <b>\$ 511,180</b>   | <b>\$ 273,420</b>   | <b>\$ 439,326</b>   | <b>\$ 267,039</b>   |
| LESS:                              |                     |                     |                     |                     |                     |
| NONSPENDABLE                       | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                         | 381,299             | 511,180             | 273,420             | 439,326             | 267,039             |
| COMMITTED                          | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                           | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>                  | <b>\$ -</b>         |

**CITY-COUNTY PLANNING FUND  
OPERATING BUDGET**

FUNDS 2380, 2390, 2400

|                            | ACTUAL              | ACTUAL              | BUDGET              | ESTIMATE            | APPROVED            |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                            | FY 16               | FY 17               | FY 18               | FY 18               | FY 19               |
| PERSONAL SERVICES          | \$ 936,158          | \$ 899,163          | \$ 1,010,167        | \$ 940,000          | \$ 1,038,836        |
| OPERATIONS AND MAINTENANCE | 604,050             | 575,355             | 660,891             | 664,000             | 737,655             |
| TRANSFERS                  | <u>2,909</u>        | <u>4,902</u>        | <u>4,441</u>        | <u>4,441</u>        | <u>2,228</u>        |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 1,543,117</b> | <b>\$ 1,479,420</b> | <b>\$ 1,675,499</b> | <b>\$ 1,608,441</b> | <b>\$ 1,778,719</b> |

**STAFFING AUTHORIZATION**

| POSITION                      | ACTUAL             | ACTUAL             | BUDGET             | APPROVED           |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
|                               | FY 16              | FY 17              | FY 18              | FY 19              |
| PLANNING/COMM SERV DIRECTOR   | 1.0                | 1.0                | 1.0                | 1.0                |
| PLANNING DIVISION MANAGER     | 1.0                | 1.0                | 1.0                | 1.0                |
| PLANNING ASSISTANT            | 1.0                | 1.0                | 1.0                | 1.0                |
| PLANNER II                    | 4.0                | 4.0                | 4.0                | 1.0                |
| PLANNER I                     | -                  | -                  | 1.0                | 1.0                |
| TRANSPORATION PLANNER         | -                  | -                  | -                  | 1.0                |
| TRANSPORATION PLANNING COORD  | -                  | -                  | -                  | 1.0                |
| CODE ENFORCE MGR/ZONING COORD | -                  | -                  | -                  | 1.0                |
| PLANNING CLERK                | 1.0                | 1.0                | 1.0                | 1.0                |
| TIF DISTRICT COORD            | 1.0                | 1.0                | -                  | -                  |
| ADMINISTRATIVE SUPPORT I      | 0.3                | 0.3                | 0.3                | 0.3                |
| ACTIVE TRANSPORTATION PLANNER | <u>0.8</u>         | <u>0.8</u>         | <u>0.8</u>         | <u>1.0</u>         |
| <b>TOTAL</b>                  | <b><u>10.1</u></b> | <b><u>10.1</u></b> | <b><u>10.1</u></b> | <b><u>10.3</u></b> |

**CITY ATTORNEY GRANTS FUND  
OPERATING BUDGET**

FUNDS 2410-2430

|                                            | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|--------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b>              | <b>\$ (5,367)</b> | <b>\$ 585</b>     | <b>\$ 627</b>     | <b>\$ 12,926</b>  | <b>\$ 311</b>     |
| <b>REVENUE:</b>                            |                   |                   |                   |                   |                   |
| INTER-GOVERNMENTAL-ATTORNEY VICTIM/WITNESS | \$ 31,043         | \$ 34,603         | \$ 30,385         | \$ 30,385         | \$ 35,000         |
| INTER-GOVERNMENTAL-DOMESTIC VIOLENCE UNIT  | 39,060            | 36,793            | 40,000            | 40,000            | 40,000            |
| FINES & FORFEITS                           | 60,673            | 51,397            | 60,000            | 55,000            | 60,000            |
| INTERFUND TRANSFERS-GENERAL FUND           | 182,362           | 192,545           | 188,518           | 157,000           | 257,978           |
| <b>TOTAL REVENUE</b>                       | <b>\$ 313,138</b> | <b>\$ 315,338</b> | <b>\$ 318,903</b> | <b>\$ 282,385</b> | <b>\$ 392,978</b> |
| <b>EXPENDITURES:</b>                       |                   |                   |                   |                   |                   |
| GRANT-ATTORNEY VICTIM/WITNESS              | \$ 99,704         | \$ 106,836        | \$ 108,961        | \$ 100,000        | \$ 109,250        |
| GRANT-DOMESTIC VIOLENCE UNIT               | 119,095           | 102,692           | 115,482           | 105,000           | 115,769           |
| SURCHARGE-DOMESTIC VIOLENCE                | 88,387            | 93,469            | 94,460            | 90,000            | 166,978           |
| <b>TOTAL EXPENDITURES</b>                  | <b>\$ 307,186</b> | <b>\$ 302,997</b> | <b>\$ 318,903</b> | <b>\$ 295,000</b> | <b>\$ 391,997</b> |
| <b>FUND BALANCE ENDING</b>                 | <b>\$ 585</b>     | <b>\$ 12,926</b>  | <b>\$ 627</b>     | <b>\$ 311</b>     | <b>\$ 1,292</b>   |
| LESS:                                      |                   |                   |                   |                   |                   |
| NONSPENDABLE                               | -                 | -                 | -                 | -                 | -                 |
| RESTRICTED                                 | -                 | -                 | 627               | 311               | 1,292             |
| COMMITTED                                  | -                 | -                 | -                 | -                 | -                 |
| ASSIGNED                                   | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>                          | <b>\$ 585</b>     | <b>\$ 12,926</b>  | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |

**CITY ATTORNEY GRANTS BUDGET NARRATIVE**

Currently two positions within the department are partially funded by two separate federal government grants awarded through the Montana Department of Justice, Board of Crime Control (BOCC). One grant funds the domestic violence prosecutor through the Violence Against Women Act federal funding (VAWA). The second grant funds the Victim Witness Program Director. The City provides matching funds and office space and equipment. Each year the BOCC reviews these grants, determines the amount it will award, and advises the Department in May or June of its decision as to the level of funding for the next fiscal year.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

**CITY ATTORNEY GRANTS FUND  
OPERATING BUDGET**

FUND 2410-2430

|                           | ACTUAL            | ACTUAL            | BUDGET            | ESTIMATE          | APPROVED          |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                           | FY 16             | FY 17             | FY 18             | FY 18             | FY 19             |
| PERSONAL SERVICES         | \$ 304,492        | \$ 300,621        | \$ 315,998        | \$ 292,000        | \$ 390,197        |
| OPERATION AND MAINTENANCE | <u>2,695</u>      | <u>2,376</u>      | <u>2,905</u>      | <u>3,000</u>      | <u>1,800</u>      |
| <b>TOTAL EXPENDITURES</b> | <b>\$ 307,187</b> | <b>\$ 302,997</b> | <b>\$ 318,903</b> | <b>\$ 295,000</b> | <b>\$ 391,997</b> |

**STAFFING AUTHORIZATION**

| POSITION                       | ACTUAL            | ACTUAL            | BUDGET            | APPROVED          |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                | FY 16             | FY 17             | FY 18             | FY 19             |
| VICTIM WITNESS SPECIALIST      | 1.5               | 1.5               | 1.0               | 3.0               |
| VICTIM WITNESS PRG COORDINATOR | 0.8               | 0.8               | 0.8               | -                 |
| ADMINISTRATIVE ASSISTANT       | -                 | -                 | 0.5               | 0.5               |
| ATTORNEY-DOMESTIC VIOLENCE     | <u>1.0</u>        | <u>1.0</u>        | <u>1.0</u>        | <u>1.0</u>        |
| <b>TOTAL</b>                   | <b><u>3.3</u></b> | <b><u>3.3</u></b> | <b><u>3.3</u></b> | <b><u>4.5</u></b> |

**MUNICIPAL COURT GRANTS  
OPERATING BUDGET**

FUNDS 2450-2480, 7370-7380

|                                  | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b>    | <b>\$ 16,894</b>  | <b>\$ 13,381</b>  | <b>\$ 144,381</b> | <b>\$ 33,138</b>  | <b>\$ 33,138</b>  |
| <b>REVENUE:</b>                  |                   |                   |                   |                   |                   |
| INTER-GOVERNMENTAL               | \$ 455,347        | \$ 420,222        | \$ 606,714        | \$ 400,000        | \$ 433,225        |
| CHARGES FOR SERVICE              | 325               | -                 | -                 | -                 | -                 |
| CONTRIBUTIONS/DONATIONS          | 6                 | -                 | -                 | -                 | -                 |
| INTERFUND TRANSFERS-GENERAL FUND | -                 | 30,000            | 30,000            | -                 | 30,000            |
| <b>TOTAL REVENUE</b>             | <b>\$ 455,678</b> | <b>\$ 450,222</b> | <b>\$ 636,714</b> | <b>\$ 400,000</b> | <b>\$ 463,225</b> |
| <b>EXPENDITURES:</b>             |                   |                   |                   |                   |                   |
| PERSONAL SERVICES                | \$ 186,920        | \$ 177,005        | \$ 229,402        | \$ 150,000        | \$ 211,616        |
| OPERATION & MAINTENANCE          | 272,271           | 253,460           | 377,312           | 250,000           | 222,509           |
| <b>TOTAL EXPENDITURES</b>        | <b>\$ 459,191</b> | <b>\$ 430,465</b> | <b>\$ 606,714</b> | <b>\$ 400,000</b> | <b>\$ 434,125</b> |
| <b>FUND BALANCE ENDING</b>       | <b>\$ 13,381</b>  | <b>\$ 33,138</b>  | <b>\$ 174,381</b> | <b>\$ 33,138</b>  | <b>\$ 62,238</b>  |
| LESS:                            |                   |                   |                   |                   |                   |
| RESTRICTED                       | 13,381            | 33,138            | 174,381           | 33,138            | 62,238            |
| <b>UNASSIGNED</b>                | <b>\$ -</b>       |

**MUNICIPAL COURT GRANTS BUDGET NARRATIVE**

Municipal court grants include a Drug Court grant funded by the State of Montana, Substance Abuse and Mental Health Services Administration (SAMHSA) grant funded by the Federal Government, and a Co-Occurring Grant funded by the Federal Government. All 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. Transfers include \$30,000 from the General Fund to cover potential shortfall of operating costs.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

## **POLICE PROGRAMS BUDGET NARRATIVE**

Police Programs are a number of funds that have been combined for simplicity in reporting. These programs are grants with Montana Board of Crime Control (Violence Against Women Funds); Justice Assistance Grants (JAG); High Intensity Drug Traffic Area (H.I.D.T.A.) awards through the Office of National Drug Control Policy; Internet Crimes Against Children (ICAC) Grants through the U.S. Department of Justice, Office of Justice Programs; State of Montana, Highway Traffic Safety grants for selective traffic enforcement focusing on impaired driving and occupant protection; Billings Business Improvement District; Homeland Security; drug forfeiture; and police donation funds.

### **Revenues**

The Police Department funds include a multitude of programs that could not be accomplished if it were not for the grants. The 2018 JAG Grant funds will be used to purchase, but are not limited to, TASERS, interior patrol car equipment, in-car radar units, patrol rifle ammunition, and honor guard and bike patrol uniforms. The amount of the JAG grants will vary each year as they are based on the number of Uniform Crime Reports Part 1 violent crimes reported to the FBI. As a result of the State of Montana being designated as a High Intensity Drug Traffic Area (H.I.D.T.A.), in 2016 the H.I.D.T.A. award was \$218,740, in 2017 the H.I.D.T.A. award to PD was \$221,450, and in 2018 the H.I.D.T.A. award is \$223,812 (to fund an administrative support position, overtime costs for task force members, investigative travel, services, supplies, equipment, and informant costs). The H.I.D.T.A. awards provide federal resources to battle the drug epidemic in Montana cities. Without all of these grants, the Billings Police Department would not be in the position to assist the citizens of the community because of budget constraints.

The Billings Business Improvement District currently funds two officers dedicated to the downtown Billings area. They also provide a patrol vehicle and related equipment for the officers.

Projected revenues in donation accounts are about the same as last fiscal year. The drug forfeiture funds can fluctuate greatly from year to year, and the revenues listed in this budget document are projected.

### **Expenditures**

No significant changes.

**POLICE PROGRAMS (PAGE 1 OF 5)**  
**OPERATING BUDGET**

FUNDS 2490-2590,7080-7100, 7170-7200

|                                                                           | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | PROPOSED<br>FY 19 | APPROVED<br>FY 19 |
|---------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b><u>MONTANA BOARD OF CRIME CONTROL (FUND 2490)</u></b>                  |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                                                    | \$ 129            | \$ 129            | \$ 129            | \$ 130            | \$ 130            | \$ 130            |
| <b>REVENUE:</b>                                                           |                   |                   |                   |                   |                   |                   |
| INTER-GOVERNMENTAL                                                        | \$ 14,082         | \$ 23,985         | \$ 18,893         | \$ 18,000         | \$ 24,877         | \$ 24,877         |
| <b>TOTAL REVENUE</b>                                                      | <b>\$ 14,082</b>  | <b>\$ 23,985</b>  | <b>\$ 18,893</b>  | <b>\$ 18,000</b>  | <b>\$ 24,877</b>  | <b>\$ 24,877</b>  |
| <b>EXPENDITURES:</b>                                                      |                   |                   |                   |                   |                   |                   |
| PERSONAL SERVICES                                                         | \$ 7,667          | \$ 7,185          | \$ 2,972          | \$ 7,000          | \$ 14,860         | \$ 14,860         |
| OPERATION & MAINTENANCE                                                   | 6,415             | 16,799            | 16,050            | 11,000            | 10,017            | 10,017            |
| <b>TOTAL EXPENDITURES</b>                                                 | <b>\$ 14,082</b>  | <b>\$ 23,984</b>  | <b>\$ 19,022</b>  | <b>\$ 18,000</b>  | <b>\$ 24,877</b>  | <b>\$ 24,877</b>  |
| FUND BALANCE ENDING                                                       | \$ 129            | \$ 130            | \$ -              | \$ 130            | \$ 130            | \$ 130            |
| <hr/>                                                                     |                   |                   |                   |                   |                   |                   |
| <b><u>INTERNET CRIMES AGAINST CHILDREN-LOCAL DONATION (FUND 2520)</u></b> |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                                                    | \$ 549,388        | \$ 650,437        | \$ 864,636        | \$ 810,559        | \$ 830,559        | \$ 830,559        |
| <b>REVENUE:</b>                                                           |                   |                   |                   |                   |                   |                   |
| CONTRIBUTIONS / DONATIONS                                                 | \$ 352,184        | \$ 360,263        | \$ 345,000        | \$ 350,000        | \$ 363,058        | \$ 363,058        |
| <b>TOTAL REVENUE</b>                                                      | <b>\$ 352,184</b> | <b>\$ 360,263</b> | <b>\$ 345,000</b> | <b>\$ 350,000</b> | <b>\$ 363,058</b> | <b>\$ 363,058</b> |
| <b>EXPENDITURES:</b>                                                      |                   |                   |                   |                   |                   |                   |
| PERSONAL SERVICES                                                         | \$ -              | \$ -              | \$ 263,785        | \$ -              | \$ 252,558        | \$ 252,558        |
| OPERATION & MAINTENANCE                                                   | 251,135           | 200,141           | 81,215            | 330,000           | 110,500           | 110,500           |
| <b>TOTAL EXPENDITURES</b>                                                 | <b>\$ 251,135</b> | <b>\$ 200,141</b> | <b>\$ 345,000</b> | <b>\$ 330,000</b> | <b>\$ 363,058</b> | <b>\$ 363,058</b> |
| FUND BALANCE ENDING                                                       | \$ 650,437        | \$ 810,559        | \$ 864,636        | \$ 830,559        | \$ 830,559        | \$ 830,559        |
| <hr/>                                                                     |                   |                   |                   |                   |                   |                   |
| <b><u>INTERNET CRIMES AGAINST CHILDREN (FUND 2510)</u></b>                |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                                                    | \$ (7,384)        | \$ (7,384)        | \$ -              | \$ (4,570)        | \$ -              | \$ -              |
| REVENUE-INTER-GOVERNMENTAL                                                | \$ 227,178        | \$ 248,169        | \$ 200,259        | \$ 124,570        | \$ 50,000         | \$ 50,000         |
| <b>EXPENDITURES:</b>                                                      |                   |                   |                   |                   |                   |                   |
| PERSONAL SERVICES                                                         | \$ 114,230        | \$ 109,928        | \$ 104,259        | \$ 100,000        | \$ 3,000          | \$ 3,000          |
| OPERATION & MAINTENANCE                                                   | 112,948           | 135,427           | 96,000            | 20,000            | 47,000            | 47,000            |
| <b>TOTAL EXPENDITURES</b>                                                 | <b>\$ 227,178</b> | <b>\$ 245,355</b> | <b>\$ 200,259</b> | <b>\$ 120,000</b> | <b>\$ 50,000</b>  | <b>\$ 50,000</b>  |
| FUND BALANCE ENDING                                                       | \$ (7,384)        | \$ (4,570)        | \$ -              | \$ -              | \$ -              | \$ -              |
| <hr/>                                                                     |                   |                   |                   |                   |                   |                   |

**POLICE PROGRAMS (PAGE 2 OF 5)**  
**OPERATING BUDGET**

|                                                     | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | PROPOSED<br>FY 19 | APPROVED<br>FY 19 |
|-----------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b><u>TRAFFIC SAFETY (FUND 2540)</u></b>            |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                              | \$ 3,816          | \$ 9,407          | \$ 9,408          | \$ 10,437         | \$ 10,437         | \$ 10,437         |
| REVENUE-INTER-GOVERNMENTAL                          | \$ 11,260         | \$ 4,694          | \$ 9,000          | \$ 6,875          | \$ 9,000          | \$ 9,000          |
| <b>EXPENDITURES:</b>                                |                   |                   |                   |                   |                   |                   |
| PERSONAL SERVICES                                   | \$ 5,669          | \$ 3,664          | \$ 9,000          | \$ 6,875          | \$ 9,000          | \$ 9,000          |
| <b>TOTAL EXPENDITURES</b>                           | <b>\$ 5,669</b>   | <b>\$ 3,664</b>   | <b>\$ 9,000</b>   | <b>\$ 6,875</b>   | <b>\$ 9,000</b>   | <b>\$ 9,000</b>   |
| FUND BALANCE ENDING                                 | \$ 9,407          | \$ 10,437         | \$ 9,408          | \$ 10,437         | \$ 10,437         | \$ 10,437         |
| <b><u>JUSTICE ASSISTANCE GRANTS (FUND 2500)</u></b> |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                              | \$ (5,672)        | \$ (33,460)       | \$ -              | \$ (3,365)        | \$ -              | \$ -              |
| REVENUE-INTER-GOVERNMENTAL                          | \$ 54,758         | \$ 62,275         | \$ 55,000         | \$ 38,365         | \$ 65,000         | \$ 65,000         |
| <b>EXPENDITURES:</b>                                |                   |                   |                   |                   |                   |                   |
| OPERATION & MAINTENANCE                             | 82,546            | 32,180            | 55,000            | 35,000            | 65,000            | 65,000            |
| <b>TOTAL EXPENDITURES</b>                           | <b>\$ 82,546</b>  | <b>\$ 32,180</b>  | <b>\$ 55,000</b>  | <b>\$ 35,000</b>  | <b>\$ 65,000</b>  | <b>\$ 65,000</b>  |
| FUND BALANCE ENDING                                 | \$ (33,460)       | \$ (3,365)        | \$ -              | \$ -              | \$ -              | \$ -              |
| <b><u>HIDTA-ONDCP (FUND 2550)</u></b>               |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                              | \$ (25,099)       | \$ (28,335)       | \$ -              | \$ 7,597          | \$ 7,597          | \$ 7,597          |
| REVENUE-INTER-GOVERNMENTAL                          | \$ 202,733        | \$ 175,119        | \$ 214,951        | \$ 138,290        | \$ 223,812        | \$ 223,812        |
| <b>EXPENDITURES:</b>                                |                   |                   |                   |                   |                   |                   |
| PERSONAL SERVICES                                   | \$ 122,842        | \$ 113,884        | \$ 120,702        | \$ 87,750         | \$ 136,051        | \$ 136,051        |
| OPERATION & MAINTENANCE                             | 83,127            | 25,303            | 94,249            | 50,540            | 91,416            | 91,416            |
| <b>TOTAL EXPENDITURES</b>                           | <b>\$ 205,969</b> | <b>\$ 139,187</b> | <b>\$ 214,951</b> | <b>\$ 138,290</b> | <b>\$ 227,467</b> | <b>\$ 227,467</b> |
| FUND BALANCE ENDING                                 | \$ (28,335)       | \$ 7,597          | \$ -              | \$ 7,597          | \$ 3,942          | \$ 3,942          |

**POLICE PROGRAMS (PAGE 3 OF 5)**  
**OPERATING BUDGET**

|                                                         | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | PROPOSED<br>FY 19 | APPROVED<br>FY 19 |
|---------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b><u>DOWNTOWN CENTRAL BEAT OFFICER (FUND 2560)</u></b> |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                                  | \$ (14,350)       | \$ (14,350)       | \$ -              | \$ 9,607          | \$ 9,607          | \$ 9,607          |
| <b>REVENUE-CHARGES FOR SERVICE</b>                      |                   |                   |                   |                   |                   |                   |
| CHARGES FOR SERVICE                                     | \$ 169,325        | \$ 105,163        | \$ 148,059        | \$ 148,000        | \$ 148,059        | \$ 148,059        |
| <b>TOTAL REVENUE</b>                                    | <b>\$ 169,325</b> | <b>\$ 105,163</b> | <b>\$ 148,059</b> | <b>\$ 148,000</b> | <b>\$ 148,059</b> | <b>\$ 148,059</b> |
| <b>EXPENDITURES:</b>                                    |                   |                   |                   |                   |                   |                   |
| PERSONAL SERVICES                                       | \$ 169,325        | \$ 81,206         | \$ 148,059        | \$ 148,000        | \$ 148,406        | \$ 148,406        |
| <b>TOTAL EXPENDITURES</b>                               | <b>\$ 169,325</b> | <b>\$ 81,206</b>  | <b>\$ 148,059</b> | <b>\$ 148,000</b> | <b>\$ 148,406</b> | <b>\$ 148,406</b> |
| FUND BALANCE ENDING                                     | \$ (14,350)       | \$ 9,607          | \$ -              | \$ 9,607          | \$ 9,260          | \$ 9,260          |

|                                                               |                  |                  |                  |                  |                  |                  |
|---------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b><u>POLICE DONATIONS (FUNDS 2590, 7090, 7190, 7200)</u></b> |                  |                  |                  |                  |                  |                  |
| FUND BALANCE BEGINNING                                        | \$ 87,153        | \$ 94,484        | \$ 111,499       | \$ 88,431        | \$ 77,081        | \$ 77,081        |
| <b>REVENUE:</b>                                               |                  |                  |                  |                  |                  |                  |
| CHARGES FOR SERVICE                                           | \$ 6,912         | \$ 7,289         | \$ 4,000         | \$ 4,850         | \$ 4,000         | \$ 4,000         |
| INVESTMENT EARNINGS                                           | 560              | 387              | 430              | 800              | 739              | 739              |
| CONTRIBUTIONS / DONATIONS                                     | 9,015            | 54,893           | 10,000           | 35,000           | 15,000           | 15,000           |
| <b>TOTAL REVENUE</b>                                          | <b>\$ 16,487</b> | <b>\$ 62,569</b> | <b>\$ 14,430</b> | <b>\$ 40,650</b> | <b>\$ 19,739</b> | <b>\$ 19,739</b> |
| <b>EXPENDITURES:</b>                                          |                  |                  |                  |                  |                  |                  |
| OPERATION & MAINTENANCE                                       | \$ 4,949         | \$ 22,829        | \$ 4,800         | \$ 52,000        | \$ 6,500         | \$ 6,500         |
| CAPITAL                                                       | 4,207            | 45,793           | -                | -                | -                | -                |
| <b>TOTAL EXPENDITURES</b>                                     | <b>\$ 9,156</b>  | <b>\$ 68,622</b> | <b>\$ 4,800</b>  | <b>\$ 52,000</b> | <b>\$ 6,500</b>  | <b>\$ 6,500</b>  |
| FUND BALANCE ENDING                                           | \$ 94,484        | \$ 88,431        | \$ 121,129       | \$ 77,081        | \$ 90,320        | \$ 90,320        |

|                                                   |          |          |          |          |          |          |
|---------------------------------------------------|----------|----------|----------|----------|----------|----------|
| <b><u>SOCIAL HOST RESTITUTION (FUND 7080)</u></b> |          |          |          |          |          |          |
| FUND BALANCE BEGINNING                            | \$ 9,492 | \$ 6,847 | \$ 3,446 | \$ 3,498 | \$ 998   | \$ 998   |
| <b>REVENUE-FINES &amp; FORFEITS</b>               |          |          |          |          |          |          |
|                                                   | \$ 1,125 | \$ 1,952 | \$ 1,000 | \$ 1,250 | \$ 1,000 | \$ 1,000 |
| <b>EXPENDITURES-OPERATION &amp; MAINTENANCE</b>   |          |          |          |          |          |          |
|                                                   | \$ 3,770 | \$ 5,301 | \$ 4,000 | \$ 3,750 | \$ 1,000 | \$ 1,000 |
| FUND BALANCE ENDING                               | \$ 6,847 | \$ 3,498 | \$ 446   | \$ 998   | \$ 998   | \$ 998   |

POLICE PROGRAMS (PAGE 4 OF 5)

OPERATING BUDGET

|                                                               | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | PROPOSED<br>FY 19 | APPROVED<br>FY 19 |
|---------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b><u>HOMELAND SECURITY (FUND 2580)</u></b>                   |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                                        | \$ 23,514         | \$ 23,514         | \$ 7,508          | \$ 23,192         | \$ 23,192         | \$ 23,192         |
| <b>REVENUE:</b>                                               |                   |                   |                   |                   |                   |                   |
| INTER-GOVERNMENTAL                                            | \$ 8,803          | \$ 19,197         | \$ -              | \$ -              | \$ 10,000         | \$ 10,000         |
| <b>TOTAL REVENUE</b>                                          | <b>\$ 8,803</b>   | <b>\$ 19,197</b>  | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 10,000</b>  | <b>\$ 10,000</b>  |
| <b>EXPENDITURES:</b>                                          |                   |                   |                   |                   |                   |                   |
| OPERATION & MAINTENANCE                                       | \$ 8,803          | \$ 19,519         | \$ -              | \$ -              | \$ 10,000         | \$ 10,000         |
| <b>TOTAL EXPENDITURES</b>                                     | <b>\$ 8,803</b>   | <b>\$ 19,519</b>  | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 10,000</b>  | <b>\$ 10,000</b>  |
| FUND BALANCE ENDING                                           | \$ 23,514         | \$ 23,192         | \$ 7,508          | \$ 23,192         | \$ 23,192         | \$ 23,192         |
| <hr/>                                                         |                   |                   |                   |                   |                   |                   |
| <b><u>POLICE DRUG FORFEITURES (Funds 7170 &amp; 7180)</u></b> |                   |                   |                   |                   |                   |                   |
| FUND BALANCE BEGINNING                                        | \$ 539,237        | \$ 678,937        | \$ 598,942        | \$ 598,962        | \$ 531,292        | \$ 531,292        |
| <b>REVENUE:</b>                                               |                   |                   |                   |                   |                   |                   |
| FINES & FORFEITS                                              | \$ 365,788        | \$ 176,689        | \$ 80,000         | \$ 88,000         | \$ 80,000         | \$ 80,000         |
| INVESTMENT EARNINGS                                           | 3,692             | 2,963             | 3,500             | 3,630             | 4,900             | 4,900             |
| <b>TOTAL REVENUE</b>                                          | <b>\$ 369,480</b> | <b>\$ 179,652</b> | <b>\$ 83,500</b>  | <b>\$ 91,630</b>  | <b>\$ 84,900</b>  | <b>\$ 84,900</b>  |
| <b>EXPENDITURES:</b>                                          |                   |                   |                   |                   |                   |                   |
| OPERATION & MAINTENANCE                                       | \$ 217,711        | \$ 259,627        | \$ 170,483        | \$ 159,300        | \$ 132,973        | \$ 132,973        |
| CAPITAL                                                       | 12,069            | -                 | -                 | -                 | -                 | -                 |
| <b>TOTAL EXPENDITURES</b>                                     | <b>\$ 229,780</b> | <b>\$ 259,627</b> | <b>\$ 170,483</b> | <b>\$ 159,300</b> | <b>\$ 132,973</b> | <b>\$ 132,973</b> |
| FUND BALANCE ENDING                                           | \$ 678,937        | \$ 598,962        | \$ 511,959        | \$ 531,292        | \$ 483,219        | \$ 483,219        |
| <hr/>                                                         |                   |                   |                   |                   |                   |                   |

**POLICE PROGRAMS (PAGE 5 OF 5)**

**TOTAL OPERATING BUDGET**

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | PROPOSED<br>FY 19   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 1,160,454</b> | <b>\$ 1,380,226</b> | <b>\$ 1,595,568</b> | <b>\$ 1,544,478</b> | <b>\$ 1,490,893</b> | <b>\$ 1,490,893</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |                     |
| INTER-GOVERNMENTAL            | \$ 518,584          | \$ 533,439          | \$ 498,103          | \$ 326,100          | \$ 382,689          | \$ 382,689          |
| CHARGES FOR SERVICE           | 176,237             | 112,452             | 152,059             | 152,850             | 152,059             | 152,059             |
| FINES & FORFEITS              | 366,913             | 178,641             | 81,000              | 89,250              | 81,000              | 81,000              |
| INVESTMENT EARNINGS           | 4,252               | 3,350               | 3,930               | 4,430               | 5,639               | 5,639               |
| CONTRIBUTIONS / DONATIONS     | 361,199             | 415,156             | 355,000             | 385,000             | 378,058             | 378,058             |
| <b>TOTAL REVENUE</b>          | <b>\$ 1,427,185</b> | <b>\$ 1,243,038</b> | <b>\$ 1,090,092</b> | <b>\$ 957,630</b>   | <b>\$ 999,445</b>   | <b>\$ 999,445</b>   |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |                     |
| PERSONAL SERVICES             | \$ 419,733          | \$ 315,867          | \$ 648,777          | \$ 349,625          | \$ 563,875          | \$ 563,875          |
| OPERATION & MAINTENANCE       | 771,404             | 717,126             | 521,797             | 661,590             | 474,406             | 474,406             |
| CAPITAL                       | 16,276              | 45,793              | -                   | -                   | -                   | -                   |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 1,207,413</b> | <b>\$ 1,078,786</b> | <b>\$ 1,170,574</b> | <b>\$ 1,011,215</b> | <b>\$ 1,038,281</b> | <b>\$ 1,038,281</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 1,380,226</b> | <b>\$ 1,544,478</b> | <b>\$ 1,515,086</b> | <b>\$ 1,490,893</b> | <b>\$ 1,452,057</b> | <b>\$ 1,452,057</b> |
| LESS:                         |                     |                     |                     |                     |                     |                     |
| RESTRICTED                    | 1,380,226           | 1,544,478           | 1,515,086           | 1,490,893           | 1,452,057           | 1,452,057           |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

## **CITY-COUNTY LIBRARY BUDGET NARRATIVE**

Billings Public Library is where the Billings community connects and grows together, discovering the love of reading, the joy of learning, and the sharing of creative expression.

### **Revenues**

The FY 2019 requested revenues are \$3,680,151, representing an increase of \$202,594, or 5.8%, from the FY 2018 estimated revenues. The increase is due to a projected increase in tax revenue.

### **Expenditures**

The FY 2019 requested budget represents an increase of \$152,659 from the FY 2018 estimated expenditures. The increase is largely due to cost savings identified in FY 2018.

Supplemental Budget Requests include:

|                                     |          |
|-------------------------------------|----------|
| • Additional security guard service | \$20,985 |
| • Demo and replace dead landscaping | \$14,555 |

### **Capital**

None

**CITY-COUNTY LIBRARY FUND  
OPERATING BUDGET**

FUND 2600-2610, 2630

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 1,917,802</b> | <b>\$ 1,864,442</b> | <b>\$ 1,841,828</b> | <b>\$ 1,920,944</b> | <b>\$ 1,892,611</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| CITY TAXES                    | \$ 996,223          | \$ 1,022,755        | \$ 1,096,330        | \$ 1,091,800        | \$ 1,134,648        |
| COUNTY PROPERTY TAX           | 862,431             | 867,996             | 835,000             | 835,000             | 875,000             |
| STATE GRANTS/AID              | 51,601              | 51,629              | 51,633              | 1,500               | -                   |
| STATE REIMBURSEMENTS          | 407,570             | 426,405             | 428,299             | 429,100             | 435,533             |
| CHARGES FOR SERVICE           | 13,832              | 16,258              | 13,325              | 13,150              | 13,825              |
| FINES & FORFEITURES           | 81,340              | 73,848              | 74,850              | 76,850              | 76,900              |
| INTEREST ON INVESTMENTS       | (729)               | 6,357               | 7,200               | 9,000               | 11,000              |
| DONATIONS/CONTRIBUTIONS       | 69,761              | 70,003              | 59,000              | 56,000              | 65,945              |
| TRANSFER FR GENERAL FUND      | 901,504             | 899,552             | 986,696             | 940,000             | 1,021,183           |
| SALE OF SURPLUS EQUIP         | 4,769               | 122                 | 300                 | 2,470               | 1,950               |
| MISCELLANEOUS                 | 221,204             | 34,562              | 48,367              | 22,687              | 44,167              |
| <b>TOTAL REVENUE</b>          | <b>\$ 3,609,506</b> | <b>\$ 3,469,487</b> | <b>\$ 3,601,000</b> | <b>\$ 3,477,557</b> | <b>\$ 3,680,151</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| ADMINISTRATION                | \$ 594,445          | \$ 571,296          | \$ 613,193          | \$ 562,195          | \$ 622,045          |
| FACILITIES                    | 559,377             | 592,749             | 623,532             | 613,504             | 649,184             |
| CIRCULATION                   | 537,740             | 573,629             | 586,291             | 583,767             | 580,304             |
| REFERENCE                     | 363,685             | 411,034             | 407,274             | 407,629             | 422,607             |
| YOUTH SERVICES                | 192,955             | 201,771             | 205,104             | 205,982             | 215,623             |
| TECHNICAL PROCESS             | 232,539             | 240,550             | 252,925             | 247,799             | 255,261             |
| OUTREACH SERVICES             | 189,443             | 200,133             | 221,438             | 220,695             | 224,184             |
| SYSTEM ADMINISTRATION         | 277,712             | 305,296             | 400,262             | 371,577             | 376,525             |
| LIBRARY RESOURCES             | 305,124             | 286,911             | 322,630             | 269,827             | 322,630             |
| LIBRARY BOARD                 | -                   | -                   | 5,020               | 2,420               | 5,020               |
| DON-LOST/DAMAGED BOOKS        | 1,798               | 2,020               | -                   | -                   | -                   |
| INTERFUND TRANSFERS           | 408,048             | 27,596              | 20,495              | 20,495              | 20,705              |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 3,662,866</b> | <b>\$ 3,412,985</b> | <b>\$ 3,658,164</b> | <b>\$ 3,505,890</b> | <b>\$ 3,694,088</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 1,864,442</b> | <b>\$ 1,920,944</b> | <b>\$ 1,784,664</b> | <b>\$ 1,892,611</b> | <b>\$ 1,878,674</b> |
| <b>LESS:</b>                  |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                    | 988,154             | 1,018,100           | 945,872             | 1,003,084           | 995,697             |
| COMMITTED                     | 876,288             | 902,844             | 838,792             | 889,527             | 882,977             |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

**CITY-COUNTY LIBRARY FUND  
OPERATING BUDGET**

FUND 2600-2610, 2630

|                            | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| PERSONAL SERVICES          | \$ 2,131,258        | \$ 2,286,840        | \$ 2,328,853        | \$ 2,310,302        | \$ 2,373,252        |
| OPERATIONS AND MAINTENANCE | 1,123,560           | 1,081,192           | 1,308,816           | 1,175,093           | 1,300,131           |
| CAPITAL                    | -                   | 17,357              | -                   | -                   | -                   |
| TRANSFERS                  | 408,048             | 27,596              | 20,495              | 20,495              | 20,705              |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 3,662,866</b> | <b>\$ 3,412,985</b> | <b>\$ 3,658,164</b> | <b>\$ 3,505,890</b> | <b>\$ 3,694,088</b> |

**STAFFING AUTHORIZATION**

| POSITION                    | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | APPROVED<br>FY 19 |
|-----------------------------|-----------------|-----------------|-----------------|-------------------|
| 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                   | 10.0            | 11.0            | 11.0            | 11.0              |
| ADMIN SUPPORT IV            | 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             | 7.8             | 7.8             | 7.8               |
| FACILITIES MAINT SUPPORT II | 2.0             | 2.0             | 2.0             | 2.0               |
| FACILITIES MAINT SUPPORT I  | 1.0             | 1.0             | 1.0             | 1.0               |
| LIBRARY INFORMATION SYSTEMS |                 |                 |                 |                   |
| COORDINATOR                 | 1.0             | 1.0             | 1.0             | 1.0               |
| LIBRARY SVCS SPEC I         | 2.0             | 2.0             | 2.0             | 2.0               |
| <b>TOTAL</b>                | <b>31.8</b>     | <b>32.8</b>     | <b>32.8</b>     | <b>32.8</b>       |

## **COMMUNITY DEVELOPMENT BUDGET NARRATIVE**

The Community Development Division is primarily responsible for administration of the City's Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs. These federally funded programs are used by local governments to provide decent housing, a suitable living environment, and to expand economic opportunities for lower income households. These programs are issued through the U.S. Department of Housing and Urban Development (HUD).

As a recipient of HUD funds, the City is required to implement programs and services designed to reduce the number of poverty-level households in Billings. To this end, the Division coordinates the Billings Metro VISTA Project (B-MVP), an AmeriCorps VISTA program funded through the Corporation for National and Community Service. The intent of this program is to assist Billings area non-profit organizations to better meet the needs of citizens experiencing poverty.

Community Development projects are designed to meet the Division's goals: 1) Preserve existing affordable housing supply, particularly in older neighborhoods, to support the stability of the current affordable housing stock; 2) Create affordable housing opportunities to further improve access to and the quality of affordable housing stock; 3) Expand housing choice options for existing and potential new residents to foster stable, socio-economically diverse neighborhoods citywide; and 4) Support housing and community development specific to lower income and special needs households through poverty-impact initiatives.

### **Revenues**

Federal CDBG and HOME resources have decreased significantly over the past decade. Subsequently, Division efforts have been successfully focused in grant-writing efforts to improve revenues to further the goals of the Division's Consolidated Plan. New revenues allocated CDBG and HOME funds are estimated at \$1,000,000.

The City has also implemented a policy to fund core programs generating loan revenue and has not recommended funding for public service grants to other non-profit organizations since 2012. CDBG and HOME repayment income from the First Time Homebuyer and Housing Rehabilitation Loan programs continue to be available each year for allocation to new projects. Interest rates and the housing market influence the revenues received.

Additional cash revenues include successful grant awards via competitive processes, including an AmeriCorps VISTA Project Grant's direct funding to the City totaling an estimated \$485,000; \$320,000 is managed through the City and indirect project expenditures for VISTA members are estimated at \$165,000 to support member benefits (health care, education awards, etc.). VISTA funding accounts for one-third of the Division's overall budget.

### **Expenditures**

Administration costs are limited in both the CDBG and HOME budgets to 20% and 10% respectively, limiting the amount of cost allocation that can be contributed through these programs. City Council reviews the Division's budget for approval each year in April, which determines the programs to be funded for the year.

### **Capital**

None

FUNDS 2650-2990

## COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 1 OF 5)

## OPERATING BUDGET

|                                                           | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-----------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b><u>COMMUNITY DEV BLOCK GRANTS(FUNDS 2900-2990)</u></b> |                   |                   |                   |                   |                   |
| <b>FUND BALANCE BEGINNING</b>                             | <b>\$ 36,770</b>  | <b>\$ 72,465</b>  | <b>\$ 357,482</b> | <b>\$ 147,047</b> | <b>\$ 128,967</b> |
| <b>REVENUE:</b>                                           |                   |                   |                   |                   |                   |
| HUD GRANTS                                                | \$ 722,648        | \$ 568,908        | \$ 580,000        | \$ 525,000        | \$ 650,000        |
| INTEREST ON LOANS                                         | 21                | 8                 | -                 | -                 | -                 |
| PROGRAM INCOME                                            | 253,568           | 120,175           | 100,000           | 45,000            | 100,000           |
| SALE OF FIXED ASSETS                                      | -                 | 232,282           | 50,000            | -                 | -                 |
| MISCELLANEOUS                                             | -                 | 4,600             | -                 | -                 | -                 |
| <b>TOTAL REVENUE</b>                                      | <b>\$ 976,237</b> | <b>\$ 925,973</b> | <b>\$ 730,000</b> | <b>\$ 570,000</b> | <b>\$ 750,000</b> |
| <b>EXPENDITURES:</b>                                      |                   |                   |                   |                   |                   |
| PROJECTS                                                  | \$ 754,822        | \$ 665,438        | \$ 389,085        | \$ 400,000        | \$ 386,992        |
| ADMINISTRATION                                            | 119,611           | 108,080           | 116,000           | 110,000           | 110,000           |
| REHAB ADMINISTRATION                                      | 66,109            | 77,873            | 74,915            | 78,080            | 53,008            |
| <b>TOTAL EXPENDITURES</b>                                 | <b>\$ 940,542</b> | <b>\$ 851,391</b> | <b>\$ 580,000</b> | <b>\$ 588,080</b> | <b>\$ 550,000</b> |
| <b>FUND BALANCE ENDING</b>                                | <b>\$ 72,465</b>  | <b>\$ 147,047</b> | <b>\$ 507,482</b> | <b>\$ 128,967</b> | <b>\$ 328,967</b> |

**HOME PROGRAM (FUNDS 2800-2890)**

|                               |                     |                   |                   |                   |                   |
|-------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ (161,416)</b> | <b>\$ 67,144</b>  | <b>\$ 130,144</b> | <b>\$ 184,974</b> | <b>\$ 395,974</b> |
| <b>REVENUE:</b>               |                     |                   |                   |                   |                   |
| HUD GRANTS                    | \$ 338,774          | \$ 543,526        | \$ 295,600        | \$ 275,000        | \$ 350,000        |
| HUD GRANTS-REPROGRAMMED       | 122,867             | 2,816             | 44,527            | 25,000            | 1,100             |
| PROGRAM INCOME                | 27,975              | 271,443           | 100,000           | 250,000           | 100,000           |
| <b>TOTAL REVENUE</b>          | <b>\$ 489,616</b>   | <b>\$ 817,785</b> | <b>\$ 440,127</b> | <b>\$ 550,000</b> | <b>\$ 451,100</b> |
| <b>EXPENDITURES:</b>          |                     |                   |                   |                   |                   |
| AFFORDABLE HOUSING PROJ       | \$ 182,756          | \$ 624,375        | \$ 248,048        | \$ 245,000        | \$ 163,337        |
| ADMINISTRATION                | -                   | 9,900             | 10,324            | 20,000            | 19,916            |
| FIRST TIME HOME BUYER ADM     | 78,300              | 65,680            | 81,155            | 74,000            | 91,747            |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 261,056</b>   | <b>\$ 699,955</b> | <b>\$ 339,527</b> | <b>\$ 339,000</b> | <b>\$ 275,000</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 67,144</b>    | <b>\$ 184,974</b> | <b>\$ 230,744</b> | <b>\$ 395,974</b> | <b>\$ 572,074</b> |

## COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 2 OF 5)

## OPERATING BUDGET

|                                                | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|------------------------------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| <b><u>VISTA ADMINISTRATION (FUND 2650)</u></b> |                 |                 |                 |                   |                   |
| FUND BALANCE BEGINNING                         | \$ 38,096       | \$ 40,295       | \$ 46,587       | \$ 44,018         | \$ 47,018         |
| REVENUE                                        |                 |                 |                 |                   |                   |
| CHARGES FOR SERVICE                            | \$ 28,955       | \$ 35,241       | \$ 20,000       | \$ 25,000         | \$ 20,002         |
| TOTAL REVENUE                                  | \$ 28,955       | \$ 35,241       | \$ 20,000       | \$ 25,000         | \$ 20,002         |
| EXPENDITURES-OPERATIONS & MAINTENANCE          | \$ 26,756       | \$ 31,518       | \$ 20,000       | \$ 22,000         | \$ 20,000         |
| FUND BALANCE ENDING                            | \$ 40,295       | \$ 44,018       | \$ 46,587       | \$ 47,018         | \$ 47,020         |

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**BILLINGS COMMUNITY CONNECT & HOMELESS PLAY (FUND 2720)**

|                                       |          |          |          |          |          |
|---------------------------------------|----------|----------|----------|----------|----------|
| FUND BALANCE BEGINNING                | \$ 3,485 | \$ 3,485 | \$ 3,485 | \$ 3,485 | \$ 3,485 |
| REVENUE:                              |          |          |          |          |          |
| TOTAL REVENUE                         | \$ -     | \$ -     | \$ -     | \$ -     | \$ -     |
| EXPENDITURES-OPERATIONS & MAINTENANCE | \$ -     | \$ -     | \$ -     | \$ -     | \$ -     |
| FUND BALANCE ENDING                   | \$ 3,485 | \$ 3,485 | \$ 3,485 | \$ 3,485 | \$ 3,485 |

## COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 3 OF 5)

## OPERATING BUDGET

|                                                                     | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|---------------------------------------------------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| <b>BPAIH &amp; MAYOR'S COMMITTEE DONATIONS/TRAINING (FUND 2730)</b> |                 |                 |                 |                   |                   |
| FUND BALANCE BEGINNING                                              | \$ 2,732        | \$ 1,890        | \$ -            | \$ -              | \$ -              |
| <b>REVENUE:</b>                                                     |                 |                 |                 |                   |                   |
| CONTRIBUTIONS                                                       | 1,250           | 30              | -               | -                 | -                 |
| <b>TOTAL REVENUE</b>                                                | <b>\$ 1,250</b> | <b>\$ 30</b>    | <b>\$ -</b>     | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>EXPENDITURES-OPERATIONS &amp; MAINTENANCE:</b>                   |                 |                 |                 |                   |                   |
| HOMELESS-TRAINING                                                   | 2,092           | 1,920           | -               | -                 | -                 |
| <b>TOTAL EXPENDITURES</b>                                           | <b>\$ 2,092</b> | <b>\$ 1,920</b> | <b>\$ -</b>     | <b>\$ -</b>       | <b>\$ -</b>       |
| FUND BALANCE ENDING                                                 | \$ 1,890        | \$ -            | \$ -            | \$ -              | \$ -              |

**COMMUNITY DEVELOPMENT RENT (FUND 2740)**

|                                        |             |           |           |           |           |
|----------------------------------------|-------------|-----------|-----------|-----------|-----------|
| FUND BALANCE BEGINNING                 | \$ (50,776) | \$ 1,625  | \$ 1,625  | \$ 1,695  | \$ 1,695  |
| REVENUE-TRANSFERS (RENT)               | \$ 109,195  | \$ 58,018 | \$ 60,000 | \$ 60,000 | \$ 62,000 |
| EXPENDITURES-OPERATIONS & MAINT (RENT) | \$ 56,794   | \$ 57,948 | \$ 60,000 | \$ 60,000 | \$ 62,000 |
| FUND BALANCE ENDING                    | \$ 1,625    | \$ 1,695  | \$ 1,625  | \$ 1,695  | \$ 1,695  |

**GRANT WRITING/ ENVIRON REVIEW (FUND 2780)**

|                              |               |               |               |               |               |
|------------------------------|---------------|---------------|---------------|---------------|---------------|
| FUND BALANCE BEGINNING       | \$ 408        | \$ 408        | \$ 408        | \$ 408        | \$ 408        |
| <b>REVENUE</b>               |               |               |               |               |               |
| <b>TOTAL REVENUE</b>         | <b>\$ -</b>   |
| <b>EXPENDITURES-TRANSFER</b> |               |               |               |               |               |
| <b>FUND BALANCE ENDING</b>   | <b>\$ 408</b> |

## COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 4 OF 5)

## OPERATING BUDGET

|                                                       | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| <b>NEIGHBORHOOD STABILIZATION PROGRAM (FUND 2660)</b> |                 |                 |                 |                   |                   |
| FUND BALANCE BEGINNING                                | \$ 45,550       | \$ 13,030       | \$ -            | \$ -              | \$ -              |
| REVENUE-HOUSING & ECON REC ACT 2008                   |                 |                 |                 |                   |                   |
| TRANSFER IN                                           | \$ -            | \$ -            | \$ -            | \$ -              | \$ -              |
| SALE OF FIXED ASSETS                                  | \$ -            | \$ -            | \$ -            | \$ -              | \$ -              |
| TOTAL REVENUE                                         | \$ -            | \$ -            | \$ -            | \$ -              | \$ -              |
| EXPENDITURES-MAINTENANCE                              | \$ 32,520       | \$ 13,030       | \$ -            | \$ -              | \$ -              |
| EXPENDITURES-CAPITAL                                  | \$ 32,520       | \$ 13,030       | \$ -            | \$ -              | \$ -              |
| FUND BALANCE ENDING                                   | \$ 13,030       | \$ -            | \$ -            | \$ -              | \$ -              |

**COUNCIL REVOLVING HOME LOAN FUND (FUND 2770)**

|                        |            |             |            |             |          |
|------------------------|------------|-------------|------------|-------------|----------|
| FUND BALANCE BEGINNING | \$ 50,000  | \$ 116,521  | \$ 108,002 | \$ (13,479) | \$ 6,888 |
| MISCELLANEOUS          | \$ 146,521 | \$ 29,500   | \$ -       | \$ 53,342   | \$ -     |
| EXPENDITURES-PROJECTS  | \$ 80,000  | \$ 159,500  | \$ -       | \$ 32,975   | \$ -     |
| FUND BALANCE ENDING    | \$ 116,521 | \$ (13,479) | \$ 108,002 | \$ 6,888    | \$ 6,888 |

**BILLINGS MVP VISTA SUPPORT(FUND 2690)**

|                                       |            |            |            |            |            |
|---------------------------------------|------------|------------|------------|------------|------------|
| FUND BALANCE BEGINNING                | \$ 30,438  | \$ 14,585  | \$ 14,585  | \$ 4,475   | \$ 26,775  |
| REVENUE-CORP NAT COMMUNITY SERVICE    | \$ 328,910 | \$ 317,629 | \$ 313,909 | \$ 300,000 | \$ 320,000 |
| EXPENDITURES-OPERATIONS & MAINTENANCE | \$ 344,763 | \$ 327,739 | \$ 313,909 | \$ 277,700 | \$ 320,000 |
| FUND BALANCE ENDING                   | \$ 14,585  | \$ 4,475   | \$ 14,585  | \$ 26,775  | \$ 26,775  |

## COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 5 OF 5)

## OPERATING BUDGET

|                                                   | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|---------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTAL OF COMMUNITY DEVELOPMENT GRANT FUNDS</b> |                     |                     |                     |                     |                     |
| FUND BALANCE BEGINNING                            | \$ (4,713)          | \$ 331,448          | \$ 662,318          | \$ 372,623          | \$ 611,210          |
| <b>REVENUE:</b>                                   |                     |                     |                     |                     |                     |
| INTER-GOVERNMENTAL                                | \$ 1,390,332        | \$ 1,430,063        | \$ 1,234,036        | \$ 1,125,000        | \$ 1,321,100        |
| CHARGE FOR SERVICES                               | 28,955              | 35,241              | 20,000              | 25,000              | 20,002              |
| INTEREST ON INVESTMENTS                           | 21                  | 8                   | -                   | -                   | -                   |
| CONTRIBUTIONS / DONATIONS                         | 1,250               | 30                  | -                   | -                   | -                   |
| SALE OF FIXED ASSETS                              | -                   | 232,282             | 50,000              | -                   | -                   |
| MISCELLANEOUS                                     | 550,931             | 428,534             | 200,000             | 295,000             | 200,000             |
| TRANSFERS                                         | 109,195             | 58,018              | 60,000              | 113,342             | 62,000              |
| <b>TOTAL REVENUE</b>                              | <b>\$ 2,080,684</b> | <b>\$ 2,184,176</b> | <b>\$ 1,564,036</b> | <b>\$ 1,558,342</b> | <b>\$ 1,603,102</b> |
| <b>EXPENDITURES:</b>                              |                     |                     |                     |                     |                     |
| PROJECTS                                          | 1,019,670           | 1,451,233           | 637,133             | 645,000             | 550,329             |
| ADMINISTRATION                                    | 197,911             | 183,660             | 207,479             | 204,000             | 221,663             |
| REHAB ADMINISTRATION                              | 66,109              | 77,873              | 74,915              | 78,080              | 53,008              |
| OPERATIONS & MAINTENANCE                          | 460,833             | 430,235             | 393,909             | 392,675             | 402,000             |
| <b>TOTAL EXPENDITURES</b>                         | <b>\$ 1,744,523</b> | <b>\$ 2,143,001</b> | <b>\$ 1,313,436</b> | <b>\$ 1,319,755</b> | <b>\$ 1,227,000</b> |
| FUND BALANCE - ENDING                             | \$ 331,448          | \$ 372,623          | \$ 912,918          | \$ 611,210          | \$ 987,312          |
| <b>LESS:</b>                                      |                     |                     |                     |                     |                     |
| NONSPENDABLE                                      | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                                        | 331,448             | 372,623             | 912,918             | 611,210             | 987,312             |
| COMMITTED                                         | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                                          | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>                                 | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |

**COMMUNITY DEVELOPMENT GRANTS FUND**

**OPERATING BUDGET**

FUNDS 2660-2990

|                            | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY18      | ESTIMATE<br>FY18    | APPROVED<br>FY19    |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| PERSONAL SERVICES          | \$ 343,007          | \$ 335,422          | \$ 381,996          | \$ 383,500          | \$ 385,680          |
| OPERATIONS AND MAINTENANCE | <u>1,374,701</u>    | <u>1,807,579</u>    | <u>931,440</u>      | <u>936,255</u>      | <u>841,320</u>      |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 1,717,708</b> | <b>\$ 2,143,001</b> | <b>\$ 1,313,436</b> | <b>\$ 1,319,755</b> | <b>\$ 1,227,000</b> |

**STAFFING AUTHORIZATION**

| POSITION                     | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY18    | APPROVED<br>FY19  |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
| COMMUNITY SERVICES MANAGER   | 1.0               | 1.0               | 1.0               | 1.0               |
| COMM DEVELOPMENT GRANT COORD | 2.0               | 2.0               | 2.0               | 2.0               |
| GRANTS TECHNICIAN            | <u>1.5</u>        | <u>1.5</u>        | <u>1.5</u>        | <u>1.5</u>        |
| <b>TOTAL</b>                 | <b><u>4.5</u></b> | <b><u>4.5</u></b> | <b><u>4.5</u></b> | <b><u>4.5</u></b> |

## **PARKS PROGRAMS OPERATING BUDGET NARRATIVE**

This budget accounts for the proceeds from the City's share of the Par 3 Golf Course operation, cell tower leases/easements, Mustang Baseball lease of Dehler Park, Kiwanis license plates proceeds, trash for trees, memorial trees, parkland sales, donations, grants and cash in lieu of parkland dedications from residential subdivisions. Expenditures are accounted for in this budget for items such as professional services, park acquisitions, sales and development projects, park master plans, tree purchases, and major maintenance and repairs to parkland. The majority of the fund balance in this account is due to grants, donations, and land lease agreements.

### **Revenues**

Increased revenues are anticipated from grants, leases, and donations for FY 2019.

### **Expenditures**

Major expenditures in FY 2019 include the Optimist Park playground replacement and the Suburban Ditch viaduct repair engineering and estimate.

### **Capital**

None

**PARKS PROGRAMS  
OPERATING BUDGET**

FUND 7690-7750, 7770

|                                            | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|--------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b>              | <b>\$ 2,414,396</b> | <b>\$ 2,486,346</b> | <b>\$ 2,178,346</b> | <b>\$ 2,292,123</b> | <b>\$ 2,233,623</b> |
| <b>REVENUE:</b>                            |                     |                     |                     |                     |                     |
| <b>PARK ACQUISITION &amp; IMPROVEMENTS</b> |                     |                     |                     |                     |                     |
| INVESTMENT EARNINGS                        | \$ 14,580           | \$ 10,322           | \$ 16,805           | \$ 14,000           | \$ 21,160           |
| CONTRIBUTIONS-MISC                         | 74,787              | 91,377              | 48,000              | 62,000              | 48,000              |
| TRANSFER                                   | 20,000              | 24,348              | 5,000               | 5,000               | 5,000               |
| SWORDS PARK-LAND RENTAL                    | -                   | 100                 | -                   | -                   | -                   |
| PAY IN LIEU PARK DEDICATION                | -                   | 58,613              | 50,000              | -                   | 50,000              |
| SONGBIRD GARDEN                            | -                   | -                   | -                   | -                   | 10,000              |
| SALE OF LAND                               | -                   | -                   | 50,000              | -                   | 40,000              |
| DEHLER PARK SCOREBOARD                     | 20,000              | 20,000              | 20,000              | 20,000              | -                   |
| KIWANIS-LICENSE PLATES                     | 3,152               | -                   | 2,000               | 1,000               | 3,000               |
| TRASH FOR TREES                            | 17,092              | 5,045               | 7,000               | 4,500               | 7,000               |
| <b>TOTAL REVENUE</b>                       | <b>\$ 149,611</b>   | <b>\$ 209,805</b>   | <b>\$ 198,805</b>   | <b>\$ 106,500</b>   | <b>\$ 184,160</b>   |
| <b>EXPENDITURES:</b>                       |                     |                     |                     |                     |                     |
| <b>PARK ACQUISITION &amp; IMPROVEMENTS</b> |                     |                     |                     |                     |                     |
| OPERATIONS & MAINTENANCE                   | \$ 43,804           | \$ 177,056          | \$ 534,997          | \$ 140,000          | \$ 34,788           |
| CAPITAL                                    | -                   | 200,000             | -                   | -                   | -                   |
| BATTING CAGE FUND                          | -                   | -                   | -                   | -                   | 13,500              |
| TRANSFER TO PARK CONSTRUCTION              | -                   | -                   | -                   | -                   | 460,000             |
| DEHLER PARK SCOREBOARD                     |                     |                     |                     |                     |                     |
| DEBT SERVICE                               | 19,918              | 19,917              | 19,000              | 20,000              | -                   |
| KIWANIS-LICENSE PLATES                     | 4,566               | -                   | -                   | -                   | -                   |
| SONGBIRD GARDEN                            | -                   | -                   | -                   | -                   | 10,000              |
| TRASH FOR TREES                            | 9,373               | 7,055               | 12,000              | 5,000               | 10,000              |
| <b>TOTAL EXPENDITURES</b>                  | <b>\$ 77,661</b>    | <b>\$ 404,028</b>   | <b>\$ 565,997</b>   | <b>\$ 165,000</b>   | <b>\$ 528,288</b>   |
| <b>FUND BALANCE ENDING</b>                 | <b>\$ 2,486,346</b> | <b>\$ 2,292,123</b> | <b>\$ 1,811,154</b> | <b>\$ 2,233,623</b> | <b>\$ 1,889,495</b> |
| <b>LESS:</b>                               |                     |                     |                     |                     |                     |
| NONSPENDABLE                               | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                                 | 2,486,346           | 2,292,123           | 1,811,154           | 2,233,623           | 1,889,495           |
| COMMITTED                                  | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                                   | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>                          | <b>\$ -</b>         |

**DOWNTOWN REVOLVING LOAN PROGRAM  
OPERATING BUDGET**

FUND 7230

|                                  | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|----------------------------------|---------------------|---------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b>    | <b>\$ 1,341,795</b> | <b>\$ 1,617,059</b> | <b>\$ 768,256</b> | <b>\$ 784,668</b> | <b>\$ 535,668</b> |
| <b>REVENUE:</b>                  |                     |                     |                   |                   |                   |
| INVESTMENT EARNINGS:             |                     |                     |                   |                   |                   |
| INTEREST ON LOANS                | \$ 36,441           | \$ 29,507           | \$ 25,020         | \$ 43,000         | \$ 40,000         |
| INTEREST ON INVESTMENTS          | 7,650               | 8,784               | 7,400             | 7,000             | 6,600             |
| MISCELLANEOUS-REPAYMENT OF LOANS | 423,904             | 273,670             | 172,392           | 220,000           | 200,000           |
| <b>TOTAL REVENUE</b>             | <b>\$ 467,995</b>   | <b>\$ 311,961</b>   | <b>\$ 204,812</b> | <b>\$ 270,000</b> | <b>\$ 246,600</b> |
| <b>EXPENDITURES:</b>             |                     |                     |                   |                   |                   |
| OPERATION & MAINTENANCE:         |                     |                     |                   |                   |                   |
| CHARGES FOR SERVICE              | \$ 52,731           | \$ 50,132           | \$ 54,987         | \$ 54,000         | \$ 8,830          |
| LOANS                            | 140,000             | 1,094,220           | 500,000           | 465,000           | 400,000           |
| <b>TOTAL EXPENDITURES</b>        | <b>\$ 192,731</b>   | <b>\$ 1,144,352</b> | <b>\$ 554,987</b> | <b>\$ 519,000</b> | <b>\$ 408,830</b> |
| <b>FUND BALANCE ENDING</b>       | <b>\$ 1,617,059</b> | <b>\$ 784,668</b>   | <b>\$ 418,081</b> | <b>\$ 535,668</b> | <b>\$ 373,438</b> |
| LESS:                            |                     |                     |                   |                   |                   |
| NONSPENDABLE                     | -                   | -                   | -                 | -                 | -                 |
| RESTRICTED                       | 1,617,059           | 784,668             | 418,081           | 535,668           | 373,438           |
| COMMITTED                        | -                   | -                   | -                 | -                 | -                 |
| ASSIGNED                         | -                   | -                   | -                 | -                 | -                 |
| <b>UNASSIGNED</b>                | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |

**DOWNTOWN REVOLVING LOAN PROGRAM BUDGET NARRATIVE**

The program provides loans up to \$250,000 for qualified projects in the downtown area. The City entered into agreements with seven local banks to provide \$3.2 million of funding for the downtown revolving loan program. Interest is adjusted annually based on the inter-creditor agreement with the banks. Interest rates on the loans between the City and end-borrowers adjust annually based on the terms of the inter-creditor agreement with the banks at the time of the loan. Current loan rates to end-borrowers are 3.25%.

**Revenues**

A similar number of loans are planned in FY 2019.

**Expenditures**

A similar number of loans are planned in FY 2019.

**Capital**

None

**CEMETERY IMPROVEMENTS FUND  
OPERATING BUDGET**

FUND 7020

|                                 | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 156,124</b> | <b>\$ 164,472</b> | <b>\$ 162,672</b> | <b>\$ 167,519</b> | <b>\$ 169,919</b> |
| <b>REVENUE:</b>                 |                   |                   |                   |                   |                   |
| SALE OF LOTS                    | \$ 15,245         | \$ 13,527         | \$ 14,000         | \$ 11,500         | \$ 12,000         |
| INTEREST ON INVESTMENTS         | 990               | 734               | 920               | 900               | 1,800             |
| <b>TOTAL REVENUE</b>            | <b>\$ 16,235</b>  | <b>\$ 14,261</b>  | <b>\$ 14,920</b>  | <b>\$ 12,400</b>  | <b>\$ 13,800</b>  |
| <b>EXPENDITURES:</b>            |                   |                   |                   |                   |                   |
| OPERATION & MAINTENANCE         | \$ 7,887          | \$ 11,214         | \$ 25,000         | \$ 10,000         | \$ 45,000         |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 7,887</b>   | <b>\$ 11,214</b>  | <b>\$ 25,000</b>  | <b>\$ 10,000</b>  | <b>\$ 45,000</b>  |
| <b>FUND BALANCE - ENDING</b>    | <b>\$ 164,472</b> | <b>\$ 167,519</b> | <b>\$ 152,592</b> | <b>\$ 169,919</b> | <b>\$ 138,719</b> |
| LESS:                           |                   |                   |                   |                   |                   |
| RESTRICTED                      | 164,472           | 167,519           | 152,592           | 169,919           | 138,719           |
| 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 the City Cemetery, such as chip sealing the cemetery roads. City Council approves all funds used from this account for the betterment of the cemetery. Interest from this fund is transferred yearly into the General Fund.

**Revenues**

No significant changes.

**Expenditures**

Expenditures are for improvements to Section 15, and pruning and removal of dangerous trees.

**Capital**

None

**ANIMAL CONTROL DONATIONS  
OPERATING BUDGET**

FUNDS 7120,7130,7150,7160

|                               | ACTUAL<br>FY 16  | ACTUAL<br>FY 17  | BUDGET<br>FY 18  | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|------------------|------------------|------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <u>\$ 35,415</u> | <u>\$ 37,737</u> | <u>\$ 38,212</u> | <u>\$ 37,905</u>  | <u>\$ 38,090</u>  |
| <b>REVENUE:</b>               |                  |                  |                  |                   |                   |
| INTEREST ON INVESTMENTS       | \$ 232           | \$ 163           | \$ 203           | \$ 185            | \$ 250            |
| DONATIONS:                    |                  |                  |                  |                   |                   |
| GENERAL                       | <u>2,090</u>     | <u>5</u>         | <u>500</u>       | <u>-</u>          | <u>500</u>        |
| <b>TOTAL REVENUE</b>          | <u>\$ 2,322</u>  | <u>\$ 168</u>    | <u>\$ 703</u>    | <u>\$ 185</u>     | <u>\$ 750</u>     |
| <b>EXPENDITURES:</b>          |                  |                  |                  |                   |                   |
| OPERATION AND MAINTENANCE     |                  |                  |                  |                   |                   |
| GENERAL                       | <u>-</u>         | <u>-</u>         | <u>6,000</u>     | <u>-</u>          | <u>6,000</u>      |
| <b>TOTAL EXPENDITURES</b>     | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ 6,000</u>  | <u>\$ -</u>       | <u>\$ 6,000</u>   |
| <b>FUND BALANCE ENDING</b>    | <u>\$ 37,737</u> | <u>\$ 37,905</u> | <u>\$ 32,915</u> | <u>\$ 38,090</u>  | <u>\$ 32,840</u>  |
| LESS:                         |                  |                  |                  |                   |                   |
| NONSPENDABLE                  | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>          | <u>-</u>          |
| RESTRICTED                    | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>          | <u>-</u>          |
| COMMITTED                     | <u>37,737</u>    | <u>37,905</u>    | <u>32,915</u>    | <u>38,090</u>     | <u>32,840</u>     |
| ASSIGNED                      | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>          | <u>-</u>          |
| <b>UNASSIGNED</b>             | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ -</u>       | <u>\$ -</u>       |

**ANIMAL CONTROL DONATIONS BUDGET NARRATIVE**

These funds are used to account for donations to Animal Control.

**Revenues**

With the privatization of the Animal Shelter in 2009, projected revenues for the Animal Control building improvements, spay/neuter, education, and general donation accounts are not expected this fiscal year. Although revenues for these donation accounts are not expected, the accounts have been left open in case a donation is received.

**Expenditures**

Expenditures will be used for spay and neuter relief, education, animal health and welfare, facility improvements, and other projects and initiatives to benefit animals.

**Capital**

None

## **STREET MAINTENANCE DISTRICT FUNDS BUDGET NARRATIVE**

The street maintenance special assessment districts provide funding to maintain quality streets and street maintenance for the safety of the residents and visitors and to continue to improve the city's street network.

Street Maintenance District #1 is for additional sweeping and snow removal in the central downtown area. Street Maintenance District #2 is comprised of the entire city and is for all street maintenance services, except those additional services that the central downtown area receives.

Street Maintenance assessments support Street-Traffic Division maintenance operations that maintain the public rights-of-way, such as snow plowing and removal, sweeping, graveling, oiling, curb and gutter repair, the placement and maintenance of pavement markings, the repair of traffic signs, sidewalk repair, general cleaning and debris removal, and general street repair, as well as the operation, maintenance, and repair of traffic signal systems. Assessment revenues are also used for the PAVER Program managed by the Engineering Division for preventive maintenance of street surfacing, including chip sealing, seal coating, and overlaying.

### **Revenues**

FY 2019 revenues are estimated at \$8,737,600, an increase of \$894,200 over the FY 2018 budget amount. This increase is partially the result of an increase in assessments to implement residential snow plowing. This change occurred in FY 2018, but was not reflected in the FY 2018 budgeted revenues. The remainder of the increase in revenues is the result of a rate increase for special assessments programmed, per City Council's direction, to implement smaller, annual inflationary increases rather than larger, less frequent rate increases.

### **Expenditures**

FY 2019 operation and maintenance expenditures total \$8,724,410, an increase of \$684,152 over the FY 2018 budget. This increase is primarily the result of additional programmed charge for services from the Street-Traffic fund for equipment purchases.

### **Capital**

None

**STREET MAINTENANCE DISTRICTS FUND  
OPERATING BUDGET**

FUND 8010 & 8020

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 3,279,360</b> | <b>\$ 3,535,536</b> | <b>\$ 3,700,745</b> | <b>\$ 3,559,537</b> | <b>\$ 3,552,279</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| SPECIAL ASSESSMENTS           | \$ 7,486,484        | \$ 7,762,228        | \$ 7,833,000        | \$ 8,540,000        | \$ 8,717,000        |
| INTEREST ON INVESTMENTS       | 23,796              | 15,676              | 10,400              | 28,000              | 20,600              |
| <b>TOTAL REVENUE</b>          | <b>\$ 7,510,280</b> | <b>\$ 7,777,904</b> | <b>\$ 7,843,400</b> | <b>\$ 8,568,000</b> | <b>\$ 8,737,600</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| OPERATION & MAINTENANCE       | \$ 5,754,104        | \$ 6,253,903        | \$ 6,540,258        | \$ 7,075,258        | \$ 7,406,410        |
| TRANSFER TO GAS TAX FUND      | 1,500,000           | 1,500,000           | 1,500,000           | 1,500,000           | 1,318,000           |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 7,254,104</b> | <b>\$ 7,753,903</b> | <b>\$ 8,040,258</b> | <b>\$ 8,575,258</b> | <b>\$ 8,724,410</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 3,535,536</b> | <b>\$ 3,559,537</b> | <b>\$ 3,503,887</b> | <b>\$ 3,552,279</b> | <b>\$ 3,565,469</b> |
| <b>LESS:</b>                  |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                    | 3,535,536           | 3,559,537           | 3,503,887           | 3,552,279           | 3,565,469           |
| COMMITTED                     | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

**STREET LIGHT MAINTENANCE DISTRICTS FUND  
OPERATING BUDGET**

FUND 8100

|                                 | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 1,197,699</b> | <b>\$ 1,420,447</b> | <b>\$ 1,547,725</b> | <b>\$ 1,619,590</b> | <b>\$ 1,616,276</b> |
| <b>REVENUE:</b>                 |                     |                     |                     |                     |                     |
|                                 |                     |                     |                     |                     |                     |
| INTEREST EARNINGS               | \$ 8,235            | \$ 5,839            | \$ 6,000            | \$ 11,000           | \$ 10,000           |
| SPECIAL ASSESSMENTS             | 2,444,420           | 2,421,927           | 2,300,000           | 2,347,000           | 2,350,000           |
| REFUNDS/REIMBURSEMENTS          | 139                 | 33,251              | -                   | 15,000              | -                   |
| <b>TOTAL REVENUE</b>            | <b>\$ 2,452,794</b> | <b>\$ 2,461,017</b> | <b>\$ 2,306,000</b> | <b>\$ 2,373,000</b> | <b>\$ 2,360,000</b> |
| <b>EXPENDITURES:</b>            |                     |                     |                     |                     |                     |
|                                 |                     |                     |                     |                     |                     |
| OPERATIONS & MAINTENANCE        | \$ 2,230,046        | \$ 2,261,874        | \$ 2,533,814        | \$ 2,376,314        | \$ 2,525,499        |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 2,230,046</b> | <b>\$ 2,261,874</b> | <b>\$ 2,533,814</b> | <b>\$ 2,376,314</b> | <b>\$ 2,525,499</b> |
| <b>FUND BALANCE - ENDING</b>    | <b>\$ 1,420,447</b> | <b>\$ 1,619,590</b> | <b>\$ 1,319,911</b> | <b>\$ 1,616,276</b> | <b>\$ 1,450,777</b> |
| <b>LESS:</b>                    |                     |                     |                     |                     |                     |
| NONSPENDABLE                    | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                      | 1,420,447           | 1,619,590           | 1,319,911           | 1,616,276           | 1,450,777           |
| COMMITTED                       | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                        | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>               | <b>\$ -</b>         |

**STREET LIGHT MAINTENANCE BUDGET NARRATIVE**

The Street Light Maintenance Fund is used to pay light bills, assessments, administration, and maintenance on City-owned and Northwestern Energy owned street light districts. These funds are provided from assessments on 195 separate Special Improvement Light Maintenance Districts (SILMDs). Currently there are 119 NorthWestern Energy (NWE) districts, 66 City districts, 8 districts that have a combination of NWE and City owned lights, and 2 Yellowstone Valley Electric Cooperative District. Each light district's budget reflects projected expenses and revenues derived from historical and projected data.

**Revenues**

FY 2019 revenues are budgeted at \$2,360,000, which is an increase of \$54,000 from the FY 2018 budget. This increase is due to estimated additional assessments required to cover the cost of light pole and wiring replacements in future years.

**Expenditures**

FY 2019 expenditures are estimated at \$2,525,499, which is a decrease of \$8,315. This decrease is due to an estimated decrease in electricity costs.

**Capital**

None

## **STORM SEWER FUND BUDGET NARRATIVE**

This special revenue fund is managed by the Public Works Department and funds the planning, engineering, and construction of storm drainage improvement projects. This includes paying debt service on revenues bonds, system maintenance performed by the Street-Traffic Division, MS4 permit compliance, and a capital program managed by the Engineering Division. The Storm Sewer operating fund has experienced increased expenses in recent years due to an increase in requirements to comply with storm water regulations.

### **Revenues**

Revenues are budgeted at \$4,375,452 for FY 2019, an increase of \$253,000. This increase is primarily the result of a programmed increase in special assessments, per City Council's direction, to implement smaller, annual inflationary increases rather than larger, less frequent rate increases.

### **Expenditures**

FY 2019 operating expenditures are budgeted at \$1,487,479, an increase of \$78,427. This increase is the result of an increase in charges for services.

### **Capital**

Capital expenditures for FY 2019 total \$2,965,000. Projects for FY 2019 include implementation of the Storm Water Master Plan, the Storm Sewer Inventory Replacement, the annual storm drainage intersection trouble spot project, and annual miscellaneous curb, gutter, and sidewalk projects.

**STORM SEWER FUND  
OPERATING BUDGET**

FUND 8400 & 2070

|                                | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b>  | <b>\$ 5,775,374</b> | <b>\$ 5,260,411</b> | <b>\$3,776,164</b>  | <b>\$ 5,982,419</b> | <b>\$2,432,710</b>  |
| <b>REVENUE:</b>                |                     |                     |                     |                     |                     |
| SPECIAL ASSESSMENTS            | \$ 3,887,331        | \$ 4,037,515        | \$ 4,075,000        | \$ 4,170,000        | \$ 4,320,000        |
| INTEREST ON INVESTMENTS        | 35,382              | 24,886              | 36,000              | 50,000              | 46,000              |
| LICENSES & PERMITS             | 11,200              | 8,400               | 10,000              | 7,000               | 8,000               |
| OTHER                          | 104,913             | 168,614             | 1,452               | 1,452               | 1,452               |
| <b>TOTAL REVENUE</b>           | <b>\$ 4,038,826</b> | <b>\$ 4,239,415</b> | <b>\$ 4,122,452</b> | <b>\$ 4,228,452</b> | <b>\$ 4,375,452</b> |
| <b>EXPENDITURES:</b>           |                     |                     |                     |                     |                     |
| OPERATIONS & MAINTENANCE       | \$ 1,537,455        | \$ 1,344,630        | \$ 1,409,052        | \$ 1,422,952        | \$ 1,487,479        |
| CAPITAL                        | 2,001,203           | 1,163,777           | 2,605,000           | 5,340,209           | 2,965,000           |
| TRANSFERS TO BOND AND INTEREST | 1,015,131           | 1,009,000           | 1,015,000           | 1,015,000           | 1,015,000           |
| <b>TOTAL EXPENDITURES</b>      | <b>\$ 4,553,789</b> | <b>\$ 3,517,407</b> | <b>\$ 5,029,052</b> | <b>\$ 7,778,161</b> | <b>\$ 5,467,479</b> |
| <b>FUND BALANCE ENDING</b>     | <b>\$ 5,260,411</b> | <b>\$ 5,982,419</b> | <b>\$ 2,869,564</b> | <b>\$ 2,432,710</b> | <b>\$ 1,340,683</b> |
| LESS:                          |                     |                     |                     |                     |                     |
| NONSPENDABLE                   | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                     | 5,260,411           | 5,982,419           | 2,869,564           | 2,432,710           | 1,340,683           |
| COMMITTED                      | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                       | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>              | <b>\$ -</b>         |

**PARK MAINTENANCE DISTRICTS FUNDS  
OPERATING BUDGET**

| FUND 8720                  | ACTUAL              | ACTUAL              | BUDGET              | ESTIMATE            | APPROVED            |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                            | FY 16               | FY 17               | FY 18               | FY 18               | FY 19               |
| <b>FUND BALANCE</b>        | <b>\$ 515,301</b>   | <b>\$ 509,239</b>   | <b>\$ 394,229</b>   | <b>\$ 431,791</b>   | <b>\$ 468,991</b>   |
| <b>REVENUE:</b>            |                     |                     |                     |                     |                     |
| SPECIAL ASSESSMENTS        | \$ 1,037,410        | \$ 979,560          | \$ 1,002,975        | \$ 1,080,000        | \$ 1,050,336        |
| INTEREST EARNINGS          | 1,231               | 1,297               | 200                 | 200                 | 1,200               |
| <b>TOTAL REVENUE</b>       | <b>\$ 1,038,641</b> | <b>\$ 980,857</b>   | <b>\$ 1,003,175</b> | <b>\$ 1,080,200</b> | <b>\$ 1,051,536</b> |
| <b>EXPENDITURES:</b>       |                     |                     |                     |                     |                     |
| OPERATIONS & MAINTENANCE   | \$ 1,044,703        | \$ 1,058,305        | \$ 1,114,055        | \$ 1,043,000        | \$ 1,078,102        |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 1,044,703</b> | <b>\$ 1,058,305</b> | <b>\$ 1,114,055</b> | <b>\$ 1,043,000</b> | <b>\$ 1,078,102</b> |
| <b>FUND BALANCE ENDING</b> | <b>\$ 509,239</b>   | <b>\$ 431,791</b>   | <b>\$ 283,349</b>   | <b>\$ 468,991</b>   | <b>\$ 442,425</b>   |
| LESS:                      |                     |                     |                     |                     |                     |
| NONSPENDABLE               | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                 | 509,239             | 431,791             | 283,349             | 468,991             | 442,425             |
| COMMITTED                  | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                   | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>          | <b>\$ -</b>         |

**PARK MAINTENANCE DISTRICTS BUDGET NARRATIVE**

The Park Maintenance District Division manages and maintains 36 developed community and neighborhood parks throughout Billings. Management and maintenance includes irrigation systems and water services, turf management and maintenance, weed management, playground inspections and maintenance, trash removal and pickup, tree and shrub care, and other services. In FY 18 one new Park Maintenance District was added. Development should start in FY 19.

**Revenues**

Revenue is generated through assessments to property owners within each of the 36 districts. Revenues are increasing, due to new parkland being added to existing districts.

**Expenditures**

Expenditures have decreased because of greater irrigation use and reduction of contracted services.

**Capital**

None

**PARK DISTRICT 1  
OPERATING BUDGET**

FUND 8730

|                            | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE</b>        | <b>\$ 2,591,791</b> | <b>\$ 2,666,728</b> | <b>\$ 4,010,228</b> | <b>\$ 3,591,360</b> | <b>\$ 2,207,860</b> |
| <b>REVENUE:</b>            |                     |                     |                     |                     |                     |
| SPECIAL ASSESSMENTS        | \$ 2,001,342        | \$ 2,105,976        | \$ 2,040,000        | \$ 1,920,000        | \$ 2,000,000        |
| STATE GRANTS               | 75,000              | -                   | -                   | -                   | -                   |
| MISCELLANEOUS              | 17,700              | 401,000             | -                   | 81,500              | -                   |
| INTEREST EARNINGS          | 15,072              | 14,008              | 13,000              | 15,000              | 16,000              |
| <b>TOTAL REVENUE</b>       | <b>\$ 2,109,114</b> | <b>\$ 2,520,984</b> | <b>\$ 2,053,000</b> | <b>\$ 2,016,500</b> | <b>\$ 2,016,000</b> |
| <b>EXPENDITURES:</b>       |                     |                     |                     |                     |                     |
| PERSONAL SERVICES          | \$ 229,341          | \$ 267,778          | \$ 308,462          | \$ 290,000          | \$ 328,379          |
| OPERATIONS & MAINTENANCE   | 301,107             | 240,056             | 461,982             | 300,000             | 336,838             |
| CAPITAL                    | 1,333,729           | 1,088,518           | 1,190,000           | 1,110,000           | 1,300,000           |
| TRANSFER TO ROSE PARK      | 170,000             | -                   | 1,860,000           | 1,700,000           | -                   |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 2,034,177</b> | <b>\$ 1,596,352</b> | <b>\$ 3,820,444</b> | <b>\$ 3,400,000</b> | <b>\$ 1,965,217</b> |
| <b>FUND BALANCE ENDING</b> | <b>\$ 2,666,728</b> | <b>\$ 3,591,360</b> | <b>\$ 2,242,784</b> | <b>\$ 2,207,860</b> | <b>\$ 2,258,643</b> |
| <b>LESS:</b>               |                     |                     |                     |                     |                     |
| NONSPENDABLE               | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                 | 2,666,728           | 3,591,360           | 2,242,784           | 2,207,860           | 2,258,643           |
| COMMITTED                  | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                   | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>          | <b>\$ -</b>         |

**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 19 are anticipated at \$1,965,217. This number is a decrease from FY 18 as projects were completed and will not carry forward to FY 19.

**Capital**

Capital projects for FY 19 include three water savings projects, a playground shade structure at Pioneer Park, Central Park tennis court replacement, Ponderosa and Primrose Parks playground replacement, Batting Cage safety net replacement, and Satellite Maintenance Shop design and cost estimate (Heights).

PARK DISTRICT 1  
STAFFING AUTHORIZATION

FUND 8730

STAFFING AUTHORIZATION

| POSITION                     | ACTUAL<br>FY16 | ACTUAL<br>FY17 | BUDGET<br>FY18 | APPROVED<br>FY19 |
|------------------------------|----------------|----------------|----------------|------------------|
| VOLUNTEER PROGRAM COORD      | 1.0            | 1.0            | 1.0            | 1.0              |
| EQUIPMENT OPER./MAINT.WORKER | 1.0            | 1.0            | 1.0            | 1.0              |
| ARBORIST                     | 1.0            | 1.0            | 1.0            | 1.0              |
| <b>TOTAL</b>                 | <b>3.0</b>     | <b>3.0</b>     | <b>3.0</b>     | <b>3.0</b>       |

## **ARTERIAL STREET FEES FUND BUDGET NARRATIVE**

The Arterial Street Fund is managed by the Public Works Department and complements other funds for the construction and reconstruction of arterial streets within the city. It also allows for lower assessments to property owners on arterial street segments included in Special Improvement Districts.

### **Revenues**

FY 2019 revenues are estimated at \$4,255,000, an increase of \$270,000 from the FY 2018 budget amount. This is primarily the result of a rate increase for special assessments, per City Council's direction, to implement smaller, annual inflationary increases rather than larger, less frequent rate increases.

### **Expenditures**

Operating and Maintenance expenditures for FY 2019 total \$140,510. This amount is an increase of \$18,132 from FY 2018 due to increases in charges for services.

### **Capital**

Capital expenditures in the FY 2019 budget total \$3,974,000. Projects for FY 2019 include the PAVER Program, 24<sup>th</sup> Street West signal improvements, the traffic signal controller upgrade, coordination of the Travel Corridor, Central Avenue and 24<sup>th</sup> Street West intersection, 24<sup>th</sup> Street West and King Avenue intersection improvements, as well as intersection capacity improvements and the 6<sup>th</sup> Avenue widening project.

**ARTERIAL STREET FEES FUND  
OPERATING BUDGET**

FUND 8450

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 5,467,299</b> | <b>\$ 4,566,003</b> | <b>\$ 2,181,686</b> | <b>\$ 4,307,155</b> | <b>\$ 1,411,648</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| SPECIAL ASSESSMENTS           | \$ 3,804,783        | \$ 3,937,889        | \$ 3,970,000        | \$ 4,070,000        | \$ 4,215,000        |
| INTEREST ON INVESTMENTS       | 32,336              | 19,360              | 15,000              | 36,000              | 40,000              |
| LOCAL CONTRIBUTIONS           | 386,550             | -                   | -                   | -                   | -                   |
| MISCELLANEOUS                 | -                   | 3,425               | -                   | -                   | -                   |
| GRANTS-DOT                    | 648                 | 1,827               | -                   | -                   | -                   |
| <b>TOTAL REVENUE</b>          | <b>\$ 4,224,317</b> | <b>\$ 3,962,501</b> | <b>\$ 3,985,000</b> | <b>\$ 4,106,000</b> | <b>\$ 4,255,000</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| OPERATION & MAINTENANCE       | \$ 234,143          | \$ 212,454          | \$ 122,378          | \$ 122,378          | \$ 140,510          |
| CAPITAL                       | <u>4,891,470</u>    | <u>4,008,895</u>    | <u>6,005,229</u>    | <u>6,879,129</u>    | <u>3,974,000</u>    |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 5,125,613</b> | <b>\$ 4,221,349</b> | <b>\$ 6,127,607</b> | <b>\$ 7,001,507</b> | <b>\$ 4,114,510</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 4,566,003</b> | <b>\$ 4,307,155</b> | <b>\$ 39,079</b>    | <b>\$ 1,411,648</b> | <b>\$ 1,552,138</b> |
| LESS:                         |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                    | -                   | -                   | -                   | -                   | -                   |
| COMMITTED                     | 4,566,003           | 4,307,155           | 39,079              | 1,411,648           | 1,552,138           |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

**AMEND PARK FUND  
OPERATING BUDGET**

FUND 7580

|                               | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 201,158</b> | <b>\$ 193,033</b> | <b>\$ 190,643</b> | <b>\$ 213,471</b> | <b>\$ 233,671</b> |
| <b>REVENUE:</b>               |                   |                   |                   |                   |                   |
| PARK SERVICES                 | \$ 6,180          | \$ 47,859         | \$ 102,000        | \$ 45,000         | \$ 57,000         |
| INTEREST ON INVESTMENTS       | 1,246             | 860               | 1,910             | 1,200             | 2,600             |
| <b>TOTAL REVENUE</b>          | <b>\$ 7,426</b>   | <b>\$ 48,719</b>  | <b>\$ 103,910</b> | <b>\$ 46,200</b>  | <b>\$ 59,600</b>  |
| <b>EXPENDITURES:</b>          |                   |                   |                   |                   |                   |
| OPERATIONS & MAINT.           | \$ 14,260         | \$ 27,402         | \$ 182,315        | \$ 25,000         | \$ 181,506        |
| TRANSFER-GENERAL FUND         | 1,291             | 879               | -                 | 1,000             | 1,000             |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 15,551</b>  | <b>\$ 28,281</b>  | <b>\$ 182,315</b> | <b>\$ 26,000</b>  | <b>\$ 182,506</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 193,033</b> | <b>\$ 213,471</b> | <b>\$ 112,238</b> | <b>\$ 233,671</b> | <b>\$ 110,765</b> |
| <b>LESS:</b>                  |                   |                   |                   |                   |                   |
| NONSPENDABLE                  | -                 | -                 | -                 | -                 | -                 |
| RESTRICTED                    | -                 | -                 | -                 | -                 | -                 |
| COMMITTED                     | 193,033           | 213,471           | 112,238           | 233,671           | 110,765           |
| ASSIGNED                      | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>       |

**AMEND PARK FUND BUDGET NARRATIVE**

This fund was established to support Amend Park. The earnings are transferred to the General Fund and are used to help maintain Amend Park.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

**BALLFIELD / STADIUM DONATION FOR CAPITAL MAINTENANCE FUND  
OPERATING BUDGET**

FUNDS 7670, 7680

|                                     | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b>       | <b>\$ 433,935</b> | <b>\$ 481,371</b> | <b>\$ 507,823</b> | <b>\$ 483,457</b> | <b>\$ 486,357</b> |
| <b>REVENUE:</b>                     |                   |                   |                   |                   |                   |
| <b>PARK REPAIRS AND MAINTENANCE</b> |                   |                   |                   |                   |                   |
| INTEREST ON INVESTMENTS             | \$ 2,733          | \$ 2,117          | \$ 2,700          | \$ 2,700          | \$ 3,900          |
| LEASE - MUSTANGS                    | 45,000            | 15,000            | 60,000            | 60,000            | 60,000            |
| TRANSFERS                           | -                 | -                 | 30,000            | 30,000            | 30,000            |
| CONTRIBUTIONS                       | 100               | 200               | 300               | 200               | 300               |
| <b>TOTAL REVENUE</b>                | <b>\$ 47,833</b>  | <b>\$ 17,317</b>  | <b>\$ 93,000</b>  | <b>\$ 92,900</b>  | <b>\$ 94,200</b>  |
| <b>EXPENDITURES:</b>                |                   |                   |                   |                   |                   |
| <b>PARK REPAIRS AND MAINTENANCE</b> |                   |                   |                   |                   |                   |
| OPERATIONS & MAINTENANCE            | \$ 397            | \$ 15,231         | \$ 130,638        | \$ 90,000         | \$ 100,784        |
| <b>TOTAL EXPENDITURES</b>           | <b>\$ 397</b>     | <b>\$ 15,231</b>  | <b>\$ 130,638</b> | <b>\$ 90,000</b>  | <b>\$ 100,784</b> |
| <b>FUND BALANCE ENDING</b>          | <b>\$ 481,371</b> | <b>\$ 483,457</b> | <b>\$ 470,185</b> | <b>\$ 486,357</b> | <b>\$ 479,773</b> |
| <b>LESS:</b>                        |                   |                   |                   |                   |                   |
| NONSPENDABLE                        | -                 | -                 | -                 | -                 | -                 |
| RESTRICTED                          | -                 | -                 | -                 | -                 | -                 |
| COMMITTED                           | 481,371           | 483,457           | 470,185           | 486,357           | 479,773           |
| ASSIGNED                            | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>                   | <b>\$ -</b>       |

**BALLFIELD/STADIUM DONATION BUDGET NARRATIVE**

This fund is for maintenance of the Dehler Park ballfield / stadium.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

**ROAD MAINTENANCE FUND  
OPERATING BUDGET**

FUND 8060

|                               | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | \$ -            | \$ 2,875        | \$ 5,750        | \$ 5,749          | \$ 8,607          |
| <b>REVENUE:</b>               |                 |                 |                 |                   |                   |
| SPECIAL ASSESSMENTS           | \$ 2,875        | \$ 2,874        | \$ 2,875        | \$ 2,875          | \$ 2,875          |
| <b>TOTAL REVENUE</b>          | <b>\$ 2,875</b> | <b>\$ 2,874</b> | <b>\$ 2,875</b> | <b>\$ 2,875</b>   | <b>\$ 2,875</b>   |
| <b>EXPENDITURES:</b>          |                 |                 |                 |                   |                   |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ 17</b>    | <b>\$ 17</b>      | <b>\$ 112</b>     |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 2,875</b> | <b>\$ 5,749</b> | <b>\$ 8,608</b> | <b>\$ 8,607</b>   | <b>\$ 11,370</b>  |
| <b>LESS:</b>                  |                 |                 |                 |                   |                   |
| NONSPENDABLE                  | -               | -               | -               | -                 | -                 |
| RESTRICTED                    | 2,875           | 5,749           | 8,608           | 8,607             | 11,370            |
| COMMITTED                     | -               | -               | -               | -                 | -                 |
| ASSIGNED                      | -               | -               | -               | -                 | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>       | <b>\$ -</b>       |

**ROAD MAINTENANCE BUDGET NARRATIVE**

The Road Maintenance Fund will be used to maintain an alternate road out of the Briarwood subdivision. This will be maintained for emergency vehicles in the event that the primary entrance is not usable. The revenues are provided from assessment of 28 property owners who border the area at \$55.28 each.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

# **DEBT SERVICE FUNDS**

DEBT SERVICE  
FUNDS

## DEBT SERVICE FUNDS

The Debt Service Funds are used to account for the accumulation of resources for the payment of general obligation bond principal and interest from governmental resources, tax increment bond principal, and interest from taxes levied on the incremental value of the tax increment district, and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment. The debt limit for the City of Billings by state law is 2.50% of the total assessed market value. The City's debt service funds and their purposes are:

- The **Special Improvement Districts Fund** accounts for the payment of the debt used for the construction of streets, water, and wastewater trunk lines.
- The **Series 2010 Parks Fund** accounts for payment of debt used for City-Wide park improvements.
- The **Series 2004A Street Improvements Fund** accounts for the payment of debt issued for road improvement projects on Alkali Creek Road, South Billings Boulevard from Laurel Road to King Avenue East, and the Arlene Corridor.
- The **Storm Sewer Debt Fund** accounts for the payment of debt used for the construction of storm sewers.
- The **Sidewalk and Curb Districts Fund** accounts for the payment of debt used for the construction of sidewalks and curbs.
- The **Series 2015 Refunding Baseball Field & Stadium Fund** accounts for the payment of the 2007A Baseball Field & Stadium Fund. A crossover refunding was done in 2015 to retire the debt on 7/1/2017.
- The **2012 Series Library Fund** accounts for the payment of debt issued for the construction of the new library building.

**DEBT SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                 | <b>SPECIAL<br/>IMPROVEMENT<br/>DISTRICTS</b> | <b>SERIES<br/>2010 PARKS</b> | <b>SERIES 2004A<br/>STREET<br/>IMPROVEMENTS</b> | <b>STORM<br/>SEWER</b> | <b>SIDEWALK &amp;<br/>CURB<br/>DISTRICTS</b> | <b>SERIES 2015<br/>BASEBALL FIELD<br/>REFUNDING</b> |
|---------------------------------|----------------------------------------------|------------------------------|-------------------------------------------------|------------------------|----------------------------------------------|-----------------------------------------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 2,578,910</b>                          | <b>\$ 124,452</b>            | <b>\$ 338,244</b>                               | <b>\$ 1,781,600</b>    | <b>\$ 199,183</b>                            | <b>\$ 1,053,522</b>                                 |
| <b>REVENUE:</b>                 |                                              |                              |                                                 |                        |                                              |                                                     |
| TAXES                           | \$ -                                         | \$ 114,717                   | \$ 374,743                                      | \$ -                   | \$ -                                         | \$ 757,135                                          |
| SPECIAL ASSESSMENTS             | \$ 1,350,000                                 | \$ -                         | \$ -                                            | \$ -                   | \$ 340,000                                   | \$ -                                                |
| INVESTMENT EARNINGS             | \$ 2,200                                     | \$ 300                       | \$ 600                                          | \$ 2,100               | \$ 400                                       | \$ 300                                              |
| DONATIONS                       | \$ -                                         | \$ -                         | \$ -                                            | \$ -                   | \$ -                                         | \$ -                                                |
| INTERFUND TRANSFERS             | \$ -                                         | \$ -                         | \$ -                                            | \$ 1,015,000           | \$ -                                         | \$ -                                                |
| DEBT PROCEEDS                   | \$ -                                         | \$ -                         | \$ -                                            | \$ -                   | \$ -                                         | \$ -                                                |
| <b>TOTAL REVENUE</b>            | <b>\$ 1,352,200</b>                          | <b>\$ 115,017</b>            | <b>\$ 375,343</b>                               | <b>\$ 1,017,100</b>    | <b>\$ 340,400</b>                            | <b>\$ 757,435</b>                                   |
| <b>EXPENDITURES:</b>            |                                              |                              |                                                 |                        |                                              |                                                     |
| OPERATION & MAINTENANCE         | \$ 6,000                                     | \$ 5,900                     | \$ 6,556                                        | \$ 10,109              | \$ -                                         | \$ 3,218                                            |
| DEBT SERVICE                    | \$ 1,520,000                                 | \$ 118,480                   | \$ 336,350                                      | \$ 1,004,369           | \$ 386,750                                   | \$ 751,350                                          |
| INTERFUND TRANSFERS             | \$ -                                         | \$ -                         | \$ -                                            | \$ -                   | \$ -                                         | \$ -                                                |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 1,526,000</b>                          | <b>\$ 124,380</b>            | <b>\$ 342,906</b>                               | <b>\$ 1,014,478</b>    | <b>\$ 386,750</b>                            | <b>\$ 754,568</b>                                   |
| <b>FUND BALANCE ENDING</b>      | <b>\$ 2,405,110</b>                          | <b>\$ 115,089</b>            | <b>\$ 370,681</b>                               | <b>\$ 1,784,222</b>    | <b>\$ 152,833</b>                            | <b>\$ 1,056,389</b>                                 |

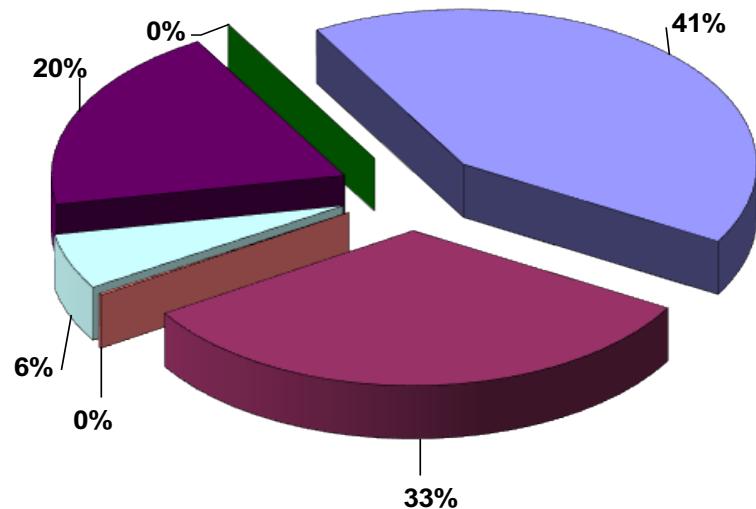
**DEBT SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                            | SERIES 2012<br>LIBRARY     | APPROVED<br>BUDGET<br>FY 19 | APPROVED<br>BUDGET<br>FY 18 | INCREASE<br>(DECREASE)        | ACTUAL<br>FY 17             |
|----------------------------|----------------------------|-----------------------------|-----------------------------|-------------------------------|-----------------------------|
| FUND BALANCE - BEGINNING   |                            | <u>\$ 1,090,529</u>         | <u>\$ 7,166,440</u>         | <u>\$ 16,376,436</u>          | <u>\$ (9,209,996)</u>       |
| <b>REVENUE:</b>            |                            |                             |                             |                               |                             |
| TAXES                      | \$ 902,444                 | \$ 2,149,039                | \$ 2,027,135                | \$ 121,904                    | \$ 1,994,525                |
| SPECIAL ASSESSMENTS        | -                          | \$ 1,690,000                | \$ 1,670,000                | \$ 20,000                     | \$ 1,672,725                |
| INVESTMENT EARNINGS        | 3,000                      | 8,900                       | 579,690                     | (570,790)                     | 10,033                      |
| DONATIONS                  | 300,000                    | 300,000                     | 505,000                     | (205,000)                     | 504,548                     |
| INTERFUND TRANSFERS        | -                          | 1,015,000                   | 7,525,200                   | (6,510,200)                   | 1,019,720                   |
| DEBT PROCEEDS              | -                          | -                           | -                           | -                             | -                           |
| <b>TOTAL REVENUE</b>       | <b><u>\$ 1,205,444</u></b> | <b><u>\$ 5,162,939</u></b>  | <b><u>\$ 12,307,025</u></b> | <b><u>\$ (7,144,086)</u></b>  | <b><u>\$ 5,201,551</u></b>  |
| <b>EXPENDITURES:</b>       |                            |                             |                             |                               |                             |
| OPERATION & MAINTENANCE    | \$ 8,851                   | \$ 40,634                   | \$ 39,260                   | \$ 1,374                      | \$ 20,203                   |
| DEBT SERVICE               | 1,206,100                  | 5,323,399                   | 12,527,484                  | (7,204,085)                   | 5,477,749                   |
| INTERFUND TRANSFERS        | -                          | -                           | 9,010,200                   | (9,010,200)                   | 11,332                      |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ 1,214,951</u></b> | <b><u>\$ 5,364,033</u></b>  | <b><u>\$ 21,576,944</u></b> | <b><u>\$ (16,212,911)</u></b> | <b><u>\$ 5,509,284</u></b>  |
| <b>FUND BALANCE ENDING</b> | <b><u>\$ 1,081,022</u></b> | <b><u>\$ 6,965,346</u></b>  | <b><u>\$ 7,106,517</u></b>  | <b><u>\$ (141,171)</u></b>    | <b><u>\$ 16,444,581</u></b> |

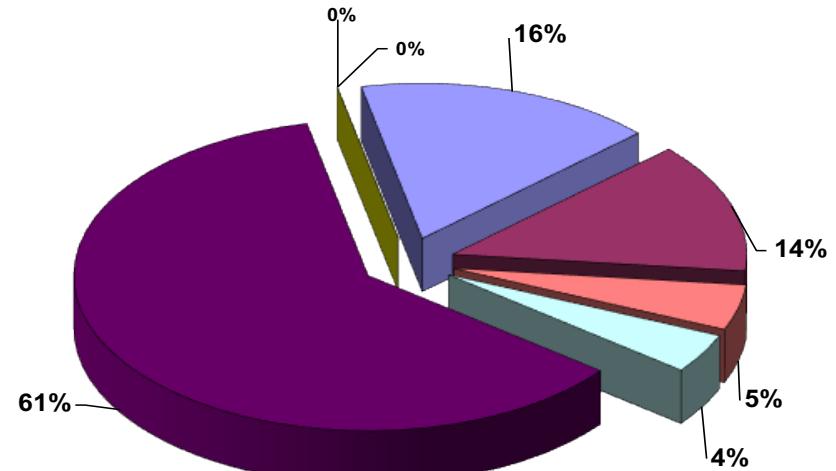
# Debt Service Funds

## Summary of Revenues

|                     | FY 19               | FY 18                |
|---------------------|---------------------|----------------------|
| TAXES               | \$ 2,149,039        | \$ 2,027,135         |
| SPECIAL ASSESSMENTS | 1,690,000           | 1,670,000            |
| INVESTMENT EARNINGS | 8,900               | 579,690              |
| DONATIONS           | 300,000             | 505,000              |
| INTERFUND TRANSFERS | 1,015,000           | 7,525,200            |
| DEBT PROCEEDS       | -                   | -                    |
| MISCELLANEOUS       | -                   | -                    |
| <b>TOTAL</b>        | <b>\$ 5,162,939</b> | <b>\$ 12,307,025</b> |



Fiscal Year 2019

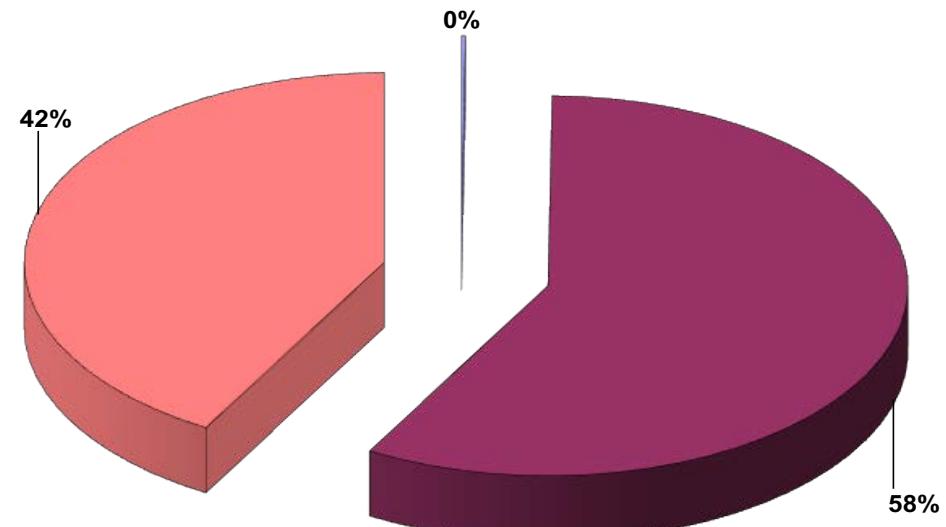
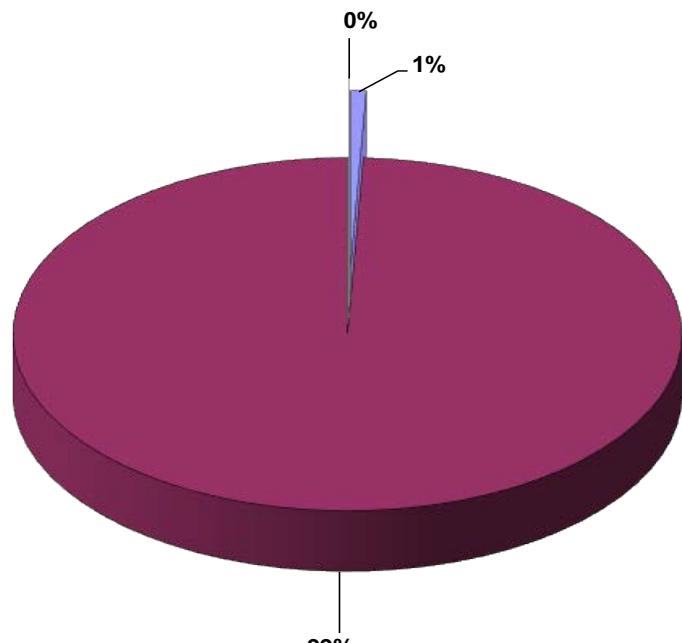


Fiscal Year 2018

# Debt Service Funds

## Summary of Expenditures

|                         | FY 19               | FY 18                |
|-------------------------|---------------------|----------------------|
| OPERATION & MAINTENANCE | \$ 40,634           | \$ 39,260            |
| DEBT SERVICE            | 5,323,399           | 12,527,484           |
| INTERFUND TRANSFERS     | -                   | 9,010,200            |
| <b>TOTAL</b>            | <b>\$ 5,364,033</b> | <b>\$ 21,576,944</b> |



**SPECIAL IMPROVEMENT DISTRICTS FUNDS  
OPERATING BUDGET**

FUND 2300, & 8200-8330

|                               | ACTUAL              | ACTUAL              | BUDGET              | ESTIMATE            | APPROVED            |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                               | FY 16               | FY 17               | FY 18               | FY 18               | FY 19               |
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 5,143,321</b> | <b>\$ 5,035,115</b> | <b>\$ 4,750,115</b> | <b>\$ 4,845,910</b> | <b>\$ 2,578,910</b> |
| <b>REVENUES:</b>              |                     |                     |                     |                     |                     |
| SPECIAL ASSESSMENTS           | \$ 1,492,433        | \$ 1,270,559        | \$ 1,332,000        | \$ 1,210,000        | \$ 1,350,000        |
| INTEREST ON INVESTMENTS       | 4,551               | 3,513               | 2,300               | 1,200               | 2,200               |
| TRANSFER                      | 3,269               | -                   | -                   | -                   | -                   |
| <b>TOTAL REVENUE</b>          | <b>\$ 1,500,253</b> | <b>\$ 1,274,072</b> | <b>\$ 1,334,300</b> | <b>\$ 1,211,200</b> | <b>\$ 1,352,200</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| PRINCIPAL                     | \$ 1,332,069        | \$ 1,228,648        | \$ 1,320,000        | \$ 1,352,000        | \$ 1,340,000        |
| INTEREST AND FISCAL CHARGES   | 272,990             | 220,547             | 299,300             | 170,000             | 180,000             |
| TRANSFER                      | -                   | 11,332              | 2,500,000           | 1,951,000           | -                   |
| PAYING AGENT FEE              | 3,400               | 2,750               | 3,300               | 5,200               | 6,000               |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 1,608,459</b> | <b>\$ 1,463,277</b> | <b>\$ 4,122,600</b> | <b>\$ 3,478,200</b> | <b>\$ 1,526,000</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 5,035,115</b> | <b>\$ 4,845,910</b> | <b>\$ 1,961,815</b> | <b>\$ 2,578,910</b> | <b>\$ 2,405,110</b> |
| <b>LESS:</b>                  |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                    | 5,035,115           | 4,845,910           | 1,961,815           | 2,578,910           | 2,405,110           |
| COMMITTED                     | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

**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

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.

## **SERIES 2010 PARKS FUND BUDGET NARRATIVE**

These General Obligation Bonds were approved by the voters in 1999 and issued in April 2000. The proceeds are being used for park improvements and for bicycle and pedestrian trails.

In FY 11, the City issued bonds totalling \$1,080,000 for the refunding of Series 2000 parks bonds. The bonds will retire on July 1, 2020.

Principal payments are due July 1st, which requires that taxes be levied the preceding tax year to be on hand for the principal payment.

Below is the debt service schedule for the General Obligation Bonds.

| <b><u>FISCAL YEAR</u></b> | <b><u>PRINCIPAL</u></b> | <b><u>INTEREST</u></b> | <b><u>TOTAL</u></b> |
|---------------------------|-------------------------|------------------------|---------------------|
| 2019                      | 110,000                 | 8,125                  | 118,125             |
| 2020                      | 110,000                 | 5,100                  | 115,100             |
| 2021                      | <u>115,000</u>          | <u>1,725</u>           | <u>116,725</u>      |
|                           | <u>\$ 335,000</u>       | <u>\$ 14,950</u>       | <u>\$ 349,950</u>   |

### **Revenues and Expenditures**

Revenues are dependent upon required debt payments.

**SERIES 2010 PARKS FUND  
OPERATING BUDGET**

FUND 3110

|                               | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 135,168</b> | <b>\$ 137,884</b> | <b>\$ 141,569</b> | <b>\$ 138,637</b> | <b>\$ 124,452</b> |
| <b>REVENUE:</b>               |                   |                   |                   |                   |                   |
| PROPERTY TAXES                | \$ 130,107        | \$ 126,672        | \$ 111,717        | \$ 112,100        | \$ 114,717        |
| INTEREST ON INVESTMENTS       | 382               | 266               | 210               | 275               | 300               |
| <b>TOTAL REVENUE</b>          | <b>\$ 130,489</b> | <b>\$ 126,938</b> | <b>\$ 111,927</b> | <b>\$ 112,375</b> | <b>\$ 115,017</b> |
| <b>EXPENDITURES:</b>          |                   |                   |                   |                   |                   |
| PRINCIPAL                     |                   |                   |                   |                   |                   |
| SERIES 2010                   | \$ 105,000        | \$ 110,000        | \$ 110,000        | \$ 110,000        | \$ 110,000        |
| INTEREST                      |                   |                   |                   |                   |                   |
| SERIES 2010                   | 15,225            | 13,075            | 10,738            | 10,738            | 8,130             |
| OPERATION & MAINTENANCE       | 3,617             | 620               | 3,650             | 3,450             | 3,450             |
| CHARGE FOR SERVICES           | 3,931             | 2,490             | 2,372             | 2,372             | 2,800             |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 127,773</b> | <b>\$ 126,185</b> | <b>\$ 126,760</b> | <b>\$ 126,560</b> | <b>\$ 124,380</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 137,884</b> | <b>\$ 138,637</b> | <b>\$ 126,736</b> | <b>\$ 124,452</b> | <b>\$ 115,089</b> |
| NONSPENDABLE                  | -                 | -                 | -                 | -                 | -                 |
| RESTRICTED                    | 137,884           | 138,637           | 126,736           | 124,452           | 115,089           |
| COMMITTED                     | -                 | -                 | -                 | -                 | -                 |
| ASSIGNED                      | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>       |

## **SERIES 2004A STREET IMPROVEMENT BUDGET NARRATIVE**

This debt service fund is for the construction of Alkali Creek Road, South Billings Boulevard from Laurel Road to King Ave East, and the Arlene Corridor as proposed in the Capital Improvement Plan.

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. In 2013, the City did an advanced refunding on the bonds.

Below is the debt service schedule for the Refunded Series.

| <b><u>FISCAL YEAR</u></b> | <b><u>PRINCIPAL</u></b>    | <b><u>INTEREST</u></b>   | <b><u>TOTAL</u></b>        |
|---------------------------|----------------------------|--------------------------|----------------------------|
| 2019                      | 275,000                    | 60,975                   | 335,975                    |
| 2020                      | 290,000                    | 52,500                   | 342,500                    |
| 2021                      | 300,000                    | 43,650                   | 343,650                    |
| 2022                      | 310,000                    | 34,500                   | 344,500                    |
| 2023                      | 320,000                    | 25,050                   | 345,050                    |
| 2023                      | 330,000                    | 15,300                   | 345,300                    |
| 2024                      | 345,000                    | 5,175                    | 350,175                    |
|                           | <b><u>\$ 2,170,000</u></b> | <b><u>\$ 237,150</u></b> | <b><u>\$ 2,407,150</u></b> |

### **Revenues and Expenditures**

Revenues are dependent upon required debt payments.

**2004A SERIES STREET IMPROVEMENTS  
OPERATING BUDGET**

FUND 3130

|                               | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 372,233</b> | <b>\$ 391,233</b> | <b>\$ 348,016</b> | <b>\$ 347,524</b> | <b>\$ 338,244</b> |
| <b>REVENUE:</b>               |                   |                   |                   |                   |                   |
| PROPERTY TAXES                | \$ 358,539        | \$ 296,157        | \$ 333,351        | \$ 335,500        | \$ 374,743        |
| INTEREST ON INVESTMENTS       | 970               | 727               | 680               | 700               | 600               |
| <b>TOTAL REVENUE</b>          | <b>\$ 359,509</b> | <b>\$ 296,884</b> | <b>\$ 334,031</b> | <b>\$ 336,200</b> | <b>\$ 375,343</b> |
| <b>EXPENDITURES:</b>          |                   |                   |                   |                   |                   |
| PRINCIPAL 2012 REFUNDING      | \$ 250,000        | \$ 260,000        | \$ 270,000        | \$ 270,000        | \$ 275,000        |
| FISCAL CHARGES                | -                 | -                 | 3,100             | 3,000             | 3,100             |
| INTEREST 2012 REFUNDING       | 84,917            | 77,100            | 69,150            | 69,150            | 61,000            |
| FISCAL AGENT FEES             | 276               | 276               | 300               | 350               | 350               |
| COST ALLOCATION PLAN          | 5,316             | 3,217             | 2,986             | 2,980             | 3,456             |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 340,509</b> | <b>\$ 340,593</b> | <b>\$ 345,536</b> | <b>\$ 345,480</b> | <b>\$ 342,906</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 391,233</b> | <b>\$ 347,524</b> | <b>\$ 336,511</b> | <b>\$ 338,244</b> | <b>\$ 370,681</b> |
| <b>LESS:</b>                  |                   |                   |                   |                   |                   |
| NONSPENDABLE                  | -                 | -                 | -                 | -                 | -                 |
| RESTRICTED                    | 391,233           | 347,524           | 336,511           | 338,244           | 370,681           |
| COMMITTED                     | -                 | -                 | -                 | -                 | -                 |
| ASSIGNED                      | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>       |

## **STORM SEWER DEBT FUND BUDGET NARRATIVE**

The City issued \$4,270,000 in FY 14 for the Shiloh Conservation Area. The bonds financed construction of a storm water facility on Shiloh Road. In FY 15, bonds were issued for improvements in the East End Industrial Area. The Storm Sewer Bonds are supported by storm sewer assessments.

Below is the debt service schedule for the bonds.

| <b><u>FISCAL YEAR</u></b> | <b><u>PRINCIPAL</u></b>     | <b><u>INTEREST</u></b>     | <b><u>TOTAL</u></b>         |
|---------------------------|-----------------------------|----------------------------|-----------------------------|
| 2019                      | 545,000                     | 458,669                    | 1,003,669                   |
| 2020                      | 560,000                     | 442,094                    | 1,002,094                   |
| 2021                      | 575,000                     | 425,069                    | 1,000,069                   |
| 2022                      | 590,000                     | 405,594                    | 995,594                     |
| 2023                      | 615,000                     | 381,319                    | 996,319                     |
| 2024                      | 640,000                     | 359,394                    | 999,394                     |
| 2025                      | 655,000                     | 340,044                    | 995,044                     |
| 2026                      | 680,000                     | 317,919                    | 997,919                     |
| 2027                      | 700,000                     | 294,425                    | 994,425                     |
| 2028                      | 730,000                     | 267,669                    | 997,669                     |
| 2029                      | 755,000                     | 236,807                    | 991,807                     |
| 2030                      | 785,000                     | 203,507                    | 988,507                     |
| 2031                      | 820,000                     | 168,782                    | 988,782                     |
| 2032                      | 860,000                     | 132,407                    | 992,407                     |
| 2033                      | 895,000                     | 96,613                     | 991,613                     |
| 2034                      | 930,000                     | 61,575                     | 991,575                     |
| 2035                      | 635,000                     | 32,991                     | 667,991                     |
| 2036                      | 660,000                     | 11,138                     | 671,138                     |
|                           | <b><u>\$ 12,630,000</u></b> | <b><u>\$ 4,636,016</u></b> | <b><u>\$ 15,926,887</u></b> |

### **Revenues and Expenditures**

Revenues are dependent upon required debt payments that are obtained through storm sewer operating fund transfers.

**STORM SEWER DEBT FUND  
OPERATING BUDGET**

FUND 3350-3360

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 1,256,892</b> | <b>\$ 1,723,444</b> | <b>\$ 1,786,673</b> | <b>\$ 1,779,779</b> | <b>\$ 1,781,600</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| INTEREST ON INVESTMENTS       |                     |                     |                     |                     |                     |
| TRANS.STORM SEW. OPER.        | \$ 1,411            | \$ 216              | \$ 1,000            | \$ 1,500            | \$ 2,100            |
|                               | <u>1,015,131</u>    | <u>1,009,014</u>    | <u>1,015,000</u>    | <u>1,010,000</u>    | <u>1,015,000</u>    |
| <b>TOTAL REVENUE</b>          | <b>\$ 1,016,542</b> | <b>\$ 1,009,230</b> | <b>\$ 1,016,000</b> | <b>\$ 1,011,500</b> | <b>\$ 1,017,100</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| PRINCIPAL                     |                     |                     |                     |                     |                     |
| 2013 STORM SEWER              | \$ 160,000          | \$ 165,000          | \$ 170,000          | \$ 170,000          | \$ 175,000          |
| 2015 STORM SEWER              | -                   | 300,000             | 360,000             | 360,000             | 370,000             |
| INTEREST                      |                     |                     |                     |                     |                     |
| 2013 STORM SEWER              | 167,550             | 162,375             | 157,350             | 157,350             | 152,175             |
| 2015 STORM SEWER              | 218,686             | 322,245             | 315,644             | 315,645             | 306,494             |
| FISCAL AGENT FEES             | 300                 | 650                 | 700                 | 700                 | 700                 |
| OPERATION AND MAINTENANCE     | -                   | 675                 | 2,600               | 3,100               | 6,200               |
| COST ALLOCATION PLAN          | <u>3,454</u>        | <u>1,950</u>        | <u>2,884</u>        | <u>2,884</u>        | <u>3,909</u>        |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 549,990</b>   | <b>\$ 952,895</b>   | <b>\$ 1,009,178</b> | <b>\$ 1,009,679</b> | <b>\$ 1,014,478</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 1,723,444</b> | <b>\$ 1,779,779</b> | <b>\$ 1,793,495</b> | <b>\$ 1,781,600</b> | <b>\$ 1,784,222</b> |
| LESS:                         |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                    | 1,723,444           | 1,779,779           | 1,793,495           | 1,781,600           | 1,784,222           |
| COMMITTED                     | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                      | <u>-</u>            | <u>-</u>            | <u>-</u>            | <u>-</u>            | <u>-</u>            |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

**SIDEWALK AND CURB DISTRICTS FUND  
OPERATING BUDGET**

FUND 8500-8690 & 8800-8990

|                               | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 328,619</b> | <b>\$ 291,319</b> | <b>\$ 302,969</b> | <b>\$ 316,983</b> | <b>\$ 199,183</b> |
| <b>REVENUE:</b>               |                   |                   |                   |                   |                   |
| SPECIAL ASSESSMENTS           | \$ 357,887        | \$ 402,166        | \$ 338,000        | \$ 300,000        | \$ 340,000        |
| INTEREST ON INVESTMENTS       | 485               | 344               | 200               | 600               | 400               |
| TRANSFER                      | 626               | 10,706            | -                 | -                 | -                 |
| <b>TOTAL REVENUE</b>          | <b>\$ 358,998</b> | <b>\$ 413,216</b> | <b>\$ 338,200</b> | <b>\$ 300,600</b> | <b>\$ 340,400</b> |
| <b>EXPENDITURES:</b>          |                   |                   |                   |                   |                   |
| PRINCIPAL                     | \$ 309,000        | \$ 299,000        | \$ 275,000        | \$ 335,000        | \$ 300,000        |
| INTEREST AND FISCAL CHAR      | 86,248            | 85,452            | 86,100            | 82,000            | 85,000            |
| FEES                          | 1,050             | 3,100             | 1,750             | 1,400             | 1,750             |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 396,298</b> | <b>\$ 387,552</b> | <b>\$ 362,850</b> | <b>\$ 418,400</b> | <b>\$ 386,750</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 291,319</b> | <b>\$ 316,983</b> | <b>\$ 278,319</b> | <b>\$ 199,183</b> | <b>\$ 152,833</b> |
| <b>LESS:</b>                  |                   |                   |                   |                   |                   |
| NONSPENDABLE                  | -                 | -                 | -                 | -                 | -                 |
| RESTRICTED                    | 291,319           | 316,983           | 278,319           | 199,183           | 152,833           |
| COMMITTED                     | -                 | -                 | -                 | -                 | -                 |
| ASSIGNED                      | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>       |

**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 BUDGET NARRATIVE**

The City issued crossover bonds for the refunding of Series 2007A ballpark bonds.

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.

Below is the debt service schedule for the Series 2015 fund.

| <b><u>FISCAL YEAR</u></b> | <b><u>PRINCIPAL</u></b>   | <b><u>INTEREST</u></b>    | <b><u>TOTAL</u></b>       |
|---------------------------|---------------------------|---------------------------|---------------------------|
| 2019                      | 555,000                   | 195,500                   | 750,500                   |
| 2020                      | 565,000                   | 184,300                   | 749,300                   |
| 2021                      | 580,000                   | 172,850                   | 752,850                   |
| 2022                      | 590,000                   | 158,200                   | 748,200                   |
| 2023                      | 605,000                   | 140,275                   | 745,275                   |
| 2024                      | 620,000                   | 121,900                   | 741,900                   |
| 2025                      | 640,000                   | 96,600                    | 736,600                   |
| 2026                      | 675,000                   | 63,725                    | 738,725                   |
| 2027                      | 710,000                   | 36,200                    | 746,200                   |
| 2028                      | <u>730,000</u>            | <u>12,775</u>             | <u>742,775</u>            |
|                           | <u><b>\$6,270,000</b></u> | <u><b>\$1,182,325</b></u> | <u><b>\$7,452,325</b></u> |

### **Revenues and Expenditures**

Revenues are dependent upon required debt service payments.

**SERIES 2015 REFUNDING BASEBALL FIELD & STADIUM FUND  
OPERATING BUDGET**

FUND 3120, 3140, 3150

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18      | ESTIMATE<br>FY 18    | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 7,970,991</b> | <b>\$ 8,022,376</b> | <b>\$ 7,926,991</b>  | <b>\$ 7,908,742</b>  | <b>\$ 1,053,522</b> |
| <b>REVENUE:</b>               |                     |                     |                      |                      |                     |
| PROPERTY TAXES                | \$ 861,803          | \$ 692,264          | \$ 695,533           | \$ 700,000           | \$ 757,135          |
| DONATIONS                     | 205,231             | 204,548             | 205,000              | 200,000              | -                   |
| INTERFUND TRANSFERS           | -                   | -                   | 6,510,200            | 6,435,000            | -                   |
| INTEREST ON INVESTMENTS       | 3,694               | 2,808               | 573,000              | 1,700                | 300                 |
| <b>TOTAL REVENUE</b>          | <b>\$ 1,070,728</b> | <b>\$ 899,620</b>   | <b>\$ 7,983,733</b>  | <b>\$ 7,336,700</b>  | <b>\$ 757,435</b>   |
| <b>EXPENDITURES:</b>          |                     |                     |                      |                      |                     |
| PRINCIPAL                     | \$ 655,000          | \$ 675,000          | \$ 7,135,000         | \$ 7,135,000         | \$ 555,000          |
| INTEREST                      | 351,544             | 326,501             | 727,350              | 607,850              | 196,000             |
| TRANSFER OUT                  | -                   | -                   | 6,510,200            | 6,435,000            | -                   |
| PAYING AGENT FEE              | 1,174               | 1,174               | 2,350                | 1,650                | 350                 |
| FISCAL CHARGES                | 11,625              | 10,579              | 16,018               | 12,420               | 3,218               |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 1,019,343</b> | <b>\$ 1,013,254</b> | <b>\$ 14,390,918</b> | <b>\$ 14,191,920</b> | <b>\$ 754,568</b>   |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 8,022,376</b> | <b>\$ 7,908,742</b> | <b>\$ 1,519,806</b>  | <b>\$ 1,053,522</b>  | <b>\$ 1,056,389</b> |
| <b>LESS:</b>                  |                     |                     |                      |                      |                     |
| NONSPENDABLE                  | -                   | -                   | -                    | -                    | -                   |
| RESTRICTED                    | 8,022,376           | 7,908,742           | 1,519,806            | 1,053,522            | 1,056,389           |
| COMMITTED                     | -                   | -                   | -                    | -                    | -                   |
| ASSIGNED                      | -                   | -                   | -                    | -                    | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>         |

## **2012 SERIES LIBRARY BUDGET NARRATIVE**

The 2012 series debt service fund is for the G.O. bonds sold to build the new library. The revenue is derived from a levy on tax bills.

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.

Below is the debt service schedule for the Series 2012 Library fund.

| <b><u>FISCAL YEAR</u></b> | <b><u>PRINCIPAL</u></b>    | <b><u>INTEREST</u></b>    | <b><u>TOTAL</u></b>        |
|---------------------------|----------------------------|---------------------------|----------------------------|
| 2019                      | 810,000                    | 395,750                   | 1,205,750                  |
| 2020                      | 825,000                    | 371,725                   | 1,196,725                  |
| 2021                      | 840,000                    | 336,450                   | 1,176,450                  |
| 2022                      | 860,000                    | 308,500                   | 1,168,500                  |
| 2023                      | 870,000                    | 282,500                   | 1,152,500                  |
| 2024                      | 620,000                    | 255,950                   | 875,950                    |
| 2025                      | 640,000                    | 234,000                   | 874,000                    |
| 2026                      | 665,000                    | 207,900                   | 872,900                    |
| 2027                      | 690,000                    | 180,800                   | 870,800                    |
| 2028                      | 720,000                    | 152,600                   | 872,600                    |
| 2029                      | 750,000                    | 123,200                   | 873,200                    |
| 2029                      | 775,000                    | 96,575                    | 871,575                    |
| 2030                      | 800,000                    | 72,950                    | 872,950                    |
| 2031                      | 825,000                    | 44,450                    | 869,450                    |
| 2032                      | <u>860,000</u>             | <u>13,975</u>             | <u>873,975</u>             |
|                           | <u><b>\$11,550,000</b></u> | <u><b>\$3,077,325</b></u> | <u><b>\$14,627,325</b></u> |

### **Revenues and Expenditures**

Revenues are dependent upon required debt service payments.

**2012 SERIES LIBRARY  
OPERATING BUDGET**

FUND 3040

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 1,105,310</b> | <b>\$ 1,150,943</b> | <b>\$ 1,117,003</b> | <b>\$ 1,106,331</b> | <b>\$ 1,090,529</b> |
| <b>REVENUE:</b>               |                     |                     |                     |                     |                     |
| PROPERTY TAXES                | \$ 975,973          | \$ 879,432          | \$ 886,534          | \$ 901,000          | \$ 902,444          |
| DONATIONS                     | 300,000             | 300,000             | 300,000             | 300,000             | 300,000             |
| INTEREST ON INVESTMENTS       | 3,568               | 2,159               | 2,300               | 2,300               | 3,000               |
| <b>TOTAL REVENUE</b>          | <b>\$ 1,279,541</b> | <b>\$ 1,181,591</b> | <b>\$ 1,188,834</b> | <b>\$ 1,203,300</b> | <b>\$ 1,205,444</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                     |                     |                     |
| PRINCIPAL                     | \$ 775,000          | \$ 785,000          | \$ 795,000          | \$ 795,000          | \$ 810,000          |
| INTEREST AND FISCAL CHARGES   | 458,558             | 440,853             | 423,752             | 423,752             | 404,601             |
| FISCAL AGENT FEES             | 350                 | 350                 | 350                 | 350                 | 350                 |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 1,233,908</b> | <b>\$ 1,226,203</b> | <b>\$ 1,219,102</b> | <b>\$ 1,219,102</b> | <b>\$ 1,214,951</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 1,150,943</b> | <b>\$ 1,106,331</b> | <b>\$ 1,086,735</b> | <b>\$ 1,090,529</b> | <b>\$ 1,081,022</b> |
| LESS:                         |                     |                     |                     |                     |                     |
| NONSPENDABLE                  | -                   | -                   | -                   | -                   | -                   |
| RESTRICTED                    | 1,150,943           | 1,106,331           | 1,086,735           | 1,090,529           | 1,081,022           |
| COMMITTED                     | -                   | -                   | -                   | -                   | -                   |
| ASSIGNED                      | -                   | -                   | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         |

# **CAPITAL PROJECT FUNDS**

## CAPITAL PROJECT FUNDS

The capital projects funds account for financial resources to be used for the acquisition or construction of major capital facilities and the construction of public improvements that are financed through assessments to individual property owners. The City's capital projects funds and their purposes are:

- The **Urban Renewal Property Acquisition Fund** is used to account for the local urban renewal projects.
- The **Sidewalk and Curb District Fund** accounts for the construction of sidewalks and curbs.
- The **Special Improvement Districts Fund** accounts for the construction of streets, water, and wastewater trunk lines.
- The **Capital Replacement Fund** is used for equipment replacement for all governmental fund departments.
- The **Dog Park Construction Fund** accounts for the construction of the dog park in the Billings' Heights.
- The **Park Construction Fund** is used for the construction of parks.

**CAPITAL PROJECT FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                           | URBAN<br>RENEWAL<br>PROP. ACQUIST. | SIDEWALK<br>AND CURB<br>DISTRICTS | SPECIAL<br>IMPROVEMENT<br>DISTRICTS | CAPITAL<br>REPLACEMENT | DOG PARK<br>CONSTRUCTION<br>FUND | PARK<br>CONSTRUCTION |
|---------------------------|------------------------------------|-----------------------------------|-------------------------------------|------------------------|----------------------------------|----------------------|
| FUND BALANCE - BEGINNING  | \$ 255,218                         | \$ -                              | \$ -                                | \$ 6,937,072           | \$ 4,599                         | \$ -                 |
| <b>REVENUE:</b>           |                                    |                                   |                                     |                        |                                  |                      |
| INVESTMENT EARNINGS       | \$ 440                             | \$ -                              | \$ -                                | \$ 46,000              | \$ -                             | \$ -                 |
| DONATIONS                 | -                                  | -                                 | -                                   | -                      | 500                              | -                    |
| INTERFUND TRANSFERS       | -                                  | -                                 | -                                   | 1,564,716              | -                                | 2,460,000            |
| DEBT PROCEEDS             | -                                  | 467,000                           | 1,137,500                           | -                      | -                                | -                    |
| MISCELLANEOUS             | -                                  | -                                 | -                                   | 1,080                  | -                                | -                    |
| <b>TOTAL REVENUE</b>      | <b>\$ 440</b>                      | <b>\$ 467,000</b>                 | <b>\$ 1,137,500</b>                 | <b>\$ 1,611,796</b>    | <b>\$ 500</b>                    | <b>\$ 2,460,000</b>  |
| <b>EXPENDITURES:</b>      |                                    |                                   |                                     |                        |                                  |                      |
| OPERATION & MAINTENANCE   | \$ 9,997                           | \$ 12,000                         | \$ 37,500                           | \$ 389,557             | \$ -                             | \$ -                 |
| CAPITAL                   | 50,000                             | 455,000                           | 1,100,000                           | 1,733,201              | 500                              | 2,460,000            |
| INTERFUND TRANSFERS       | -                                  | -                                 | -                                   | -                      | -                                | -                    |
| <b>TOTAL EXPENDITURES</b> | <b>\$ 59,997</b>                   | <b>\$ 467,000</b>                 | <b>\$ 1,137,500</b>                 | <b>\$ 2,122,758</b>    | <b>\$ 500</b>                    | <b>\$ 2,460,000</b>  |
| FUND BALANCE ENDING       | \$ 195,661                         | \$ -                              | \$ -                                | \$ 6,426,110           | \$ 4,599                         | \$ -                 |

**CAPITAL PROJECT FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                 | APPROVED<br>BUDGET<br>FY 19 | APPROVED<br>BUDGET<br>FY 18 | INCREASE<br>(DECREASE) | ACTUAL<br>FY 17     |
|---------------------------------|-----------------------------|-----------------------------|------------------------|---------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 7,196,889</b>         | <b>\$ 5,887,812</b>         | <b>\$ 1,309,077</b>    | <b>\$ 5,137,657</b> |
| <b>REVENUE:</b>                 |                             |                             |                        |                     |
| INVESTMENT EARNINGS             | \$ 46,440                   | \$ 27,440                   | \$ 19,000              | \$ 56,463           |
| DONATIONS                       | 500                         | 2,000                       | (1,500)                | 199                 |
| INTERFUND TRANSFERS             | 4,024,716                   | 3,017,900                   | 1,006,816              | 1,227,197           |
| DEBT PROCEEDS                   | 1,604,500                   | 2,252,000                   | (647,500)              | 247,795             |
| MISCELLANEOUS                   | 1,080                       | 1,101                       | (21)                   | 6,992               |
| <b>TOTAL REVENUE</b>            | <b>\$ 5,677,236</b>         | <b>\$ 5,300,441</b>         | <b>\$ 376,795</b>      | <b>\$ 1,538,646</b> |
| <b>EXPENDITURES:</b>            |                             |                             |                        |                     |
| OPERATION & MAINTENANCE         | \$ 449,054                  | \$ 83,649                   | \$ 365,405             | \$ 152,866          |
| CAPITAL                         | 5,798,701                   | 4,661,420                   | 1,137,281              | 129,598             |
| INTERFUND TRANSFERS             | -                           | -                           | -                      | 15                  |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 6,247,755</b>         | <b>\$ 4,745,069</b>         | <b>\$ 1,502,686</b>    | <b>\$ 282,479</b>   |
| <b>FUND BALANCE ENDING</b>      | <b>\$ 6,626,370</b>         | <b>\$ 6,443,184</b>         | <b>\$ 183,186</b>      | <b>\$ 6,393,824</b> |

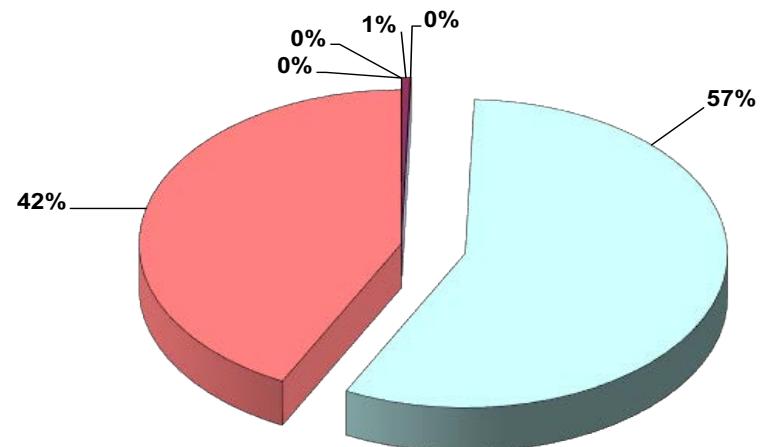
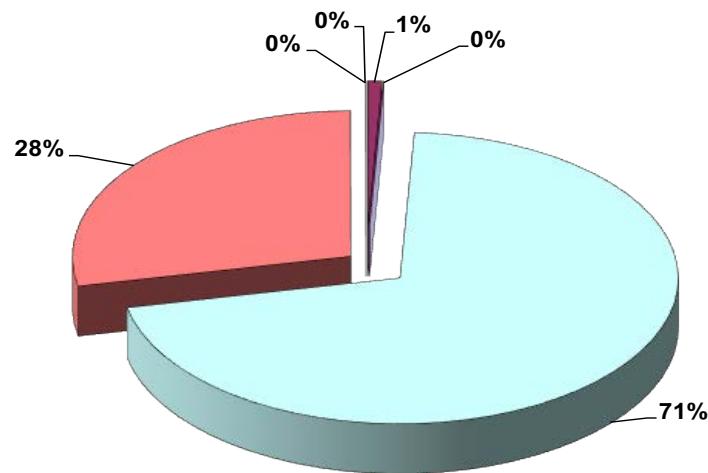
# Capital Project Funds

## Summary of Revenues

|           | FY 19            |
|-----------|------------------|
| \$        | 46,440           |
|           | 500              |
|           | 4,024,716        |
|           | 1,604,500        |
|           | 1,080            |
| <u>\$</u> | <u>5,677,236</u> |

INTER-GOVERNMENTAL  
INVESTMENT EARNINGS  
DONATIONS  
INTERFUND TRANSFERS  
DEBT PROCEEDS  
MISCELLANEOUS  
TOTAL

|           | FY 18            |
|-----------|------------------|
| \$        | 27,440           |
|           | 2,000            |
|           | 3,017,900        |
|           | 2,252,000        |
|           | 1,101            |
| <u>\$</u> | <u>5,300,441</u> |

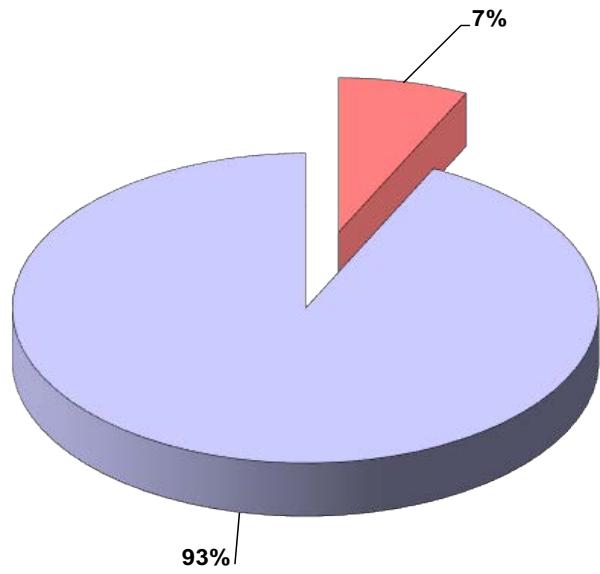


# Capital Project Funds

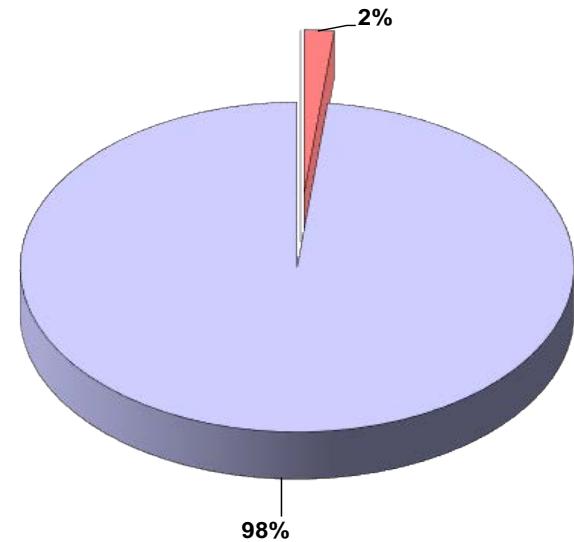
## Summary of Expenditures

|              | FY 19        | FY 18 |
|--------------|--------------|-------|
| \$ 449,054   | \$ 83,649    |       |
| 5,798,701    | 4,661,420    |       |
| <hr/>        | <hr/>        | <hr/> |
| \$ 6,247,755 | \$ 4,745,069 |       |

OPERATION & MAINTENANCE  
CAPITAL  
TRANSFERS  
TOTAL



Fiscal Year 2019



Fiscal Year 2018

**URBAN RENEWAL PROPERTY ACQUISITION FUND  
OPERATING BUDGET**

FUND 4280

|                               | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 265,213</b> | <b>\$ 262,655</b> | <b>\$ 267,347</b> | <b>\$ 259,868</b> | <b>\$ 255,218</b> |
| <b>REVENUE:</b>               |                   |                   |                   |                   |                   |
| INTEREST ON INVESTMENTS       | \$ 477            | \$ 320            | \$ 440            | \$ 350            | \$ 440            |
| MISCELLANEOUS                 | -                 | 6,992             | -                 | -                 | -                 |
| <b>TOTAL REVENUE</b>          | <b>\$ 477</b>     | <b>\$ 7,312</b>   | <b>\$ 440</b>     | <b>\$ 350</b>     | <b>\$ 440</b>     |
| <b>EXPENDITURES:</b>          |                   |                   |                   |                   |                   |
| OPERATIONS & MAINTENANCE      | \$ 3,035          | \$ 10,099         | \$ 9,764          | \$ 5,000          | \$ 9,997          |
| LAND & IMPROVEMENTS           | -                 | -                 | 50,000            | -                 | 50,000            |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 3,035</b>   | <b>\$ 10,099</b>  | <b>\$ 59,764</b>  | <b>\$ 5,000</b>   | <b>\$ 59,997</b>  |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 262,655</b> | <b>\$ 259,868</b> | <b>\$ 208,023</b> | <b>\$ 255,218</b> | <b>\$ 195,661</b> |
| <b>LESS:</b>                  |                   |                   |                   |                   |                   |
| NONSPENDABLE                  | -                 | -                 | -                 | -                 | -                 |
| RESTRICTED                    | 262,655           | 259,868           | 208,023           | 255,218           | 195,661           |
| COMMITTED                     | -                 | -                 | -                 | -                 | -                 |
| ASSIGNED                      | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>       |

**URBAN RENEWAL PROPERTY ACQUISITION FUND BUDGET NARRATIVE**

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 the funds are deposited in Fund 428, making them available for additional Tax Increment-related activities or for on-going operating and maintenance costs associated with the property previously acquired, such as snow removal and weed control.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

**SIDEWALK AND CURB DISTRICTS FUND  
OPERATING BUDGET**

FUNDS 4340

|                               | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18   | ESTIMATE<br>FY 18   | APPROVED<br>FY 19 |
|-------------------------------|---------------------|---------------------|-------------------|---------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 106,894</b>   | <b>\$ (203,823)</b> | <b>\$ -</b>       | <b>\$ (117,733)</b> | <b>\$ -</b>       |
| <b>REVENUE:</b>               |                     |                     |                   |                     |                   |
| INTEREST EARNINGS             | \$ 148              | \$ -                | \$ -              | \$ -                | \$ -              |
| SALE OF BONDS                 | -                   | 226,000             | 467,000           | 1,934,616           | 467,000           |
| TRANSFERS IN                  | -                   | 627                 | -                 | -                   | -                 |
| <b>TOTAL REVENUE</b>          | <b>\$ 148</b>       | <b>\$ 226,627</b>   | <b>\$ 467,000</b> | <b>\$ 1,934,616</b> | <b>\$ 467,000</b> |
| <b>EXPENDITURES:</b>          |                     |                     |                   |                     |                   |
| OPERATIONS & MAINTENANCE      | \$ 163,946          | \$ 129,745          | \$ 12,000         | \$ 5,000            | \$ -              |
| BOND ISSUANCE COSTS           | -                   | 10,000              | -                 | 15,500              | -                 |
| CONST-SIDEWALK BY CITY        | 146,293             | 792                 | 455,000           | 1,770,695           | 467,000           |
| TRANSFER OTHER FUNDS          | 626                 | -                   | -                 | 25,688              | -                 |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 310,865</b>   | <b>\$ 140,537</b>   | <b>\$ 467,000</b> | <b>\$ 1,816,883</b> | <b>\$ 467,000</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ (203,823)</b> | <b>\$ (117,733)</b> | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>       |
| <b>LESS:</b>                  |                     |                     |                   |                     |                   |
| NONSPENDABLE                  | -                   | -                   | -                 | -                   | -                 |
| RESTRICTED                    | (203,823)           | (117,733)           | -                 | -                   | -                 |
| COMMITTED                     | -                   | -                   | -                 | -                   | -                 |
| ASSIGNED                      | -                   | -                   | -                 | -                   | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>       |

**SIDEWALK AND CURB DISTRICT BUDGET NARRATIVE**

Sidewalk and curb projects are managed by the Public Works Department and provide for the installation and repair of curbs, gutters, sidewalks, and driveway and alley approaches that are assessed to adjacent property owners.

**Revenues**

Revenues are directly related to expenses through the sale of bonds.

**Expenditures**

Expenditures total \$12,000 for FY 2019 and are for the payment of bond fees associated with the sale of bonds.

**Capital**

FY 2019 capital projects total \$455,000 for the annual miscellaneous curb, gutter, and sidewalk improvement project.

## **SPECIAL IMPROVEMENT DISTRICTS BUDGET NARRATIVE**

Special Improvement District (SID) projects are managed by the Public Works Department and provide for the construction of SIDs approved by the City Council. These projects generate revenues allocated to the Finance Division, the Public Works Engineering Division, the Revolving Fund, and direct costs of the districts.

Revenues and expenditures are directly dependent on neighborhoods and developers interest in financing improvements in this manner.

### **Revenues**

Revenues are directly related to expenses through the sale of bonds.

### **Expenditures**

Expenditures for FY 2019 total \$37,500 and are for bond issuance costs associated with the sale of bonds.

### **Capital**

FY 2019 SID projects are budgeted at \$1,100,000 for construction of anticipated SID projects.

**SPECIAL IMPROVEMENT DISTRICT FUNDS  
OPERATING BUDGET**

FUND 4500

|                               | ACTUAL<br>FY 16    | ACTUAL<br>FY 17    | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-------------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 193,006</b>  | <b>\$ (71,300)</b> | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>REVENUE:</b>               |                    |                    |                     |                     |                     |
| TRANSFER IN                   | -                  | 79,535             | -                   | -                   | -                   |
| SALE OF BONDS                 | 440,000            | -                  | 1,785,000           | 4,365,000           | 1,137,500           |
| <b>TOTAL REVENUE</b>          | <b>\$ 440,000</b>  | <b>\$ 79,536</b>   | <b>\$ 1,785,000</b> | <b>\$ 4,365,000</b> | <b>\$ 1,137,500</b> |
| <b>EXPENDITURES:</b>          |                    |                    |                     |                     |                     |
| BOND ISSUANCE COSTS           | \$ 13,500          | \$ -               | \$ 60,000           | \$ -                | \$ 37,500           |
| CONST-ROADS/STREET/PARKING    | 684,371            | 8,236              | 1,725,000           | 4,365,000           | 1,100,000           |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 704,306</b>  | <b>\$ 8,236</b>    | <b>\$ 1,785,000</b> | <b>\$ 4,365,000</b> | <b>\$ 1,137,500</b> |
| <b>FUND BALANCE ENDING</b>    | <b>\$ (71,300)</b> | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>LESS:</b>                  |                    |                    |                     |                     |                     |
| NONSPENDABLE                  | -                  | -                  | -                   | -                   | -                   |
| RESTRICTED                    | (71,300)           | -                  | -                   | -                   | -                   |
| COMMITTED                     | -                  | -                  | -                   | -                   | -                   |
| ASSIGNED                      | -                  | -                  | -                   | -                   | -                   |
| <b>UNASSIGNED</b>             | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |

**CAPITAL REPLACEMENT FUND  
OPERATING BUDGET**

FUND 6400 - 6410

|                                 | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 4,631,326</b> | <b>\$ 5,054,343</b> | <b>\$ 5,616,368</b> | <b>\$ 5,718,185</b> | <b>\$ 6,937,072</b> |
| <b>REVENUES:</b>                |                     |                     |                     |                     |                     |
| TRANSFERS IN                    | \$ 989,293          | \$ 966,235          | \$ 1,157,900        | \$ 1,855,732        | \$ 1,564,716        |
| INTEREST EARNINGS               | 29,536              | 56,142              | 27,000              | 30,000              | 46,000              |
| REFUNDS/REIMBURSEMENTS          | 4,212               | -                   | 1,101               | 1,101               | 1,080               |
| SALE OF EQUIPMENT               | 5,233               | 21,795              | -                   | 2,000               | -                   |
| <b>TOTAL REVENUE</b>            | <b>\$ 1,028,274</b> | <b>\$ 1,044,172</b> | <b>\$ 1,186,001</b> | <b>\$ 1,888,833</b> | <b>\$ 1,611,796</b> |
| <b>EXPENDITURES:</b>            |                     |                     |                     |                     |                     |
| CHARGE FOR SERVICES             | \$ 1,944            | \$ 3,022            | \$ 1,885            | \$ 1,885            | \$ 1,283            |
| TECHNOLOGY EQUIPMENT            | -                   | -                   | -                   | -                   | 388,274             |
| CAPITAL                         | 603,313             | 377,308             | 569,420             | 668,061             | 1,733,201           |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 605,257</b>   | <b>\$ 380,330</b>   | <b>\$ 571,305</b>   | <b>\$ 669,946</b>   | <b>\$ 2,122,758</b> |
| <b>FUND BALANCE - ENDING</b>    | <b>\$ 5,054,343</b> | <b>\$ 5,718,185</b> | <b>\$ 6,231,064</b> | <b>\$ 6,937,072</b> | <b>\$ 6,426,110</b> |
| LESS:                           |                     |                     |                     |                     |                     |
| COMMITTED                       | 5,054,343           | 5,718,185           | 6,231,064           | 6,937,072           | 6,426,110           |
| <b>UNASSIGNED</b>               | <b>\$ -</b>         |

**CAPITAL REPLACEMENT FUND BUDGET NARRATIVE**

This fund is used for equipment replacement for all governmental fund departments. The equipment budgeted in FY 2019 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 by ERP.

**Revenues**

No significant changes.

**Capital**

Equipment is scheduled to be replaced in FY 2019 in the amount of \$1,733,201 which is an increase from FY 2018.

**DOG PARK CONSTRUCTION FUND  
OPERATING BUDGET**

FUND 4990

|                                 | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|---------------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| <b>FUND BALANCE - BEGINNING</b> | <b>\$ 4,137</b> | <b>\$ 4,100</b> | <b>\$ 4,100</b> | <b>\$ 4,299</b>   | <b>\$ 4,599</b>   |
| <b>REVENUES:</b>                |                 |                 |                 |                   |                   |
| LOCAL CONTRIBUTIONS             | \$ 101          | \$ 199          | \$ 2,000        | \$ 300            | \$ 500            |
| <b>TOTAL REVENUE</b>            | <b>\$ 101</b>   | <b>\$ 199</b>   | <b>\$ 2,000</b> | <b>\$ 300</b>     | <b>\$ 500</b>     |
| <b>EXPENDITURES:</b>            |                 |                 |                 |                   |                   |
| CAPITAL OUTLAY                  | \$ 138          | \$ -            | \$ 2,000        | \$ -              | \$ 500            |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 138</b>   | <b>\$ -</b>     | <b>\$ 2,000</b> | <b>\$ -</b>       | <b>\$ 500</b>     |
| <b>FUND BALANCE - ENDING</b>    | <b>\$ 4,100</b> | <b>\$ 4,299</b> | <b>\$ 4,100</b> | <b>\$ 4,599</b>   | <b>\$ 4,599</b>   |
| LESS:<br>RESTRICTED             | 4,100           | 4,299           | 4,100           | 4,599             | 4,599             |
| <b>UNASSIGNED</b>               | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>       | <b>\$ -</b>       |

**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 2019 are \$500.

**Expenditures**

Estimated Dog Park expenditures for FY 2019 are \$500.

**PARK CONSTRUCTION FUND  
OPERATING BUDGET**

FUND 4240

|                                 | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|---------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>FUND BALANCE - BEGINNING</b> | \$ -              | \$ 91,667         | \$ -                | \$ 151,897          | \$ -                |
| <b>REVENUES:</b>                |                   |                   |                     |                     |                     |
| LOCAL CONTRIBUTIONS             | \$ 1              | \$ -              | \$ -                | \$ -                | \$ -                |
| INTERFUND TRANSFERS             | \$ 170,000        | \$ 180,800        | \$ 1,860,000        | \$ 1,656,229        | \$ 2,460,000        |
| <b>TOTAL REVENUE</b>            | <b>\$ 170,001</b> | <b>\$ 180,800</b> | <b>\$ 1,860,000</b> | <b>\$ 1,656,229</b> | <b>\$ 2,460,000</b> |
| <b>EXPENDITURES:</b>            |                   |                   |                     |                     |                     |
| CAPITAL OUTLAY                  | \$ 78,334         | \$ 120,570        | \$ 1,860,000        | \$ 1,808,126        | \$ 2,460,000        |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 78,334</b>  | <b>\$ 120,570</b> | <b>\$ 1,860,000</b> | <b>\$ 1,808,126</b> | <b>\$ 2,460,000</b> |
| <b>FUND BALANCE - ENDING</b>    | <b>\$ 91,667</b>  | <b>\$ 151,897</b> | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>LESS:</b>                    |                   |                   |                     |                     |                     |
| NONSPENDABLE                    | -                 | -                 | -                   | -                   | -                   |
| RESTRICTED                      | 91,667            | 151,897           | -                   | -                   | -                   |
| COMMITTED                       | -                 | -                 | -                   | -                   | -                   |
| ASSIGNED                        | -                 | -                 | -                   | -                   | -                   |
| <b>UNASSIGNED</b>               | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |

**PARK CONSTRUCTION FUND BUDGET NARRATIVE**

This fund will be used to construct parks. In FY 2019, funds were transferred from the General Fund to begin the construction of the infrastructure at Centennial Park. Also, cash in lieu of parks was transferred from the Parks Programs Fund.

**Revenues**

Estimated transfer revenues for FY 2019 are \$2,460,000.

**Expenditures**

Estimated capital outlay expenditures for FY 2019 are \$2,460,000.

# ENTERPRISE FUNDS

## ENTERPRISE FUNDS

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the government's council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the government's council has decided that periodic determination of net income is appropriate for accountability purposes. The City's enterprise funds and their purposes are:

- The **Water Fund** accounts for the operations of the City water system.
- The **Wastewater Fund** accounts for the operations of the City wastewater system.
- The **Parking Fund** accounts for the operations of the City parking operation.
- The **Solid Waste Fund** accounts for the operations of the City garbage collection and landfill activities.
- The **Airport Fund** accounts for the Billings Logan International Airport operations and for all the resources received and used for acquisition and development of airport capital improvements and equipment.
- The **Transit Fund** accounts for the operations of the City public transportation system.

**ENTERPRISE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                     | WATER                       | WASTE-WATER                 | PARKING                    | SOLID WASTE                 | AIRPORT                     | TRANSIT                    |
|-------------------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|-----------------------------|----------------------------|
| WORKING CAPITAL -BEGINNING          | <u>\$ 32,335,318</u>        | <u>\$ 14,593,507</u>        | <u>\$ 221,692</u>          | <u>\$ 9,205,570</u>         | <u>\$ 10,680,002</u>        | <u>\$ 3,320,936</u>        |
| <b>REVENUE:</b>                     |                             |                             |                            |                             |                             |                            |
| TAXES                               | \$ -                        | \$ -                        | \$ -                       | \$ -                        | \$ -                        | \$ 2,268,972               |
| INTER-GOVERNMENTAL                  | - -                         | - -                         | - -                        | - -                         | 2,931,037                   | 3,347,501                  |
| CHARGES FOR SERVICE                 | 25,805,700                  | 19,540,410                  | 1,574,375                  | 14,487,500                  | 12,472,699                  | 715,600                    |
| FINES & FORFEITS                    | - -                         | - 77,000                    | - -                        | - -                         | - -                         | - -                        |
| INVESTMENT EARNINGS                 | 270,300                     | 725,000                     | 5,835                      | 184,000                     | 219,680                     | 18,000                     |
| DONATIONS                           | - -                         | - -                         | - -                        | - -                         | - -                         | - -                        |
| INTERFUND TRANSFERS                 | - -                         | - 100,000                   | - -                        | - -                         | - -                         | - -                        |
| DEBT PROCEEDS                       | - -                         | - -                         | - -                        | 18,000,000                  | - -                         | - -                        |
| MISCELLANEOUS                       | 7,200                       | - -                         | - -                        | - -                         | 79,420                      | 18,250                     |
| <b>TOTAL REVENUE</b>                | <b><u>\$ 26,083,200</u></b> | <b><u>\$ 20,265,410</u></b> | <b><u>\$ 1,757,210</u></b> | <b><u>\$ 32,671,500</u></b> | <b><u>\$ 15,702,836</u></b> | <b><u>\$ 6,368,323</u></b> |
| <b>EXPENSES:</b>                    |                             |                             |                            |                             |                             |                            |
| PERSONAL SERVICES                   | \$ 5,095,928                | \$ 4,051,039                | \$ 768,398                 | \$ 5,154,308                | \$ 4,711,596                | \$ 3,925,227               |
| OPERATION & MAINTENANCE             | 7,561,387                   | 4,700,977                   | 759,130                    | 4,794,891                   | 3,361,909                   | 1,462,409                  |
| CAPITAL                             | 31,204,831                  | 10,761,180                  | 6,500                      | 21,007,734                  | 5,095,142                   | 1,180,096                  |
| DEBT SERVICE                        | 2,770,500                   | 5,330,000                   | 255,480                    | 1,257,000                   | 1,596,980                   | - -                        |
| <b>TOTAL EXPENSES</b>               | <b><u>\$ 46,632,646</u></b> | <b><u>\$ 24,843,196</u></b> | <b><u>\$ 1,789,508</u></b> | <b><u>\$ 32,213,933</u></b> | <b><u>\$ 14,765,627</u></b> | <b><u>\$ 6,567,732</u></b> |
| WORKING CAPITAL NOT BUDGETED        | - -                         | - -                         | - -                        | - -                         | - -                         | - -                        |
| WORKING CAPITAL - ENDING            | <u>\$ 11,785,872</u>        | <u>\$ 10,015,721</u>        | <u>\$ 189,394</u>          | <u>\$ 9,663,137</u>         | <u>\$ 11,617,211</u>        | <u>\$ 3,121,527</u>        |
| LESS OPERATING RESERVE              | 3,417,000                   | 1,575,000                   | 244,000                    | 4,377,000                   | 1,372,000                   | 916,000                    |
| LESS BOND/LOAN RESERVE REQUIREMENTS | 1,515,000                   | 1,445,000                   | - -                        | 1,257,000                   | 2,715,044                   | - -                        |
| <b>AVAILABLE WORKING CAPITAL</b>    | <b><u>\$ 6,853,872</u></b>  | <b><u>\$ 6,995,721</u></b>  | <b><u>\$ (54,606)</u></b>  | <b><u>\$ 4,029,137</u></b>  | <b><u>\$ 7,530,167</u></b>  | <b><u>\$ 2,205,527</u></b> |

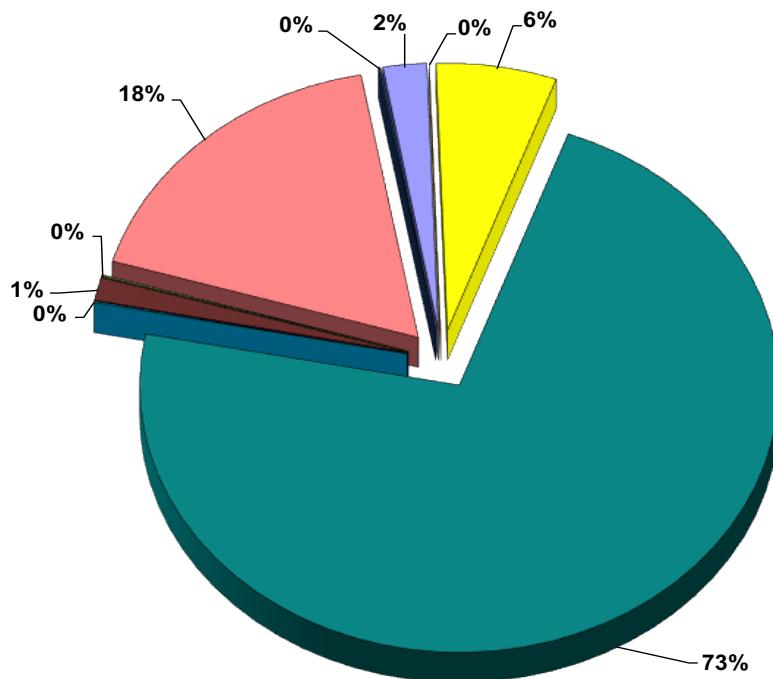
**ENTERPRISE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                     | APPROVED<br>BUDGET<br>FY 19 | APPROVED<br>BUDGET<br>FY 18 | INCREASE<br>(DECREASE) | ACTUAL<br>FY 17       |
|-------------------------------------|-----------------------------|-----------------------------|------------------------|-----------------------|
| WORKING CAPITAL -BEGINNING          | <u>\$ 70,357,025</u>        | <u>\$ 70,795,885</u>        | <u>\$ (438,860)</u>    | <u>\$ 85,838,102</u>  |
| REVENUE:                            |                             |                             |                        |                       |
| TAXES                               | \$ 2,268,972                | \$ 2,192,285                | \$ 76,687              | \$ 2,054,164          |
| INTER-GOVERNMENTAL                  | 6,278,538                   | 8,451,499                   | (2,172,961)            | 8,497,460             |
| CHARGES FOR SERVICE                 | 74,596,284                  | 72,758,028                  | 1,838,256              | 73,853,241            |
| FINES & FORFEITS                    | 77,000                      | 72,500                      | 4,500                  | 76,780                |
| INVESTMENT EARNINGS                 | 1,422,815                   | 640,740                     | 782,075                | 637,891               |
| DONATIONS                           | -                           | 700,000                     | (700,000)              | 52,067                |
| INTERFUND TRANSFERS                 | 100,000                     | 323,329                     | (223,329)              | 535,775               |
| DEBT PROCEEDS                       | 18,000,000                  | 4,000,000                   | 14,000,000             | -                     |
| MISCELLANEOUS                       | 104,870                     | 17,602,641                  | (17,497,771)           | 718,376               |
| TOTAL REVENUE                       | <u>\$ 102,848,479</u>       | <u>\$ 106,741,022</u>       | <u>\$ (3,892,543)</u>  | <u>\$ 86,425,754</u>  |
| EXPENSES:                           |                             |                             |                        |                       |
| PERSONAL SERVICES                   | \$ 23,706,496               | \$ 23,620,436               | \$ 86,060              | \$ 22,817,421         |
| OPERATION & MAINTENANCE             | 22,640,703                  | 26,384,888                  | (3,744,185)            | 21,555,037            |
| CAPITAL                             | 69,255,483                  | 71,656,670                  | (2,401,187)            | 33,000,778            |
| DEBT SERVICE                        | 11,209,960                  | 10,713,036                  | 496,924                | 2,966,379             |
| TOTAL EXPENSES                      | <u>\$ 126,812,642</u>       | <u>\$ 132,375,030</u>       | <u>\$ (5,562,388)</u>  | <u>\$ 80,339,615</u>  |
| WORKING CAPITAL NOT BUDGETED        |                             |                             |                        | 56,587,355            |
| WORKING CAPITAL - ENDING            | <u>\$ 46,392,862</u>        | <u>\$ 45,161,877</u>        | <u>\$ 1,230,985</u>    | <u>\$ 148,511,596</u> |
| LESS OPERATING RESERVE              | 11,901,000                  | 12,604,000                  | (703,000)              | 11,585,657            |
| LESS BOND/LOAN RESERVE REQUIREMENTS | 6,932,044                   | 6,901,044                   | 31,000                 | 5,545,906             |
| AVAILABLE WORKING CAPITAL           | <u>\$ 27,559,818</u>        | <u>\$ 25,656,833</u>        | <u>\$ 1,902,985</u>    | <u>\$ 131,380,033</u> |

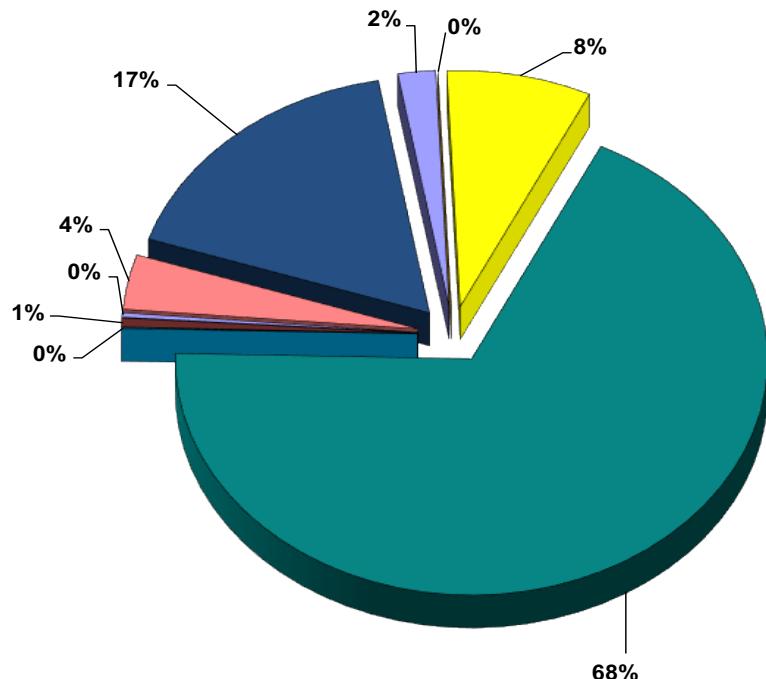
# Enterprise Funds

## Summary of Revenues

|                     | <u>FY 19</u>          | <u>FY 18</u>          |
|---------------------|-----------------------|-----------------------|
| \$ TAXES            | 2,268,972             | \$ 2,192,285          |
| SPECIAL ASSESSMENTS | -                     | -                     |
| INTER-GOVERNMENTAL  | 6,278,538             | 8,451,499             |
| CHARGES FOR SERVICE | 74,596,284            | 72,758,028            |
| FINES & FORFEITS    | 77,000                | 72,500                |
| INVESTMENT EARNINGS | 1,422,815             | 640,740               |
| INTERFUND TRANSFERS | 100,000               | 323,329               |
| DEBT PROCEEDS       | 18,000,000            | 4,000,000             |
| MISCELLANEOUS       | 104,870               | 18,302,641            |
| <b>TOTAL</b>        | <u>\$ 102,848,479</u> | <u>\$ 106,741,022</u> |



Fiscal Year 2019

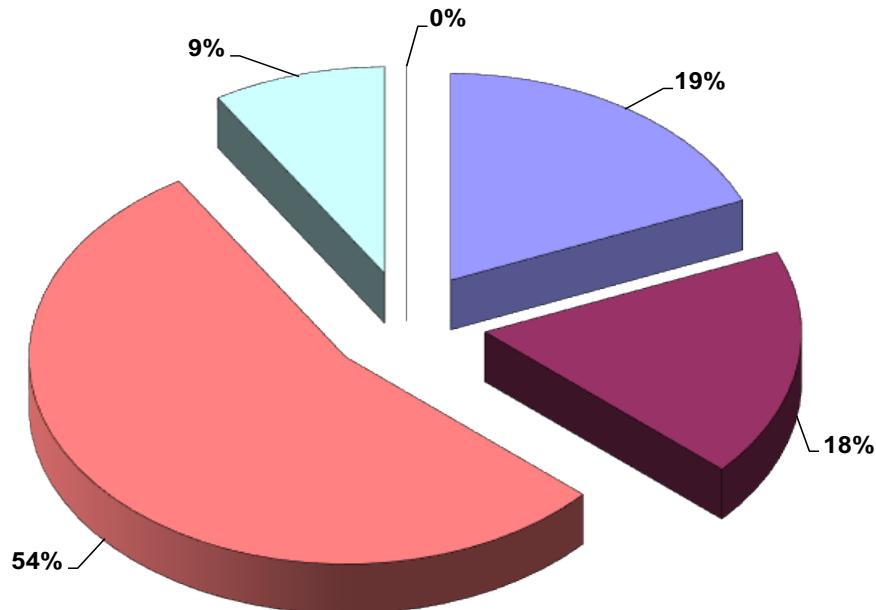


Fiscal Year 2018

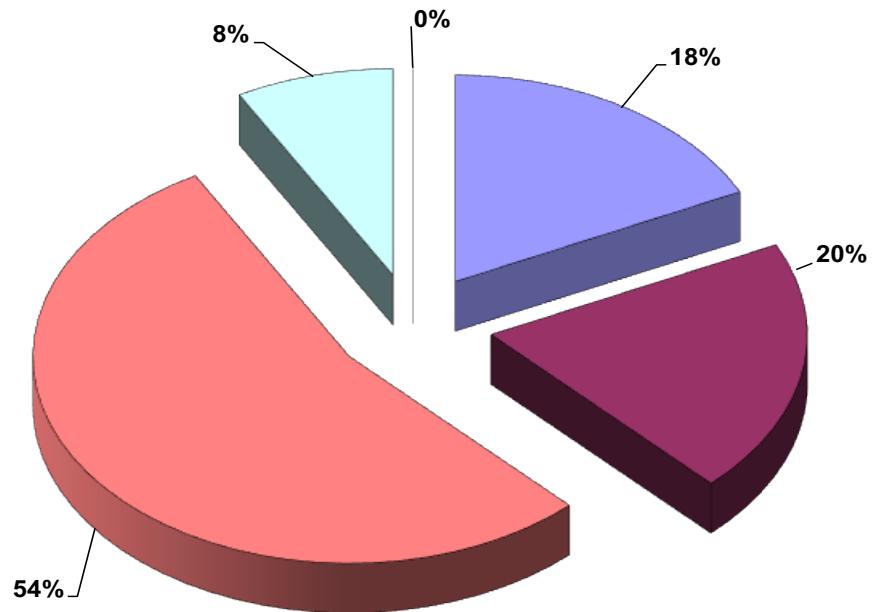
# Enterprise Funds

## Summary of Expenses

|                            | FY 19                 | FY 18                 |
|----------------------------|-----------------------|-----------------------|
| PERSONAL SERVICES          | \$ 23,706,496         | \$ 23,620,436         |
| OPERATION & MAINTENANCE    | 22,640,703            | 26,384,888            |
| CAPITAL                    | 69,255,483            | 71,656,670            |
| DEBT SERVICE               | 11,209,960            | 10,713,036            |
| <u>INTERFUND TRANSFERS</u> | <u>-</u>              | <u>-</u>              |
| <b>TOTAL</b>               | <b>\$ 126,812,642</b> | <b>\$ 132,375,030</b> |



Fiscal Year 2019



Fiscal Year 2018

## **WATER FUND BUDGET NARRATIVE**

The Water Division's primary function is to provide water services within the approved service area. The Water divisions are also responsible for:

- Exceeding all federal and state regulatory standards for drinking water.
- Maintaining 11 pumping stations and 14 reservoirs.
- The installation, maintenance, and repair of the City's water mains and fire hydrants.
- The installation, repair, and billing for all residential and business water meters within the city.
- Providing customer service to over 114,000 residents.

### **Revenues**

Budgeted water revenues for FY 2019 are \$26,083,200, which is a decrease of \$2,955,400 compared to FY 2018 budgeted revenues. The decrease is primarily the result of a decrease in revenue received for issuance of loans and the elimination of the franchise fee in the FY 2019 budget.

### **Expenses**

FY 2019 operating expenses for water are budgeted at \$12,657,315, a decrease of \$1,536,655 compared to FY 2018 budgeted expenses. This decrease is primarily the result of a decrease in the water insurance service program expenses and the elimination of the franchise fee in the FY 2019 budget.

### **Capital**

Capital expenses for FY 2019 total \$31,204,831. This total includes L-structure intake screening improvements, Integrated Water Plan implementation, electrical replacements, replacement of old high service pumps and motors, west end Water Treatment Plant (WTP) land acquisition and improvements, an asset management program, lead service line replacement projects, Leavens Reservoir improvements, Jellison Road water main, WTP valves, Zone 4 N Reservoir and Fox Pump Station remodel, water main replacement projects, park irrigation to non-potable water project, compensation agreements, installation of a redundant water line to airport, and service center improvements, as well as a number of other miscellaneous repairs, upgrades, and equipment replacements.

**WATER FUND  
OPERATING BUDGET**

FUNDS 5020,5030,5050,5070,4160,8700

|                                    | ACTUAL<br>FY 16      | ACTUAL<br>FY 17      | BUDGET<br>FY 18      | ESTIMATE<br>FY 18    | APPROVED<br>FY 19    |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>WORKING CAPITAL - BEGINNING</b> | <b>\$ 31,122,376</b> | <b>\$ 36,468,453</b> | <b>\$ 31,466,410</b> | <b>\$ 36,455,186</b> | <b>\$ 32,335,318</b> |
| <b>REVENUES:</b>                   |                      |                      |                      |                      |                      |
| WATER SALES                        | \$ 22,360,023        | \$ 21,721,405        | \$ 21,359,600        | \$ 23,476,800        | \$ 23,426,700        |
| FIRE HYDRANT CHARGES               | 302,753              | 357,869              | 310,000              | 378,097              | 375,000              |
| WATER SERVICE LINE INS.            | 456,965              | 446,665              | 440,000              | 450,000              | 450,000              |
| OTHER CHARGES FOR SERV.            | 633,838              | 647,516              | 475,600              | 513,600              | 492,000              |
| FRANCHISE FEE REVENUE              | 1,039,687            | 954,738              | 945,000              | 1,000,000            | -                    |
| LATE PAYMENT CHARGES               | 51,037               | 37,874               | 45,000               | 34,000               | 35,000               |
| SYSTEM DEVELOPMENT FEE             | 1,274,337            | 951,700              | 1,200,000            | 1,050,000            | 1,000,000            |
| STATE FEE                          | 60,648               | 61,136               | 62,000               | 61,878               | 62,000               |
| CONTRIBUTIONS-DONATIONS            | -                    | 52,067               | -                    | -                    | -                    |
| MISCELLANEOUS                      | 83,027               | 73,423               | 7,200                | 15,487               | 7,200                |
| TRANSFERS IN                       | -                    | 13,650               | -                    | -                    | -                    |
| SALE OF EQUIPMENT/LAND             | 4,736                | 4,372                | -                    | -                    | -                    |
| SRF LOAN REVENUE                   | -                    | -                    | 4,000,000            | -                    | -                    |
| INTEREST ON INVESTMENTS            | 231,164              | 141,366              | 194,200              | 224,000              | 235,300              |
| <b>TOTAL REVENUE</b>               | <b>\$ 26,498,215</b> | <b>\$ 25,463,781</b> | <b>\$ 29,038,600</b> | <b>\$ 27,203,862</b> | <b>\$ 26,083,200</b> |
| <b>EXPENSES:</b>                   |                      |                      |                      |                      |                      |
| ADMINISTRATION                     | \$ 1,893,279         | \$ 1,848,542         | \$ 2,516,566         | \$ 2,141,156         | \$ 1,653,836         |
| FISCAL SERVICES                    | 2,249,431            | 2,308,797            | 2,809,084            | 1,195,705            | 1,308,619            |
| TREATMENT PLANT                    | 4,972,684            | 5,066,817            | 5,695,691            | 5,844,418            | 5,468,423            |
| DISTRIB/COLLECT/METERS             | 1,948,765            | 2,394,211            | 2,422,629            | 3,664,291            | 3,876,437            |
| ENVIRONMENTAL AFFAIRS              | 117,058              | -                    | -                    | -                    | -                    |
| CAPITAL                            | 10,404,394           | 10,759,382           | 31,059,817           | 14,833,635           | 31,204,831           |
| WATER SERVCE INS. PROG             | 297,120              | 342,208              | 750,000              | 874,525              | 350,000              |
| BOND PRINCIPAL                     | -                    | -                    | 2,080,000            | 2,000,000            | 2,000,000            |
| BOND INTEREST **                   | 692,824              | 665,167              | 820,000              | 770,000              | 770,500              |
| <b>TOTAL EXPENSES</b>              | <b>\$ 22,575,555</b> | <b>\$ 23,385,124</b> | <b>\$ 48,153,787</b> | <b>\$ 31,323,730</b> | <b>\$ 46,632,646</b> |
| W.C. CHANGES NOT BUDGETED          | 1,423,417            | (2,091,924)          | -                    | -                    | -                    |
| <b>WORKING CAPITAL - ENDING</b>    | <b>\$ 36,468,453</b> | <b>\$ 36,455,186</b> | <b>\$ 12,351,223</b> | <b>\$ 32,335,318</b> | <b>\$ 11,785,872</b> |
| LESS OPERATING RESERVE             | 3,380,000            | 3,380,000            | 3,832,000            | 3,704,426            | 3,417,000            |
| LESS SRF LOAN RESERVE              | 1,386,571            | 1,386,571            | 1,515,000            | 1,385,000            | 1,515,000            |
| <b>AVAILABLE WORKING CAPITAL</b>   | <b>\$ 31,701,882</b> | <b>\$ 31,688,615</b> | <b>\$ 7,004,223</b>  | <b>\$ 27,245,892</b> | <b>\$ 6,853,872</b>  |

\*\* Interest Expenses of \$102,633 and \$111,444 were capitalized in the CAFR in years FY16 and FY17 respectively.

**WATER FUND**  
**FUNDS 5020,5030,5050,5070,4160,8700** **OPERATING BUDGET**

|                            | ACTUAL               | ACTUAL               | BUDGET               | ESTIMATE             | APPROVED             |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                            | FY 16                | FY 17                | FY 18                | FY 18                | FY 19                |
| PERSONAL SERVICES          | \$ 4,625,365         | \$ 4,860,122         | \$ 5,143,087         | \$ 4,895,242         | \$ 5,095,928         |
| OPERATIONS AND MAINTENANCE | 6,852,972            | 7,100,453            | 9,050,883            | 8,824,853            | 7,561,387            |
| CAPITAL                    | 10,404,394           | 10,759,382           | 31,059,817           | 14,833,635           | 31,204,831           |
| DEBT SERVICE               | 692,824              | 665,167              | 2,900,000            | 2,770,000            | 2,770,500            |
| <b>TOTAL EXPENSES</b>      | <b>\$ 22,575,555</b> | <b>\$ 23,385,124</b> | <b>\$ 48,153,787</b> | <b>\$ 31,323,730</b> | <b>\$ 46,632,646</b> |

**STAFFING AUTHORIZATION**

| POSITION                    | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | APPROVED<br>FY 19 |
|-----------------------------|-----------------|-----------------|-----------------|-------------------|
| ACCOUNT CLERK II            | 2.4             | 2.4             | 2.4             | 2.4               |
| ACCOUNTING TECHNICIAN       | 0.7             | 0.8             | 0.8             | 0.8               |
| ADMINISTRATIVE SUPPORT II   | 0.6             | 0.6             | 0.6             | 0.6               |
| BILLINGS SERV COORD         | -               | 0.6             | 0.6             | 0.6               |
| CHEMIST                     | 3.0             | 3.0             | 3.0             | 3.0               |
| CHIEF CHEMIST               | 1.0             | 0.8             | 0.8             | 0.8               |
| COMPLIANCE COORDINATOR      | 0.5             | -               | -               | -                 |
| CONTROL SYS PROG ANALYST II | 1.0             | 1.0             | 1.0             | 1.0               |
| D&C SUPERINTENDANT          | 0.6             | 0.6             | 0.6             | 0.6               |
| DRAFTING TECHNICIAN         | 0.6             | 0.6             | 0.6             | 0.6               |
| ELEC CONTROL SYS SPECIALIST | 0.5             | 0.5             | 0.5             | 0.5               |
| ELECTRICAL MAIN SUPERVISOR  | 0.5             | 0.5             | 0.5             | 0.5               |
| ELECTRICIAN I               | 0.5             | 0.5             | -               | -                 |
| ELECTRICIAN II              | 0.5             | 0.5             | -               | -                 |
| ELECTRICIAN III             | 2.5             | 2.0             | 3.0             | 3.0               |
| ENGINEER II                 | 0.6             | 0.6             | 0.6             | 0.6               |
| ENGINEERING INSPECTOR II    | 1.2             | 1.2             | 1.2             | 1.2               |
| ENVIRONMENTAL COORD         | 0.5             | -               | -               | -                 |
| ENVIRONMENTAL ENGINEER      | 0.5             | -               | -               | -                 |
| EQUIP. OPER/MAINT WORKER    | 8.4             | 9.0             | 9.0             | 9.6               |
| FACILITIES MAINT MECH.      | 1.0             | -               | -               | -                 |
| FACILITIES MAINT SUPPORT I  | 1.0             | 2.0             | 1.5             | -                 |
| FIELD SERVICE MGR           | 1.0             | 1.0             | 1.0             | 1.0               |
| FIELD SERVICE REP.          | 8.0             | 8.0             | 8.0             | 8.0               |
| MAINTENANCE WORKER          | 1.8             | 0.6             | 0.6             | 0.7               |
| MECHANIC I                  | 0.7             | 0.8             | 0.6             | 0.6               |

FUNDS 502,503,505,507,416,870

**WATER FUND  
STAFFING AUTHORIZATION - Continued**

| <b>POSITION</b>                | <b>ACTUAL</b> | <b>ACTUAL</b> | <b>BUDGET</b> | <b>APPROVED</b> |
|--------------------------------|---------------|---------------|---------------|-----------------|
|                                | <b>FY 16</b>  | <b>FY 17</b>  | <b>FY 18</b>  | <b>FY 19</b>    |
| METER MAINTENANCE REP          | 1.0           | 1.0           | 1.0           | 0.6             |
| 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              | 1.2           | 1.2           | 1.2           | 1.2             |
| SR. EQUIP OPER MAINT WKR       | 2.4           | 2.4           | 2.4           | 2.4             |
| SYSTEMS MAINT SUPERVISOR       | 2.4           | 2.4           | 2.4           | 2.4             |
| TREATMENT PLANT TECHNICIAN I   | 1.0           | 3.0           | 4.0           | 2.0             |
| TREATMENT PLANT TECHNICIAN II  | 1.0           | -             | -             | 4.0             |
| TREATMENT PLANT TECHNICIAN III | 9.0           | 9.0           | 8.0           | 6.0             |
| UTILITY BILLING SUPERVISOR     | 0.6           | 0.6           | 0.6           | -               |
| UTILITY SYSTEM ENGINEER        | -             | 0.5           | 0.5           | 0.5             |
| WATER TREATMENT PLANT MGR      | -             | 1.0           | 1.0           | 1.0             |
| WATER TREATMENT SUPT.          | 1.0           | -             | -             | -               |
| <b>TOTAL</b>                   | <b>61.2</b>   | <b>60.6</b>   | <b>59.9</b>   | <b>58.1</b>     |

In FY 16, positions were moved within Public Works Departments.

## **WASTEWATER FUND BUDGET NARRATIVE**

The Wastewater Division's primary function is to provide sewer services within the approved service area. The Wastewater divisions are also responsible for:

- Exceeding all federal and state regulatory standards for sewer treatment.
- Maintaining 11 sewer lift stations and the water reclamation facility.
- The installation, maintenance, and repair of the City's wastewater mains and manholes.
- Providing customer service for over 114,000 residents.

### **Revenues**

Budgeted wastewater revenues for FY 2019 are \$20,265,410, which is an increase of \$405,380 compared to FY 2018 budgeted revenues. This increase is primarily the result of an increase in wastewater charges and interest revenues.

### **Expenses**

Budgeted operating expenses for FY 2019 are \$8,752,016, which is a decrease of \$315,955 compared to the FY 2018 budget. This decrease is primarily the result of the elimination of the franchise fee in the FY 2019 budget.

### **Capital**

Capital expenses for FY 2019 total \$10,761,180. This total includes electrical replacements for the Water Reclamation Facility (WRF); sewer main replacement projects; service center improvements; WRF Nutrient Recovery Project; compensation agreements; AFT equipment and building upgrades; WRF UV third channel; Fats, oils, and grease receiving station improvements; H2S reduction project; and side stream treatment at the WRF. Expenses also include a number of other miscellaneous repairs, upgrades, and equipment replacements.

**WASTEWATER FUND  
OPERATING BUDGET**

FUNDS 5120,5130,5180,5190,4210

|                                    | ACTUAL<br>FY 16      | ACTUAL<br>FY 17      | BUDGET<br>FY 18      | ESTIMATE<br>FY 18    | APPROVED<br>FY 19    |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>WORKING CAPITAL - BEGINNING</b> | <b>\$ 23,786,427</b> | <b>\$ 25,418,986</b> | <b>\$ 17,979,055</b> | <b>\$ 84,329,091</b> | <b>\$ 14,593,507</b> |
| <b>REVENUES:</b>                   |                      |                      |                      |                      |                      |
| WASTEWATER CHARGES                 | \$ 16,888,041        | \$ 17,740,552        | \$ 17,309,300        | \$ 17,538,560        | \$ 18,161,000        |
| PERMITS                            | 53,268               | 47,622               | 78,000               | 48,000               | 50,000               |
| OTHER CHARGES FOR SERV.            | 141,152              | 303,737              | 322,730              | 322,230              | 334,410              |
| FRANCH FEES & WHOLESALE CHG        | 738,233              | 745,959              | 730,000              | 775,000              | 43,000               |
| LATE PAYMENT CHARGES               | 43,597               | 35,884               | 40,000               | 35,000               | 35,000               |
| SYSTEM DEVELOPMENT FEE             | 1,121,571            | 966,916              | 1,210,000            | 915,000              | 915,000              |
| STATE FEE                          | 35,478               | 36,682               | 45,000               | 37,000               | 37,000               |
| CONTRIBUTIONS/DONATIONS            | -                    | 133,425              | -                    | -                    | -                    |
| MISCELLANEOUS                      | 74,644               | 379,917              | -                    | 1,383                | -                    |
| SALE OF EQUIPMENT                  | 2,366                | -                    | -                    | -                    | -                    |
| INTEREST ON INVESTMENTS            | 168,470              | 315,944              | 125,000              | 709,000              | 690,000              |
|                                    |                      |                      |                      |                      | 0                    |
| <b>TOTAL REVENUE</b>               | <b>\$ 19,266,820</b> | <b>\$ 20,706,638</b> | <b>\$ 19,860,030</b> | <b>\$ 20,381,173</b> | <b>\$ 20,265,410</b> |
| <b>EXPENSES:</b>                   |                      |                      |                      |                      |                      |
| ADMINISTRATION                     | \$ 1,625,971         | \$ 1,846,548         | \$ 1,784,636         | \$ 1,731,426         | \$ 1,193,369         |
| FISCAL SERVICES                    | 615,232              | 620,480              | 670,737              | 664,432              | 634,650              |
| TREATMENT PLANT                    | 4,488,859            | 4,303,177            | 4,631,483            | 4,586,983            | 4,853,056            |
| COLLECTION SYSTEM                  | 1,403,410            | 1,373,825            | 1,498,510            | 1,389,042            | 1,580,872            |
| ENVIRONMENTAL AFFAIRS              | 128,912              | 499,512              | 482,605              | 460,610              | 490,069              |
| REPLACEMENT EXPEND.                | 7,877,705            | 11,274,930           | 10,969,363           | 75,954,264           | 10,761,180           |
| BOND PRINCIPAL                     | -                    | -                    | 3,791,000            | 3,800,000            | 2,423,000            |
| BOND INTEREST                      | ** 393,871           | 1,749,994            | 1,538,000            | 1,530,000            | 2,907,000            |
| <b>TOTAL EXPENSES</b>              | <b>\$ 16,533,960</b> | <b>\$ 21,668,466</b> | <b>\$ 25,366,334</b> | <b>\$ 90,116,757</b> | <b>\$ 24,843,196</b> |
| W.C. CHANGES NOT BUDGETED          | (1,100,301)          | 59,871,933           | -                    | -                    | -                    |
| <b>WORKING CAPITAL - ENDING</b>    | <b>\$ 25,418,986</b> | <b>\$ 84,329,091</b> | <b>\$ 12,472,751</b> | <b>\$ 14,593,507</b> | <b>\$ 10,015,721</b> |
| LESS OPERATING RESERVE             | 1,440,000            | 1,440,000            | 1,632,000            | 1,590,000            | 1,575,000            |
| LESS SRF LOAN RESERVE              | 1,444,291            | 1,444,291            | 1,445,000            | 1,445,000            | 1,445,000            |
| <b>AVAILABLE WORKING CAPITAL</b>   | <b>\$ 22,534,695</b> | <b>\$ 81,444,800</b> | <b>\$ 9,395,751</b>  | <b>\$ 11,558,507</b> | <b>\$ 6,995,721</b>  |

\*\* Interest Expenses of \$56,689 and \$111,747 were capitalized in the CAFR in years FY16 and FY17 respectively.

**WASTEWATER FUND  
OPERATING BUDGET**

FUND 5120,5130,5180,4210

|                            | ACTUAL               | ACTUAL               | BUDGET               | ESTIMATE             | APPROVED             |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                            | FY 16                | FY 17                | FY 18                | FY 18                | FY 19                |
| PERSONAL SERVICES          | \$ 3,441,732         | \$ 4,214,630         | \$ 4,057,853         | \$ 3,805,021         | \$ 4,051,039         |
| OPERATIONS AND MAINTENANCE | 4,820,652            | 4,428,912            | 5,010,118            | 5,027,472            | 4,700,977            |
| CAPITAL                    | 7,877,705            | 11,274,930           | 10,969,363           | 75,954,264           | 10,761,180           |
| DEBT SERVICE               | 393,871              | 1,749,994            | 5,329,000            | 5,330,000            | 5,330,000            |
| <b>TOTAL EXPENSES</b>      | <b>\$ 16,533,960</b> | <b>\$ 21,668,466</b> | <b>\$ 25,366,334</b> | <b>\$ 90,116,757</b> | <b>\$ 24,843,196</b> |

**STAFFING AUTHORIZATION**

| POSITION                    | ACTUAL | ACTUAL | BUDGET | APPROVED |
|-----------------------------|--------|--------|--------|----------|
|                             | FY 16  | FY 17  | FY 18  | FY 19    |
| ACCOUNT CLERK II            | 1.6    | 1.6    | 1.6    | 1.6      |
| ACCOUNTING TECHNICIAN       | 0.3    | 0.3    | 0.3    | 0.3      |
| ADMINISTRATIVE SUPPORT II   | 0.4    | 0.4    | 0.4    | 0.4      |
| BILLINGS SERVICE COORD      | -      | 0.4    | 0.4    | 0.4      |
| CHIEF CHEMIST               | 1.0    | 0.3    | 0.3    | 0.3      |
| CONTROL SYS PROG ANALYST II | 1.0    | 1.0    | 1.0    | 1.0      |
| D&C SUPERINTENDENT          | 0.4    | 0.4    | 0.4    | 0.4      |
| DRAFTING TECHNICIAN         | 0.4    | 0.4    | 0.4    | 0.4      |
| ELECTRICAL CNTRL SYS SPEC   | 0.5    | 0.5    | 0.5    | 0.5      |
| ELECTRICAL MAINT SUPERVISOR | 0.5    | 0.5    | 0.5    | 0.5      |
| ELECTRICIAN I               | 0.5    | 0.5    | -      | -        |
| ELECTRICIAN II              | -      | 0.5    | -      | -        |
| ELECTRICIAN II-A            | 0.5    | -      | -      | -        |
| ELECTRICIAN III             | 2.5    | 2.0    | 3.0    | 3.0      |
| ENG INSPECTOR II            | 0.8    | 0.8    | 0.8    | 0.8      |
| ENGINEER II                 | 0.4    | 0.4    | 0.4    | 0.4      |
| ENVIRONMENTAL COMPL. COORD  | 0.5    | 2.0    | 2.0    | 2.0      |
| ENVIRONMENTAL ENGINEER      | 0.5    | 1.0    | 1.0    | 1.0      |
| ENVIRONMETNAL COORD I       | 0.5    | 1.0    | 1.0    | 1.0      |
| EQUIP OPER/MAINT WORKER     | 5.6    | 6.0    | 6.0    | 6.4      |
| FACILITIES MAINT SUPPORT I  | -      | -      | 0.5    | -        |
| FACILITIES MAINT SUPPORT II | 1.0    | 1.0    | 1.0    | 1.0      |

FUND 512,513,518,421

**WASTEWATER FUND**  
**STAFFING AUTHORIZATION - Continued**

| <b>POSITION</b>               | <b>ACTUAL</b> | <b>ACTUAL</b> | <b>BUDGET</b> | <b>APPROVED</b> |
|-------------------------------|---------------|---------------|---------------|-----------------|
|                               | <b>FY 16</b>  | <b>FY 17</b>  | <b>FY 18</b>  | <b>FY 19</b>    |
| LAB SUPERVISOR                | -             | -             | -             | 1.0             |
| LAB TECHNICIAN                | 2.0           | 2.0           | 2.0           | 2.0             |
| MAINTENANCE WORKER            | 1.2           | 0.4           | 0.4           | 0.3             |
| MECHANIC I                    | 0.3           | 0.3           | 0.4           | 0.4             |
| METER MAINTENANCE REP         | -             | -             | -             | 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           | 1.6             |
| SR. ACCOUNT CLERK             | 0.8           | 0.8           | 0.8           | 0.8             |
| SYSTEMS MAINT SUPERVISOR      | 1.6           | 1.6           | 1.6           | 1.6             |
| TREATMENT PLANT TECH III      | 4.0           | 4.0           | 5.0           | 5.0             |
| TREATMENT PLANT TECHNICIAN I  | -             | 1.0           | 1.0           | 3.0             |
| TREATMENT PLANT TECHNICIAN II | 8.0           | 7.0           | 6.0           | 4.0             |
| UTILITY BILLING SUPERVISOR    | 0.4           | 0.4           | 0.4           | -               |
| UTILITY SYSTEM ENGINEER       | -             | 0.5           | 0.5           | 0.5             |
| WASTEWATER TREATMENT MGR      | 1.0           | 1.0           | 1.0           | 1.0             |
| <b>TOTAL</b>                  | <b>41.8</b>   | <b>43.6</b>   | <b>44.2</b>   | <b>44.9</b>     |

In FY 16, positions were moved within Public Works Departments.

## **PARKING FUND BUDGET NARRATIVE**

The Parking Division is responsible for operating and maintaining three of the four City parking garages (Note: The Empire Garage is operated and maintained by the Empire Garage Owners Association), five public parking lots, 2-hour and 4-hour parking meters, and several 10-hour permit parking locations, totaling over 2,800 parking spaces. The garages, lots, and 10-hour permit parking zones offer over 1,656 spaces for long-term parking that provide downtown employees and the public with affordable, safe, and convenient parking, while reserving the more convenient storefront parking for customers. The division maintains and enforces approximately 791 metered parking spaces that create parking space turn-over, which helps sustain downtown businesses. The Parking Division, in conjunction with the Billings Parking Board, continue planning and implementing many of the primary action items suggested by the Strategic Parking Plan.

### **Revenues**

Parking rate increases were proposed and adopted in the FY 2017 budget commencing on November 1, 2016, for off-street parking and December 1, 2016, for on-street metered parking. The monthly leased garage parking increased 4.762% and the on-street metered parking increased 50%. Monthly leased garage parking will increase another 4.762% beginning July 1, 2018. The installation of 150 new credit card smart meters increased the parking rate to \$1.00 per hour for the first two hours with the option of a third hour at the rate of \$2.00 at select locations. Budgeted parking revenues for FY 2019 are \$1,757,210 which appears to be a decrease when comparing it to the FY 2018 figures. Removing the additional TIF revenue for the Parking Garage Restoration Project results in an actual revenue increase of \$33,537. Revenues include a TIF transfer of \$100,000 to assist with the Park 2 Expansion principal and interest amounts.

### **Expenditures**

Budgeted operating expenses for FY 2019 are \$1,789,508, which is an increase of \$60,410. This increase is mostly due to the cost of snow removal from the garages and lots.

**PARKING FUND  
OPERATING BUDGET**

FUND 5210

|                                    | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>WORKING CAPITAL - BEGINNING</b> | <b>\$ 344,825</b>   | <b>\$ 321,675</b>   | <b>\$ 356,677</b>   | <b>\$ 475,607</b>   | <b>\$ 221,692</b>   |
| <b>REVENUES:</b>                   |                     |                     |                     |                     |                     |
| PARKING METER INCOME               | \$ 333,286          | \$ 370,734          | \$ 342,275          | \$ 376,809          | \$ 372,500          |
| VIOLATIONS                         | 84,692              | 76,780              | 72,500              | 82,069              | 77,000              |
| SURFACE LOTS                       | 37,312              | 40,702              | 40,150              | 39,662              | 39,661              |
| PARK 1 - GARAGE                    | 235,070             | 254,583             | 264,000             | 255,552             | 265,000             |
| PARK 1 - STORE RENTAL              | 75,791              | 82,246              | 84,300              | 54,885              | 54,877              |
| PARK 2                             | 476,785             | 475,090             | 504,600             | 476,099             | 501,330             |
| PARK 3                             | 144,086             | 148,221             | 136,450             | 151,729             | 154,109             |
| EMPIRE PARKING GARAGE              | 169,664             | 172,832             | 176,050             | 180,452             | 186,898             |
| INVESTMENT EARNINGS                | 3,866               | 2,562               | 3,300               | 3,751               | 5,835               |
| SALE OF CAPITAL                    | 16,908              | -                   | -                   | -                   | -                   |
| TIF TRANSFER                       | 100,000             | 522,125             | 323,329             | 323,329             | 100,000             |
| MISC. REVENUE                      | 12,785              | 12,467              | 48                  | 2,775               | -                   |
| <b>TOTAL REVENUE</b>               | <b>\$ 1,690,245</b> | <b>\$ 2,158,342</b> | <b>\$ 1,947,002</b> | <b>\$ 1,947,112</b> | <b>\$ 1,757,210</b> |
| <b>EXPENSES:</b>                   |                     |                     |                     |                     |                     |
| ADMINISTRATION                     | \$ 225,672          | \$ 213,555          | \$ 234,278          | \$ 221,209          | \$ 230,967          |
| ENFORCEMENT                        | 220,111             | 228,218             | 232,315             | 221,555             | 237,070             |
| METER COLLECT. & MAINT.            | 216,715             | 219,599             | 232,127             | 235,125             | 233,002             |
| SURFACE LOTS                       | 12,988              | 13,913              | 20,444              | 14,229              | 20,373              |
| PARK 1 - GARAGE                    | 114,774             | 128,688             | 140,116             | 170,800             | 154,661             |
| PARK 1 - STORE RENTAL              | 17,074              | 18,807              | 18,435              | 19,640              | 17,110              |
| PARK 2                             | 296,604             | 319,672             | 316,001             | 307,863             | 330,462             |
| PARK 3                             | 145,884             | 158,738             | 160,264             | 166,275             | 174,644             |
| EMPIRE PARKING GARAGE              | 143,114             | 115,417             | 129,938             | 116,922             | 128,938             |
| DEBT SERVICE-PRINCIPAL             | -                   | -                   | 135,651             | 118,409             | 142,116             |
| DEBT SERVICE-INTEREST              | 127,874             | 122,115             | 119,829             | 137,071             | 113,665             |
| CONSTRUCTION & CAPITAL             | 57,245              | 352,540             | 232,329             | 471,929             | 6,500               |
| <b>TOTAL EXPENSES</b>              | <b>\$ 1,578,055</b> | <b>\$ 1,891,262</b> | <b>\$ 1,971,727</b> | <b>\$ 2,201,027</b> | <b>\$ 1,789,508</b> |
| WORKING CAP. CHANGES NOT BUDGETED  | (135,340)           | (113,148)           | \$ -                | \$ -                | \$ -                |
| <b>WORKING CAPITAL - ENDING</b>    | <b>\$ 321,675</b>   | <b>\$ 475,607</b>   | <b>\$ 331,952</b>   | <b>\$ 221,692</b>   | <b>\$ 189,394</b>   |
| LESS OPERATING RESERVE             | 222,870             | 226,657             | 237,000             | 213,000             | 244,000             |
| LESS GARAGE CAPITAL RESERVE        | -                   | -                   | 10,000              | -                   | -                   |
| <b>AVAILABLE WORKING CAPITAL</b>   | <b>\$ 98,805</b>    | <b>\$ 248,950</b>   | <b>\$ 84,952</b>    | <b>\$ 8,692</b>     | <b>\$ (54,606)</b>  |

**PARKING FUND  
OPERATING BUDGET**

FUND 5210

|                            | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY18      | ESTIMATE<br>FY18    | APPROVED<br>FY19    |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| PERSONAL SERVICES          | \$ 712,514          | \$ 753,972          | \$ 773,412          | \$ 763,590          | \$ 768,398          |
| OPERATIONS AND MAINTENANCE | 680,422             | 662,635             | 710,506             | 710,028             | 758,829             |
| CAPITAL                    | 57,245              | 352,540             | 232,329             | 471,929             | 6,500               |
| DEBT SERVICE               | 127,874             | 122,115             | 255,480             | 255,480             | 255,781             |
| TRANSFERS                  | —                   | —                   | —                   | —                   | —                   |
| <b>TOTAL EXPENSES</b>      | <b>\$ 1,578,055</b> | <b>\$ 1,891,262</b> | <b>\$ 1,971,727</b> | <b>\$ 2,201,027</b> | <b>\$ 1,789,508</b> |

**STAFFING AUTHORIZATION**

| POSITION                                         | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY18 | APPROVED<br>FY19 |
|--------------------------------------------------|-----------------|-----------------|----------------|------------------|
| PARKING MANAGER                                  | 1.0             | 1.0             | 1.0            | 1.0              |
| PARKING GARAGE ATTENDANT                         | 0.5             | 0.5             | 0.5            | 0.5              |
| PARKING METER COLLECTION /<br>MAINTENANCE WORKER | 2.0             | 2.0             | 2.0            | 2.0              |
| PKG GARAGE ATTNDT/ACCT CLERK I                   | 3.0             | 3.0             | 3.0            | 3.0              |
| FACILITIES MAINT SUPPORT I                       | 1.5             | 2.0             | 2.0            | 2.0              |
| PARKING ENFORCEMENT OFFICERS                     | 3.0             | 3.0             | 3.0            | 3.0              |
| ADMINISTRATIVE SUPPORT II                        | —               | 1.0             | 1.0            | 1.0              |
| ADMINISTRATIVE SUPPORT I                         | 1.0             | —               | —              | —                |
| <b>TOTAL</b>                                     | <b>12.0</b>     | <b>12.5</b>     | <b>12.5</b>    | <b>12.5</b>      |

## **SOLID WASTE FUND BUDGET NARRATIVE**

The Solid Waste Division provides trash collection for residential and commercial operations within the Billings city limits. The division also operates and manages the Billings Regional Landfill, which provides environmentally safe disposal service for the City of Billings, Yellowstone County, and several bordering counties. Solid Waste is funded through fees charged for services provided.

### **Revenues**

The Solid Waste Division revenues are budgeted at \$32,671,500 for FY 2019, an increase of \$1,225,000 from the FY 2018 budget. The increase in revenue is primarily from an increase in collection and landfill fees, increased construction activity that will provide new commercial and residential customers, and additional growth in users of the Regional Landfill. The additional collection and landfill revenues is partially offset by the elimination of the franchise fee revenue in the FY 2019 budget.

### **Expenses**

The operating and maintenance expenses for FY 2019 are budgeted at \$9,949,199. This is a decrease of \$631,190 from FY 2018, primarily from the elimination of the franchise fee in the FY 2019 budget.

### **Capital**

The capital budget for FY 2019 totals \$21,007,734. The major capital items include the construction of the new landfill drop-off facility, maintenance building, and scale plaza, as well as a CNG Fueling Station backup compressor, Master Plan update, a Collections Space Study, paving the landfill access road, Phase 3 and 4 Closure Design, and the Biogas Recovery System. Expenses also include the replacement of seven solid waste collection trucks, a compactor and loader for the landfill, two service trucks, and a water tanker.

**SOLID WASTE FUND  
OPERATING BUDGET**

FUNDS 5410,5420,5440,5450

|                                    | ACTUAL<br>FY 16             | ACTUAL<br>FY 17             | BUDGET<br>FY 18             | ESTIMATE<br>FY 18           | APPROVED<br>FY 19           |
|------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>WORKING CAPITAL - BEGINNING</b> | <u>\$ 9,521,543</u>         | <u>\$ 10,725,931</u>        | <u>\$ 7,510,445</u>         | <u>\$ 12,389,375</u>        | <u>\$ 9,205,570</u>         |
| <b>REVENUES:</b>                   |                             |                             |                             |                             |                             |
| GARBAGE COLLECTION-RES             | \$ 4,480,517                | \$ 4,951,237                | \$ 4,890,000                | \$ 5,000,000                | \$ 5,125,000                |
| GARBAGE COLLECTION-COMM            | 3,487,412                   | 3,654,600                   | 3,550,000                   | 3,885,000                   | 3,980,000                   |
| COLLECTION-BILLED                  | 745,061                     | 825,367                     | 951,000                     | 840,000                     | 782,000                     |
| LANDFILL CHARGES                   | 4,566,474                   | 4,666,937                   | 3,701,000                   | 4,533,260                   | 4,487,000                   |
| MISC CHARGE FOR SERVICES           | 52,438                      | 65,739                      | 91,500                      | 62,786                      | 101,500                     |
| FRAN FEES & WHOLESALE CHARGE       | 632,290                     | 709,845                     | 658,000                     | 726,000                     | 12,000                      |
| SPECIAL ASSESSMENTS                | -                           | -                           | -                           | 175,000                     | -                           |
| INTEREST ON INVSTMNT/LOANS         | 151,121                     | 41,288                      | 105,000                     | -                           | 184,000                     |
| SALE OF SURPLUS EQUIP/LAND         | 18,605                      | 1,684                       | -                           | -                           | -                           |
| BOND REVENUE                       | -                           | -                           | 17,500,000                  | -                           | 18,000,000                  |
| REFUNDS/REIMBURSEMENTS             | <u>85,971</u>               | <u>70,971</u>               | <u>-</u>                    | <u>-</u>                    | <u>-</u>                    |
| <b>TOTAL REVENUE</b>               | <b><u>\$ 14,219,889</u></b> | <b><u>\$ 14,987,668</u></b> | <b><u>\$ 31,446,500</u></b> | <b><u>\$ 15,222,046</u></b> | <b><u>\$ 32,671,500</u></b> |
| <b>EXPENSES:</b>                   |                             |                             |                             |                             |                             |
| ADMINISTRATION                     | \$ 1,657,041                | \$ 1,762,671                | \$ 1,816,580                | \$ 1,887,363                | \$ 1,180,158                |
| COLLECTION                         | 8,516,474                   | 8,015,130                   | 7,914,845                   | 9,370,825                   | 9,186,346                   |
| LANDFILL                           | <u>2,788,722</u>            | <u>3,456,515</u>            | <u>21,562,937</u>           | <u>7,147,663</u>            | <u>21,847,429</u>           |
| <b>TOTAL EXPENSES</b>              | <b><u>\$ 12,962,237</u></b> | <b><u>\$ 13,234,316</u></b> | <b><u>\$ 31,294,362</u></b> | <b><u>\$ 18,405,851</u></b> | <b><u>\$ 32,213,933</u></b> |
| WORKING CAP. CHANGES NOT BUDGETED  | <u>(53,264)</u>             | <u>(89,908)</u>             | <u>-</u>                    | <u>-</u>                    | <u>-</u>                    |
| <b>WORKING CAPITAL - ENDING</b>    | <b><u>\$ 10,725,931</u></b> | <b><u>\$ 12,389,375</u></b> | <b><u>\$ 7,662,583</u></b>  | <b><u>\$ 9,205,570</u></b>  | <b><u>\$ 9,663,137</u></b>  |
| LESS OPERATING RESERVE             | 4,328,000                   | 4,328,000                   | 4,655,000                   | 4,796,000                   | 4,377,000                   |
| LESS DEBT RESERVE                  | <u>-</u>                    | <u>-</u>                    | <u>1,257,000</u>            | <u>-</u>                    | <u>1,257,000</u>            |
| <b>AVAILABLE WORKING CAPITAL</b>   | <b><u>\$ 6,397,931</u></b>  | <b><u>\$ 8,061,375</u></b>  | <b><u>\$ 1,750,583</u></b>  | <b><u>\$ 4,409,570</u></b>  | <b><u>\$ 4,029,137</u></b>  |

**SOLID WASTE FUND  
OPERATING BUDGET**

FUNDS 5410,5420,5440,5450

|                            | ACTUAL                      | ACTUAL                      | BUDGET                      | ESTIMATE                    | APPROVED                    |
|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|                            | FY 16                       | FY 17                       | FY 18                       | FY 18                       | FY 19                       |
| PERSONAL SERVICES          | \$ 4,732,200                | \$ 4,873,621                | \$ 5,182,268                | \$ 5,150,000                | \$ 5,154,308                |
| OPERATIONS AND MAINTENANCE | 5,194,659                   | 5,184,803                   | 5,398,121                   | 5,750,000                   | 4,794,891                   |
| CAPITAL                    | 3,035,378                   | 3,175,892                   | 20,085,473                  | 7,505,851                   | 21,007,734                  |
| DEBT SERVICE               | —                           | —                           | 628,500                     | —                           | 1,257,000                   |
| <b>TOTAL EXPENSES</b>      | <b><u>\$ 12,962,237</u></b> | <b><u>\$ 13,234,316</u></b> | <b><u>\$ 31,294,362</u></b> | <b><u>\$ 18,405,851</u></b> | <b><u>\$ 32,213,933</u></b> |

**STAFFING AUTHORIZATION**

| POSITION                      | ACTUAL             | ACTUAL             | BUDGET             | APPROVED           |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
|                               | FY 16              | FY 17              | FY 18              | FY 19              |
| 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 | 6.0                | 6.0                | 6.0                | 4.0                |
| ADMINISTRATIVE SUPPORT III    | 1.0                | 1.0                | 1.0                | 1.0                |
| EQUIP. OPER / MAINT. WORKER   | 39.0               | 39.0               | 39.0               | 43.0               |
| MAINTENANCE WORKER            | 9.0                | 9.0                | 9.0                | 7.0                |
| FACILITIES MAINT SUPPORT I    | 0.5                | 0.5                | 0.5                | 0.5                |
| LANDFILL ATTENDANTS           | 2.0                | 2.0                | 2.0                | 3.0                |
| <b>TOTAL</b>                  | <b><u>63.5</u></b> | <b><u>63.5</u></b> | <b><u>63.5</u></b> | <b><u>64.5</u></b> |

In FY 16, positions were moved to other Public Works Departments.

## **AIRPORT FUND BUDGET NARRATIVE**

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 over 860,000 annual travelers utilizing the Airport's terminal building. Other businesses and activities located at the Airport include car rentals, restaurant/deli/lounge, gift shop, public parking, a Fixed Base Operator (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 tax revenue support. Airport landing fees, as well as Airport concession, rental, and lease revenues offset the costs to operate and maintain the Airport facilities.

### **Revenues**

The Airport's FY 2019 budgeted revenues total \$15,702,836, which is a decrease of \$2,377,940 from FY 2018. The three components that comprise the decrease are operations, capital and a one-time project. Operating revenues increased \$538,504; of that amount, \$410,521 is from Airline landing fees and rents, \$98,440 is from interest, \$22,586 is from reimbursements, and \$6,957 is from ground and building rents. Capital revenues are \$1,466,444 less in FY 2019 than in FY 2018 and are made up of Airport Improvement Program (AIP) grants and collections of Passenger Facility Charges (PFC) and Customer Facility Charges (CFC). The one-time project decreased \$1,450,000 and included grants and contributions acquired to develop new air service between Billings and Dallas, Texas.

### **Expenses**

The Airport's Personal Services FY 2019 budget is \$155,626 greater than the FY 2018 budget, which is mainly due to annual wage step increases for those employees with six years of service or less. The Airport's FY 2019 Operations and Maintenance budget is \$4,577 greater than that of FY 2018. This is primarily the result of increased fuel costs.

### **Capital**

The FY 2019 capital projects include the following:

1. AIP grant projects total \$3,177,000 (90% funded by the FAA in the form of AIP grants). This total includes terminal building expansion design costs (\$3,000,000), pavement index survey costs (\$77,000), and demolition costs to remove old cold war era hangars to expand ramp space (\$100,000).
2. There are no PFC funded projects budgeted for FY 2019.
3. CFC funds are budgeted to purchase a CCTV video camera system (\$35,000) and access control system software (\$23,000), both for use at the Car Rental Quick-Turn-Around Facility.
4. Projects funded with Airport operating revenues total \$1,860,142. The major capital projects include construction of a new deicing fluid storage and dispensing facility (\$1,000,000), repaving the long-term parking lot (\$300,000), replacing baggage claim area roofing and fire coating (\$200,000), adding overhead signage to Terminal Circle (\$150,000), and replacing a terminal building boiler body (\$125,000). Other projects include radio equipment, an airfield lighting system upgrade and other small equipment (\$93,142).

### **Air Service Development**

This FY 2018 one-time expense category consists of marketing and other costs to develop new air service between Billings and Dallas, Texas.

### **Debt Service**

No significant changes.

**AIRPORT FUND  
OPERATING BUDGET**

FUNDS 5610-5690 & 4050-4090

|                                       | ACTUAL<br>FY 16      | ACTUAL<br>FY 17      | BUDGET<br>FY 18      | ESTIMATE<br>FY 18    | APPROVED<br>FY 19    |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>WORKING CAPITAL - BEGINNING</b>    | <b>\$ 8,999,647</b>  | <b>\$ 10,279,419</b> | <b>\$ 10,545,894</b> | <b>\$ 11,593,957</b> | <b>\$ 10,680,002</b> |
| <b>REVENUES:</b>                      |                      |                      |                      |                      |                      |
| CHARGE FOR SERVICES                   | \$ 9,996,927         | \$ 10,129,900        | \$ 10,157,312        | \$ 10,172,739        | \$ 10,602,699        |
| FEDERAL/STATE GRANT REVENUE           | 3,164,971            | 4,720,969            | 4,998,940            | 4,143,007            | 2,931,037            |
| PFC REVENUE                           | 49,268               | 681,783              | 1,147,041            | 991,526              | 1,000,000            |
| CFC REVENUE                           | 843,795              | 860,703              | 871,500              | 858,582              | 870,000              |
| CONTRIBUTIONS                         | -                    | -                    | 700,000              | 700,000              | -                    |
| INVESTMENT INTEREST                   | 67,333               | 56,299               | 121,240              | 108,400              | 219,680              |
| SALE OF EQUIPMENT/LAND                | 8,554                | 5,824                | -                    | -                    | -                    |
| REFUNDS/REIMBURSEMENTS                | 105,022              | 256,029              | 84,743               | 90,907               | 79,420               |
| <b>TOTAL REVENUE</b>                  | <b>\$ 14,235,870</b> | <b>\$ 16,711,507</b> | <b>\$ 18,080,776</b> | <b>\$ 17,065,161</b> | <b>\$ 15,702,836</b> |
| <b>EXPENSES:</b>                      |                      |                      |                      |                      |                      |
| ADMINISTRATION                        | \$ 1,652,423         | \$ 1,745,557         | \$ 1,856,743         | \$ 1,396,871         | \$ 1,898,964         |
| BUILDING MAINTENANCE                  | 1,777,985            | 1,860,489            | 2,006,403            | 1,878,498            | 2,011,265            |
| AIRFIELD MAINTENANCE                  | 1,313,110            | 1,346,391            | 1,352,731            | 1,336,244            | 1,446,606            |
| AIRPORT POLICE                        | 689,611              | 753,007              | 819,182              | 730,133              | 849,727              |
| AIRCRAFT RESCUE FIREFIGHTING          | 986,660              | 1,069,936            | 1,101,565            | 971,259              | 1,090,847            |
| BUSINESS PARK                         | 193,240              | 167,424              | 193,383              | 167,009              | 188,162              |
| CAR RENTAL FUELING                    | 334,010              | 318,520              | 373,834              | 370,288              | 381,723              |
| CAR WASH FACILITY O&M                 | 161,736              | 179,197              | 206,604              | 178,748              | 206,211              |
| AIRPORT AIP GRANT PROJECTS            | 3,630,310            | 4,908,594            | 4,670,000            | 4,121,899            | 3,177,000            |
| AIRPORT SCASDP GRANT PROJECTS         | -                    | -                    | 1,450,000            | 1,450,000            | -                    |
| AIRPORT PFC PROJECTS                  | 2,503                | 1,002,796            | 1,501,636            | 1,802,000            | -                    |
| AIRPORT CFC PROJECTS                  | 1,391                | 29,701               | -                    | -                    | 58,000               |
| CAPITAL OUTLAY                        | 362,344              | 428,449              | 1,880,222            | 1,976,111            | 1,860,142            |
| DEBT SERVICE-PRINCIPAL                | -                    | -                    | 1,241,964            | 1,241,964            | 1,291,080            |
| DEBT SERVICE-INTEREST                 | 497,838              | 429,103              | 358,092              | 358,092              | 305,900              |
| <b>TOTAL EXPENSES</b>                 | <b>\$ 11,603,161</b> | <b>\$ 14,239,164</b> | <b>\$ 19,012,359</b> | <b>\$ 17,979,116</b> | <b>\$ 14,765,627</b> |
| WORKING CAPITAL CHANGES NOT BUDGETED: | (1,352,937)          | (1,157,805)          | -                    | -                    | -                    |
| <b>WORKING CAPITAL - ENDING</b>       | <b>\$ 10,279,419</b> | <b>\$ 11,593,957</b> | <b>\$ 9,614,311</b>  | <b>\$ 10,680,002</b> | <b>\$ 11,617,211</b> |
| LESS OPERATING RESERVE                | 1,315,000            | 1,315,000            | 1,344,000            | 1,338,000            | 1,372,000            |
| LESS REVENUE BOND RESERVE             | 2,664,044            | 2,715,044            | 2,644,044            | 2,715,044            | 2,715,044            |
| <b>AVAILABLE WORKING CAPITAL</b>      | <b>\$ 6,300,375</b>  | <b>\$ 7,563,913</b>  | <b>\$ 5,626,267</b>  | <b>\$ 6,626,958</b>  | <b>\$ 7,530,167</b>  |

**AIRPORT FUND  
OPERATING BUDGET**

FUND 5610-5690 & 4050-4090

|                               | ACTUAL                      | ACTUAL                      | BUDGET                      | ESTIMATE                    | APPROVED                    |
|-------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|                               | FY 16                       | FY 17                       | FY 18                       | FY 18                       | FY 19                       |
| PERSONAL SERVICES             | \$ 4,158,661                | \$ 4,419,034                | \$ 4,555,970                | \$ 4,225,896                | \$ 4,711,596                |
| OPERATIONS AND MAINTENANCE    | 2,950,114                   | 3,021,487                   | 3,354,475                   | 2,803,154                   | 3,361,909                   |
| O&M - AIR SERVICE DEVELOPMEMT | -                           | -                           | 1,450,000                   | 1,450,000                   | -                           |
| CAPITAL                       | 3,996,548                   | 6,369,540                   | 8,051,858                   | 7,900,010                   | 5,095,142                   |
| DEBT SERVICE                  | <u>497,838</u>              | <u>429,103</u>              | <u>1,600,056</u>            | <u>1,600,056</u>            | <u>1,596,980</u>            |
| <b>TOTAL EXPENSES</b>         | <b><u>\$ 11,603,161</u></b> | <b><u>\$ 14,239,164</u></b> | <b><u>\$ 19,012,359</u></b> | <b><u>\$ 17,979,116</u></b> | <b><u>\$ 14,765,627</u></b> |

**STAFFING AUTHORIZATION**

| POSITION                      | ACTUAL             | ACTUAL             | BUDGET             | APPROVED           |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
|                               | FY 16              | FY 17              | FY 18              | FY 19              |
| AVIATION & TRANSIT DIRECTOR   | 1.0                | 0.7                | 0.6                | 0.6                |
| ASSISTANT AVIATION DIRECTOR   | 1.0                | 0.9                | 0.8                | 0.8                |
| AVIATION & TRANS BUSINESS MGR | 1.0                | 1.0                | 1.0                | 1.0                |
| ADMINISTRATIVE SUPPORT II     | 1.0                | 1.0                | 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                |
| AIRFIELD OPERATIONS SUPT.     | 1.0                | 1.0                | -                  | -                  |
| ARFF/AIRFIELD MAINT. WORKER   | 15.0               | 15.0               | 14.0               | 14.0               |
| EQUIPMENT OPER/MAINT. WORKER  | -                  | -                  | 1.0                | 1.0                |
| ARFF/ELECTRICIAN II           | 2.0                | 1.0                | 1.0                | 1.0                |
| AIRPORT FACILITIES SUPERVISOR | 1.0                | 1.0                | 1.0                | 1.0                |
| FACILITIES MAINT. MECHANIC    | 2.0                | 3.0                | 3.0                | 3.0                |
| FACILITIES MAINT SUPPORT I    | 12.0               | 12.0               | 12.0               | 12.0               |
| OPERATIONS ARFF SUPERVISOR    | 1.0                | 1.0                | 1.0                | 1.0                |
| FACILITIES MAINT. MECHANIC II | 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                |
| FACILITIES MAINT SUPPORT 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                | 1.0                |
| AFM WORKER/MECHANIC I         | 1.0                | 1.0                | 1.0                | 1.0                |
| LEAD AIRFIELD MAINT WORK/MECH | <u>1.0</u>         | <u>1.0</u>         | <u>1.0</u>         | <u>1.0</u>         |
| <b>TOTAL</b>                  | <b><u>56.0</u></b> | <b><u>55.6</u></b> | <b><u>54.4</u></b> | <b><u>54.4</u></b> |

## **TRANSIT FUND BUDGET NARRATIVE**

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 young, elderly, low income, or disabled citizens.

### **Revenues**

The Transit revenues budget totals \$6,368,323 for FY 2019, which is a minimal increase from the FY 2018 budget. This minimal increase is the net result of various increases and decreases. State and Federal Grants decreased \$50,540 due to FTA funding, FTA capital grant proceeds are down \$62,187, tax revenues reflect an anticipated increase of \$76,687, and the remaining increase of \$36,249 is the combined increase in interest, equipment sales proceeds and state entitlements.

### **Expenses**

Total FY 2019 budgeted operating expenses reflect an increase of \$69,005 (1.3%) from FY 2018. Personal services increased \$17,381, due to annual wage step increases for those employees with six years of service or less. Operating and maintenance costs increased \$51,624, primarily due to increased fuel costs and a maintenance agreement for new technology that will allow riders to locate buses using a smart phone app.

### **Capital**

Transit's FY 2019 capital expenditure budget totals \$1,180,096 and consists of two paratransit vans (\$156,096), three remanufactured 35' low floor buses (\$774,000), new roofing over the bus bays (\$190,000), portable radios (\$35,000) and security enhancements (\$25,000). These projects are eligible for federal grant funding of 80% of the allowed costs.

**TRANSIT FUND  
OPERATING BUDGET**

FUNDS 5710,5720,4110,4120,2040

|                                    | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>WORKING CAPITAL - BEGINNING</b> | <b>\$ 1,981,915</b> | <b>\$ 2,623,638</b> | <b>\$ 2,937,404</b> | <b>\$ 3,088,160</b> | <b>\$ 3,320,936</b> |
| <b>REVENUES:</b>                   |                     |                     |                     |                     |                     |
| STATE AND FEDERAL GRANTS           | \$ 2,624,577        | \$ 2,214,682        | \$ 1,992,299        | \$ 2,109,798        | \$ 1,941,759        |
| FTA CAPITAL GRANT                  | 342,623             | 902,969             | 1,006,264           | 1,105,098           | 944,077             |
| TAX REVENUE                        | 1,981,384           | 2,054,164           | 2,192,285           | 2,230,379           | 2,268,972           |
| INTER GOVERNMENTAL                 | 432,059             | 451,992             | 453,996             | 454,140             | 461,665             |
| OPERATING REVENUES                 | 611,615             | 709,254             | 705,620             | 706,042             | 715,600             |
| INTEREST ON INVESTMENTS            | 6,727               | 6,674               | 7,000               | 15,000              | 18,000              |
| MISCELLANEOUS                      | 66,399              | 58,083              | 650                 | 19,700              | 750                 |
| SALE SURPLUS EQUIP                 | -                   | -                   | 10,000              | 2,551               | 17,500              |
| <b>TOTAL REVENUE</b>               | <b>\$ 6,065,384</b> | <b>\$ 6,397,818</b> | <b>\$ 6,368,114</b> | <b>\$ 6,642,708</b> | <b>\$ 6,368,323</b> |
| <b>EXPENSES:</b>                   |                     |                     |                     |                     |                     |
| ADMINISTRATION                     | \$ 595,684          | \$ 507,913          | \$ 563,070          | \$ 482,678          | \$ 558,402          |
| OPERATIONS/DRIVERS                 | 1,753,295           | 1,794,334           | 1,996,019           | 1,832,843           | 1,950,732           |
| OPERATIONS/NON-DRIVERS             | 507,387             | 467,255             | 560,616             | 554,435             | 541,173             |
| MAINTENANCE                        | 711,618             | 768,156             | 849,744             | 833,784             | 905,545             |
| MARKETING                          | 27,335              | 26,812              | 43,930              | 38,930              | 43,930              |
| PARATRANSIT                        | 1,224,126           | 1,281,838           | 1,289,957           | 1,278,285           | 1,372,454           |
| DOWNTOWN TRANSFER CNTR             | 9,324               | 6,481               | 15,295              | 7,000               | 15,400              |
| CAPITAL-FEDERAL                    | 536,832             | 1,062,981           | 1,257,830           | 1,381,977           | 1,180,096           |
| O & M - LOCAL                      | 9,448               | 5,513               | -                   | -                   | -                   |
| <b>TOTAL EXPENSES</b>              | <b>\$ 5,375,049</b> | <b>\$ 5,921,283</b> | <b>\$ 6,576,461</b> | <b>\$ 6,409,932</b> | <b>\$ 6,567,732</b> |
| WORKING CAP. CHANGES NOT BUDGETED  | (48,612)            | (12,013)            | -                   | -                   | -                   |
| <b>WORKING CAPITAL - ENDING</b>    | <b>\$ 2,623,638</b> | <b>\$ 3,088,160</b> | <b>\$ 2,729,057</b> | <b>\$ 3,320,936</b> | <b>\$ 3,121,527</b> |
| <b>LESS OPERATING RESERVE</b>      | <b>870,000</b>      | <b>896,000</b>      | <b>904,000</b>      | <b>896,000</b>      | <b>916,000</b>      |
| <b>AVAILABLE WORKING CAPITAL</b>   | <b>\$ 1,753,638</b> | <b>\$ 2,192,160</b> | <b>\$ 1,825,057</b> | <b>\$ 2,424,936</b> | <b>\$ 2,205,527</b> |

**TRANSIT FUND  
OPERATING BUDGET**

FUND 5710,5720,4110,4120,2040

|                            | ACTUAL                     | ACTUAL                     | BUDGET                     | ESTIMATE                   | APPROVED                   |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
|                            | FY 16                      | FY 17                      | FY 18                      | FY 18                      | FY 19                      |
| PERSONAL SERVICES          | \$ 3,700,358               | \$ 3,696,042               | \$ 3,907,846               | \$ 3,746,959               | \$ 3,925,227               |
| OPERATIONS AND MAINTENANCE | 1,128,411                  | 1,156,747                  | 1,410,785                  | 1,280,996                  | 1,462,409                  |
| CAPITAL                    | <u>546,280</u>             | <u>1,068,494</u>           | <u>1,257,830</u>           | <u>1,381,977</u>           | <u>1,180,096</u>           |
| <b>TOTAL EXPENSES</b>      | <b><u>\$ 5,375,049</u></b> | <b><u>\$ 5,921,283</u></b> | <b><u>\$ 6,576,461</u></b> | <b><u>\$ 6,409,932</u></b> | <b><u>\$ 6,567,732</u></b> |

**STAFFING AUTHORIZATION**

| POSITION                         | ACTUAL<br>FY 16    | ACTUAL<br>FY 17    | BUDGET<br>FY 18    | APPROVED<br>FY 19  |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|
| AVIATION & TRANSIT DIRECTOR      | -                  | 0.1                | 0.4                | 0.4                |
| ASSISTANT AVIATION DIRECTOR      | -                  | 0.3                | 0.2                | 0.2                |
| TRANSIT MANAGER                  | 1.0                | 1.0                | 1.0                | 1.0                |
| TRANSIT OPERATIONS SUPR.         | 2.0                | 2.0                | 2.0                | 2.0                |
| TRANSIT PLANNING &               |                    |                    |                    |                    |
| DEVELOPMENT COORD.               | 1.0                | 1.0                | 1.0                | 1.0                |
| 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                | 1.0                | 1.0                | 1.0                |
| MECHANIC II                      | 3.0                | 3.0                | 3.0                | 3.0                |
| MECHANIC I                       | -                  | -                  | -                  | 1.0                |
| ADMINISTRATIVE SUPPORT I         | 1.0                | 1.0                | 1.0                | 1.0                |
| VEHICLE SERVICE TECHNICIAN       | 1.0                | 1.0                | 1.0                | -                  |
| PARATRANSIT COORDINATOR          | 1.0                | 1.0                | 1.0                | 1.0                |
| ON CALL TRANSIT/PARATRANS OPR    | 6.3                | 6.3                | 6.3                | 6.3                |
| LEAD TRANSIT SERVICES DISPATCHER | -                  | 1.0                | 1.0                | 1.0                |
| TRANSIT SERVICES DISPATCHER      | <u>3.0</u>         | <u>2.0</u>         | <u>2.0</u>         | <u>2.0</u>         |
| <b>TOTAL</b>                     | <b><u>55.3</u></b> | <b><u>55.7</u></b> | <b><u>55.9</u></b> | <b><u>55.9</u></b> |

# INTERNAL SERVICE FUNDS

## INTERNAL SERVICE FUNDS

The internal service fund accounts for activities and services performed for other organizational units within the City. Charges to other City Departments are made on a cost-reimbursement basis to support these activities. The City's internal service funds and their purposes are:

- The **Fleet Services Fund** provides for the maintenance and repair of vehicles used in the operation of City services.
- The **Central Services Fund** provides postage and copying service used in the operation of City services.
- The **Information Technology Fund** provides the City with 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 **City Health Benefits Fund** accounts for amounts received for use in paying health costs of City employees. Those health care costs are paid directly from this fund.
- The **Central Telephone Services Fund** provides for the maintenance and operation of the city-wide telephone system.
- The **Radio Communications Fund** provides for the maintenance and operation of the city-wide radio system.
- The **Property Insurance Fund** purchases liability insurance from MMIA and property insurance from a third party provider for the City and provides for the cost of claims, deductibles, and equipment damages.
- The **Facilities Management Fund** provides operating and maintenance services to the City Hall and Billings Operations Center buildings and provides project management, project specifications, and/or advice to all City departments by request.
- The **Public Works Administration Fund** provides administration services to the Public Works operational divisions.
- The **Public Works Engineering Fund** provides engineering services to the Public Works projects.

**INTERNAL SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

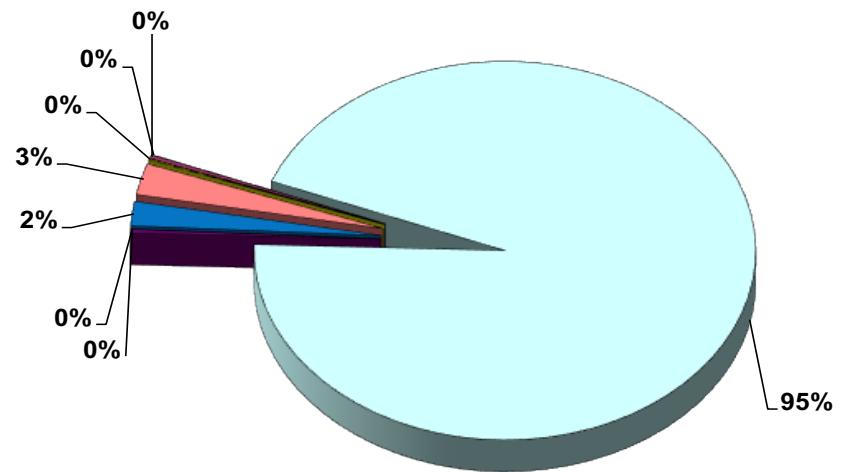
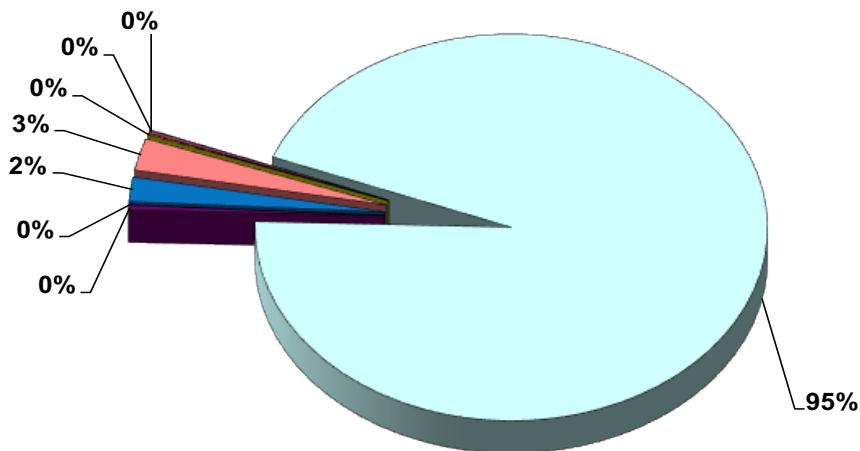
|                                                | FLEET<br>SERVICES   | CENTRAL<br>SERVICES | INFORMATION<br>TECHNOLOGY | CITY HEALTH<br>BENEFITS | CENTRAL<br>TELEPHONE | RADIO<br>COMMUNICATIONS | PROPERTY<br>INSURANCE | FACILITIES<br>MANAGEMENT |
|------------------------------------------------|---------------------|---------------------|---------------------------|-------------------------|----------------------|-------------------------|-----------------------|--------------------------|
| WORKING CAPITAL - BEGINNING                    | \$ 1,123,030        | \$ 178,206          | \$ 673,364                | \$ 4,829,279            | \$ 537,689           | \$ 481,627              | \$ 2,613,606          | \$ 854,300               |
| <b>REVENUE:</b>                                |                     |                     |                           |                         |                      |                         |                       |                          |
| SPECIAL ASSESSMENTS                            | \$ -                | \$ -                | \$ -                      | \$ -                    | \$ -                 | \$ -                    | \$ -                  | \$ -                     |
| LICENSES & PERMITS                             | -                   | -                   | -                         | -                       | -                    | -                       | -                     | -                        |
| INTER-GOVERNMENTAL                             | -                   | -                   | -                         | -                       | -                    | -                       | -                     | -                        |
| CHARGES FOR SERVICE                            | 1,830,350           | 98,980              | 2,447,219                 | 13,068,600              | 418,505              | 288,008                 | 1,528,938             | 599,362                  |
| INVESTMENT EARNINGS                            | 8,500               | 1,400               | 8,200                     | 48,000                  | 4,200                | 3,600                   | 11,000                | 8,800                    |
| INTERFUND TRANSFERS                            | -                   | -                   | -                         | -                       | -                    | -                       | -                     | 532,057                  |
| MISCELLANEOUS                                  | 16,000              | -                   | -                         | -                       | -                    | -                       | -                     | 681,117                  |
| <b>TOTAL REVENUE</b>                           | <b>\$ 1,854,850</b> | <b>\$ 100,380</b>   | <b>\$ 2,455,419</b>       | <b>\$ 13,116,600</b>    | <b>\$ 422,705</b>    | <b>\$ 291,608</b>       | <b>\$ 1,539,938</b>   | <b>\$ 1,821,336</b>      |
| <b>EXPENSES:</b>                               |                     |                     |                           |                         |                      |                         |                       |                          |
| PERSONAL SERVICES                              | \$ 1,430,560        | \$ -                | \$ 1,791,164              | \$ 11,792,745           | \$ 136,289           | \$ -                    | \$ 102,044            | \$ 439,600               |
| OPERATION & MAINTENANCE                        | 292,834             | 86,250              | 642,062                   | 1,716,103               | 265,428              | 273,737                 | 2,202,065             | 704,791                  |
| CAPITAL                                        | 14,109              | -                   | 88,400                    | -                       | -                    | -                       | -                     | 123,090                  |
| DEBT SERVICE                                   | -                   | -                   | -                         | -                       | -                    | -                       | -                     | 532,056                  |
| INTERFUND TRANSFERS                            | 95,770              | -                   | -                         | -                       | -                    | -                       | -                     | -                        |
| <b>TOTAL EXPENSES</b>                          | <b>\$ 1,833,273</b> | <b>\$ 86,250</b>    | <b>\$ 2,521,626</b>       | <b>\$ 13,508,848</b>    | <b>\$ 401,717</b>    | <b>\$ 273,737</b>       | <b>\$ 2,304,109</b>   | <b>\$ 1,799,537</b>      |
| WORKING CAPITAL- ENDING                        | \$ 1,144,607        | \$ 192,336          | \$ 607,157                | \$ 4,437,031            | \$ 558,677           | \$ 499,498              | \$ 1,849,435          | \$ 876,099               |
| WORKING CAPITAL NOT BUDGETED                   | 50,000              | -                   | -                         | -                       | -                    | -                       | -                     | -                        |
| LESS RESERVED/DESIGNATED                       | 637,656             | -                   | 608,307                   | -                       | 32,137               | -                       | 737,315               | 143,963                  |
| UNDESIGNATED WORKING<br>CAPITAL BALANCE ENDING | \$ 556,951          | \$ 192,336          | \$ (1,150)                | \$ 4,437,031            | \$ 526,540           | \$ 499,498              | \$ 1,112,120          | \$ 732,136               |

**INTERNAL SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                                        | PUBLIC WORKS<br>ADMINISTRATION | PUBLIC WORKS<br>ENGINEERING | APPROVED<br>BUDGET<br>FY 19 | APPROVED<br>BUDGET<br>FY 18 | INCREASE<br>(DECREASE) | ACTUAL<br>FY 17      |
|--------------------------------------------------------|--------------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------|----------------------|
| <b>WORKING CAPITAL - BEGINNING</b>                     | <b>\$ 164,785</b>              | <b>\$ 196,216</b>           | <b>\$ 11,652,102</b>        | <b>\$ 9,111,246</b>         | <b>\$ 2,540,856</b>    | <b>\$ 12,775,417</b> |
| <b>REVENUE:</b>                                        |                                |                             |                             |                             |                        |                      |
| SPECIAL ASSESSMENTS                                    | \$ -                           | \$ 24,000                   | \$ 24,000                   | \$ 24,000                   | \$ -                   | \$ 24,491            |
| LICENSES & PERMITS                                     | -                              | 73,000                      | 73,000                      | 79,500                      | (6,500)                | -                    |
| INTER-GOVERNMENTAL                                     | -                              | -                           | -                           | -                           | -                      | 71,008               |
| CHARGES FOR SERVICE                                    | 1,457,639                      | 2,988,118                   | 24,725,719                  | 24,365,414                  | 360,305                | 22,771,625           |
| INVESTMENT EARNINGS                                    | 3,000                          | 4,000                       | 100,700                     | 79,650                      | 21,050                 | 61,343               |
| INTERFUND TRANSFERS                                    | -                              | -                           | 532,057                     | 532,057                     | -                      | 545,906              |
| MISCELLANEOUS                                          | -                              | -                           | 697,117                     | 689,593                     | 7,524                  | 78,437               |
| <b>TOTAL REVENUE</b>                                   | <b>\$ 1,460,639</b>            | <b>\$ 3,089,118</b>         | <b>\$ 26,152,593</b>        | <b>\$ 25,770,214</b>        | <b>\$ 382,379</b>      | <b>\$ 23,552,810</b> |
| <b>EXPENSES:</b>                                       |                                |                             |                             |                             |                        |                      |
| PERSONAL SERVICES                                      | \$ 1,192,143                   | \$ 2,192,136                | \$ 19,076,681               | \$ 18,327,024               | \$ 749,657             | \$ 18,652,240        |
| OPERATION & MAINTENANCE                                | 265,525                        | 650,631                     | 7,099,426                   | 6,744,871                   | 354,555                | 5,404,970            |
| CAPITAL                                                | -                              | -                           | 225,599                     | 284,900                     | (59,301)               | 295,837              |
| DEBT SERVICE                                           | -                              | -                           | 532,056                     | 532,056                     | -                      | 532,056              |
| INTERFUND TRANSFERS                                    | -                              | -                           | 95,770                      | 95,770                      | -                      | 290,221              |
| <b>TOTAL EXPENSES</b>                                  | <b>\$ 1,457,668</b>            | <b>\$ 2,842,767</b>         | <b>\$ 27,029,532</b>        | <b>\$ 25,984,621</b>        | <b>\$ 1,044,911</b>    | <b>\$ 25,175,324</b> |
| <b>WORKING CAPITAL- ENDING</b>                         | <b>\$ 167,756</b>              | <b>\$ 442,567</b>           | <b>\$ 10,775,163</b>        | <b>\$ 8,896,839</b>         | <b>\$ 1,878,324</b>    | <b>\$ 11,152,903</b> |
| WORKING CAPITAL NOT BUDGETED                           | -                              | -                           | 50,000                      | 50,000                      | -                      | (1,034,735)          |
| <b>LESS RESERVED/DESIGNATED</b>                        | <b>116,613</b>                 | <b>284,277</b>              | <b>2,560,268</b>            | <b>2,466,953</b>            | <b>93,315</b>          | <b>1,932,775</b>     |
| <b>UNDESIGNATED WORKING<br/>CAPITAL BALANCE ENDING</b> | <b>\$ 51,143</b>               | <b>\$ 158,290</b>           | <b>\$ 8,264,895</b>         | <b>\$ 6,479,886</b>         | <b>\$ 1,785,009</b>    | <b>\$ 8,185,393</b>  |

# Internal Service Fund Summary of Revenues

|                     | <u><b>FY 19</b></u>         | <u><b>FY 18</b></u>         |
|---------------------|-----------------------------|-----------------------------|
| \$ 24,000           | \$ 24,000                   | \$ 24,000                   |
| 73,000              | 79,500                      | 79,500                      |
| -                   | -                           | -                           |
| 24,725,719          | 24,365,414                  | 24,365,414                  |
| 100,700             | 79,650                      | 79,650                      |
| 532,057             | 532,057                     | 532,057                     |
| 697,117             | 689,593                     | 689,593                     |
| <b><u>TOTAL</u></b> | <b><u>\$ 26,152,593</u></b> | <b><u>\$ 25,770,214</u></b> |

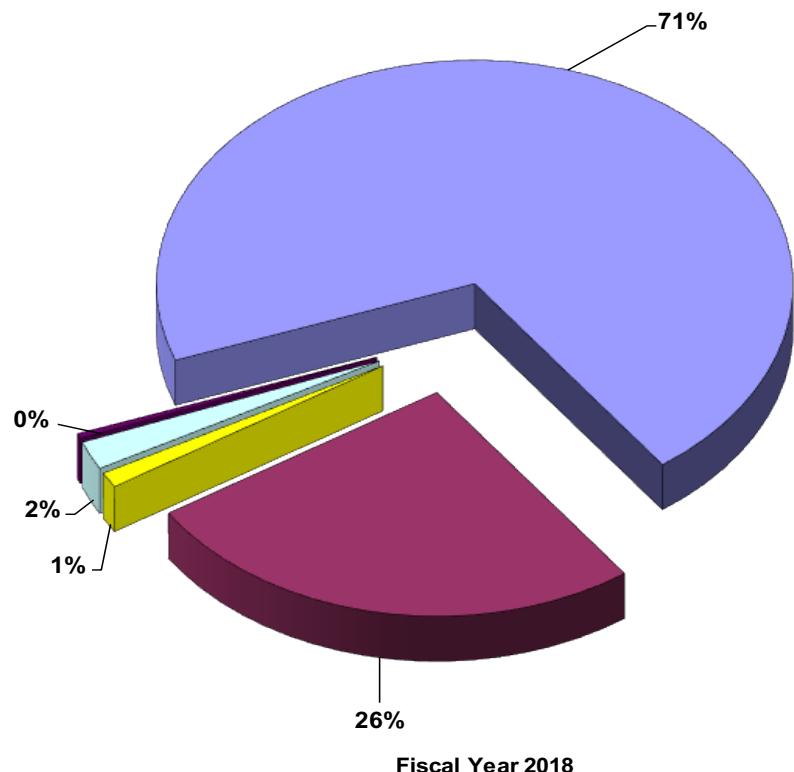
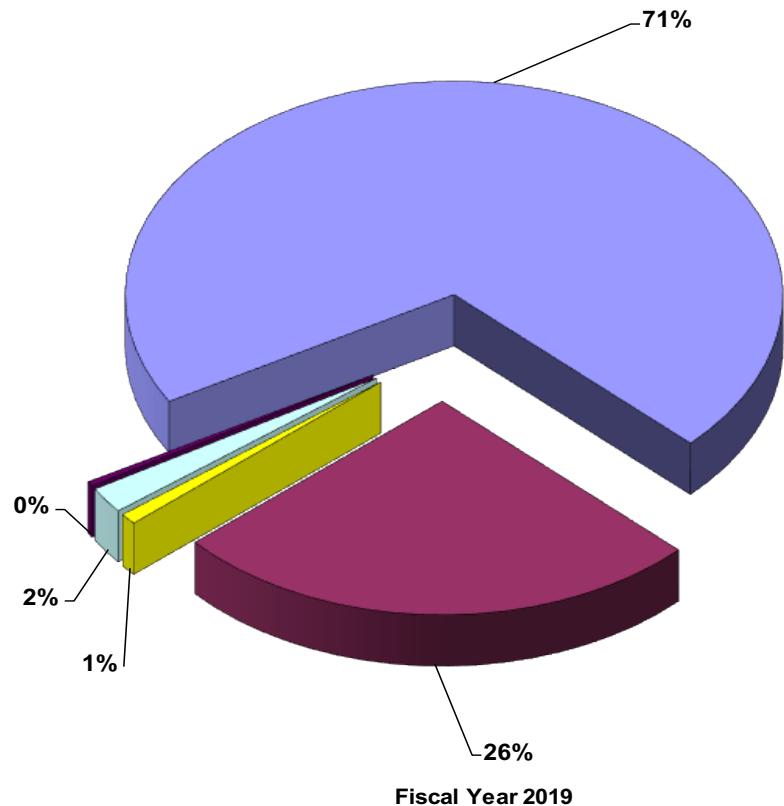


# Internal Service Fund Summary of Expenses

**FY 19**  
 \$ 19,076,681  
 7,099,426  
 225,599  
 532,056  
 95,770  
\$ 27,029,532

PERSONAL SERVICES  
 OPERATION & MAINTENANCE  
 CAPITAL  
 DEBT SERVICE  
INTERFUND TRANSFERS  
 TOTAL

**FY 18**  
 \$ 18,327,024  
 6,744,871  
 284,900  
 532,056  
 95,770  
\$ 25,984,621



## **FLEET SERVICES BUDGET NARRATIVE**

Fleet Services is responsible for maintaining and repairing over 850 City vehicles and other motorized equipment, preventive maintenance programs, parts and fuel inventory management, fleet inventory, fleet computer module operation and maintenance, assisting departments with vehicle specification and disposal, preparing vehicles for service, and maintenance activity reporting. The division is also responsible for the City Courier services.

### **Revenues**

Fleet Services revenues are generated from user departments for services provided, including 87% of revenues from mechanic labor; 10% from parts, tires, and fuel markup; and 3% from courier services, pool vehicle rental, and interest on investments. Total projected revenue for FY 2019 is \$1,854,850, an increase of \$72,109 from the prior year.

### **Expenses**

Total expenses for FY 2019 are \$1,833,273. Included within the expense total are: personal services, \$1,430,560; cost allocation and interdepartmental charges for service, \$103,077; rent and transfer for debt service, \$142,908; liability insurance, \$9,639; and other O&M, \$147,089.

The FY 19 budget represents an increase of \$37,754, primarily due to increases in personal services expenses.

### **Capital**

Capital expenditure requests total \$14,109 for the transfer of the two pool vehicles through the Equipment Replacement Plan with used vehicles from Public Works.

**FLEET SERVICES FUND  
OPERATING BUDGET**

FUND 6010

|                                    | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>WORKING CAPITAL - BEGINNING</b> | <u>\$ 1,141,047</u> | <u>\$ 1,200,987</u> | <u>\$ 1,186,632</u> | <u>\$ 1,215,717</u> | <u>\$ 1,123,030</u> |
| <b>REVENUES:</b>                   |                     |                     |                     |                     |                     |
| FLEET SERVICES                     | \$ 1,638,026        | \$ 1,631,911        | \$ 1,727,470        | \$ 1,599,000        | \$ 1,792,590        |
| COURIER                            | 34,449              | 35,555              | 36,571              | 36,570              | 37,760              |
| INTEREST EARNINGS                  | 7,256               | 5,863               | 3,700               | 6,000               | 8,500               |
| MISCELLANEOUS                      | 9,276               | 36,022              | 15,000              | 18,000              | 16,000              |
| <b>TOTAL REVENUE</b>               | <u>\$ 1,689,007</u> | <u>\$ 1,709,351</u> | <u>\$ 1,782,741</u> | <u>\$ 1,659,570</u> | <u>\$ 1,854,850</u> |
| <b>EXPENSES:</b>                   |                     |                     |                     |                     |                     |
| PERSONAL SERVICES                  | \$ 1,279,715        | \$ 1,444,506        | \$ 1,415,777        | \$ 1,352,987        | \$ 1,430,560        |
| OPERATION & MAINTENANCE            | 270,953             | 224,749             | 283,972             | 303,500             | 292,834             |
| CAPITAL                            | -                   | 24,140              | -                   | -                   | 14,109              |
| TRANSFERS OUT                      | 103,346             | 109,420             | 95,770              | 95,770              | 95,770              |
| <b>TOTAL EXPENSES</b>              | <u>\$ 1,654,014</u> | <u>\$ 1,802,815</u> | <u>\$ 1,795,519</u> | <u>\$ 1,752,257</u> | <u>\$ 1,833,273</u> |
| <b>WORKING CAPITAL - ENDING</b>    | <u>\$ 1,176,040</u> | <u>\$ 1,107,523</u> | <u>\$ 1,173,854</u> | <u>\$ 1,123,030</u> | <u>\$ 1,144,607</u> |
| WORKING CAP. CHANGES NOT BUDGETED  | (24,947)            | (108,194)           | -                   | -                   | -                   |
| LESS OPERATING RESERVE             | <u>\$ 573,747</u>   | <u>\$ 617,624</u>   | <u>\$ 628,907</u>   | <u>\$ 612,900</u>   | <u>\$ 637,656</u>   |
| <b>AVAILABLE WORKING CAPITAL</b>   | <u>\$ 627,240</u>   | <u>\$ 598,093</u>   | <u>\$ 544,947</u>   | <u>\$ 510,130</u>   | <u>\$ 506,951</u>   |

**FLEET SERVICES FUND  
OPERATING BUDGET**

FUND 6010

|                            | ACTUAL                     | ACTUAL                     | BUDGET                     | ESTIMATE                   | APPROVED                   |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
|                            | FY 16                      | FY 17                      | FY 18                      | FY 18                      | FY 19                      |
| PERSONAL SERVICES          | \$ 1,279,715               | \$ 1,444,506               | \$ 1,415,777               | \$ 1,352,987               | \$ 1,430,560               |
| OPERATIONS AND MAINTENANCE | 270,953                    | 224,749                    | 283,972                    | 303,500                    | 292,834                    |
| CAPITAL                    | -                          | 24,140                     | -                          | -                          | 14,109                     |
| TRANSFERS                  | <u>103,346</u>             | <u>109,420</u>             | <u>95,770</u>              | <u>95,770</u>              | <u>95,770</u>              |
| <b>TOTAL EXPENSES</b>      | <b><u>\$ 1,654,014</u></b> | <b><u>\$ 1,802,815</u></b> | <b><u>\$ 1,795,519</u></b> | <b><u>\$ 1,752,257</u></b> | <b><u>\$ 1,833,273</u></b> |

**FLEET SERVICES FUND  
STAFFING AUTHORIZATION**

| POSITION                   | ACTUAL             | ACTUAL             | BUDGET             | APPROVED           |
|----------------------------|--------------------|--------------------|--------------------|--------------------|
|                            | FY 16              | FY 17              | FY 18              | FY 19              |
| FLEET SERVICES MANAGER     | 1.0                | 1.0                | 1.0                | 1.0                |
| MECHANIC II                | 9.0                | 9.0                | 9.0                | 6.0                |
| MECHANIC III               | -                  | -                  | -                  | 2.0                |
| MECHANIC IV                | -                  | -                  | -                  | 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                | 1.0                | 1.0                |
| VEHICLE SERVICE TECHNICIAN | 3.0                | 3.0                | 3.0                | 3.0                |
| INVENTORY CONTROL SPEC. I  | 1.0                | 1.0                | 1.0                | 1.0                |
| COURIER/ACCOUNT CLERK II   | <u>1.0</u>         | <u>1.0</u>         | <u>1.0</u>         | <u>1.0</u>         |
| <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> |

**CENTRAL SERVICES FUND  
OPERATING BUDGET**

FUND 6050

|                                  | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>WORKING CAPITAL-BEGINNING</b> | <u>\$ 131,101</u> | <u>\$ 148,487</u> | <u>\$ 142,198</u> | <u>\$ 167,908</u> | <u>\$ 178,206</u> |
| <b>REVENUES:</b>                 |                   |                   |                   |                   |                   |
| MAIL SERVICE                     | \$ 51,944         | \$ 53,317         | \$ 55,514         | \$ 59,600         | \$ 55,000         |
| DUPLICATION                      | 51,302            | 50,375            | 47,445            | 47,198            | 43,980            |
| INTEREST EARNINGS                | <u>895</u>        | <u>724</u>        | <u>850</u>        | <u>1,000</u>      | <u>1,400</u>      |
| <b>TOTAL REVENUE</b>             | <u>\$ 104,141</u> | <u>\$ 104,416</u> | <u>\$ 103,809</u> | <u>\$ 107,798</u> | <u>\$ 100,380</u> |
| <b>EXPENSES:</b>                 |                   |                   |                   |                   |                   |
| MAIL SERVICE                     | \$ 52,852         | \$ 53,317         | \$ 55,514         | \$ 53,000         | \$ 55,000         |
| DUPLICATION                      | <u>33,903</u>     | <u>31,678</u>     | <u>33,703</u>     | <u>44,500</u>     | <u>31,250</u>     |
| <b>TOTAL EXPENSES</b>            | <u>\$ 86,755</u>  | <u>\$ 84,995</u>  | <u>\$ 89,217</u>  | <u>\$ 97,500</u>  | <u>\$ 86,250</u>  |
| <b>WORKING CAPITAL-ENDING</b>    | <u>\$ 148,487</u> | <u>\$ 167,908</u> | <u>\$ 156,790</u> | <u>\$ 178,206</u> | <u>\$ 192,336</u> |

**CENTRAL SERVICES BUDGET NARRATIVE**

The mail and duplication services are provided to the departments for their postage and copier needs. The departments are charged for these services based on their usage. By providing these central services in major work areas or locations in the City, lower costs can be provided to users. The lower cost factors include less equipment being leased or purchased, lower maintenance costs, and large volume discount for supplies.

**Revenue**

No significant changes.

**Expenses**

No significant changes.

**Capital**

None

**CENTRAL SERVICES FUND**  
**OPERATING BUDGET**

FUND 6050

|                            | ACTUAL<br>FY 16  | ACTUAL<br>FY 17  | BUDGET<br>FY 18  | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|----------------------------|------------------|------------------|------------------|-------------------|-------------------|
| OPERATIONS AND MAINTENANCE | \$ 86,755        | \$ 84,995        | \$ 89,217        | \$ 97,500         | \$ 86,250         |
| CAPITAL                    | -----            | -----            | -----            | -----             | -----             |
| <b>TOTAL EXPENSES</b>      | <b>\$ 86,755</b> | <b>\$ 84,995</b> | <b>\$ 89,217</b> | <b>\$ 97,500</b>  | <b>\$ 86,250</b>  |

## **INFORMATION TECHNOLOGY BUDGET NARRATIVE**

The Information Technology Division (IT) 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, IT 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.

### **Revenues**

Information Technology is an internal support function with revenues of \$ 2,455,418 generated primarily by charges for service. The IT charges for each department/division are based on the previous calendar year's usage of PC and Network resources/support time, application and i5 resources/programmer 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.

### **Expenses**

Information Technology's FY 2019 proposed budget is \$2,521,626. Overall, expenses are slightly higher than last year due to personal services increases and overall capital expenses.

### **Capital**

IT has proposed a capital budget of \$88,400. Information Technology plans to use \$60,000 to build three new offices in the basement of City Hall to accommodate relocating staff to City Hall and to meet the expanding office space needs. This project is a part of the FY 2019 Capital Improvement Plan. The additional \$28,400 is budgeted to support a portion of the estimated costs for a Centralized Document Imaging solution.

**INFORMATION TECHNOLOGY FUND  
OPERATING BUDGET**

FUND 6200

|                                   | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>WORKING CAPITAL-BEGINNING</b>  | <b>\$ 771,561</b>   | <b>\$ 754,542</b>   | <b>\$ 767,422</b>   | <b>\$ 701,225</b>   | <b>\$ 673,364</b>   |
| <b>REVENUES:</b>                  |                     |                     |                     |                     |                     |
| CHARGE FOR SERVICES               | \$ 2,181,539        | \$ 2,236,241        | \$ 2,384,505        | \$ 2,385,000        | \$ 2,447,219        |
| INTEREST EARNINGS                 | 6,322               | 4,467               | 5,600               | 5,500               | 8,200               |
| OTHER                             | <u>29,686</u>       | <u>29,744</u>       | <u>-</u>            | <u>500</u>          | <u>-</u>            |
| <b>TOTAL REVENUE</b>              | <b>\$ 2,217,547</b> | <b>\$ 2,270,452</b> | <b>\$ 2,390,105</b> | <b>\$ 2,391,000</b> | <b>\$ 2,455,419</b> |
| <b>EXPENSES:</b>                  |                     |                     |                     |                     |                     |
| PERSONAL SERVICES                 | \$ 1,574,553        | \$ 1,802,540        | \$ 1,787,853        | \$ 1,780,000        | \$ 1,791,164        |
| OPERATIONS & MAINTENANCE          | 430,494             | 437,401             | 587,310             | 550,000             | 642,062             |
| CAPITAL                           | <u>204,891</u>      | <u>168,010</u>      | <u>109,000</u>      | <u>65,000</u>       | <u>88,400</u>       |
| <b>TOTAL EXPENSES</b>             | <b>\$ 2,209,938</b> | <b>\$ 2,407,951</b> | <b>\$ 2,484,163</b> | <b>\$ 2,395,000</b> | <b>\$ 2,521,626</b> |
| <b>WORKING CAPITAL - ENDING</b>   | <b>\$ 779,170</b>   | <b>\$ 617,043</b>   | <b>\$ 673,364</b>   | <b>\$ 697,225</b>   | <b>\$ 607,157</b>   |
| WORKING CAP. CHANGES NOT BUDGETED | 24,628              | (84,182)            | -                   | -                   | -                   |
| LESS OPERATING RESERVE            | <u>501,262</u>      | <u>559,985</u>      | <u>593,791</u>      | <u>582,500</u>      | <u>608,307</u>      |
| <b>AVAILABLE WORKING CAPITAL</b>  | <b>\$ 253,280</b>   | <b>\$ 141,240</b>   | <b>\$ 79,573</b>    | <b>\$ 114,725</b>   | <b>\$ (1,150)</b>   |

**INFORMATION TECHNOLOGY FUND  
OPERATING BUDGET**

FUND 6200

**STAFFING AUTHORIZATION**

| <b>POSITION</b>              | <b>ACTUAL</b> | <b>ACTUAL</b> | <b>BUDGET</b> | <b>APPROVED</b> |
|------------------------------|---------------|---------------|---------------|-----------------|
|                              | <b>FY16</b>   | <b>FY17</b>   | <b>FY18</b>   | <b>FY 19</b>    |
| CHIEF INFORMATION OFFICER    | 1.0           | 1.0           | 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             |
| APPLICATION DEVELOPMENT MGR  | 1.0           | 1.0           | 1.0           | 1.0             |
| SENIOR GIS TECHNICIAN        | 1.0           | 1.0           | 1.0           | 1.0             |
| PUBLIC SAFETY TECH SUPPORT   | 1.0           | 1.0           | 1.0           | 1.0             |
| 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             |
| ADMINISTRATIVE SUPPORT II    | 1.0           | 1.0           | 1.0           | 1.0             |
| SECURITY SPECIALIST          | -             | -             | 1.0           | 0.9             |
| GIS TECHNICIAN               | 1.0           | 1.0           | 1.0           | 1.0             |
| <b>TOTAL</b>                 | <b>18.0</b>   | <b>18.0</b>   | <b>18.9</b>   | <b>18.8</b>     |

## **CITY HEALTH BENEFITS BUDGET NARRATIVE**

The City of Billings provides health, life, dental, and vision benefits to its employees. The City self-insures for health and dental benefits and purchases insurance to cover life and vision claims. A recommended reserve was omitted from the budget as it is established by the City's Health Plan consultant on a calendar year basis.

### **Revenues**

In total, revenues show an increase from the FY 2018 budget of approximately \$476,147.

### **Expenses**

Overall, expenses show an increase from the FY 2018 budget of approximately \$470,000. This is due to the increasing cost of claims. The Plan had fewer large claims than in the past. These changes have significantly benefited the fund by keeping costs increasing at a slower rate than national averages.

The City continues to look for opportunities to manage increases in health care, including cost containment, cost sharing, and cost shifting, while providing quality health benefits.

### **Capital**

None

**CITY HEALTH BENEFITS FUND  
OPERATING BUDGET**

FUND 6270

|                                    | ACTUAL<br>FY 16      | ACTUAL<br>FY 17      | BUDGET<br>FY 18      | ESTIMATE<br>FY 18    | APPROVED<br>FY 19    |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>WORKING CAPITAL - BEGINNING</b> | <b>\$ 6,671,121</b>  | <b>\$ 5,554,183</b>  | <b>\$ 3,462,903</b>  | <b>\$ 4,916,924</b>  | <b>\$ 4,829,279</b>  |
| <b>REVENUES:</b>                   |                      |                      |                      |                      |                      |
| INVESTMENT EARNINGS                | \$ 44,460            | \$ 27,308            | \$ 38,000            | \$ 35,000            | \$ 48,000            |
| CHARGES FOR SERVICE:               |                      |                      |                      |                      |                      |
| CITY CONTRIBUTION HEALTH           | 7,961,038            | 8,328,786            | 9,036,453            | 8,840,000            | 9,390,600            |
| CITY CONTRIBUTION LIFE \$10,000    | 33,433               | 34,217               | 34,000               | 35,000               | 34,000               |
| CITY CONTRIBUTION LIFE \$15,000    | 9,607                | 9,840                | 12,000               | 10,000               | 12,000               |
| CITY CONTRIBUTION DENTAL           | 96,956               | 116,843              | 100,000              | 118,000              | 120,000              |
| EMPLOYEE CONTRIBUTION LIFE         | 69,657               | 70,984               | 75,000               | 71,000               | 72,000               |
| EMPLOYEE FLEX CONTRIB.             | 532,225              | 528,715              | 590,000              | 499,000              | 590,000              |
| EMPLOYEE DENTAL CONTRIB            | 378,510              | 430,310              | 360,000              | 425,000              | 380,000              |
| EMPLOYEE HEALTH CONTRIB.           | 907,455              | 1,006,239            | 1,200,000            | 1,304,000            | 1,200,000            |
| RETIREE/COBRA CONTRIB              | 755,796              | 826,685              | 800,000              | 830,000              | 840,000              |
| CLAIM OVERPAYMENTS                 | 30,206               | 54,258               | 70,000               | 28,000               | 55,000               |
| PRESCRIPTION DRUG REBATE           | 152,458              | 239,758              | 125,000              | 130,000              | 175,000              |
| STOP LOSS REIMBURSEMENTS           | 209,260              | 293,903              | 200,000              | 180,000              | 200,000              |
| OTHER                              | 13,136               | 3,606                | -                    | -                    | -                    |
| <b>TOTAL REVENUE</b>               | <b>\$ 11,194,197</b> | <b>\$ 11,971,452</b> | <b>\$ 12,640,453</b> | <b>\$ 12,505,000</b> | <b>\$ 13,116,600</b> |
| <b>EXPENSES:</b>                   |                      |                      |                      |                      |                      |
| PERSONAL SERVICES:                 |                      |                      |                      |                      |                      |
| HEALTH CLAIMS                      | \$ 9,876,524         | \$ 9,950,158         | \$ 10,016,900        | \$ 10,000,000        | \$ 10,507,745        |
| LIFE INSURANCE PREMIUMS            | 113,915              | 123,415              | 120,000              | 116,200              | 125,000              |
| DENTAL CLAIMS                      | 456,805              | 496,571              | 400,000              | 428,000              | 400,000              |
| FLEX PLAN CLAIMS                   | 532,226              | 528,715              | 725,000              | 450,000              | 725,000              |
| HEALTH INCENTIVES                  | -                    | 32,025               | 50,000               | 32,525               | 35,000               |
| OPERATION AND MAINTENANCE:         |                      |                      |                      |                      |                      |
| 125K FLEX ADMIN. CHGS.             | 19,045               | 18,361               | 27,300               | 25,000               | 27,300               |
| HEALTH/DENTAL ADMIN. CHGS.         | 291,557              | 304,332              | 323,575              | 325,000              | 333,000              |
| ACA ADMIN. CHGS                    | 16,872               | 26,910               | -                    | 14,000               | 27,000               |
| STOP LOSS PREMIUM                  | 560,177              | 600,047              | 697,851              | 727,280              | 754,000              |
| H.S.A. ADMIN. FEES                 | 8,635                | 9,062                | 8,000                | 8,000                | 8,000                |
| WELLNESS EVENTS                    | 9,156                | 124,442              | 10,000               | 6,500                | 10,000               |
| CONSULTANT SERVICES                | 66,137               | 69,950               | 80,000               | 72,000               | 130,000              |
| NURSE/SCREENING PROGRAM            | 68,350               | 20,835               | 150,000              | 122,750              | 150,000              |
| CARE LINK SERVICES                 | 43,702               | 49,895               | 65,000               | 55,000               | 65,000               |
| AFFORDABLE CARE ACT FEE            | 78,338               | 46,268               | 100,000              | -                    | -                    |
| COST ALLOCATION / OTHER            | 169,696              | 207,725              | 211,390              | 210,390              | 211,803              |
| <b>TOTAL EXPENSES</b>              | <b>\$ 12,311,135</b> | <b>\$ 12,608,711</b> | <b>\$ 12,985,016</b> | <b>\$ 12,592,645</b> | <b>\$ 13,508,848</b> |
| <b>WORKING CAPITAL - ENDING</b>    | <b>\$ 5,554,183</b>  | <b>\$ 4,916,924</b>  | <b>\$ 3,118,340</b>  | <b>\$ 4,829,279</b>  | <b>\$ 4,437,031</b>  |

## **CENTRAL TELEPHONE SERVICES BUDGET NARRATIVE**

The Central Telephone Service provides telecommunication support to the entire City organization. Under the direction of the Chief Information Officer, the Telecommunications Manager and the IT Administrative Secretary provide telephone, voice mail, call accounting, communications related procurement, cell phone, infrastructure support, and related financial accounting services for 8 telephone PBXs, 534 landline phones, 61 Centrex phone lines, and 348 Smartphones/cell phones/Push-to-Talk radio/phones.

### **Revenues**

The Central Telephone Service is an internal support function with revenues of \$422,064 derived predominately from phone services, with additional revenue from Centrex lines and interest income.

### **Expenditures**

The proposed Central Telephone Service budget for FY 2019 operating costs is \$383,775. Overall expenses are lower in FY 2019 due to a reduction in technology replacement expenses.

### **Capital**

None

**CENTRAL TELEPHONE SERVICES FUND  
OPERATING BUDGET**

FUND 6060

|                                   | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>WORKING CAPITAL-BEGINNING</b>  | <b>\$ 390,438</b> | <b>\$ 446,181</b> | <b>\$ 458,123</b> | <b>\$ 490,589</b> | <b>\$ 537,689</b> |
| <b>REVENUES:</b>                  |                   |                   |                   |                   |                   |
| CHARGE FOR SERVICES               | \$ 372,200        | \$ 374,703        | \$ 404,221        | \$ 404,100        | \$ 418,505        |
| STATE REIMBURSEMENTS              | 1,962             | 1,827             | -                 | -                 | -                 |
| INTEREST EARNINGS                 | 2,569             | 2,130             | 2,400             | 2,000             | 4,200             |
| <b>TOTAL REVENUE</b>              | <b>\$ 376,731</b> | <b>\$ 378,660</b> | <b>\$ 406,621</b> | <b>\$ 406,100</b> | <b>\$ 422,705</b> |
| <b>EXPENSES:</b>                  |                   |                   |                   |                   |                   |
| PERSONAL SERVICES                 | \$ 103,285        | \$ 112,301        | \$ 108,725        | \$ 102,000        | \$ 136,289        |
| OPERATIONS & MAINTENANCE          | 203,178           | 225,400           | 262,421           | 225,000           | 265,428           |
| CAPITAL                           | 13,004            | -                 | 35,000            | 32,000            | -                 |
| <b>TOTAL EXPENSES</b>             | <b>\$ 319,467</b> | <b>\$ 337,701</b> | <b>\$ 406,146</b> | <b>\$ 359,000</b> | <b>\$ 401,717</b> |
| <b>WORKING CAPITAL-ENDING</b>     | <b>\$ 447,702</b> | <b>\$ 487,140</b> | <b>\$ 458,598</b> | <b>\$ 537,689</b> | <b>\$ 558,677</b> |
| WORKING CAP. CHANGES NOT BUDGETED | 1,521             | (3,449)           | -                 | -                 | -                 |
| LESS OPERATING RESERVE            | 24,517            | 27,016            | 29,692            | 26,160            | 32,137            |
| <b>AVAILABLE WORKING CAPITAL</b>  | <b>\$ 421,664</b> | <b>\$ 463,573</b> | <b>\$ 428,906</b> | <b>\$ 511,529</b> | <b>\$ 526,540</b> |

**STAFFING AUTHORIZATION**

| POSITION                          | ACTUAL<br>FY16 | ACTUAL<br>FY17 | BUDGET<br>FY 18 | APPROVED<br>FY 19 |
|-----------------------------------|----------------|----------------|-----------------|-------------------|
| TELECOMMUNICATIONS SYSTEM MANAGER | 1.0            | 1.0            | 1.0             | 1.0               |
| CHIEF INFORMATION OFFICER         | -              | -              | 0.1             | 0.1               |
| SECURITY SPECIALIST               | -              | -              | -               | 0.1               |
| <b>TOTAL</b>                      | <b>1.0</b>     | <b>1.0</b>     | <b>1.1</b>      | <b>1.2</b>        |

**RADIO COMMUNICATIONS FUND  
OPERATING BUDGET**

FUND 6070

|                           | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| WORKING CAPITAL-BEGINNING | \$ 277,380        | \$ 313,570        | \$ 358,266        | \$ 384,230        | \$ 481,627        |
| <b>REVENUES:</b>          |                   |                   |                   |                   |                   |
| CHARGES FOR SERVICE       | \$ 251,945        | \$ 275,158        | \$ 340,017        | \$ 340,017        | \$ 288,008        |
| INTEREST EARNINGS         | 2,397             | 1,460             | 2,000             | 1,500             | 3,600             |
| <b>TOTAL REVENUE</b>      | <b>\$ 254,342</b> | <b>\$ 276,618</b> | <b>\$ 342,017</b> | <b>\$ 341,517</b> | <b>\$ 291,608</b> |
| <b>EXPENSES</b>           |                   |                   |                   |                   |                   |
| OPERATIONS & MAINTENANCE  | \$ 218,152        | \$ 205,958        | \$ 266,837        | \$ 244,120        | \$ 273,737        |
| <b>TOTAL EXPENSES</b>     | <b>\$ 218,152</b> | <b>\$ 205,958</b> | <b>\$ 266,837</b> | <b>\$ 244,120</b> | <b>\$ 273,737</b> |
| WORKING CAPITAL-ENDING    | \$ 313,570        | \$ 384,230        | \$ 433,446        | \$ 481,627        | \$ 499,498        |

**RADIO COMMUNICATIONS FUND BUDGET NARRATIVE**

The 800MHz Radio Systems budget is an internal service fund comprised of all City departments utilizing the 800 MHz system. User departments fund the operation and maintenance charges for the base system, and the oversight of the expenditure budget is maintained by Fire Department / 9-1-1 Center personnel.

**Revenues**

No significant changes.

**Expenses**

O&M expenses increased slightly from the previous year due in part to the increased cost of phone line fees and costs related to the standby generators and HVAC units at each site. A supplemental budget request was approved in FY 17 to replace the standby generators at each of the three tower sites over the next three fiscal years.

**Capital**

None

**PROPERTY INSURANCE FUND  
OPERATING BUDGET**

FUND 6300

|                                   | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>WORKING CAPITAL-BEGINNING</b>  | <b>\$ 2,693,258</b> | <b>\$ 2,642,165</b> | <b>\$ 1,864,052</b> | <b>\$ 2,432,971</b> | <b>\$ 2,613,606</b> |
| <b>REVENUES:</b>                  |                     |                     |                     |                     |                     |
| CHARGE FOR SERVICES               | \$ 1,868,048        | \$ 1,325,859        | \$ 2,089,635        | \$ 2,089,635        | \$ 1,528,938        |
| INTEREST EARNINGS                 | 19,983              | 10,646              | 15,000              | 8,000               | 11,000              |
| TRANSFERS FROM PUBLIC SAFETY FUND | 120,000             | 71,431              | -                   | 80,000              | -                   |
| OTHER                             | 1,747               | 2,614               | -                   | 1,000               | -                   |
| <b>TOTAL REVENUE</b>              | <b>\$ 2,009,778</b> | <b>\$ 1,410,550</b> | <b>\$ 2,104,635</b> | <b>\$ 2,178,635</b> | <b>\$ 1,539,938</b> |
| <b>EXPENSES:</b>                  |                     |                     |                     |                     |                     |
| PERSONAL SERVICES                 | \$ 95,814           | \$ 110,253          | \$ 101,221          | \$ 98,000           | \$ 102,044          |
| OPERATIONS & MAINTENANCE          | 1,949,335           | 1,334,057           | 2,090,113           | 1,900,000           | 2,202,065           |
| INTERFUND TRANSFERS               | 13,744              | 180,801             | -                   | -                   | -                   |
| <b>TOTAL EXPENSES</b>             | <b>\$ 2,058,893</b> | <b>\$ 1,625,111</b> | <b>\$ 2,191,334</b> | <b>\$ 1,998,000</b> | <b>\$ 2,304,109</b> |
| <b>WORKING CAPITAL - ENDING</b>   | <b>\$ 2,644,143</b> | <b>\$ 2,427,604</b> | <b>\$ 1,777,353</b> | <b>\$ 2,613,606</b> | <b>\$ 1,849,435</b> |
| WORKING CAP. CHANGES NOT BUDGETED | 1,978               | (5,367)             | -                   | -                   | -                   |
| LESS OPERATING RESERVE            | 658,846             | 520,036             | 701,227             | 639,360             | 737,315             |
| <b>AVAILABLE WORKING CAPITAL</b>  | <b>\$ 1,983,319</b> | <b>\$ 1,912,935</b> | <b>\$ 1,076,126</b> | <b>\$ 1,974,246</b> | <b>\$ 1,112,120</b> |

**STAFFING AUTHORIZATION**

| POSITION            | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | APPROVED<br>FY 19 |
|---------------------|-----------------|-----------------|-----------------|-------------------|
| RISK/SAFETY OFFICER | 1.0             | 1.0             | 1.0             | 1.0               |
| <b>TOTAL</b>        | <b>1.0</b>      | <b>1.0</b>      | <b>1.0</b>      | <b>1.0</b>        |

**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.

**Revenues**

Revenues decreased by approximately \$639,000 compared to FY 2018 due to a decrease in Charge for Services.

**Expenses**

Expenses increased approximately \$113,000 compared to FY 2018 due to an increase in the cost of operations and maintenance.

## **FACILITIES MANAGEMENT BUDGET NARRATIVE FOR FY19**

Facilities Management is responsible for operating and maintaining City Hall and the Billings Operations Center (BOC). Facilities Management operates as an internal service provider by providing custodial, facility and mechanical maintenance, specifications, assessments and development, and implementation of projects, as well as consulting to Fire, Police, Parks, Parking, and other City departments as needed. This can include scoping and directing professional services needed for these areas. Facilities staff provides maintenance support for the Animal Shelter and Fire Stations and other project needs as necessary.

In the coming year, the Facilities Manager will continue as the project manager for numerous department projects, will continue to act as the City's ADA Coordinator, and serve as an energy conservation leader for the City. The Facilities Manager will be implementing the Facilities Master Plan and subsequent projects related to that effort, as well as completing supplemental projects for the continued improvement, upkeep, and updating of City owned or leased facilities.

### **Revenues**

Facilities Management is an internal service fund and generates revenues by charging fees to customer departments. City Hall revenues in FY 2019 are \$566,586, which is 11.1% above FY 18. This increase is primarily due to a supplemental budget request to update the fire system at City Hall. Revenues at the Billings Operation Center (BOC) will be \$681,117, which is up 1% over FY 18. The debt service collected for the BOC is another \$532,056 annually.

### **Expenditures**

Expenditures in the proposed FY 2019 budget are \$1,638,847. City Hall expenses are \$423,028, and BOC expenses are \$1,045,231, which includes Debt Service of \$532,056. The increased expenses in FY 2019 compared to FY 2018 are primarily due to the supplemental items increase described below.

### **Capital**

Project work at the Billings Operations Center includes continuing the asphalt replacement and repairs and concrete apron work in Phase 4, as well as upgrading access control system components at the BOC and at City Hall. City Hall has a major Fire System upgrade that is needed and some maintenance improvements on 2<sup>nd</sup> floor Court office areas. Facilities is also assisting the Police Department to address the Evidence Facility needs and planning.

**FACILITIES MANAGEMENT FUND  
OPERATING BUDGET**

FUND 6500

|                                   | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>WORKING CAPITAL-BEGINNING</b>  | <b>\$ 535,027</b>   | <b>\$ 951,645</b>   | <b>\$ 1,000,439</b> | <b>\$ 688,784</b>   | <b>\$ 854,300</b>   |
| <b>REVENUES:</b>                  |                     |                     |                     |                     |                     |
| CHARGE FOR SERVICES - ADMIN       | \$ 22,600           | \$ 25,849           | \$ 31,530           | \$ 31,530           | \$ 32,776           |
| RENTS - BOC                       | 583,210             | 660,698             | 674,593             | 670,854             | 681,117             |
| CHARGE FOR SERVICES - CITY HALL   | 546,590             | 523,591             | 509,576             | 509,576             | 566,586             |
| GRANT INCOME                      | 37,278              | 71,008              | -                   | 20,000              | -                   |
| MISCELLANEOUS                     | 4,362               | 1,912               | -                   | -                   | -                   |
| INTEREST EARNINGS                 | 6,445               | 4,936               | 5,100               | 6,000               | 8,800               |
| TRANSFER IN                       | 475,875             | 474,475             | 532,056             | 532,056             | 532,057             |
| <b>TOTAL REVENUE</b>              | <b>\$ 1,676,360</b> | <b>\$ 1,762,469</b> | <b>\$ 1,752,855</b> | <b>\$ 1,770,016</b> | <b>\$ 1,821,336</b> |
| <b>EXPENSES:</b>                  |                     |                     |                     |                     |                     |
| ADMINISTRATION                    | \$ 139,468          | \$ 161,986          | \$ 168,778          | \$ 170,000          | \$ 170,588          |
| BOC                               | 628,049             | 1,027,567           | 1,034,430           | 975,000             | 1,130,331           |
| CITY HALL                         | 398,911             | 417,329             | 459,319             | 459,500             | 498,618             |
| <b>TOTAL EXPENSES</b>             | <b>\$ 1,166,428</b> | <b>\$ 1,606,882</b> | <b>\$ 1,662,527</b> | <b>\$ 1,604,500</b> | <b>\$ 1,799,537</b> |
| <b>WORKING CAPITAL-ENDING</b>     | <b>\$ 610,565</b>   | <b>\$ 688,784</b>   | <b>\$ 1,090,767</b> | <b>\$ 854,300</b>   | <b>\$ 876,099</b>   |
| WORKING CAP. CHANGES NOT BUDGETED | (434,394)           | (418,448)           | -                   | -                   | -                   |
| LESS OPERATING RESERVE            | 93,314              | 128,551             | 133,002             | 128,360             | 143,963             |
| <b>AVAILABLE WORKING CAPITAL</b>  | <b>\$ 951,645</b>   | <b>\$ 978,681</b>   | <b>\$ 957,765</b>   | <b>\$ 725,940</b>   | <b>\$ 732,136</b>   |

**FACILITIES MANAGEMENT FUND  
OPERATING BUDGET**

FUND 6500

|                            | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY18      | ESTIMATE<br>FY18    | APPROVED<br>FY19    |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>EXPENSES:</b>           |                     |                     |                     |                     |                     |
| PERSONAL SERVICES          | \$ 388,068          | \$ 424,537          | \$ 436,036          | \$ 400,000          | \$ 439,600          |
| OPERATIONS AND MAINTENANCE | 187,001             | 633,357             | 598,535             | 572,444             | 704,791             |
| CAPITAL                    | 59,303              | 16,932              | 95,900              | 100,000             | 123,090             |
| DEBT SERVICE               | 532,056             | 532,056             | 532,056             | 532,056             | 532,056             |
| <b>TOTAL EXPENSES</b>      | <b>\$ 1,166,428</b> | <b>\$ 1,606,882</b> | <b>\$ 1,662,527</b> | <b>\$ 1,604,500</b> | <b>\$ 1,799,537</b> |

**STAFFING AUTHORIZATION**

| POSITION                   | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY18 | APPROVED<br>FY19 |
|----------------------------|-----------------|-----------------|----------------|------------------|
| FACILITIES MANAGER         | 1.0             | 1.0             | 1.0            | 1.0              |
| FACILITIES MAIN SUPPORT I  | 2.0             | 2.0             | 2.0            | 1.0              |
| FACILITIES MAIN SUPPORT II | 3.0             | 3.0             | 3.0            | 4.0              |
| <b>TOTAL</b>               | <b>6.0</b>      | <b>6.0</b>      | <b>6.0</b>     | <b>6.0</b>       |

## **PUBLIC WORKS ADMINISTRATION DEPARTMENT BUDGET NARRATIVE**

The Administration Division's main function is to support the Public Works operational divisions by performing the following functions:

|                                   |                                |
|-----------------------------------|--------------------------------|
| Personnel Administration          | Rate & Fee Determination       |
| Budget Preparation & Control      | Financial Management           |
| Public Relations                  | Planning & Organization        |
| Safety & Training Coordination    | Interdepartmental Coordination |
| Special Assessments               | Complaint Management           |
| Contract Payment & Administration | Information Management         |
| Accounting Management             | Internal Controls Compliance   |
| Building Maintenance              | Custodial Services             |

### **Revenues**

Revenues are derived from charges for services to the Public Works divisions per a cost allocation plan. Revenues for FY 2019 total \$1,460,639. This is an increase of \$187,952 due to an increase in charge for services to other Public Works divisions.

### **Expenses**

Expenses for FY 2019 total \$1,457,668. This is an increase of \$145,592 primarily due to an increase in personnel expenses for three employees that were moved to the Public Works Administration division from other Public Works divisions.

### **Capital**

None

**PUBLIC WORKS ADMINISTRATION  
OPERATING BUDGET**

| FUND 6600                         | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| WORKING CAPITAL-BEGINNING         | \$ 195,755          | \$ 231,699          | \$ 201,588          | \$ 173,623          | \$ 164,785          |
| <b>REVENUES:</b>                  |                     |                     |                     |                     |                     |
| CHARGE FOR SERVICES               | \$ 1,275,970        | \$ 1,230,981        | \$ 1,270,687        | \$ 1,270,687        | \$ 1,457,639        |
| TRANSFERS                         | 18,840              | -                   | -                   | -                   | -                   |
| INTEREST EARNINGS                 | 2,283               | 1,429               | 2,000               | 2,300               | 3,000               |
| <b>TOTAL REVENUE</b>              | <b>\$ 1,297,093</b> | <b>\$ 1,232,410</b> | <b>\$ 1,272,687</b> | <b>\$ 1,272,987</b> | <b>\$ 1,460,639</b> |
| <b>EXPENSES:</b>                  |                     |                     |                     |                     |                     |
| PERSONAL SERVICES                 | \$ 961,558          | \$ 1,197,388        | \$ 1,028,797        | \$ 1,007,810        | \$ 1,192,143        |
| OPERATIONS & MAINTENANCE          | 269,581             | 268,847             | 283,279             | 274,015             | 265,525             |
| <b>TOTAL EXPENSES</b>             | <b>\$ 1,231,139</b> | <b>\$ 1,466,235</b> | <b>\$ 1,312,076</b> | <b>\$ 1,281,825</b> | <b>\$ 1,457,668</b> |
| WORKING CAPITAL-ENDING            | \$ 261,709          | \$ (2,126)          | \$ 162,199          | \$ 164,785          | \$ 167,756          |
| WORKING CAP. CHANGES NOT BUDGETED | 30,010              | (175,749)           | -                   | -                   | -                   |
| LESS OPERATING RESERVE            | 98,491              | 117,299             | 104,966             | 102,546             | 116,613             |
| <b>AVAILABLE WORKING CAPITAL</b>  | <b>\$ 133,208</b>   | <b>\$ 56,324</b>    | <b>\$ 57,233</b>    | <b>\$ 62,239</b>    | <b>\$ 51,143</b>    |

**STAFFING AUTHORIZATION**

| POSITION                        | ACTUAL<br>FY 16 | ACTUAL<br>FY 17 | BUDGET<br>FY 18 | APPROVED<br>FY 19 |
|---------------------------------|-----------------|-----------------|-----------------|-------------------|
| DIRECTOR OF PUBLIC WORKS        | 1.0             | 1.0             | 1.0             | 1.0               |
| DEPUTY DIRECTOR OF PUBLIC WORKS | 2.0             | 1.0             | 1.0             | 1.0               |
| PUBLIC WORKS FINANCIAL MGR      | 1.0             | 1.0             | 1.0             | 1.0               |
| PUBLIC WORKS FINANCIAL ANALYST  | 1.0             | 1.0             | 1.0             | 1.0               |
| SAFETY & TRAINING COORDINATOR   | 1.0             | 1.0             | 1.0             | 1.0               |
| ACCOUNT CLERK II                | 1.0             | 1.0             | 1.0             | 2.0               |
| FACILITIES MAINT SUPPORT I      | -               | -               | -               | 2.0               |
| ACCOUNTING SUPERVISOR           | 1.0             | 1.0             | 1.0             | 1.0               |
| ADMINISTRATIVE SUPPORT I        | 1.0             | 1.0             | 1.0             | -                 |
| ADMINISTRATIVE SUPPORT II       | -               | -               | -               | 1.0               |
| ADMINISTRATIVE SUPPORT III      | 1.0             | 1.0             | 1.0             | 1.0               |
| SPECIAL ASSESSMETN COORD        | -               | -               | -               | 1.0               |
| SENIOR ACCOUNT/PERMIT CLERK     | 1.0             | 1.0             | 1.0             | -                 |
| <b>TOTAL</b>                    | <b>11.0</b>     | <b>10.0</b>     | <b>10.0</b>     | <b>13.0</b>       |

In FY16, positions were moved from other Public Work Division to Public Works Administration

## **PUBLIC WORKS ENGINEERING BUDGET NARRATIVE**

The Engineering Division is responsible for all street, sidewalk, storm drain, trails, building, water, and wastewater design, construction, and project management. Engineering administers a large portion of the City's Capital Improvement Program (CIP). The Engineering Division designs in-house about 40% of the CIP projects that it is responsible for and performs a project management function for the remaining CIP projects. Engineering is also responsible for:

|                                             |                                        |
|---------------------------------------------|----------------------------------------|
| Inspection of projects in City right-of way | Traffic engineering                    |
| Accessibility study review                  | Infrastructure review for subdivisions |
| Traffic control                             | Storm water management                 |
| Street light design and construction        | CIP planning                           |

The proposed FY 2019 budget is funded by permit fees and fees associated with SID's, CIP projects, and private contracts.

### **Revenues**

Revenues for FY 2019 total \$3,089,118. This is an increase of \$114,828 from the FY 2018 budget due to an increase in charge for services for project management.

### **Expenses**

The FY 2019 Engineering Division operating and maintenance expenditures budget of \$2,842,767 is an increase of \$44,081 over the FY 2018 budget. This increase is primarily due to an increase in building rent and cost allocations.

### **Capital**

None

**PUBLIC WORKS ENGINEERING  
OPERATING BUDGET**

FUND 6700

|                                   | ACTUAL<br>FY 16     | ACTUAL<br>FY 17     | BUDGET<br>FY 18     | ESTIMATE<br>FY 18   | APPROVED<br>FY 19   |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>WORKING CAPITAL-BEGINNING</b>  | <u>\$ 992,180</u>   | <u>\$ 531,958</u>   | <u>\$ 104,017</u>   | <u>\$ 146,746</u>   | <u>\$ 196,216</u>   |
| <b>REVENUES:</b>                  |                     |                     |                     |                     |                     |
| SPECIAL ASSESSMENTS               | \$ 24,083           | \$ 24,491           | \$ 24,000           | \$ 24,000           | \$ 24,000           |
| LICENSES & PERMITS                | 84,010              | 72,170              | 79,500              | 68,500              | 73,000              |
| CHARGE FOR SERVICES               | 2,038,152           | 2,332,852           | 2,865,790           | 2,666,290           | 2,988,118           |
| INVESTMENT EARNINGS               | 5,511               | 2,380               | 5,000               | 3,676               | 4,000               |
| MISCELLANEOUS                     | 5,229               | 4,539               | -                   | 934                 | -                   |
| <b>TOTAL REVENUE</b>              | <u>\$ 2,156,985</u> | <u>\$ 2,436,432</u> | <u>\$ 2,974,290</u> | <u>\$ 2,763,400</u> | <u>\$ 3,089,118</u> |
| <b>EXPENSES:</b>                  |                     |                     |                     |                     |                     |
| PERSONAL SERVICES                 | \$ 2,002,173        | \$ 2,461,856        | \$ 2,136,715        | \$ 2,092,128        | \$ 2,192,136        |
| OPERATIONS & MAINTENANCE          | 580,137             | 512,379             | 616,971             | 580,096             | 650,631             |
| CAPITAL                           | 6,008               | 86,755              | 45,000              | 41,706              | -                   |
| <b>TOTAL EXPENSES</b>             | <u>\$ 2,588,318</u> | <u>\$ 3,060,990</u> | <u>\$ 2,798,686</u> | <u>\$ 2,713,930</u> | <u>\$ 2,842,767</u> |
| <b>WORKING CAPITAL-ENDING</b>     | <u>\$ 560,847</u>   | <u>\$ (92,600)</u>  | <u>\$ 279,621</u>   | <u>\$ 196,216</u>   | <u>\$ 442,567</u>   |
| WORKING CAP. CHANGES NOT BUDGETED | 28,889              | (239,346)           | -                   | -                   | -                   |
| LESS OPERATING RESERVE            | 258,231             | 297,424             | 275,369             | 267,222             | 284,277             |
| <b>AVAILABLE WORKING CAPITAL</b>  | <u>\$ 273,727</u>   | <u>\$ (150,678)</u> | <u>\$ 4,252</u>     | <u>\$ (71,006)</u>  | <u>\$ 158,290</u>   |

**PUBLIC WORKS ENGINEERING  
OPERATING BUDGET**

Fund 6700

| <b>POSITION</b>                  | <b>ACTUAL</b>   | <b>ACTUAL</b>   | <b>BUDGET</b>   | <b>APPROVED</b> |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
|                                  | <b>FY 16</b>    | <b>FY 17</b>    | <b>FY 18</b>    | <b>FY 19</b>    |
| CITY ENGINEER                    | 1.0             | 1.0             | 1.0             | 1.0             |
| CITY TRAFFIC ENGINEER            | 1.0             | 1.0             | 1.0             | 1.0             |
| ENGINEER II                      | 6.0             | 6.0             | 7.0             | 6.0             |
| ENGINEER I                       | 4.0             | 4.0             | 2.0             | 2.0             |
| ENGINEER III                     | -               | -               | -               | 1.0             |
| PERMIT CLERK                     | 1.0             | 1.0             | 1.0             | 1.0             |
| SENIOR GIS TECH                  | 1.0             | 1.0             | 1.0             | -               |
| ENGINEERING DATA SPECIALIST      | -               | -               | -               | 1.0             |
| ENGINEER INSPECTOR II            | 3.0             | 3.0             | 5.0             | 4.0             |
| ENGINEERING INSPECTOR SUPERVISOR | 1.0             | 1.0             | 1.0             | 1.0             |
| SURVEYOR/CAD TECH                | 1.0             | 1.0             | 1.0             | 1.0             |
| TRAFFIC TECHNICIAN               | 1.0             | 1.0             | 1.0             | -               |
| SENIOR ENGINEERING TECH          | 2.0             | 2.0             | 1.0             | 2.0             |
| ADMINISTRATIVE SUPPORT II        | 1.0             | 1.0             | 1.0             | 1.0             |
| <br><b>TOTAL</b>                 | <br><b>23.0</b> | <br><b>23.0</b> | <br><b>23.0</b> | <br><b>22.0</b> |

# **PERMANENT FUND**

PERMANENT FUND

## **PERMANENT FUND**

Permanent funds are used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the City's programs – that is, for the benefit of the government or its citizenry.

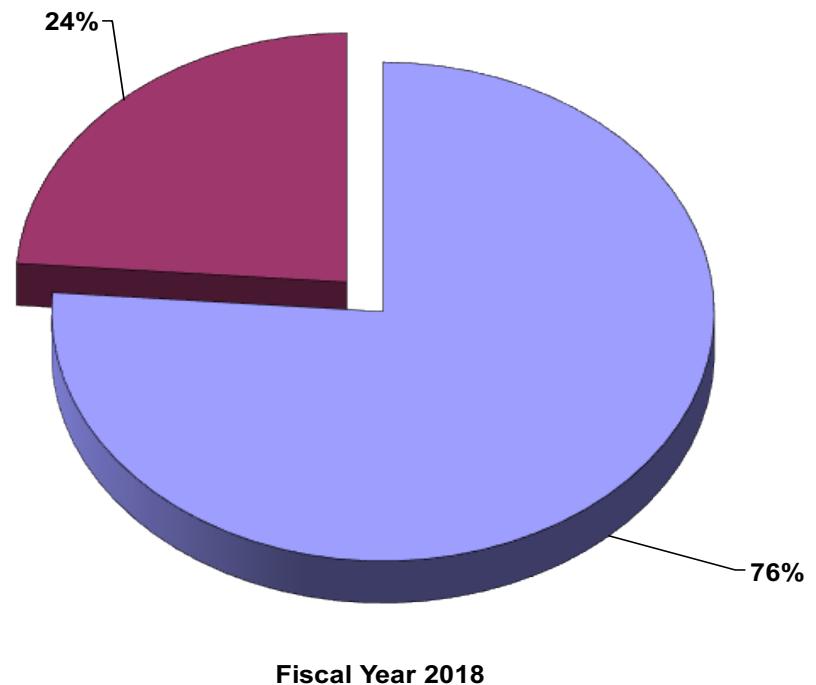
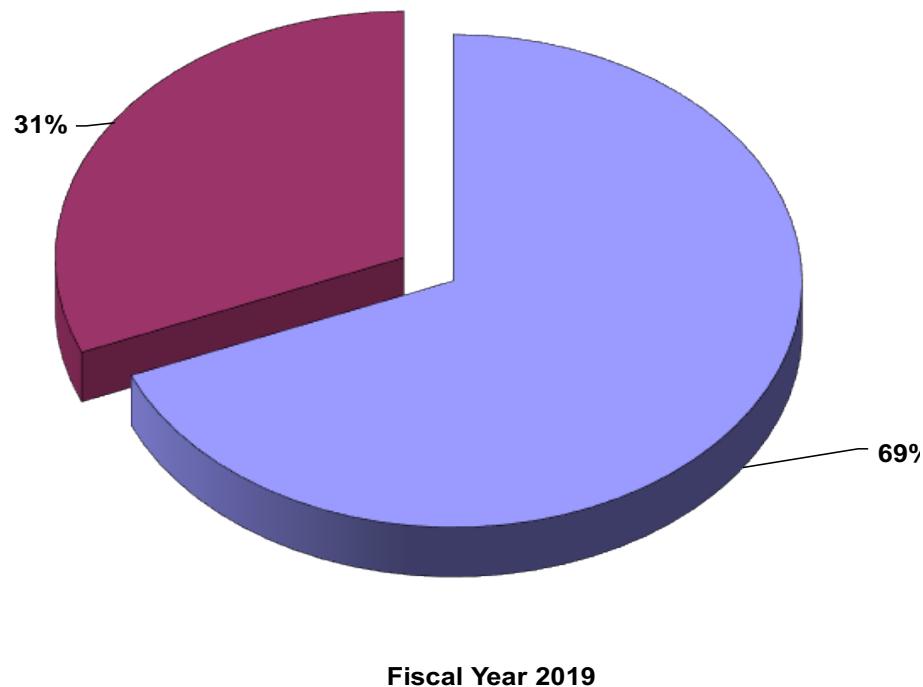
- The **Cemetery Perpetual Care Fund** accounts for private contributions to the cemetery.

**PERMANENT FUND  
SUMMARY  
OPERATING BUDGET  
FY 19**

|                                 | CEMETERY<br>PERPETUAL<br>CARE | APPROVED<br>BUDGET<br>FY 19 | APPROVED<br>BUDGET<br>FY 18 | INCREASE<br>(DECREASE)  | ACTUAL<br>FY 17          |
|---------------------------------|-------------------------------|-----------------------------|-----------------------------|-------------------------|--------------------------|
| <b>FUND BALANCE - BEGINNING</b> |                               | <b>\$ 705,122</b>           | <b>\$ 705,122</b>           | <b>\$ 687,949</b>       | <b>\$ 17,173</b>         |
|                                 |                               | <b><u>\$ 705,122</u></b>    | <b><u>\$ 687,949</u></b>    | <b><u>\$ 17,173</u></b> | <b><u>\$ 677,894</u></b> |
| <b>REVENUE:</b>                 |                               |                             |                             |                         |                          |
| CHARGES FOR SERVICE             | \$ 12,300                     | \$ 12,300                   | \$ 12,300                   | \$ -                    | \$ 13,683                |
| INVESTMENT EARNINGS             | 5,600                         | 5,600                       | 3,840                       | 1,760                   | 3,005                    |
| <b>TOTAL REVENUE</b>            | <b>\$ 17,900</b>              | <b>\$ 17,900</b>            | <b>\$ 16,140</b>            | <b>\$ 1,760</b>         | <b>\$ 16,688</b>         |
|                                 |                               | <b><u>\$ 17,900</u></b>     | <b><u>\$ 16,140</u></b>     | <b><u>\$ 1,760</u></b>  | <b><u>\$ 16,688</u></b>  |
| <b>EXPENDITURES:</b>            |                               |                             |                             |                         |                          |
| INTERFUND TRANSFERS             | \$ 5,600                      | \$ 5,600                    | \$ 3,840                    | \$ 1,760                | \$ 3,010                 |
| <b>TOTAL EXPENDITURES</b>       | <b>\$ 5,600</b>               | <b>\$ 5,600</b>             | <b>\$ 3,840</b>             | <b>\$ 1,760</b>         | <b>\$ 3,010</b>          |
| <b>FUND BALANCE ENDING</b>      |                               | <b>\$ 717,422</b>           | <b>\$ 717,422</b>           | <b>\$ 700,249</b>       | <b>\$ 17,173</b>         |
|                                 |                               | <b><u>\$ 717,422</u></b>    | <b><u>\$ 700,249</u></b>    | <b><u>\$ 17,173</u></b> | <b><u>\$ 691,572</u></b> |

# Permanent Fund Summary of Revenues

|                     | FY 19            |  | FY 18            |
|---------------------|------------------|--|------------------|
| CHARGES FOR SERVICE | \$ 12,300        |  | \$ 12,300        |
| INVESTMENT EARNINGS | 5,600            |  | 3,840            |
| <b>TOTAL</b>        | <b>\$ 17,900</b> |  | <b>\$ 16,140</b> |



**CEMETERY PERPETUAL CARE FUND  
OPERATING BUDGET**

FUNDS 7010 & 7030

|                               | ACTUAL<br>FY 16   | ACTUAL<br>FY 17   | BUDGET<br>FY 18   | ESTIMATE<br>FY 18 | APPROVED<br>FY 19 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>FUND BALANCE BEGINNING</b> | <b>\$ 665,569</b> | <b>\$ 677,894</b> | <b>\$ 687,949</b> | <b>\$ 691,572</b> | <b>\$ 705,122</b> |
| <b>REVENUE:</b>               |                   |                   |                   |                   |                   |
| PERPETUAL CARE FEES           | \$ 12,489         | \$ 13,683         | \$ 12,300         | \$ 13,500         | \$ 12,300         |
| INTEREST ON INVESTMENTS       | 4,194             | 3,005             | 3,840             | 4,000             | 5,600             |
| <b>TOTAL REVENUE</b>          | <b>\$ 16,683</b>  | <b>\$ 16,688</b>  | <b>\$ 16,140</b>  | <b>\$ 17,500</b>  | <b>\$ 17,900</b>  |
| <b>EXPENDITURES:</b>          |                   |                   |                   |                   |                   |
| TRANSFER-GENERAL FUND         | \$ 4,358          | \$ 3,010          | \$ 3,840          | \$ 3,950          | \$ 5,600          |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 4,358</b>   | <b>\$ 3,010</b>   | <b>\$ 3,840</b>   | <b>\$ 3,950</b>   | <b>\$ 5,600</b>   |
| <b>FUND BALANCE ENDING</b>    | <b>\$ 677,894</b> | <b>\$ 691,572</b> | <b>\$ 700,249</b> | <b>\$ 705,122</b> | <b>\$ 717,422</b> |
| <b>LESS:</b>                  |                   |                   |                   |                   |                   |
| NONSPENDABLE                  | 677,894           | 691,572           | 700,249           | 705,122           | 717,422           |
| RESTRICTED                    | -                 | -                 | -                 | -                 | -                 |
| COMMITTED                     | -                 | -                 | -                 | -                 | -                 |
| ASSIGNED                      | -                 | -                 | -                 | -                 | -                 |
| <b>UNASSIGNED</b>             | <b>\$ -</b>       |

**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.

**B.I.D.'S**

B.I.D.'S

## **BUSINESS IMPROVEMENT DISTRICTS**

- The Downtown Business Improvement District (DBID) 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 is publicly-sanctioned, assessment financed, and property owner managed. The DBID narrative and budget are provided to the City by the Downtown Billings Partnership.
- The Tourism Business Improvement District's (TBID) purpose is to market the Billings region as a preferred travel destination. Visitors to lodging facilities are assessed a nightly fee to fund the District. The TBID narrative and budget are provided to the City by the Billings Chamber of Commerce.



## **Billings Business Improvement District Work Plan FY 2019**

### **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.

### **Business Structure**

The BID operates certain revitalization, maintenance, safety, outreach, and hospitality functions under the corporate entity known as the 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

#### **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

## **Outreach**

- ✓ Community Innovations, Inc.
- ✓ Spare Change for Real Change
- ✓ Purple 5K

## **Contract Services**

**Service Park Maintenance Districts** as per contract with the City of Billings

Any other lawful activity deemed necessary by the Board of Directors.

## **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 band together to 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 (e.g. maintenance, sanitation, safety, hospitality, events, and outreach) and improvements (landscape, street furniture, etc.) 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:

Director of Operations - full time

2 Billings Police Department Downtown Resource Officers

Resource Outreach Coordinator, partial funding through Spare Change for Real Change

2-4 Ambassadors – full, part time

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.

## Business Improvement District Budget

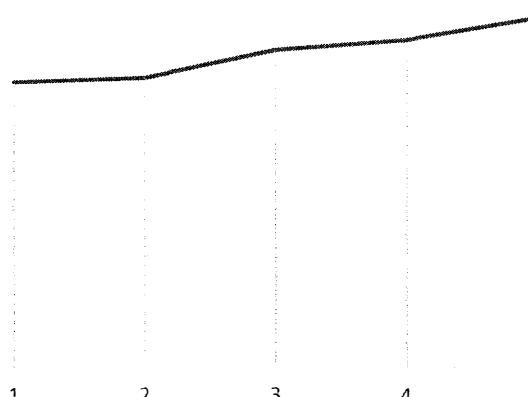
|                                               |                      |             | Final Budget         | Final Budget         | Final Budget         | Final Budget         | Estimated Budget     |
|-----------------------------------------------|----------------------|-------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Revenue</b>                                |                      |             | FY 2015              | FY 2016              | FY 2017              | FY 2018              | FY 2019              |
| Property Assessment                           |                      | per formula | \$ 287,160.00        | \$ 292,030.00        | \$ 320,000.00        | \$ 330,000.00        | \$ 352,000.00        |
| Other Income (PMD/Event Support/Green Meters) |                      | variable    | \$ 56,300.00         | \$ 62,300.00         | \$ 61,000.00         | \$ 61,000.00         | \$ 69,500.00         |
| DBP Contribution                              |                      | annual      | \$ 25,000.00         | \$ 25,000.00         | \$ 35,000.00         | \$ 35,000.00         | \$ 35,000.00         |
| Investment Income                             |                      | variable    | \$ 1,000.00          | \$ 1,000.00          | \$ 750.00            | \$ 750.00            | \$ 750.00            |
|                                               | Delinquent           |             | \$ (28,716.00)       | \$ (14,601.50)       | \$ (16,000.00)       | \$ (16,500.00)       | \$ (17,600.00)       |
|                                               | <b>Total Revenue</b> |             | <b>\$ 340,744.00</b> | <b>\$ 365,728.50</b> | <b>\$ 400,750.00</b> | <b>\$ 410,250.00</b> | <b>\$ 439,650.00</b> |
| <b>Expenses</b>                               |                      |             |                      |                      |                      |                      |                      |
| BID Staffing                                  |                      |             | \$ 136,244.00        | \$ 151,080.00        | \$ 152,750.00        | \$ 162,000.00        | \$ 172,000.00        |
| Capital Equipment/O&M                         |                      |             | \$ 18,100.00         | \$ 13,500.00         | \$ 15,599.00         | \$ 10,000.00         | \$ 15,500.00         |
| Special Projects                              |                      |             | \$ 138,750.00        | \$ 144,839.00        | \$ 153,000.00        | \$ 155,000.00        | \$ 160,000.00        |
| Overhead                                      |                      |             | \$ 30,650.00         | \$ 38,150.00         | \$ 59,400.00         | \$ 62,000.00         | \$ 69,500.00         |
| Occupancy                                     |                      |             | \$ 17,000.00         | \$ 18,159.00         | \$ 20,000.00         | \$ 21,000.00         | \$ 22,500.00         |
|                                               | <b>Total Expense</b> |             | <b>\$ 340,744.00</b> | <b>\$ 365,728.00</b> | <b>\$ 400,749.00</b> | <b>\$ 410,000.00</b> | <b>\$ 439,500.00</b> |

### Downtown Billings Business Improvement District

#### Assessment Formula

#### FY 19

|                      |            |            |              |
|----------------------|------------|------------|--------------|
| All Square Footage   | 17918582   | \$ 0.04500 | \$400,000.00 |
| Count of all Parcels | 999        | \$ 3.00000 | \$350,000.00 |
| All Taxable Value    | 1195059208 | \$ 0.00032 | \$300,000.00 |
| All Building sq. ft. | 10244228   | \$ 0.02200 | \$250,000.00 |
|                      |            |            | \$200,000.00 |
|                      |            |            | \$150,000.00 |
|                      |            |            | \$100,000.00 |
| Safe Zone 3          | 3%         |            | \$50,000.00  |
| Safe Zone 2          | 11.5%      |            | \$-          |
| Safe Zone 1          | 21%        |            |              |
| Clean Zone           | 100%       |            |              |



# 2018-2019 STRATEGIC GOALS AND MEASURABLE OBJECTIVES

## 2018-2019 STRATEGIC GOALS

### FOCUS: THE VISITOR EXPERIENCE

#### GOAL #1

##### FOSTER VISITOR GROWTH AT MONTANA'S TRAILHEAD

Visit Billings, as a destination management and marketing organization, promotes Billings and supports the local tourism economy. The Visit Billings team assists the destination and stakeholders (Billings and Yellowstone County lodging partners) by using strategic marketing campaigns, deliberate activities, tourism leads, sales missions, familiarization tours, publicity efforts and other regional, domestic, and international promotional efforts to increase visitation to the city and region.

Full hotels equate to full restaurants, retail businesses and tourism attractions. In turn, the business climate and local economy thrive. This overarching goal for FY19 fully supports the mission of Visit Billings as the Billings Convention and Visitors Bureau and Billings Tourism Business Improvement District of Billings, Montana.

As the State of Montana prepares for the 2019 Legislative Session, policies that protect and promote travel including improvements to our roads and airports as well as protecting tourism funding and generation, will be a priority for Visit Billings and its managing organization the Billings Chamber of Commerce.

At the same time, on a national level, Visit Billings is proud to continue to support the United States Travel Association's (USTA) Project: Time Off. The average American leaves nearly 17 days of vacation time unused annually. Visit Billings supports the USTA's efforts to disrupt the vacation stigma and will help communicate the message of the importance of taking time off. It's key to personal well-being, professional success, and business performance while vital to local economic expansion.

#### GOAL #2

##### THE VISITOR EXPERIENCE

A positive visitor experience is a significant piece of a successful tourism economy. Cynthia Messer with the University of Minnesota's Tourism Center, once stated that every resident of a community is an essential partner in the tourism experience. As she noted, tourism has the opportunity to instill a sense of community pride and knowledge of local history that can elevate a destination and grow visitation. It has been eminent in recent Visit Billings led research findings that the Billings' community lacks civic pride. This can significantly impact visitor growth and visitor experience. As Messer also mentioned in a 2011 article, residents often focus on negative perceptions of a city. They don't see it as a destination. So when a visitor asks basic questions of a resident, certain community-minded frustrations can be discussed like low-wage jobs, a 'nothing to do here' mentality, taxes, or traffic congestion instead

of places to experience as a guest to the community. This mindset aligns with what research shows for Billings. As Visit Billings 2027 evolves, The Visitor Experience strategy will be an umbrella priority. An influence of community pride will play a significant role in the future of visitor growth at Montana's Trailhead. From expanding the Trailhead Tourism Ambassador (TTA) program and shining a light on the importance of visitor orientation and facilitation to developing ways for the community to get involved as tourism ambassadors, we will work to inspire residents to become champions of Billings.

#### GOAL #3

##### SUPPORT AIRPORT PROGRESSION

Quality air service as well as pleasant arrival and departure experiences are essential to tourism growth for a destination.

Billings Logan Airport (BIL) is a proven strength for Billings, the surrounding region and Montana. Numerous flights per day serving several major hubs including Salt Lake City, Denver and Minneapolis/St. Paul, help grow visitation at Montana's Trailhead and sustain a strong business climate. In FY17, American Airlines (AA) announced daily, year-round, direct service between Billings (BIL) and Dallas/Fort Worth, Texas (DFW) as Billings secured a Small Community Air Service Development Program Grant from the Federal Government. In FY19, that service may expand following a successful first 12 months of service. Visit Billings will work in tandem with community partners including the Chamber of Commerce, Big Sky Economic Development and the City of Billings to help sustain this newly established flight together with BIL officials.

In FY19, Visit Billings will continue to assist partners in fostering relationships with air carriers serving the city including United, Delta, American Airlines, Alaska Air, Allegiant and CapeAir. Together with the Billings Chamber's Air Service Committee, Visit Billings staff and the TBID Board of Directors will monitor growth and expansion opportunities for air service into BIL and will foster relationships with air carrier officials.

As the City of Billings and its Aviation and Transit Department work to move the destination forward with expanded air service and by enhancing the traveler's experience, Visit Billings will provide leadership support for the City's \$47M airport expansion and development project. This is a crucial piece to tourism growth in Billings and southeast Montana. Visit Billings will also foster its relationship with the Montana Office of Tourism and Business Development (MOTBD) in the agency's efforts to grow air service for the state of Montana as a whole.

**GOAL #4****INCREASE LEISURE VISITATION**

Investing in leisure tourism marketing strategies is a top objective for Visit Billings. The regional, national, and in some cases, international, markets support the majority of Visit Billings' stakeholders.

From the regional resident to the international traveler, Billings is an attractive destination. Local amenities and gateway access to national historic, cultural and natural attractions help strengthen the destination's brand and boost visitation. The overall leisure marketing strategy is to increase year round visitation targeting regional, national and international travelers. In FY17, the team began the process of assessing and diversifying the organization's leisure marketing efforts. These strategies will continue to be assessed and expanded in FY19.

As of the publishing of this document, Visit Billings was approaching the end of a year-long, tourism research project with Destination Analysts. The final research report is expected during the first quarter of FY19. At this time, this information obtained that helps guide marketing efforts for the organization will be released to all stakeholders and also contemplated and considered by the Visit Billings staff. Then, together with the Visit Billings creative agency of record, BCF Agency, this research will be applied in future marketing efforts to help grow leisure visitation for the destination.

**GOAL #5****SPORTS TOURISM AT MONTANA'S TRAILHEAD**

Strong gains in sports tourism have helped position Billings as a sports events destination since 2012. Continuing to position Billings as a sports events destination will remain a priority. In FY19, Visit Billings staff, together with the Tourism Business Improvement District (TBID) Board of Directors, will plan to expand sports tourism efforts for Visit Billings as a destination marketing and management organization.

Supporting public partners like the City of Billings, Yellowstone County, and South Billings Urban Renewal District as well as private investors and sports supporters will be important to Visit Billings staff and the future of this tourism segment. Meanwhile, continuing to foster relationships with MSU Billings, Rocky Mountain College, the Big Sky State Games, and YMCA, as well as other youth and amateur tournament directors will be a priority.

As FY20 approaches, Visit Billings will be prepared to hire a sports sales manager, partner with strategic partners to create a sports-tourism focused committee that will also support youth and amateur sports from a community point of view, continue to apply findings from research released in the Yellowstone County Sports Facility Feasibility Study executed by Victus Advisors in 2018, and, finally, will build off of past successes to prepare the destination for sports tourism growth in the future – Visit Billings 2027.

**GOAL #6****MEETINGS AND CONVENTIONS RECRUITMENT**

The meetings and conventions recruitment conversation is significant at Montana's Trailhead. The value of this tourism segment for Billings must be elevated. Tradeshows, business meetings, conventions, and conferences all bring people and business to Billings – directly impacting the local economy year-round. Working with stakeholders and strategic partners, Visit Billings staff will continue to grow this segment which speaks for 24% of visitation to Billings (RTM, 2010). As a destination marketing and management organization, Visit Billings will collaborate with tourism partners to market and grow this segment for Billings. These efforts will include strategic marketing campaigns, tradeshow attendance, one-on-one meeting planner exchanges, mining leads, sales missions, and meeting planner-focused familiarization tours.

Simultaneously, updated research, expected to be released mid-year 2018, along with Chamber of Commerce efforts to spotlight the importance of a regional convention center for Montana, will help define the future of this market for Billings. Visit Billings is a proud strategic partner with the Hammes Company in the future of One Big Sky District. This development project focuses on a large-scale convention center which would complement Billings' six smaller convention center properties and MetraPark as an exhibition, agricultural and arena focused venue. Visit Billings will leverage its efforts and will drive innovation in this tourism realm.

**GOAL #7****THE INTERNATIONAL MARKETPLACE**

Visit Billings appreciates its relationship with the Montana Office of Tourism and Business Development (MOTBD), Rocky Mountain International, Brand USA and other entities that help grow international travel to the western United States.

In recent years, top leisure activities for overseas visitors were ranked as follows: (1) shopping, (2) sightseeing, (3) fine dining, (4) national parks/monuments and (5) amusement/theme parks. Visit Billings will continue to work together with the MOTBD and partners like Visit Southeast Montana to better position eastern Montana for international travel experiences.

Visit Billings has worked with Brand USA, Rocky Mountain International and events like the U.S. Travel Association's IPW Marketplace to help foster relationships in specific international regions. Strong relationships have been built to countries like Italy, Germany and the UK, but there is much work to be done especially considering concerns surrounding a reported decline in U.S. competitiveness for international travel dollars in recent years (United States Travel Association). As a destination, Billings aligns well with the goals of the international visitor with plans to experience the west, National Parks, and Montana.

Visit Billings will again work in FY19 to provide more education to tourism partners and stakeholders (sponsored workshops) to help research and grow promotional programs aimed at attracting and accommodating the international traveler and international group tours. International familiarization tours will also remain a priority to help staff and stakeholders build relationships with international tour operators.

**BILLINGS TOURISM BUSINESS  
IMPROVEMENT DISTRICT (BTBID) BUDGET**

**REVENUES TOTAL** **\$1,750,000**

|                |             |
|----------------|-------------|
| Collections    | \$1,750,000 |
| FY18 Carryover | \$24,291    |

**MARKETING TOTAL** **\$1,432,000**

|                                                          |           |
|----------------------------------------------------------|-----------|
| Advertising                                              | \$710,500 |
| Opportunity                                              | \$135,000 |
| Printed & Digital Materials                              | \$94,500  |
| Sales & Servicing                                        | \$216,500 |
| Meetings/Convention/<br>Leisure Recruitment (Tradeshows) | \$57,000  |
| Publicity & Research                                     | \$47,000  |
| Website                                                  | \$21,000  |
| Film                                                     | \$1,000   |
| Visitor Information Center                               | \$10,500  |
| Marketing & Sales Staff                                  | \$139,000 |

**ADMINISTRATIVE TOTAL** **\$342,291**

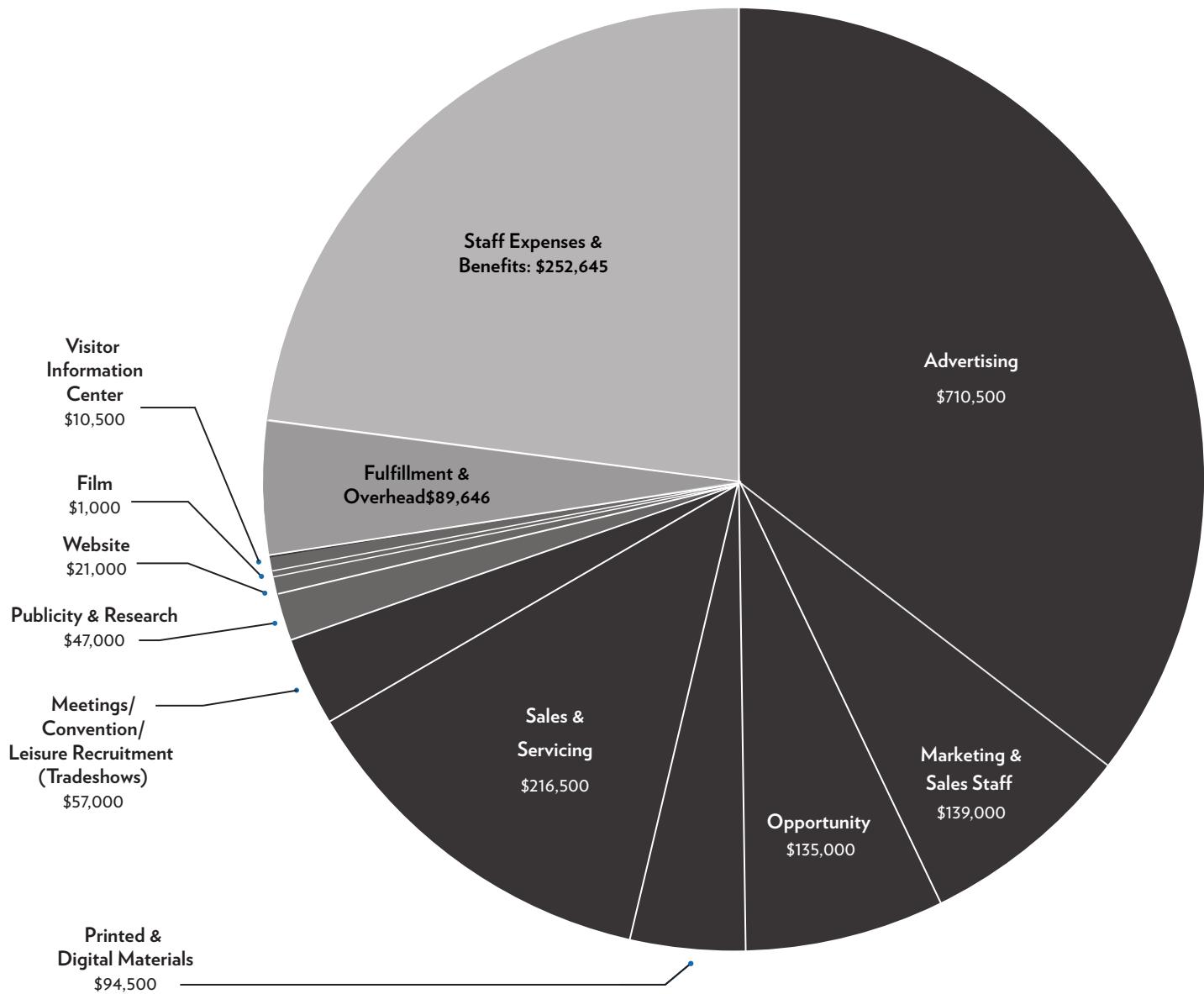
|                           |           |
|---------------------------|-----------|
| Fulfillment & Overhead    | \$89,646  |
| Staff Expenses & Benefits | \$252,645 |

**BTBID TOTAL EXPENSES** **\$1,774,291**

|                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| Applied BTBID Reserves for American Airlines<br>DFW/BIL Air Service Subsidy | \$200,000 |
| Reserves Total as of April 30, 2018                                         | \$25,000  |



## BILLINGS TOURISM BUSINESS IMPROVEMENT DISTRICT (BTBID) DOLLARS – BUDGET FY19



### BTBID TOTAL EXPENSES: \$1,774,291

REVENUES TOTAL \$1,750,000  
 Collections \$1,750,000  
 FY18 Carryover \$24,291

### BTBID RESERVES \$25,000\*

\*In FY18, \$200,000 of BTBID Reserve Funds were utilized in support of the American Airlines DFW/BIL Air Service Subsidy and the Small Community Air Service Development Grant. As of April 2018, it is anticipated that BTBID Reserves could be replenished to a stronger level depending on the final true-up with American Airlines. However, this budget document, due to the City of Billings on 4/30, does not reflect that amount in the essence of the budget deadline and the final true-up.

# **CAPITAL IMPROVEMENT PLAN**

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT        | PROJ.                                                                         | 7/01/18 - 6/30/19                                                                                                                                                                                                                                                                                                                                                                                        | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21               | 7/1/21 - 6/30/22               | 7/1/22 - 6/30/23               | FY19-23 FUND                   |                                |             |
|----------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------|
| NUMBER         | TITLE                                                                         | SHORT DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                        | STATUS            | FY '19                         | FY '20                         | FY '21                         | FY '22                         | FY '23                         | TOTALS      |
| <b>Airport</b> |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                                |                                |                                |                                |                                |             |
|                |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                          |                   | AMOUNT FOR EACH FUNDING SOURCE |             |
| BIL-028        | Repave Airport Service Road                                                   | Project repaves the service road used by fuel trucks to get to the Business Park to fuel aircraft. Road is near end of useful life.                                                                                                                                                                                                                                                                      | Approved          | \$0                            | \$0                            | \$0                            | \$1,100,000                    | \$0                            | \$1,100,000 |
|                | FAA Grant                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                          | Total             | \$0                            | \$0                            | \$0                            | \$1,100,000                    | \$0                            | \$1,100,000 |
|                |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                                |                                |                                |                                |                                |             |
| BIL-no#        | Deicing Fluid Collection System                                               | The past few winters had significant cold and snow resulting in more aircraft deicing. Runoff from the aircraft ramp areas east of the Terminal, has had a higher concentration of aircraft deicing fluid reaching the airport's storm water detention ponds. This project would identify ways to capture the deicing fluid so that the remaining storm water out flows meet environmental requirements. | Approved          | \$0                            | \$0                            | \$0                            | \$2,200,000                    | \$0                            | \$2,200,000 |
|                | FAA Grant                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                          | Total             | \$0                            | \$0                            | \$0                            | \$2,200,000                    | \$0                            | \$2,200,000 |
|                |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                                |                                |                                |                                |                                |             |
|                | Storm Water Drainage System Improvements for the West End of Airport (Pond E) | With the growth and development of the Airport's west end, Storm water improvements will need to be made to accommodate the water flows from hard surfaces such as parking lots.                                                                                                                                                                                                                         | Approved          | \$0                            | \$0                            | \$0                            | \$500,000                      | \$0                            | \$500,000   |
|                | FAA Grant                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                          | Total             | \$0                            | \$0                            | \$0                            | \$500,000                      | \$0                            | \$500,000   |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT<br>NUMBER | TITLE                                                             | SHORT DESCRIPTION                                                                                                                            | STATUS   | PROJ.  | 7/01/18 - 6/30/19 | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |
|-------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|-------------------|-------------------|------------------|------------------|------------------|--------------|
|                   |                                                                   |                                                                                                                                              |          | FY '19 | FY '20            | FY '21            | FY '22           | FY '23           | TOTALS           |              |
|                   | Rehab Rimtop Drive / Business Park Road<br>Crackseal and Chipseal | This 1.3 miles of road connects Highway 3 with the Airport Business Park. Rimtop Drive was last resurfaced in 1995.                          |          |        |                   |                   |                  |                  |                  |              |
|                   | Airport User Fee                                                  |                                                                                                                                              | Approved |        | \$0               | \$150,000         | \$0              | \$0              | \$0              | \$150,000    |
|                   |                                                                   |                                                                                                                                              | Total    |        | \$0               | \$150,000         | \$0              | \$0              | \$0              | \$150,000    |
|                   | Rehab Taxiway A West End                                          | This project replaces the taxiway surface that was put in place in 1999. This is the last section of Taxiway 'A' that has not been replaced. |          |        |                   |                   |                  |                  |                  |              |
|                   | FAA Grant                                                         |                                                                                                                                              | Approved |        | \$0               | \$0               | \$0              | \$2,222,000      | \$0              | \$2,222,000  |
|                   |                                                                   |                                                                                                                                              | Total    |        | \$0               | \$0               | \$0              | \$2,222,000      | \$0              | \$2,222,000  |
|                   | Rehab Taxiway B-North                                             | This project replaces the 20 year old asphalt on Taxiway B-North, which serves the ramp area and hangars at the Airport Business Park.       |          |        |                   |                   |                  |                  |                  |              |
|                   | FAA Cargo Grant                                                   |                                                                                                                                              | Approved |        | \$0               | \$0               | \$2,777,000      | \$0              | \$0              | \$2,777,000  |
|                   |                                                                   |                                                                                                                                              | Total    |        | \$0               | \$0               | \$2,777,000      | \$0              | \$0              | \$2,777,000  |
|                   | Parking Garage Planning and Design                                | Preliminary planning and design work for the placement, funding and construction of a parking structure at the Airport in the future.        |          |        |                   |                   |                  |                  |                  |              |
|                   | Airport User Fee                                                  |                                                                                                                                              | Approved |        | \$0               | \$0               | \$500,000        | \$0              | \$0              | \$500,000    |
|                   |                                                                   |                                                                                                                                              | Total    |        | \$0               | \$0               | \$500,000        | \$0              | \$0              | \$500,000    |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT |                                                  | PROJ.                                                                                                                                                                                         | 7/01/18 - 6/30/19 | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |             |
|---------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------|------------------|------------------|--------------|-------------|
| NUMBER  | TITLE                                            | SHORT DESCRIPTION                                                                                                                                                                             | STATUS            | FY '19            | FY '20           | FY '21           | FY '22           | FY '23       | TOTALS      |
|         | Operations Equipment Cold Storage Building       | Construction of a cold storage building to house out of season equipment, such as mowing and other seasonal equipment not used during the winter.                                             |                   |                   |                  |                  |                  |              |             |
|         | Airport User Fee                                 |                                                                                                                                                                                               | Approved          | \$0               | \$500,000        | \$0              | \$0              | \$0          | \$500,000   |
|         |                                                  |                                                                                                                                                                                               | Total             | \$0               | \$500,000        | \$0              | \$0              | \$0          | \$500,000   |
|         | Replace Terminal Roof - Front and Entry Parapets | 20+year old roof needs to be replaced on terminal over the expanded area in front of ticketing.                                                                                               |                   |                   |                  |                  |                  |              |             |
|         | Airport User Fee                                 |                                                                                                                                                                                               | Approved          | \$0               | \$0              | \$0              | \$0              | \$0          | \$0         |
|         |                                                  |                                                                                                                                                                                               | Total             | \$0               | \$0              | \$0              | \$0              | \$0          | \$0         |
|         | Public Ramp - Northside Expansion - Phase II     | This project would remove the existing cold war hangars and build an expanded ramp area large enough to accommodate the local and itinerant aircraft traffic on the northside of the airport. |                   |                   |                  |                  |                  |              |             |
|         | FAA Grant                                        |                                                                                                                                                                                               | Approved          | \$0               | \$1,000,000      | \$0              | \$0              | \$0          | \$1,000,000 |
|         |                                                  |                                                                                                                                                                                               | Total             | \$0               | \$1,000,000      | \$0              | \$0              | \$0          | \$1,000,000 |
|         | Terminal Building Expansion Design               | This FY17 project is now being done in phases. This is the design of the Terminal Building expansion project to enhance customer services and to update the Terminal Building.                |                   |                   |                  |                  |                  |              |             |
|         | FAA Grant                                        |                                                                                                                                                                                               | Approved          | \$3,000,000       | \$0              | \$0              | \$0              | \$0          | \$3,000,000 |
|         |                                                  |                                                                                                                                                                                               | Total             | \$3,000,000       | \$0              | \$0              | \$0              | \$0          | \$3,000,000 |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT | PROJ.                                                 | 7/01/18 - 6/30/19                                                                                                                                                                                                                           | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 |           | 7/1/22 - 6/30/23 | FY19-23 FUND |              |
|---------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|------------------|-----------|------------------|--------------|--------------|
|         |                                                       |                                                                                                                                                                                                                                             |                   |                  | FY '19           | FY '20    | FY '21           | FY '22       | FY '23       |
|         | Terminal Building Expansion Construction              | Project would relocate and enlarge the screening area, concourse, holdroom areas, concession areas and restrooms. Project will also add more open spaces and windows for a more open feel.                                                  |                   |                  |                  |           |                  |              |              |
|         | Airport User Fee                                      |                                                                                                                                                                                                                                             | Approved          | \$0              | \$45,000,000     | \$0       | \$0              | \$0          | \$45,000,000 |
|         |                                                       |                                                                                                                                                                                                                                             | Total             | \$0              | \$45,000,000     | \$0       | \$0              | \$0          | \$45,000,000 |
|         | Fuel Farm Service Road Rehab - crackseal and chipseal | Project rehabilitates the asphalt on the Fuel Farm Service road.                                                                                                                                                                            |                   |                  |                  |           |                  |              |              |
|         | FAA Grant                                             |                                                                                                                                                                                                                                             | Approved          | \$0              | \$0              | \$150,000 | \$0              | \$0          | \$150,000    |
|         |                                                       |                                                                                                                                                                                                                                             | Total             | \$0              | \$0              | \$150,000 | \$0              | \$0          | \$150,000    |
|         | Old East Taxilane - Rehab                             | Project replaces the older asphalt sections of the Taxilane that is beginning to unravel/fall apart.                                                                                                                                        |                   |                  |                  |           |                  |              |              |
|         | FAA Grant                                             |                                                                                                                                                                                                                                             | Approved          | \$0              | \$330,000        | \$0       | \$0              | \$0          | \$330,000    |
|         |                                                       |                                                                                                                                                                                                                                             | Total             | \$0              | \$330,000        | \$0       | \$0              | \$0          | \$330,000    |
|         | West Air Carrier Ramp Rehab                           | This project would remove and replace the 30 year old section of air carrier ramp north of the Terminal Building. Surface is showing spalling and cracks which will start to unravel and cause FOD which is dangerous for aircraft engines. |                   |                  |                  |           |                  |              |              |
|         | FAA Grant                                             |                                                                                                                                                                                                                                             | Approved          | \$0              | \$1,111,000      | \$0       | \$0              | \$0          | \$1,111,000  |
|         |                                                       |                                                                                                                                                                                                                                             | Total             | \$0              | \$1,111,000      | \$0       | \$0              | \$0          | \$1,111,000  |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT |                                                                   | PROJ.                                                                                                                                                                                                                                | 7/01/18 - 6/30/19 | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |             |
|---------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------|------------------|------------------|--------------|-------------|
| NUMBER  | TITLE                                                             | SHORT DESCRIPTION                                                                                                                                                                                                                    | STATUS            | FY '19            | FY '20           | FY '21           | FY '22           | FY '23       | TOTALS      |
|         | Remove Hangars IP 1-4                                             | These old cold war era hangars need to be removed so that the ramp in this area can be expanded to accommodate the busy Fire Fighting Tanker Base and the existing tenants in this area.                                             |                   |                   |                  |                  |                  |              |             |
|         | FAA Grant                                                         |                                                                                                                                                                                                                                      | Approved          | \$100,000         | \$0              | \$0              | \$0              | \$0          | \$100,000   |
|         |                                                                   |                                                                                                                                                                                                                                      | Total             | \$100,000         | \$0              | \$0              | \$0              | \$0          | \$100,000   |
|         | Upgrade Front of Terminal                                         | Project would freshen the finishes on the front of the Terminal Building. Project may include new exterior skin, trim, gasketing, and windows.                                                                                       |                   |                   |                  |                  |                  |              |             |
|         | Airport User Fee                                                  |                                                                                                                                                                                                                                      | Approved          | \$0               | \$0              | \$2,000,000      | \$0              | \$0          | \$2,000,000 |
|         |                                                                   |                                                                                                                                                                                                                                      | Total             | \$0               | \$0              | \$2,000,000      | \$0              | \$0          | \$2,000,000 |
|         | Water/Sewer Extension for General Aviation Hangar Area (Phase II) | We recently completed the first phase of this project by installing water/sewer to the East side of the General Aviation Hangar Area. Phase II of this project will provide water/sewer to the rest of the General Aviation Hangars. |                   |                   |                  |                  |                  |              |             |
|         | Airport User Fee                                                  |                                                                                                                                                                                                                                      | Approved          | \$0               | \$0              | \$0              | \$750,000        | \$0          | \$750,000   |
|         |                                                                   |                                                                                                                                                                                                                                      | Total             | \$0               | \$0              | \$0              | \$750,000        | \$0          | \$750,000   |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT |                                                           | PROJ.                                                                                                                                                                                                                                                                                                               | 7/01/18 - 6/30/19 | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |              |
|---------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------|------------------|------------------|--------------|--------------|
| NUMBER  | TITLE                                                     | SHORT DESCRIPTION                                                                                                                                                                                                                                                                                                   | STATUS            | FY '19            | FY '20           | FY '21           | FY '22           | FY '23       | TOTALS       |
|         | Airport Parking Garage                                    | Construction of a parking structure at the Airport for car rental companies. This will allow us the ability increase parking and revenue, create a safer and more user friendly parking option for our customers, provide protection during inclement weather and increase overall future expansion at the airport. |                   |                   |                  |                  |                  |              |              |
|         | CFC User Fee                                              |                                                                                                                                                                                                                                                                                                                     | Approved          | \$0               | \$0              | \$0              | \$0              | \$18,000,000 | \$18,000,000 |
|         |                                                           |                                                                                                                                                                                                                                                                                                                     | Total             | \$0               | \$0              | \$0              | \$0              | \$18,000,000 | \$18,000,000 |
|         | Centralized Deicing Fluid Storage and Dispensing Facility | This project will create a centralized deicing facility at the airport. This will provide the airlines with a central location to store large amounts of aircraft deicing fluid and the ability to quickly load onto their trucks in order to deice aircraft during the winter months.                              |                   |                   |                  |                  |                  |              |              |
|         | Airport User Fee                                          |                                                                                                                                                                                                                                                                                                                     | Approved          | \$1,000,000       | \$0              | \$0              | \$0              | \$0          | \$1,000,000  |
|         |                                                           |                                                                                                                                                                                                                                                                                                                     | Total             | \$1,000,000       | \$0              | \$0              | \$0              | \$0          | \$1,000,000  |
|         | Repave the Long Term Parking Lot                          | The asphalt in this parking lot is over 30 years old, is in extremely poor condition and needs to be replaced.                                                                                                                                                                                                      |                   |                   |                  |                  |                  |              |              |
|         | Airport User Fee                                          |                                                                                                                                                                                                                                                                                                                     | Approved          | \$300,000         | \$0              | \$0              | \$0              | \$0          | \$300,000    |
|         |                                                           |                                                                                                                                                                                                                                                                                                                     | Total             | \$300,000         | \$0              | \$0              | \$0              | \$0          | \$300,000    |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT                                             | PROJ.                                               | 7/01/18 - 6/30/19                                                                                                                                                                                                                                                    | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |        |             |
|-----------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|------------------|------------------|--------------|--------|-------------|
| NUMBER                                              | TITLE                                               | SHORT DESCRIPTION                                                                                                                                                                                                                                                    | STATUS            | FY '19           | FY '20           | FY '21           | FY '22       | FY '23 | TOTALS      |
|                                                     | Repave the Commercial Air Carrier Parking Ramp      | During the remodel of the terminal building/concourse, sections of the commercial aircraft parking ramp will need to be removed and replaced. This project will replace the concrete that is removed and create permanent parking locations for all of the airlines. |                   |                  |                  |                  |              |        |             |
| FAA Grant                                           |                                                     |                                                                                                                                                                                                                                                                      |                   |                  |                  |                  |              |        |             |
|                                                     |                                                     |                                                                                                                                                                                                                                                                      | Approved          | \$0              | \$0              | \$2,000,000      | \$0          | \$0    | \$2,000,000 |
|                                                     |                                                     |                                                                                                                                                                                                                                                                      | Total             | \$0              | \$0              | \$2,000,000      | \$0          | \$0    | \$2,000,000 |
| Replace Incandescent Airfield Lighting with new LED |                                                     |                                                                                                                                                                                                                                                                      |                   |                  |                  |                  |              |        |             |
|                                                     |                                                     |                                                                                                                                                                                                                                                                      |                   |                  |                  |                  |              |        |             |
|                                                     | Replace Incandescent Airfield Lighting with new LED | Currently, all lighting on the airfield is incandescent which is old technology, uses a lot of energy and the costs are significant. The airport would like to switch over to new LED lighting which will save energy, money and time related to maintenance.        |                   |                  |                  |                  |              |        |             |
| FAA Cargo Grant                                     |                                                     |                                                                                                                                                                                                                                                                      |                   |                  |                  |                  |              |        |             |
|                                                     |                                                     |                                                                                                                                                                                                                                                                      | Approved          | \$0              | \$250,000        | \$0              | \$0          | \$0    | \$250,000   |
|                                                     |                                                     |                                                                                                                                                                                                                                                                      | Total             | \$0              | \$250,000        | \$0              | \$0          | \$0    | \$250,000   |
| Terminal Street Overhead Sign Project               |                                                     |                                                                                                                                                                                                                                                                      |                   |                  |                  |                  |              |        |             |
|                                                     |                                                     |                                                                                                                                                                                                                                                                      |                   |                  |                  |                  |              |        |             |
|                                                     | Terminal Street Overhead Sign Project               | This project will add signage over the roadways in front of the terminal to assist passengers who are unfamiliar with our facility by directing them to their destination.                                                                                           |                   |                  |                  |                  |              |        |             |
| Airport User Fee                                    |                                                     |                                                                                                                                                                                                                                                                      |                   |                  |                  |                  |              |        |             |
|                                                     |                                                     |                                                                                                                                                                                                                                                                      | Approved          | \$150,000        | \$0              | \$0              | \$0          | \$0    | \$150,000   |
|                                                     |                                                     |                                                                                                                                                                                                                                                                      | Total             | \$150,000        | \$0              | \$0              | \$0          | \$0    | \$150,000   |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT |                                               | PROJ.                                                                                                                                                                                                                                                                                                                                                                                | 7/01/18 - 6/30/19 | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |             |
|---------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------|------------------|------------------|--------------|-------------|
| NUMBER  | TITLE                                         | SHORT DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                    | STATUS            | FY '19            | FY '20           | FY '21           | FY '22           | FY '23       | TOTALS      |
|         | SCBA Replacement/ARFF Division                | Firefighters in the ARFF Division are required to use Self Contained Breathing Apparatus (SCBA) when fighting fires. This equipment was purchased in 2000 and will be approximately 18 years old and in need of replacement. Additionally, these safety devices require servicing, testing and ongoing maintenance in order to keep them in compliance with OSHA and NFPA standards. |                   |                   |                  |                  |                  |              |             |
|         | FAA Grant                                     |                                                                                                                                                                                                                                                                                                                                                                                      | Approved          | \$0               | \$140,000        | \$0              | \$0              | \$0          | \$140,000   |
|         |                                               |                                                                                                                                                                                                                                                                                                                                                                                      | Total             | \$0               | \$140,000        | \$0              | \$0              | \$0          | \$140,000   |
|         | Baggage Claim Improvements - add a third belt | This project will provide us with an additional bag belt for a total of 3 bag belt locations for passengers to collect luggage. This will assist with future expansion plans of the airport that predict additional airline service and an increase in passengers.                                                                                                                   |                   |                   |                  |                  |                  |              |             |
|         | Passenger Facility Charge                     |                                                                                                                                                                                                                                                                                                                                                                                      | Approved          | \$0               | \$0              | \$1,000,000      | \$0              | \$0          | \$1,000,000 |
|         |                                               |                                                                                                                                                                                                                                                                                                                                                                                      | Total             | \$0               | \$0              | \$1,000,000      | \$0              | \$0          | \$1,000,000 |
|         | Replace Baggage Claim Roofing/Fire Coating    | This was a FY17 project moved to FY19. The project removes the existing roof fire coating, replaces the roof fire coating, and replaces the ceiling tiles damaged during the project.                                                                                                                                                                                                |                   |                   |                  |                  |                  |              |             |
|         | Airport User Fee                              |                                                                                                                                                                                                                                                                                                                                                                                      | Approved          | \$200,000         | \$0              | \$0              | \$0              | \$0          | \$200,000   |
|         |                                               |                                                                                                                                                                                                                                                                                                                                                                                      | Total             | \$200,000         | \$0              | \$0              | \$0              | \$0          | \$200,000   |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT | PROJ.                                                                                          | 7/01/18 - 6/30/19                                                                                                                                                                                                      | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |        |           |
|---------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|------------------|------------------|--------------|--------|-----------|
| NUMBER  | TITLE                                                                                          | SHORT DESCRIPTION                                                                                                                                                                                                      | STATUS            | FY '19           | FY '20           | FY '21           | FY '22       | FY '23 | TOTALS    |
|         | Extend Operations Building Mechanic Bays                                                       | This project will extend the Operations Building mechanic bays to better accommodate the larger new multi-tasking snowplows that will soon be purchased.                                                               |                   |                  |                  |                  |              |        |           |
|         | FAA Grant                                                                                      |                                                                                                                                                                                                                        | Approved          | \$0              | \$200,000        | \$0              | \$0          | \$0    | \$200,000 |
|         |                                                                                                |                                                                                                                                                                                                                        | Total             | \$0              | \$200,000        | \$0              | \$0          | \$0    | \$200,000 |
|         | Replace Door on Hangar Leased to USDA                                                          | This project replaces the tip-up hangar door on the hangar leased to the USDA.                                                                                                                                         |                   |                  |                  |                  |              |        |           |
|         | Airport User Fee                                                                               |                                                                                                                                                                                                                        | Approved          | \$0              | \$40,000         | \$0              | \$0          | \$0    | \$40,000  |
|         |                                                                                                |                                                                                                                                                                                                                        | Total             | \$0              | \$40,000         | \$0              | \$0          | \$0    | \$40,000  |
|         | Upgrade Parking Lot Lights to LED and/or Purchase NorthWestern Energy owned Lighting Equipment | The Airport currently leases lights and poles located in the paid parking lots from NorthWestern Energy. The Airport would see savings by converting the lights to LED and possibly purchasing the existing equipment. |                   |                  |                  |                  |              |        |           |
|         | Airport User Fee                                                                               |                                                                                                                                                                                                                        |                   | \$0              | \$100,000        | \$0              | \$0          | \$0    | \$100,000 |
|         |                                                                                                |                                                                                                                                                                                                                        | Total             | \$0              | \$100,000        | \$0              | \$0          | \$0    | \$100,000 |
|         | Boiler Body Replacement                                                                        | One of the main Terminal boilers has a cracked firebox that has been welded a number of times and now needs to be replaced.                                                                                            |                   |                  |                  |                  |              |        |           |
|         | Airport User Fee                                                                               |                                                                                                                                                                                                                        | New               | \$125,000        | \$0              | \$0              | \$0          | \$0    | \$125,000 |
|         |                                                                                                |                                                                                                                                                                                                                        | Total             | \$125,000        | \$0              | \$0              | \$0          | \$0    | \$125,000 |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT                                               | PROJ.                     | 7/01/18 - 6/30/19 | 7/01/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |              |              |
|-------------------------------------------------------|---------------------------|-------------------|-------------------|------------------|------------------|------------------|--------------|--------------|--------------|
| NUMBER                                                | TITLE                     | SHORT DESCRIPTION | STATUS            | FY '19           | FY '20           | FY '21           | FY '22       | FY '23       | TOTALS       |
| <b>Airport Funding Total <u>Approved</u> Projects</b> |                           |                   |                   | FY '19           | FY '20           | FY '21           | FY '22       | FY '23       | FY19-23 FUND |
|                                                       | Airport User Fee          |                   | Approved          | \$1,650,000      | \$45,690,000     | \$2,500,000      | \$750,000    | \$0          | \$50,590,000 |
|                                                       | CFC User Fee              |                   | Approved          | \$0              | \$0              | \$0              | \$0          | \$18,000,000 | \$18,000,000 |
|                                                       | FAA Cargo Grant           |                   | Approved          | \$0              | \$250,000        | \$2,777,000      | \$0          | \$0          | \$3,027,000  |
|                                                       | FAA Grant                 |                   | Approved          | \$3,100,000      | \$2,781,000      | \$2,150,000      | \$6,022,000  | \$0          | \$14,053,000 |
|                                                       | Passenger Facility Charge |                   | Approved          | \$0              | \$0              | \$1,000,000      | \$0          | \$0          | \$1,000,000  |
|                                                       |                           |                   |                   | \$4,750,000      | \$48,721,000     | \$8,427,000      | \$6,772,000  | \$18,000,000 | \$86,670,000 |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                                                                                                                                                         | TITLE                                              | SHORT DESCRIPTION                                                                                                                                                                              | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
| AMOUNT FOR EACH FUNDING SOURCE    AMOUNT FOR EACH FUNDING SOURCE |                                                    |                                                                                                                                                                                                |              |                            |                            |                            |                            |                            |                     |
| FM3.02                                                                                                                                                                 | Extending HVAC systems to 3rd floor                | The 3rd floor City Hall is heated and conditioned by 2 - single zone gas furnaces with DX cooling. There is deficient ventilation air and no economizer with poor control.                     |              |                            |                            |                            |                            |                            |                     |
|                                                                                                                                                                        | Facilities Management Revenues                     |                                                                                                                                                                                                | Approved     | \$275,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$275,000           |
|                                                                                                                                                                        |                                                    |                                                                                                                                                                                                | Total        | \$275,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$275,000           |
| FM3.02                                                                                                                                                                 | Facilities Master Plan - Phase1 City Hall Building | Phase 1 from the Facilities Master Plan is to build a 67,000 sq.ft. facility in the Downtown area to consolidate locations of many downtown departments. Phase II will follow at a later date. |              |                            |                            |                            |                            |                            |                     |
|                                                                                                                                                                        | Facilities Management Revenues                     | Project Deleted by Council on March 26, 2018                                                                                                                                                   | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                                                                                                                                                                        |                                                    |                                                                                                                                                                                                | Total        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
| FM3.03                                                                                                                                                                 | BOC - Concrete Aprons                              | Continue replacing asphalt at garage doors with concrete.                                                                                                                                      |              |                            |                            |                            |                            |                            |                     |
|                                                                                                                                                                        | Revenues                                           |                                                                                                                                                                                                | Approved     | \$43,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$43,000            |
|                                                                                                                                                                        |                                                    |                                                                                                                                                                                                | Total        | \$43,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$43,000            |
|                                                                                                                                                                        | Information Technology (IT) Division Remodel       | Office remodel in the basement of City Hall for additional offices.                                                                                                                            |              |                            |                            |                            |                            |                            |                     |
|                                                                                                                                                                        | Revenues                                           |                                                                                                                                                                                                | Approved     | \$60,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$60,000            |
|                                                                                                                                                                        |                                                    |                                                                                                                                                                                                | Total        | \$60,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$60,000            |
|                                                                                                                                                                        | City Hall Fire System Upgrade                      |                                                                                                                                                                                                |              |                            |                            |                            |                            |                            |                     |
|                                                                                                                                                                        | Revenues                                           |                                                                                                                                                                                                | Approved     | \$48,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$48,000            |
|                                                                                                                                                                        |                                                    |                                                                                                                                                                                                | Total        | \$48,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$48,000            |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                                   | TITLE                          | SHORT DESCRIPTION | PROJ. STATUS | 7/1/18 - 6/30/19 | 7/1/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND TOTALS |
|--------------------------------------------------|--------------------------------|-------------------|--------------|------------------|------------------|------------------|------------------|------------------|---------------------|
|                                                  |                                |                   |              | FY '19           | FY '20           | FY '21           | FY '22           | FY '23           |                     |
| <b>Facilities Mgmt Funding Approved Projects</b> |                                |                   |              | <b>FY '19</b>    | <b>FY '20</b>    | <b>FY '21</b>    | <b>FY '22</b>    | <b>FY '23</b>    | <b>FY19-23 FUND</b> |
|                                                  | ARRA Grant                     |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                 |
|                                                  | Facilities Management Revenues |                   | Approved     | <u>\$426,000</u> | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$426,000</u>    |
|                                                  |                                |                   |              | \$426,000        | \$0              | \$0              | \$0              | \$0              | \$426,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT<br>NUMBER                                         | TITLE                                             | SHORT DESCRIPTION                                                                                                                              | PROJ.<br>STATUS | 7/1/18 - 6/30/19   | 7/1/19 - 6/30/20   | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND       |
|-----------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|--------------------|------------------|------------------|------------------|--------------------|
|                                                           |                                                   |                                                                                                                                                |                 | FY '19             | FY '20             | FY '21           | FY '22           | FY '23           | TOTALS             |
| <b>Fire / 911 Communication Center Facility</b>           |                                                   |                                                                                                                                                |                 |                    |                    |                  |                  |                  |                    |
|                                                           | Fire Station #5 - Relocation                      | Relocation of Station #5 & Maintenance Shop. Staff is expecting to complete a Fire Station Staffing Study in FY 2017 to evaluate this project. |                 |                    |                    |                  |                  |                  |                    |
|                                                           | Sale of Station #5                                |                                                                                                                                                | Approved        | \$0                | \$1,500,000        | \$0              | \$0              | \$0              | \$1,500,000        |
|                                                           | Public Safety Fund                                |                                                                                                                                                | Approved        | \$750,000          | \$0                | \$0              | \$0              | \$0              | \$750,000          |
|                                                           |                                                   |                                                                                                                                                | Total           | <u>\$750,000</u>   | <u>\$1,500,000</u> | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$2,250,000</u> |
|                                                           | Fire Station #8 - Site Plan/Design/Architect Fees | Location selection: Fire Station #8. Staff is expecting to complete a Fire Station Staffing Study in FY 2017 to evaluate this project.         |                 |                    |                    |                  |                  |                  |                    |
|                                                           | Public Safety Fund                                |                                                                                                                                                | Approved        | \$450,000          | \$1,500,000        | \$0              | \$0              | \$0              | \$1,950,000        |
|                                                           |                                                   |                                                                                                                                                | Total           | <u>\$450,000</u>   | <u>\$1,500,000</u> | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$1,950,000</u> |
| <b>Fire / 911 Communication Funding Approved Projects</b> |                                                   |                                                                                                                                                |                 | FY '19             | FY '20             | FY '21           | FY '22           | FY '23           | FY19-23 FUND       |
|                                                           | 911 Building Reserve [225]                        |                                                                                                                                                | Approved        | \$0                | \$0                | \$0              | \$0              | \$0              | \$0                |
|                                                           | Bond / Intercap Loan                              |                                                                                                                                                | Approved        | \$0                | \$0                | \$0              | \$0              | \$0              | \$0                |
|                                                           | AMR Dispatching Fee                               |                                                                                                                                                | Approved        | \$0                | \$0                | \$0              | \$0              | \$0              | \$0                |
|                                                           | ARRA Grant                                        |                                                                                                                                                | Approved        | \$0                | \$0                | \$0              | \$0              | \$0              | \$0                |
|                                                           | Sale of Station #5                                |                                                                                                                                                | Approved        | \$0                | \$1,500,000        | \$0              | \$0              | \$0              | \$1,500,000        |
|                                                           | Public Safety Fund                                |                                                                                                                                                | Approved        | <u>\$1,200,000</u> | <u>\$1,500,000</u> | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$2,700,000</u> |
|                                                           |                                                   |                                                                                                                                                |                 | <u>\$1,200,000</u> | <u>\$3,000,000</u> | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$4,200,000</u> |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                                 | TITLE                                                  | SHORT DESCRIPTION                                                                                                             | PROJ. STATUS | 7/01/18 - 6/30/19              | 7/01/19 - 6/30/20              | 7/1/20 - 6/30/21               | 7/1/21 - 6/30/22               | 7/1/22 - 6/30/23               | FY19-23 FUND TOTALS |
|------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
|                                                |                                                        |                                                                                                                               |              | FY '19                         | FY '20                         | FY '21                         | FY '22                         | FY '23                         |                     |
| <b>MET Transit</b>                             |                                                        |                                                                                                                               |              |                                |                                |                                |                                |                                |                     |
|                                                |                                                        |                                                                                                                               |              | AMOUNT FOR EACH FUNDING SOURCE |                     |
|                                                | Roof Replacement over Para Transit Van Annex - Phase 3 | Replaces 25 year old roof over the parking bays used for the para transit vans. Phase III, Sections C & J.                    |              |                                |                                |                                |                                |                                |                     |
|                                                | Transit FTA Grant                                      |                                                                                                                               | Approved     | \$0                            | \$0                            | \$0                            | \$160,000                      | \$0                            | \$160,000           |
|                                                | Total For Project                                      |                                                                                                                               | Total        | \$0                            | \$0                            | \$0                            | \$160,000                      | \$0                            | \$160,000           |
|                                                | Roof Replacement-Bus Bays - Phase 2                    | Replaces 35 year old roof over the MET's original Bus Bay Area. Phase II, Sections B, D, & I.                                 |              |                                |                                |                                |                                |                                |                     |
|                                                | Transit FTA Grant                                      |                                                                                                                               | Approved     | \$190,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$190,000           |
|                                                | Total For Project                                      |                                                                                                                               | Total        | \$190,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$190,000           |
|                                                | Bus Wash Improvements                                  | The current facility is inadequate for the needs of MET. This project would look to add on and enhance the Bus wash facility. |              |                                |                                |                                |                                |                                |                     |
|                                                | Transit FTA Grant                                      |                                                                                                                               | Approved     | \$0                            | \$0                            | \$300,000                      | \$0                            | \$0                            | \$300,000           |
|                                                | Total For Project                                      |                                                                                                                               | Total        | \$0                            | \$0                            | \$300,000                      | \$0                            | \$0                            | \$300,000           |
|                                                | Exterior Security Enhancements                         | Due to recent vandalism and theft at the Metroplex, staff wants to incorporate security measures to mitigate these issues.    |              |                                |                                |                                |                                |                                |                     |
|                                                | Transit FTA Grant                                      |                                                                                                                               | Approved     | \$25,000                       | \$0                            | \$0                            | \$0                            | \$0                            | \$25,000            |
|                                                | Total For Project                                      |                                                                                                                               | Total        | \$25,000                       | \$0                            | \$0                            | \$0                            | \$0                            | \$25,000            |
| <b>Transit Funding Total Approved Projects</b> |                                                        |                                                                                                                               |              | FY '19                         | FY '20                         | FY '21                         | FY '22                         | FY '23                         | FY19-23 FUND        |
|                                                | Transit FTA Grant                                      |                                                                                                                               | Approved     | \$215,000                      | \$0                            | \$300,000                      | \$160,000                      | \$0                            | \$675,000           |
|                                                | Transit Local Funds                                    |                                                                                                                               | Approved     | \$0                            | \$0                            | \$0                            | \$0                            | \$0                            | \$0                 |
|                                                |                                                        |                                                                                                                               |              | \$215,000                      | \$0                            | \$300,000                      | \$160,000                      | \$0                            | \$675,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                                        | TITLE                                          | SHORT DESCRIPTION                                                                                                                     | PROJ. STATUS | 7/1/18 - 6/30/19               | 7/1/19 - 6/30/20               | 7/1/20 - 6/30/21               | 7/1/21 - 6/30/22               | 7/1/22 - 6/30/23               | FY19-23 FUND TOTALS |
|-------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
|                                                       |                                                |                                                                                                                                       |              | FY '19                         | FY '20                         | FY '21                         | FY '22                         | FY '23                         |                     |
| <b>Parking</b>                                        |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       |                                                |                                                                                                                                       |              | AMOUNT FOR EACH FUNDING SOURCE |                     |
| PK001                                                 | Striping Parking lanes in Downtown             | Re-Painting of all parallel and diagonal parking spaces in the CBD. Will be completed in two phases.                                  |              |                                |                                |                                |                                |                                |                     |
|                                                       |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       | Parking User Fee                               |                                                                                                                                       | Approved     | \$65,000                       | \$40,000                       | \$0                            | \$0                            | \$0                            | \$105,000           |
|                                                       |                                                |                                                                                                                                       | Total        | \$65,000                       | \$40,000                       | \$0                            | \$0                            | \$0                            | \$105,000           |
| <b>PK002</b>                                          |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
| PK002                                                 | Parking Garage Condition Audit                 | Structural review of all City-owned parking facilities to examine overall condition of building and recommend repairs if needed.      |              |                                |                                |                                |                                |                                |                     |
|                                                       |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       | Parking User Fee                               |                                                                                                                                       | Approved     | \$0                            | \$0                            | \$60,000                       | \$0                            | \$0                            | \$60,000            |
|                                                       |                                                |                                                                                                                                       | Total        | \$0                            | \$0                            | \$60,000                       | \$0                            | \$0                            | \$60,000            |
| <b>Upgraded Parking Garage Gate Control Equipment</b> |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       | Upgraded Parking Garage Gate Control Equipment | Gate control equipment in Park I,II,III in need of equipment upgrade. Current gate equipment is no longer manufactured and supported. |              |                                |                                |                                |                                |                                |                     |
|                                                       |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       | Parking User Fee                               |                                                                                                                                       | Approved     | \$0                            | \$172,502                      | \$226,681                      | \$142,152                      | \$0                            | \$541,335           |
|                                                       |                                                |                                                                                                                                       | Total        | \$0                            | \$172,502                      | \$226,681                      | \$142,152                      | \$0                            | \$541,335           |
| <b>Parking Funding Approved Projects</b>              |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       |                                                |                                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                                       | Revenue Bond                                   |                                                                                                                                       | Approved     | \$0                            | \$0                            | \$0                            | \$0                            | \$0                            | \$0                 |
|                                                       | Reserves                                       |                                                                                                                                       | Approved     | \$0                            | \$0                            | \$0                            | \$0                            | \$0                            | \$0                 |
|                                                       | ARRA Grant                                     |                                                                                                                                       | Approved     | \$0                            | \$0                            | \$0                            | \$0                            | \$0                            | \$0                 |
|                                                       | Parking User Fee                               |                                                                                                                                       | Approved     | \$65,000                       | \$212,502                      | \$286,681                      | \$142,152                      | \$0                            | \$706,335           |
|                                                       |                                                |                                                                                                                                       |              | \$65,000                       | \$212,502                      | \$286,681                      | \$142,152                      | \$0                            | \$706,335           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                 | TITLE                   | SHORT DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                | PROJ. STATUS | 7/1/18 - 6/30/19               | 7/1/19 - 6/30/20               | 7/1/20 - 6/30/21               | 7/1/21 - 6/30/22               | 7/1/22 - 6/30/23               | FY19-23 FUND TOTALS |
|--------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
|                                |                         |                                                                                                                                                                                                                                                                                                                                                                                                  |              | FY '19                         | FY '20                         | FY '21                         | FY '22                         | FY '23                         |                     |
| <b>Planning</b>                |                         |                                                                                                                                                                                                                                                                                                                                                                                                  |              |                                |                                |                                |                                |                                |                     |
|                                | Riverfront Park         | Trail in Riverfront Park and connection to trail in Mystic Park. A feasibility study was completed for this project and it is expected to be completed in phases along the corridor. A trail easement has been secured across property owned by Knife River and property owned by Western Sugar. Additional discussions are underway with other property owners, enhancing the corridor options. |              | AMOUNT FOR EACH FUNDING SOURCE |                     |
|                                | TAP                     |                                                                                                                                                                                                                                                                                                                                                                                                  | Approved     | \$0                            | \$1,298,000                    | \$0                            | \$0                            | \$0                            | \$1,298,000         |
|                                | Private Contribution    |                                                                                                                                                                                                                                                                                                                                                                                                  | Approved     | \$0                            | \$112,000                      | \$0                            | \$0                            | \$0                            | \$112,000           |
|                                | RTP                     |                                                                                                                                                                                                                                                                                                                                                                                                  | Approved     | \$0                            | \$90,000                       | \$0                            | \$0                            | \$0                            | \$90,000            |
|                                |                         |                                                                                                                                                                                                                                                                                                                                                                                                  | Total        | \$0                            | \$1,500,000                    | \$0                            | \$0                            | \$0                            | \$1,500,000         |
| <b>Alkali Creek Connection</b> |                         |                                                                                                                                                                                                                                                                                                                                                                                                  |              |                                |                                |                                |                                |                                |                     |
|                                | Alkali Creek Connection | Extend trail from Swords Park at Main Street Tunnel along Alkali Creek to new Aronson Connection Trail just east of Aronson Bridge. A redevelopment project in 2016 in this corridor may provide for a trail easement across an additional private property to facilitate this connection.                                                                                                       |              | AMOUNT FOR EACH FUNDING SOURCE |                     |
|                                | RTP                     |                                                                                                                                                                                                                                                                                                                                                                                                  | Approved     | \$0                            | \$150,000                      | \$0                            | \$0                            | \$0                            | \$150,000           |
|                                | Private Contribution    |                                                                                                                                                                                                                                                                                                                                                                                                  | Approved     | \$0                            | \$100,000                      | \$0                            | \$0                            | \$0                            | \$100,000           |
|                                | Billings TrailNet       |                                                                                                                                                                                                                                                                                                                                                                                                  | Approved     | \$0                            | \$100,000                      | \$0                            | \$0                            | \$0                            | \$100,000           |
|                                |                         |                                                                                                                                                                                                                                                                                                                                                                                                  | Total        | \$0                            | \$350,000                      | \$0                            | \$0                            | \$0                            | \$350,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                                                          | SHORT DESCRIPTION                                                                                                                                                                                                                                                                                                                    | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | Downtown-Coulson Park Trail Connection                                         | Extend trail from South 25th Street to 8th Ave. South to South 26th Street to Lillian Avenue, under I-90 at RR, and into Coulson Park Trail. Recent changes in ownership of property in this area and redevelopment activity and plans for development is expected to support future trail construction and access for this project. |              |                            |                            |                            |                            |                            |                     |
|                | TAP                                                                            | Approved                                                                                                                                                                                                                                                                                                                             | \$0          | \$0                        | \$502,500                  | \$0                        | \$0                        | \$0                        | \$502,500           |
|                | Developer Match                                                                | Approved                                                                                                                                                                                                                                                                                                                             | \$0          | \$0                        | \$97,500                   | \$0                        | \$0                        | \$0                        | \$97,500            |
|                | Private Contribution                                                           | Approved                                                                                                                                                                                                                                                                                                                             | \$0          | \$0                        | \$150,000                  | \$0                        | \$0                        | \$0                        | \$150,000           |
|                |                                                                                | Total                                                                                                                                                                                                                                                                                                                                |              | \$0                        | \$0                        | \$750,000                  | \$0                        | \$0                        | \$750,000           |
|                | Rim Top Shared Use Pathway Phase I (Highway 3) (SKYLINE TRAIL)                 | This project in its entirety would include a trail along the top of the rims, improved parking off Hwy. 3, and stormwater management along the rim tops in this corridor. 30% design plans are completed.                                                                                                                            |              |                            |                            |                            |                            |                            |                     |
|                | MDT Safety                                                                     | Approved                                                                                                                                                                                                                                                                                                                             | \$31,954     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$31,954            |
|                | TAP                                                                            | Approved                                                                                                                                                                                                                                                                                                                             | \$674,111    | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$674,111           |
|                | Billings TrailNet                                                              | Approved                                                                                                                                                                                                                                                                                                                             | \$2,800,000  | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$2,800,000         |
|                |                                                                                | Total                                                                                                                                                                                                                                                                                                                                |              | \$3,506,065                | \$0                        | \$0                        | \$0                        | \$0                        | \$3,506,065         |
|                | Trail Connector from Trail Segment South of King Ave. West to TransTech Center | Complete trail connection to TransTech Center Trail at 32nd Street West from current trail terminus near East/West Bannister Drain corridor along BBWA Canal. Further analysis of the condition and operation of the BBWA Canal expected in 2018 and 2019 may provide opportunities in this area.                                    |              |                            |                            |                            |                            |                            |                     |
|                | TAP                                                                            | Approved                                                                                                                                                                                                                                                                                                                             | \$0          | \$0                        | \$600,000                  | \$0                        | \$0                        | \$0                        | \$600,000           |
|                | RTP                                                                            | Approved                                                                                                                                                                                                                                                                                                                             | \$0          | \$0                        | \$50,000                   | \$0                        | \$0                        | \$0                        | \$50,000            |
|                | Billings TrailNet                                                              | Approved                                                                                                                                                                                                                                                                                                                             | \$0          | \$0                        | \$50,000                   | \$0                        | \$0                        | \$0                        | \$50,000            |
|                |                                                                                | Total                                                                                                                                                                                                                                                                                                                                |              | \$0                        | \$0                        | \$700,000                  | \$0                        | \$0                        | \$700,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                                           | SHORT DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                               | PROJ. STATUS                              | 7/1/18 - 6/30/19<br>FY '19                     | 7/1/19 - 6/30/20<br>FY '20         | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS                                    |
|----------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------|------------------------------------|----------------------------|----------------------------|----------------------------|--------------------------------------------------------|
|                | Downtown BBWA Corridor Trail/On Street Facilities               | Complete sidewalk/pathway through MSU-B Campus to connect campus and pedestrian improvements at Virginia Lane/Poly Drive intersection. 2015 project did not provide a pedestrian crossing at Virginia/Poly on the east side. Reassessment is needed for this project to function as needed. Further analysis of the condition and operation of the BBWA Canal expected in 2018 and 2019 may provide opportunities in this area. |                                           |                                                |                                    |                            |                            |                            |                                                        |
|                | Private Contribution<br>Billings TrailNet                       |                                                                                                                                                                                                                                                                                                                                                                                                                                 | Approved<br>Approved<br>Total             | \$0<br>\$0<br>\$0                              | \$160,000<br>\$60,000<br>\$220,000 | \$0<br>\$0<br>\$0          | \$0<br>\$0<br>\$0          | \$0<br>\$0<br>\$0          | \$160,000<br>\$60,000<br>\$220,000                     |
|                | Stagecoach Trail (Rimrock Road to Highway 3)<br>Zimmerman Trail | An 8-foot wide shared use pathway approximately 5,300 lineal feet that will run on the east side of Zimmerman Trail from Rimrock Road to Highway 3. The trail will be placed below the grade of the road along the roadside slope. This trail is an essential part of the Marathon Loop and will provide a connection from the top of the Rimrocks to the valley.                                                               |                                           |                                                |                                    |                            |                            |                            |                                                        |
|                | TAP<br>Private Contribution<br>Federal Appropriations           |                                                                                                                                                                                                                                                                                                                                                                                                                                 | Approved<br>Approved<br>Approved<br>Total | \$1,500,000<br>\$1,000,000<br>\$650,000<br>\$0 | \$0<br>\$0<br>\$0<br>\$3,150,000   | \$0<br>\$0<br>\$0<br>\$0   | \$0<br>\$0<br>\$0<br>\$0   | \$0<br>\$0<br>\$0<br>\$0   | \$1,500,000<br>\$1,000,000<br>\$650,000<br>\$3,150,000 |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                     | TITLE                   | SHORT DESCRIPTION | PROJ. STATUS | 7/1/18 - 6/30/19 | 7/1/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |
|------------------------------------|-------------------------|-------------------|--------------|------------------|------------------|------------------|------------------|------------------|--------------|
|                                    |                         |                   |              | FY '19           | FY '20           | FY '21           | FY '22           | FY '23           | TOTALS       |
| Planning Funding Approved Projects |                         |                   |              | FY '19           | FY '20           | FY '21           | FY '22           | FY '23           | FY19-23 FUND |
|                                    | PRPL                    |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | City of Billings        |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | SRTS Grant              |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | LWCF                    |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | Developer Match         |                   | Approved     | \$0              | \$0              | \$97,500         | \$0              | \$0              | \$97,500     |
|                                    | Billings TrailNet       |                   | Approved     | \$2,800,000      | \$160,000        | \$50,000         | \$0              | \$0              | \$3,010,000  |
|                                    | Private Contribution    |                   | Approved     | \$0              | \$1,372,000      | \$150,000        | \$0              | \$0              | \$1,522,000  |
|                                    | Federal Appropriations  |                   | Approved     | \$0              | \$650,000        | \$0              | \$0              | \$0              | \$650,000    |
|                                    | Federal TCSP            |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | Gas Tax                 |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | Bikes Belong Match      |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | City Parking Funds      |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | Coal Board Grant        |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | RTP                     |                   | Approved     | \$0              | \$240,000        | \$50,000         | \$0              | \$0              | \$290,000    |
|                                    | TIFD                    |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | Yellowstone County      |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | MDT Safety              |                   | Approved     | \$31,954         | \$0              | \$0              | \$0              | \$0              | \$31,954     |
|                                    | School District #2      |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | Public Works Department |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    | TAP                     |                   | Approved     | \$674,111        | \$2,798,000      | \$1,102,500      | \$0              | \$0              | \$4,574,611  |
|                                    | CDBG                    |                   | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                                    |                         |                   |              | \$3,506,065      | \$5,220,000      | \$1,450,000      | \$0              | \$0              | \$10,176,065 |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT<br>NUMBER                               | TITLE | SHORT DESCRIPTION | PROJ.<br>STATUS | 7/1/18 - 6/30/19 | 7/1/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |  |  |  |
|-------------------------------------------------|-------|-------------------|-----------------|------------------|------------------|------------------|------------------|------------------|--------------|--|--|--|
|                                                 |       |                   |                 | FY '19           | FY '20           | FY '21           | FY '22           | FY '23           | TOTALS       |  |  |  |
| AMOUNT FOR<br>EACH FUNDING<br>SOURCE            |       |                   |                 |                  |                  |                  |                  |                  |              |  |  |  |
| <b>Police</b>                                   |       |                   |                 |                  |                  |                  |                  |                  |              |  |  |  |
| Evidence Facility Expansion                     |       |                   |                 |                  |                  |                  |                  |                  |              |  |  |  |
| Project Deleted by Council on<br>March 26, 2018 |       |                   |                 |                  |                  |                  |                  |                  |              |  |  |  |
| General Fund Reserve                            |       |                   | Approved        | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |  |  |  |
|                                                 |       |                   | Total           | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |  |  |  |
| <b>Police Funding Approved Projects</b>         |       |                   |                 |                  |                  |                  |                  |                  |              |  |  |  |
| General Fund Reserve                            |       |                   | Approved        | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |  |  |  |
|                                                 |       |                   |                 | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |  |  |  |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                 | SHORT DESCRIPTION                                                              | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19     | 7/1/19 - 6/30/20<br>FY '20     | 7/1/20 - 6/30/21<br>FY '21     | 7/1/21 - 6/30/22<br>FY '22     | 7/1/22 - 6/30/23<br>FY '23     | FY19-23 FUND TOTALS |
|----------------|---------------------------------------|--------------------------------------------------------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
| <b>PRPL</b>    |                                       |                                                                                |              |                                |                                |                                |                                |                                |                     |
|                |                                       |                                                                                |              |                                |                                |                                |                                |                                |                     |
|                | Various Road and Parking Lot Repairs  | Repair/re-pave roads and parking lots in various parks.                        |              | AMOUNT FOR EACH FUNDING SOURCE |                     |
|                | Parks District 1                      |                                                                                | Approved     | \$0                            | \$102,000                      | \$0                            | \$243,800                      | \$0                            | \$345,800           |
|                |                                       |                                                                                | Total        | \$0                            | \$102,000                      | \$0                            | \$243,800                      | \$0                            | \$345,800           |
|                | South Park Bathhouse Renovation Study | Study to Renovate South Park bathhouse.                                        |              |                                |                                |                                |                                |                                |                     |
|                | Parks District 1                      |                                                                                | Approved     | \$0                            | \$0                            | \$0                            | \$74,200                       | \$0                            | \$74,200            |
|                | Total For Project                     |                                                                                | Total        | \$0                            | \$0                            | \$0                            | \$74,200                       | \$0                            | \$74,200            |
|                | Ponderosa Park Playground Replacement | Replace existing playground.                                                   |              |                                |                                |                                |                                |                                |                     |
|                | Parks District 1                      |                                                                                | Approved     | \$250,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$250,000           |
|                | Total For Project                     |                                                                                | Total        | \$250,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$250,000           |
|                | Aquatics - Terry Park                 | Refurbish Terry Park sprayground.                                              |              |                                |                                |                                |                                |                                |                     |
|                | Parks District 1                      |                                                                                | Approved     | \$0                            | \$0                            | \$1,300,000                    | \$0                            | \$0                            | \$1,300,000         |
|                | Total For Project                     |                                                                                | Total        | \$0                            | \$0                            | \$1,300,000                    | \$0                            | \$0                            | \$1,300,000         |
| 19-001         | Irrigation Controller Upgrades        | Replace 12 irrigation controllers in 10 parks to improve water use efficiency. |              |                                |                                |                                |                                |                                |                     |
|                | Parks District 1                      |                                                                                | Approved     | \$70,000                       | \$0                            | \$0                            | \$0                            | \$0                            | \$70,000            |
|                | Total For Project                     |                                                                                | Total        | \$70,000                       | \$0                            | \$0                            | \$0                            | \$0                            | \$70,000            |
| 19-002         | Install Irrigation Wells              | Install 3 irrigation wells in Streeter, Kings Green and Terry Parks.           |              |                                |                                |                                |                                |                                |                     |
|                | Parks District 1                      |                                                                                | Approved     | \$60,000                       | \$0                            | \$0                            | \$0                            | \$0                            | \$60,000            |
|                | Total For Project                     |                                                                                | Total        | \$60,000                       | \$0                            | \$0                            | \$0                            | \$0                            | \$60,000            |
| 19-003         | Install New Irrigation Pump Station   | Install a new irrigation pump station in Spring Creek Park.                    |              |                                |                                |                                |                                |                                |                     |
|                | Parks District 1                      |                                                                                | Approved     | \$35,000                       | \$0                            | \$0                            | \$0                            | \$0                            | \$35,000            |
|                | Total For Project                     |                                                                                | Total        | \$35,000                       | \$0                            | \$0                            | \$0                            | \$0                            | \$35,000            |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                     | SHORT DESCRIPTION                                                                                                                                | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
| 19-004         | Stewart Park Batting Cage Net Replacement | Replace existing batting cage net at Stewart Park.                                                                                               | Approved     | \$70,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$70,000            |
|                | Parks District 1                          |                                                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Total For Project                         |                                                                                                                                                  |              | \$70,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$70,000            |
| 19-005         | Satalite Maintenance Facility - Heights   | Do a site location and preliminary design study for a new satalite maintenance building in Billings Heights. Design in FY 19, Construction FY20. | Approved     | \$75,000                   | \$510,000                  | \$0                        | \$0                        | \$0                        | \$585,000           |
|                | Parks District 1                          |                                                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Total For Project                         |                                                                                                                                                  |              | \$75,000                   | \$510,000                  | \$0                        | \$0                        | \$0                        | \$585,000           |
| 19-006         | Primrose Park Playground Replacement      |                                                                                                                                                  | Approved     | \$215,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$215,000           |
|                | Parks District 1                          |                                                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Total For Project                         |                                                                                                                                                  |              | \$216,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$216,000           |
| 19-007         | Shade Structure at Pioneer Park           | Replace shade structure removed during playground upgrade.                                                                                       | Approved     | \$25,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$25,000            |
|                | Parks District 1                          |                                                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Total For Project                         |                                                                                                                                                  |              | \$25,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$25,000            |
| 19-008         | Centeral Park Tennis Court Replacement    | Replace existing tennis courts at Centeral Park.                                                                                                 | Approved     | \$500,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$500,000           |
|                | Parks District 1                          |                                                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Total For Project                         |                                                                                                                                                  |              | \$500,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$500,000           |
| 19-009         | Optimist Park Playground Replacement      | Replace existing playground at Optimist Park.                                                                                                    | Approved     | \$250,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$250,000           |
|                | SBURA                                     |                                                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Total For Project                         |                                                                                                                                                  |              | \$250,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$250,000           |
|                | Suburban Ditch Aquaduct Replacement       | Replace existing aquaduct on the Suburban Ditch over Hogan Slough to provide water to Amend Park. Design in FY 19, Construction FY 20.           | Approved     | \$50,000                   | \$76,500                   | \$0                        | \$0                        | \$0                        | \$126,500           |
|                | Amend Park Fund                           |                                                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Total For Project                         |                                                                                                                                                  |              | \$50,000                   | \$76,500                   | \$0                        | \$0                        | \$0                        | \$126,500           |
|                | Irrigation Automation North Park          | Replace existing manual irrigation and pump system.                                                                                              | Approved     | \$0                        | \$714,000                  | \$0                        | \$0                        | \$0                        | \$714,000           |
|                | Parks District 1                          |                                                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Total For Project                         |                                                                                                                                                  |              | \$0                        | \$714,000                  | \$0                        | \$0                        | \$0                        | \$714,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                       | SHORT DESCRIPTION                                                                                                                                 | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | Rose and South Parks Pool Liner Replacement | Replace pool liners at Rose and South Parks.                                                                                                      |              |                            |                            |                            |                            |                            |                     |
|                | Parks District 1                            |                                                                                                                                                   | Approved     | \$0                        | \$0                        |                            | \$212,000                  | \$0                        | \$212,000           |
|                | Total For Project                           |                                                                                                                                                   |              | \$0                        | \$0                        | \$0                        | \$212,000                  | \$0                        | \$212,000           |
|                | Satalite Maintenance Facility - West End    | Do a site location and preliminary design study for a new satalite maintenance building at west end location. Design in FY 21, Construction FY22. |              |                            |                            |                            |                            |                            |                     |
|                | Parks District 1                            |                                                                                                                                                   | Approved     | \$0                        | \$0                        | \$51,000                   | \$530,000                  | \$0                        | \$581,000           |
|                | Total For Project                           |                                                                                                                                                   |              | \$0                        | \$0                        | \$51,000                   | \$530,000                  | \$0                        | \$581,000           |
|                | North Park Playground Replacement           | Replace existing playground.                                                                                                                      |              |                            |                            |                            |                            |                            |                     |
|                | Parks District 1                            |                                                                                                                                                   | Approved     | \$0                        | \$0                        | \$0                        | \$318,000                  | \$0                        | \$318,000           |
|                | Total For Project                           |                                                                                                                                                   |              | \$0                        | \$0                        | \$0                        | \$318,000                  | \$0                        | \$318,000           |
|                | North Park Splash Pad Replacement           | Replace existing splash pad with new recirculsting system.                                                                                        |              |                            |                            |                            |                            |                            |                     |
|                | Parks District 1                            |                                                                                                                                                   | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$1,404,000                | \$1,404,000         |
|                | Total For Project                           |                                                                                                                                                   |              | \$0                        | \$0                        | \$0                        | \$0                        | \$1,404,000                | \$1,404,000         |
|                | Coulson Park Master Plan                    | Develop a master plan for Coulson Park. Then implement plan to funding levels.                                                                    |              |                            |                            |                            |                            |                            |                     |
|                | NRDP/YRRP                                   |                                                                                                                                                   | Approved     | \$0                        | \$45,000                   | \$110,000                  | \$0                        | \$0                        | \$155,000           |
|                | Total For Project                           |                                                                                                                                                   |              | \$0                        | \$45,000                   | \$110,000                  | \$0                        | \$0                        | \$155,000           |
|                | Riverfront Park Fishing Habitat Improvement | Construct fishing pier at Josephine Lake.                                                                                                         |              |                            |                            |                            |                            |                            |                     |
|                | NRDP/YRRP                                   |                                                                                                                                                   | Approved     | \$0                        | \$50,000                   | \$0                        | \$0                        | \$0                        | \$50,000            |
|                | Total For Project                           |                                                                                                                                                   |              | \$0                        | \$50,000                   | \$0                        | \$0                        | \$0                        | \$50,000            |
|                | Riverfront Park Restroom                    | Purchase and install restroom facilities near Norm's Island in Riverfront Park.                                                                   |              |                            |                            |                            |                            |                            |                     |
|                | NRDP/YRRP                                   |                                                                                                                                                   | Approved     | \$0                        | \$68,500                   | \$0                        | \$0                        | \$0                        | \$68,500            |
|                | Total For Project                           |                                                                                                                                                   |              | \$0                        | \$68,500                   | \$0                        | \$0                        | \$0                        | \$68,500            |
|                | Coulson Park Improvements                   | Replace existing restrooms and repair and upgrade existing boat launch.                                                                           |              |                            |                            |                            |                            |                            |                     |
|                | NRDP/YRRP                                   |                                                                                                                                                   | Approved     | \$0                        | \$0                        | \$110,000                  | \$0                        | \$0                        | \$110,000           |
|                | Total For Project                           |                                                                                                                                                   |              | \$0                        | \$0                        | \$110,000                  | \$0                        | \$0                        | \$110,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                             | SHORT DESCRIPTION                                                                                                                                                                                                                                                                                                                                      | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | Riverfront Park Multi-use Trails                  | Repair and upgrade existing trails in Riverfront Park.                                                                                                                                                                                                                                                                                                 |              |                            |                            |                            |                            |                            |                     |
|                | NRDP/YRRP<br>Total For Project                    |                                                                                                                                                                                                                                                                                                                                                        | Approved     | \$0                        | \$0                        | \$420,000                  | \$0                        | \$0                        | \$420,000           |
|                |                                                   |                                                                                                                                                                                                                                                                                                                                                        |              | \$0                        | \$0                        | \$420,000                  | \$0                        | \$0                        | \$420,000           |
|                | Amend Park Improvements                           | Improve and upgrade existing infrastructure and facilities at Amend Park.                                                                                                                                                                                                                                                                              |              |                            |                            |                            |                            |                            |                     |
|                | SBURA<br>Total For Project                        |                                                                                                                                                                                                                                                                                                                                                        | Approved     | \$1,500,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$1,500,000         |
|                |                                                   |                                                                                                                                                                                                                                                                                                                                                        |              | \$1,500,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$1,500,000         |
|                | South Billings Aquatics/Recreation Center<br>Land | Acquire land for a new Indoor Aquatic/Rec. Facility within SBURA district.                                                                                                                                                                                                                                                                             |              |                            |                            |                            |                            |                            |                     |
|                | SBURA<br>Total For Project                        |                                                                                                                                                                                                                                                                                                                                                        | Approved     | \$1,250,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$1,250,000         |
|                |                                                   |                                                                                                                                                                                                                                                                                                                                                        |              | \$1,250,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$1,250,000         |
|                | South Billings Aquatics/Recreation Center         | Design will be in FY19. Once the design is completed a detailed cost estimate will be available. Private funding or another funding source is expected to be combined with the SBURA funding shown in FY20 for the true cost of the project. Note that the FY20 funding only shows the SBURA contribution and does not reflect the total project cost. |              |                            |                            |                            |                            |                            |                     |
|                | SBURA<br>Total For Project                        |                                                                                                                                                                                                                                                                                                                                                        | Approved     | \$1,250,000                | \$25,000,000               | \$0                        | \$0                        | \$0                        | \$26,250,000        |
|                |                                                   |                                                                                                                                                                                                                                                                                                                                                        |              | \$1,250,000                | \$25,000,000               | \$0                        | \$0                        | \$0                        | \$26,250,000        |
|                | Stewart Park Pedestrian/Traffic Study             | Complete a study to identify efficiencies and safety measures in pedestrian and traffic circulation at the park.                                                                                                                                                                                                                                       |              |                            |                            |                            |                            |                            |                     |
|                | Parks District 1<br>Total For Project             |                                                                                                                                                                                                                                                                                                                                                        | Approved     | \$50,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$50,000            |
|                |                                                   |                                                                                                                                                                                                                                                                                                                                                        |              | \$50,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$50,000            |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                        | TITLE                   | SHORT DESCRIPTION | PROJ. STATUS | 7/1/18 - 6/30/19   | 7/1/19 - 6/30/20    | 7/1/20 - 6/30/21   | 7/1/21 - 6/30/22   | 7/1/22 - 6/30/23   | FY19-23 FUND TOTALS |
|---------------------------------------|-------------------------|-------------------|--------------|--------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
|                                       |                         |                   |              | FY '19             | FY '20              | FY '21             | FY '22             | FY '23             |                     |
| <b>PRPL Funding Approved Projects</b> |                         |                   |              |                    |                     |                    |                    |                    |                     |
|                                       |                         |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | General Fund            |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | Gen Fund Not Funded     |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | ARRA Grant              |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | G.O. Bond               |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | Cash-in Lieu            |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | SD 2                    |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | C-in Lieu from SD 2     |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | SID                     |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | Special Revenue Fund    |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | General/Private Fund    |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | Trash For Trees Fund    |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | Kiwanis Donation        |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | Private Fund            |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | CDBG/General Fund       |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | Parks District 1        |                   | Approved     | \$1,350,000        | \$1,326,000         | \$1,351,000        | \$1,378,000        | \$1,404,000        | \$6,809,000         |
|                                       | Cemetery Expansion Fund |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | SBURA                   |                   | Approved     | \$4,250,000        | \$25,000,000        | \$0                | \$0                | \$0                | \$29,250,000        |
|                                       | Amend Park Fund         |                   | Approved     | \$50,000           | \$76,500            | \$0                | \$0                | \$0                | \$126,500           |
|                                       | NRDP/YRRP               |                   | Approved     | \$0                | \$163,500           | \$640,000          | \$0                | \$0                | \$803,500           |
|                                       | Federal Appropriation   |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       | CDBG                    |                   | Approved     | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                                       |                         |                   |              | <u>\$5,650,000</u> | <u>\$26,566,000</u> | <u>\$1,991,000</u> | <u>\$1,378,000</u> | <u>\$1,404,000</u> | <u>\$36,989,000</u> |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE | SHORT DESCRIPTION | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|-------|-------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|----------------|-------|-------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|

**Public Works Road and Storm Sewer Projects**

|                      |                                              |                                                                                                                                                                                                                                      |  | AMOUNT FOR EACH FUNDING SOURCE |             |
|----------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------|
| <b>Roads</b>         |                                              |                                                                                                                                                                                                                                      |  |                                |                                |                                |                                |                                |             |
|                      |                                              |                                                                                                                                                                                                                                      |  |                                |                                |                                |                                |                                |             |
|                      | Inner Belt Loop                              | New Description: Construction of a new road from Alkali Creek Road to Highway 3. Phase I construction will be FY2022 and Phase II construction estimated to be FY2027. The arterial funding is for the match for the BARSAА funding. |  |                                |                                |                                |                                |                                |             |
|                      | Gas Tax                                      | Approved                                                                                                                                                                                                                             |  | \$0                            | \$0                            | \$0                            | \$4,507,684                    | \$0                            | \$4,507,684 |
|                      | BARSAА - Gas Tax                             | Approved                                                                                                                                                                                                                             |  | \$0                            | \$0                            | \$0                            | \$2,142,316                    | \$0                            | \$2,142,316 |
|                      | Arterial Fee Fund                            | Approved                                                                                                                                                                                                                             |  | \$0                            | \$0                            | \$0                            | \$350,000                      | \$0                            | \$350,000   |
|                      |                                              | Total                                                                                                                                                                                                                                |  | \$0                            | \$0                            | \$0                            | \$7,000,000                    | \$0                            | \$7,000,000 |
|                      |                                              |                                                                                                                                                                                                                                      |  |                                |                                |                                |                                |                                |             |
|                      | 32nd St. West - King Ave. West to Gabel Road | Road reconstruction.                                                                                                                                                                                                                 |  |                                |                                |                                |                                |                                |             |
|                      | Arterial Fee Fund                            | Approved                                                                                                                                                                                                                             |  | \$0                            | \$0                            | \$600,000                      | \$3,500,000                    | \$0                            | \$4,100,000 |
|                      |                                              | Total                                                                                                                                                                                                                                |  | \$0                            | \$0                            | \$600,000                      | \$3,500,000                    | \$0                            | \$4,100,000 |
|                      |                                              |                                                                                                                                                                                                                                      |  |                                |                                |                                |                                |                                |             |
|                      | Wicks Lane (Main to Hawthorne)               | Street reconstruction. Project also includes Bitterroot.                                                                                                                                                                             |  |                                |                                |                                |                                |                                |             |
|                      | Arterial Fee Fund                            | Approved                                                                                                                                                                                                                             |  | \$0                            | \$0                            | \$0                            | \$300,000                      | \$0                            | \$300,000   |
|                      |                                              | Total                                                                                                                                                                                                                                |  | \$0                            | \$0                            | \$0                            | \$300,000                      | \$0                            | \$300,000   |
| <b>Intersections</b> |                                              |                                                                                                                                                                                                                                      |  |                                |                                |                                |                                |                                |             |
|                      |                                              |                                                                                                                                                                                                                                      |  |                                |                                |                                |                                |                                |             |
|                      | 24th St. West and King Avenue Intersection   | Intersection improvements.                                                                                                                                                                                                           |  |                                |                                |                                |                                |                                |             |
|                      | Arterial Fee Fund                            | Approved                                                                                                                                                                                                                             |  | \$200,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$200,000   |
|                      |                                              | Total                                                                                                                                                                                                                                |  | \$200,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$200,000   |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                       | SHORT DESCRIPTION                                                                                                                                                                                                                                                                        | PROJ. STATUS | 7/1/18 - 6/30/19 | 7/1/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND TOTALS |
|----------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|------------------|------------------|------------------|------------------|---------------------|
|                |                                             |                                                                                                                                                                                                                                                                                          |              | FY '19           | FY '20           | FY '21           | FY '22           | FY '23           |                     |
|                | 24th St West Signal Improvements            | Upgrade of signals from King Avenue to Grand Avenue.                                                                                                                                                                                                                                     |              |                  |                  |                  |                  |                  |                     |
|                | Arterial Fee Fund                           |                                                                                                                                                                                                                                                                                          | Approved     | \$220,000        | \$0              | \$0              | \$0              | \$0              | \$220,000           |
|                |                                             |                                                                                                                                                                                                                                                                                          | Total        | \$220,000        | \$0              | \$0              | \$0              | \$0              | \$220,000           |
|                | Central Ave. and 24th St. West Intersection | Intersection improvements.                                                                                                                                                                                                                                                               |              |                  |                  |                  |                  |                  |                     |
|                | Arterial Fee Fund                           |                                                                                                                                                                                                                                                                                          | Approved     | \$400,000        | \$0              | \$0              | \$0              | \$0              | \$400,000           |
|                |                                             |                                                                                                                                                                                                                                                                                          | Total        | \$400,000        | \$0              | \$0              | \$0              | \$0              | \$400,000           |
| ENG33          | Intersection Capacity Improvements          | Evaluate and construct improvements to selected intersection trouble areas.                                                                                                                                                                                                              |              |                  |                  |                  |                  |                  |                     |
|                | Arterial Fee Fund                           |                                                                                                                                                                                                                                                                                          | Approved     | \$400,000        | \$400,000        | \$400,000        | \$400,000        | \$400,000        | \$2,000,000         |
|                |                                             |                                                                                                                                                                                                                                                                                          | Total        | \$400,000        | \$400,000        | \$400,000        | \$400,000        | \$400,000        | \$2,000,000         |
|                | Various                                     |                                                                                                                                                                                                                                                                                          |              |                  |                  |                  |                  |                  |                     |
| ENG98          | PAVER Program                               | Annual Program responsible for crack sealing, overlay and chip seals of various streets throughout the City. BARSA funding will be used in PAVER replacing some of the previously approved gas tax funding. The savings in gas tax funding will be used for the Inner Belt Loop project. |              |                  |                  |                  |                  |                  |                     |
|                | Arterial Fee Fund                           |                                                                                                                                                                                                                                                                                          | Approved     | \$275,000        | \$675,000        | \$475,000        | \$475,000        | \$475,000        | \$2,375,000         |
|                | BARSA - Gas Tax                             |                                                                                                                                                                                                                                                                                          | Approved     | \$1,532,000      | \$1,570,000      | \$0              | \$350,000        | \$0              | \$3,452,000         |
|                | Gas Tax                                     |                                                                                                                                                                                                                                                                                          | Approved     | \$1,068,000      | \$1,030,000      | \$2,250,000      | \$2,250,000      | \$2,300,000      | \$8,898,000         |
|                |                                             |                                                                                                                                                                                                                                                                                          | Total        | \$2,875,000      | \$3,275,000      | \$2,725,000      | \$3,075,000      | \$2,775,000      | \$14,725,000        |
|                | Travel Corridor Coordination                | Engineering will be done within Public Works.                                                                                                                                                                                                                                            |              |                  |                  |                  |                  |                  |                     |
|                | Arterial Fee Fund                           |                                                                                                                                                                                                                                                                                          | Approved     | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$0              | \$400,000           |
|                | Total For Project                           |                                                                                                                                                                                                                                                                                          | Total        | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$0              | \$400,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                             | SHORT DESCRIPTION | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|-----------------------------------|-------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | Traffic Signal Controller Upgrade |                   |              |                            |                            |                            |                            |                            |                     |
|                | Arterial Fee Fund                 |                   | Approved     | \$625,000                  | \$650,000                  | \$650,000                  | \$650,000                  | \$650,000                  | \$3,225,000         |
|                | Total For Project                 |                   | Total        | \$625,000                  | \$650,000                  | \$650,000                  | \$650,000                  | \$650,000                  | \$3,225,000         |

**Storm Sewer Projects**

|             |                                                         |                                                                                                      |          |             |             |             |             |             |             |
|-------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------|-------------|-------------|-------------|-------------|-------------|-------------|
| E - SD AN 1 | Annual Storm Drainage Intersection Trouble Spot Project | Funding reserved for intersections with drainage problems as determined by staff and public comment. |          |             |             |             |             |             |             |
|             | Storm Drain                                             |                                                                                                      | Approved | \$150,000   | \$150,000   | \$150,000   | \$150,000   | \$150,000   | \$750,000   |
|             |                                                         |                                                                                                      | Total    | \$150,000   | \$150,000   | \$150,000   | \$150,000   | \$150,000   | \$750,000   |
| E - SD AN 3 | Stormwater Master Plan Implementation                   | Work on projects listed in the master plan document.                                                 |          |             |             |             |             |             |             |
|             | Storm Drain                                             |                                                                                                      | Approved | \$1,800,000 | \$1,400,000 | \$1,400,000 | \$1,400,000 | \$1,900,000 | \$7,900,000 |
|             |                                                         |                                                                                                      | Total    | \$1,800,000 | \$1,400,000 | \$1,400,000 | \$1,400,000 | \$1,900,000 | \$7,900,000 |
|             | Storm Sewer Inventory/Replacement                       | Including an area from Central to Rimrock and from Shiloh to 64th St. W.                             |          |             |             |             |             |             |             |
|             | Storm Drain                                             |                                                                                                      | Approved | \$340,000   | \$340,000   | \$340,000   | \$340,000   | \$0         | \$1,360,000 |
|             | Total For Project                                       |                                                                                                      | Total    | \$340,000   | \$340,000   | \$340,000   | \$340,000   | \$0         | \$1,360,000 |

**Other Annual Projects**

|       |                                |                                                                     |          |           |           |           |           |           |             |
|-------|--------------------------------|---------------------------------------------------------------------|----------|-----------|-----------|-----------|-----------|-----------|-------------|
| ENG22 | Misc. Curb, Gutter, & Sidewalk | Annual replacement and infill program of curb, gutter and sidewalk. |          |           |           |           |           |           |             |
|       | Sidewalk Bonds                 |                                                                     | Approved | \$400,000 | \$400,000 | \$400,000 | \$400,000 | \$400,000 | \$2,000,000 |
|       | Gas Tax                        |                                                                     | Approved | \$250,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$1,450,000 |
|       | Storm Drain                    |                                                                     | Approved | \$75,000  | \$75,000  | \$75,000  | \$75,000  | \$75,000  | \$375,000   |
|       |                                |                                                                     | Total    | \$725,000 | \$775,000 | \$775,000 | \$775,000 | \$775,000 | \$3,825,000 |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                                  | SHORT DESCRIPTION                                                                                                                                                                                                                                              | PROJ. STATUS | 7/1/18 - 6/30/19 | 7/1/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND |
|----------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|------------------|------------------|------------------|------------------|--------------|
|                |                                                        |                                                                                                                                                                                                                                                                |              | FY '19           | FY '20           | FY '21           | FY '22           | FY '23           | TOTALS       |
| ENG ADA        | Annual ADA Replacement                                 | Replace handicapped ramps<br>In accordance with the signed<br>agreement between the City<br>of Billings and the Department<br>of Justice.                                                                                                                      |              |                  |                  |                  |                  |                  |              |
|                | Arterial Fee Fund                                      |                                                                                                                                                                                                                                                                | Approved     | \$0              | \$0              | \$0              | \$0              | \$0              | \$0          |
|                | Gas Tax                                                |                                                                                                                                                                                                                                                                | Approved     | \$250,000        | \$250,000        | \$250,000        | \$250,000        | \$250,000        | \$1,250,000  |
|                |                                                        |                                                                                                                                                                                                                                                                | Total        | \$250,000        | \$250,000        | \$250,000        | \$250,000        | \$250,000        | \$1,250,000  |
| SID Ann        | Annual SID Contribution                                | This project will provide SID<br>funding for Public Work's<br>property that may be included<br>in an SID for a given year.                                                                                                                                     |              |                  |                  |                  |                  |                  |              |
|                | Gas Tax                                                |                                                                                                                                                                                                                                                                | Approved     | \$0              | \$0              | \$300,000        | \$300,000        | \$300,000        | \$900,000    |
|                | BARSA - Gas Tax                                        |                                                                                                                                                                                                                                                                | Approved     | \$300,000        | \$450,000        | \$0              | \$0              | \$0              | \$750,000    |
|                | SID Bonds                                              |                                                                                                                                                                                                                                                                | Approved     | \$1,000,000      | \$1,000,000      | \$1,000,000      | \$1,000,000      | \$1,000,000      | \$5,000,000  |
|                |                                                        |                                                                                                                                                                                                                                                                | Total        | \$1,300,000      | \$1,450,000      | \$1,300,000      | \$1,300,000      | \$1,300,000      | \$6,650,000  |
|                | Monad and 19th/20th St. W. Intersection Reconstruction |                                                                                                                                                                                                                                                                |              |                  |                  |                  |                  |                  |              |
|                | Arterial Fee Fund                                      |                                                                                                                                                                                                                                                                | Approved     | \$0              | \$500,000        | \$3,000,000      | \$0              | \$0              | \$3,500,000  |
|                | Total For Project                                      |                                                                                                                                                                                                                                                                | Total        | \$0              | \$500,000        | \$3,000,000      | \$0              | \$0              | \$3,500,000  |
|                | 6th Avenue North Widening                              | Street widening project for a<br>multi use path from Main St.<br>to 13th. PAVER funds will be<br>used for the overlay.                                                                                                                                         |              |                  |                  |                  |                  |                  |              |
|                | Arterial Fee Fund                                      |                                                                                                                                                                                                                                                                | Approved     | \$450,000        | \$0              | \$0              | \$0              | \$0              | \$450,000    |
|                | Total For Project                                      |                                                                                                                                                                                                                                                                | Total        | \$450,000        | \$0              | \$0              | \$0              | \$0              | \$450,000    |
|                | Snow Melt Facility                                     | New Description: Snow<br>melting system to melt some<br>of the snow hauled from the<br>City's streets. Additional<br>funding in FY 2019 will allow<br>development of a storage and<br>melting location in addition to<br>the other sites that will be<br>used. |              |                  |                  |                  |                  |                  |              |
|                | Street Maintenance Fees                                |                                                                                                                                                                                                                                                                | Approved     | \$1,200,000      | \$0              | \$0              | \$0              | \$0              | \$1,200,000  |
|                | Total For Project                                      |                                                                                                                                                                                                                                                                | Total        | \$1,200,000      | \$0              | \$0              | \$0              | \$0              | \$1,200,000  |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                 | SHORT DESCRIPTION                                                                           | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|---------------------------------------|---------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | Pedestrian Overpass on Main Street    | The East End TIFF will determine if adequate funding is available for this project in FY19. |              |                            |                            |                            |                            |                            |                     |
|                | TIFD                                  |                                                                                             | Approved     | \$3,500,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$3,500,000         |
|                | Total For Project                     |                                                                                             | Total        | \$3,500,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$3,500,000         |
|                | Mullowney Road                        | Road reconstruction south of Midland Road.                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Arterial Fee Fund                     |                                                                                             | Approved     | \$0                        | \$0                        | \$0                        | \$400,000                  | \$3,700,000                | \$4,100,000         |
|                | Total For Project                     |                                                                                             |              | \$0                        | \$0                        | \$0                        | \$400,000                  | \$3,700,000                | \$4,100,000         |
|                | King Avenue East Improvements         |                                                                                             |              |                            |                            |                            |                            |                            |                     |
|                | TIFD                                  |                                                                                             | Approved     | \$0                        | \$1,528,586                | \$0                        | \$0                        | \$0                        | \$1,528,586         |
|                | Total For Project                     |                                                                                             |              | \$0                        | \$1,528,586                | \$0                        | \$0                        | \$0                        | \$1,528,586         |
|                | Hallowell Lane Improvements           |                                                                                             |              |                            |                            |                            |                            |                            |                     |
|                | TIFD                                  |                                                                                             | Approved     | \$0                        | \$0                        | \$1,781,058                | \$0                        | \$0                        | \$1,781,058         |
|                | Total For Project                     |                                                                                             |              | \$0                        | \$0                        | \$1,781,058                | \$0                        | \$0                        | \$1,781,058         |
|                | SBURA Unimproved Streets Improvements |                                                                                             |              |                            |                            |                            |                            |                            |                     |
|                | TIFD                                  |                                                                                             | Approved     | \$0                        | \$0                        | \$500,000                  | \$500,000                  | \$500,000                  | \$1,500,000         |
|                | Total For Project                     |                                                                                             |              | \$0                        | \$0                        | \$500,000                  | \$500,000                  | \$500,000                  | \$1,500,000         |
|                | East End TIFF Storm Sewer             |                                                                                             |              |                            |                            |                            |                            |                            |                     |
|                | Storm Drain                           |                                                                                             | Approved     | \$600,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$600,000           |
|                | Total For Project                     |                                                                                             |              | \$600,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$600,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                                            | TITLE                    | SHORT DESCRIPTION | PROJ. STATUS | 7/1/18 - 6/30/19    | 7/1/19 - 6/30/20    | 7/1/20 - 6/30/21    | 7/1/21 - 6/30/22    | 7/1/22 - 6/30/23    | FY19-23 FUND TOTALS |
|-----------------------------------------------------------|--------------------------|-------------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                                           |                          |                   |              | FY '19              | FY '20              | FY '21              | FY '22              | FY '23              | FY19-23 FUND        |
| <b>Public Works Engineering Funding Approved Projects</b> |                          |                   |              |                     |                     |                     |                     |                     |                     |
|                                                           | CMAQ/MAQI Funds          |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | BARSA - Gas Tax          |                   | Approved     | \$1,832,000         | \$2,020,000         | \$0                 | \$2,492,316         | \$0                 | \$6,344,316         |
|                                                           | Storm Drain Bonds        |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | General Obligation Bonds |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | Safe Routes to School    |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | CDBG                     |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | Sidewalk Bonds           |                   | Approved     | \$400,000           | \$400,000           | \$400,000           | \$400,000           | \$400,000           | \$2,000,000         |
|                                                           | Gas Tax                  |                   | Approved     | \$1,568,000         | \$1,580,000         | \$3,100,000         | \$7,607,684         | \$3,150,000         | \$17,005,684        |
|                                                           | Storm Drain              |                   | Approved     | \$2,965,000         | \$1,965,000         | \$1,965,000         | \$1,965,000         | \$2,125,000         | \$10,985,000        |
|                                                           | PWB Utility Repair       |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | Street Maintenance Fees  |                   | Approved     | \$1,200,000         | \$0                 | \$0                 | \$0                 | \$0                 | \$1,200,000         |
|                                                           | SID Bonds                |                   | Approved     | \$1,000,000         | \$1,000,000         | \$1,000,000         | \$1,000,000         | \$1,000,000         | \$5,000,000         |
|                                                           | Street Lights            |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | Developer Contributions  |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | ARRA Grant               |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | State & Federal          |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | TIFD                     |                   | Approved     | \$3,500,000         | \$1,528,586         | \$2,281,058         | \$500,000           | \$500,000           | \$8,309,644         |
|                                                           | CTEP                     |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | Road Bonds               |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | BSEDA Grant              |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | Unfunded                 |                   | Approved     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|                                                           | Arterial Fee Fund        |                   | Approved     | <u>\$2,670,000</u>  | <u>\$2,325,000</u>  | <u>\$5,225,000</u>  | <u>\$6,175,000</u>  | <u>\$5,225,000</u>  | <u>\$21,620,000</u> |
|                                                           |                          |                   |              | <u>\$15,135,000</u> | <u>\$10,818,586</u> | <u>\$13,971,058</u> | <u>\$20,140,000</u> | <u>\$12,400,000</u> | <u>\$72,464,644</u> |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                  | TITLE                                                                               | SHORT DESCRIPTION                                                                                                                                                                   | PROJ. STATUS | 7/1/18 - 6/30/19               | 7/1/19 - 6/30/20               | 7/1/20 - 6/30/21               | 7/1/21 - 6/30/22               | 7/1/22 - 6/30/23               | FY19-23 FUND TOTALS |
|---------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
|                                 |                                                                                     |                                                                                                                                                                                     |              | FY '19                         | FY '20                         | FY '21                         | FY '22                         | FY '23                         |                     |
| <b>Public Works Solid Waste</b> |                                                                                     |                                                                                                                                                                                     |              |                                |                                |                                |                                |                                |                     |
|                                 |                                                                                     |                                                                                                                                                                                     |              | AMOUNT FOR EACH FUNDING SOURCE |                     |
| SW10                            | Phase 3 and 4 Closure                                                               | Construction of the landfill closure cap identified as Phases 3 and 4 Closure in the 2006 Master Plan. This will be a phased closure. Second portion of closure will be in FY 2024. |              |                                |                                |                                |                                |                                |                     |
|                                 | Landfill Reserves                                                                   |                                                                                                                                                                                     | Approved     | \$150,000                      | \$640,000                      | \$0                            | \$0                            | \$0                            | \$790,000           |
|                                 |                                                                                     |                                                                                                                                                                                     | Total        | \$150,000                      | \$640,000                      | \$0                            | \$0                            | \$0                            | \$790,000           |
|                                 | CNG Fueling Station                                                                 | Purchase and installation of a second compressor. FY 2019 funding to convert two slow fueling stations to fast fueling stations.                                                    |              |                                |                                |                                |                                |                                |                     |
|                                 | Landfill Reserves                                                                   |                                                                                                                                                                                     | Approved     | \$350,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$350,000           |
|                                 |                                                                                     |                                                                                                                                                                                     | Total        | \$350,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$350,000           |
|                                 | Composting Facility                                                                 | New composting facility at the landfill.                                                                                                                                            |              |                                |                                |                                |                                |                                |                     |
|                                 | Landfill Reserves                                                                   |                                                                                                                                                                                     | Approved     | \$0                            | \$0                            | \$1,000,000                    | \$0                            | \$0                            | \$1,000,000         |
|                                 |                                                                                     |                                                                                                                                                                                     | Total        | \$0                            | \$0                            | \$1,000,000                    | \$0                            | \$0                            | \$1,000,000         |
|                                 | Biogas Recovery System for CNG Fueling Station from the Waste Water Treatment Plant | Utilize gas produced at the plant to fuel solid waste trucks.                                                                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                 | Landfill Reserves                                                                   |                                                                                                                                                                                     | Approved     | \$200,000                      | \$2,500,000                    | \$0                            | \$0                            | \$0                            | \$2,700,000         |
|                                 |                                                                                     |                                                                                                                                                                                     | Total        | \$200,000                      | \$2,500,000                    | \$0                            | \$0                            | \$0                            | \$2,700,000         |
|                                 | Phase 5 B Cell Design                                                               | Project moved to FY 2028.                                                                                                                                                           |              |                                |                                |                                |                                |                                |                     |
|                                 | Landfill Reserves                                                                   |                                                                                                                                                                                     | Approved     | \$0                            | \$0                            | \$0                            | \$0                            | \$0                            | \$0                 |
|                                 |                                                                                     |                                                                                                                                                                                     | Total        | \$0                            | \$0                            | \$0                            | \$0                            | \$0                            | \$0                 |
|                                 | Pave Landfill Access Road                                                           | New pavement from Jellison Road into the landfill.                                                                                                                                  |              |                                |                                |                                |                                |                                |                     |
|                                 | Landfill Reserves                                                                   |                                                                                                                                                                                     | Approved     | \$150,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$150,000           |
|                                 |                                                                                     |                                                                                                                                                                                     | Total        | \$150,000                      | \$0                            | \$0                            | \$0                            | \$0                            | \$150,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT<br>NUMBER                                                                      | TITLE             | SHORT DESCRIPTION | PROJ.<br>STATUS | 7/1/18 - 6/30/19 | 7/1/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND<br>TOTALS |
|----------------------------------------------------------------------------------------|-------------------|-------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------------|
|                                                                                        |                   |                   |                 | FY '19           | FY '20           | FY '21           | FY '22           | FY '23           |                        |
| <b>Public Works Solid Waste Funding</b>                                                |                   |                   |                 |                  |                  |                  |                  |                  |                        |
|                                                                                        | Landfill Reserves |                   | Approved        | \$850,000        | \$3,140,000      | \$1,000,000      | \$0              | \$0              | \$4,990,000            |
|                                                                                        | Revenue Bond      |                   | Approved        | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>             |
|                                                                                        |                   |                   |                 | \$850,000        | \$3,140,000      | \$1,000,000      | \$0              | \$0              | \$4,990,000            |
| <br> |                   |                   |                 |                  |                  |                  |                  |                  |                        |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                  | TITLE                                                 | SHORT DESCRIPTION                                                                                         | PROJ. STATUS | 7/1/18 - 6/30/19               | 7/1/19 - 6/30/20               | 7/1/20 - 6/30/21               | 7/1/21 - 6/30/22               | 7/1/22 - 6/30/23               | FY19-23 FUND TOTALS |
|---------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
|                                 |                                                       |                                                                                                           |              | FY '19                         | FY '20                         | FY '21                         | FY '22                         | FY '23                         |                     |
| <b>Public Works Waste Water</b> |                                                       |                                                                                                           |              |                                |                                |                                |                                |                                |                     |
|                                 |                                                       |                                                                                                           |              | AMOUNT FOR EACH FUNDING SOURCE |                     |
| PUD 302                         | Sanitary Sewer Main Replacement                       | Annual replacement program of sanitary sewer mains throughout the City.                                   |              |                                |                                |                                |                                |                                |                     |
|                                 | Wastewater Revenues                                   |                                                                                                           | Approved     | \$3,600,000                    | \$4,000,000                    | \$4,000,000                    | \$4,000,000                    | \$4,000,000                    | \$19,600,000        |
|                                 |                                                       |                                                                                                           | Total        | \$3,600,000                    | \$4,000,000                    | \$4,000,000                    | \$4,000,000                    | \$4,000,000                    | \$19,600,000        |
|                                 | Sanitary Sewer Compensation Agreements                | Funding for compensation agreements with private developers for oversize and other city authorized costs. |              |                                |                                |                                |                                |                                |                     |
|                                 | Wastewater Revenues                                   |                                                                                                           | Approved     | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$1,500,000         |
|                                 |                                                       |                                                                                                           | Total        | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$1,500,000         |
|                                 | Electrical for the Waste Water Treatment Plant Campus | Various annual electrical projects.                                                                       |              |                                |                                |                                |                                |                                |                     |
|                                 | Wastewater Revenues                                   |                                                                                                           | Approved     | \$500,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$1,700,000         |
|                                 |                                                       |                                                                                                           | Total        | \$500,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$1,700,000         |
|                                 | Lake Hills Lift Station Rehabilitation                | Upgrade existing lift station.                                                                            |              |                                |                                |                                |                                |                                |                     |
|                                 | Wastewater Revenues                                   |                                                                                                           | Approved     | \$0                            | \$300,000                      | \$0                            | \$0                            | \$0                            | \$300,000           |
|                                 |                                                       |                                                                                                           | Total        | \$0                            | \$300,000                      | \$0                            | \$0                            | \$0                            | \$300,000           |
|                                 | Lloyd Mangrum Lift Station Rehabilitation             | Upgrade existing lift station.                                                                            |              |                                |                                |                                |                                |                                |                     |
|                                 | Wastewater Revenues                                   |                                                                                                           | Approved     | \$0                            | \$350,000                      | \$0                            | \$0                            | \$0                            | \$350,000           |
|                                 |                                                       |                                                                                                           | Total        | \$0                            | \$350,000                      | \$0                            | \$0                            | \$0                            | \$350,000           |
|                                 | New Drying Beds at Wastewater Treatment Plant         | Construction of two new drying beds.                                                                      |              |                                |                                |                                |                                |                                |                     |
|                                 | Wastewater Revenues                                   |                                                                                                           | Approved     | \$0                            | \$0                            | \$300,000                      | \$0                            | \$0                            | \$300,000           |
|                                 |                                                       |                                                                                                           | Total        | \$0                            | \$0                            | \$300,000                      | \$0                            | \$0                            | \$300,000           |
|                                 | Centrifuge Replacement                                | Replace two centrifuges at the waste water treatment plant.                                               |              |                                |                                |                                |                                |                                |                     |
|                                 | Wastewater Revenues                                   |                                                                                                           | Approved     | \$0                            | \$0                            | \$1,000,000                    | \$0                            | \$0                            | \$1,000,000         |
|                                 | Total For Project                                     |                                                                                                           | Total        | \$0                            | \$0                            | \$1,000,000                    | \$0                            | \$0                            | \$1,000,000         |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                                                     | SHORT DESCRIPTION                                                                                                                                                                                                            | PROJ. STATUS | 7/1/18 - 6/30/19 | 7/1/19 - 6/30/20 | 7/1/20 - 6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | FY19-23 FUND TOTALS |
|----------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|------------------|------------------|------------------|------------------|---------------------|
|                |                                                                           |                                                                                                                                                                                                                              |              | FY '19           | FY '20           | FY '21           | FY '22           | FY '23           |                     |
|                | Utility Service Center Improvements                                       | Upgrades to the service center. The total project cost is estimated at \$420,000. 40% of the cost will be in this CIP and 60% will be funded from water. Additional improvements to the building will be completed in FY 19. |              |                  |                  |                  |                  |                  |                     |
|                | Wastewater Revenues                                                       |                                                                                                                                                                                                                              | Approved     | \$240,000        | \$0              | \$0              | \$0              | \$0              | \$240,000           |
|                | Total For Project                                                         |                                                                                                                                                                                                                              | Total        | \$240,000        | \$0              | \$0              | \$0              | \$0              | \$240,000           |
|                | Replace Secondary Pump Station Pump Motors                                | Pump 3 will be replaced in FY 2020 and pump 2 will be replaced in 2021.                                                                                                                                                      |              |                  |                  |                  |                  |                  |                     |
|                | Wastewater Revenues                                                       |                                                                                                                                                                                                                              | Approved     | \$0              | \$130,000        | \$135,000        | \$0              | \$140,000        | \$405,000           |
|                | Total For Project                                                         |                                                                                                                                                                                                                              | Total        | \$0              | \$130,000        | \$135,000        | \$0              | \$140,000        | \$405,000           |
|                | Wastewater Plant Acetate Feed System                                      |                                                                                                                                                                                                                              |              |                  |                  |                  |                  |                  |                     |
|                | Wastewater Revenues                                                       |                                                                                                                                                                                                                              | Approved     | \$0              | \$0              | \$0              | \$427,000        | \$0              | \$427,000           |
|                | Total For Project                                                         |                                                                                                                                                                                                                              | Total        | \$0              | \$0              | \$0              | \$427,000        | \$0              | \$427,000           |
|                | Sahara Sands Lift Station Rehabilitation                                  |                                                                                                                                                                                                                              |              |                  |                  |                  |                  |                  |                     |
|                | Wastewater Revenues                                                       |                                                                                                                                                                                                                              | Approved     | \$0              | \$0              | \$0              | \$150,000        | \$0              | \$150,000           |
|                | Total For Project                                                         |                                                                                                                                                                                                                              | Total        | \$0              | \$0              | \$0              | \$150,000        | \$0              | \$150,000           |
|                | Replace Heat Exchangers #1, 2, and 3                                      |                                                                                                                                                                                                                              |              |                  |                  |                  |                  |                  |                     |
|                | Wastewater Revenues                                                       |                                                                                                                                                                                                                              | Approved     | \$0              | \$0              | \$0              | \$500,000        | \$0              | \$500,000           |
|                | Total For Project                                                         |                                                                                                                                                                                                                              | Total        | \$0              | \$0              | \$0              | \$500,000        | \$0              | \$500,000           |
|                | Wastewater Plant UV Third Channel                                         |                                                                                                                                                                                                                              |              |                  |                  |                  |                  |                  |                     |
|                | Wastewater Revenues                                                       |                                                                                                                                                                                                                              | Approved     | \$450,000        | \$0              | \$0              | \$0              | \$0              | \$450,000           |
|                | Total For Project                                                         |                                                                                                                                                                                                                              | Total        | \$450,000        | \$0              | \$0              | \$0              | \$0              | \$450,000           |
|                | Wastewater Plant Gravity Thickner, Digester, and Sludge Building Upgrades | Includes primary influent, sludge, grease and scum upgrades.                                                                                                                                                                 |              |                  |                  |                  |                  |                  |                     |
|                | Wastewater Revenues                                                       |                                                                                                                                                                                                                              | Approved     | \$0              | \$3,500,000      | \$0              | \$0              | \$0              | \$3,500,000         |
|                | Total For Project                                                         |                                                                                                                                                                                                                              | Total        | \$0              | \$3,500,000      | \$0              | \$0              | \$0              | \$3,500,000         |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                                   | SHORT DESCRIPTION                                                                                                | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | Headworks and Wash Bay Upgrades                         |                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Wastewater Revenues                                     |                                                                                                                  | Approved     | \$0                        | \$0                        | \$0                        | \$750,000                  | \$0                        | \$750,000           |
|                | Total For Project                                       |                                                                                                                  | Total        | \$0                        | \$0                        | \$0                        | \$750,000                  | \$0                        | \$750,000           |
|                | New Biological Gas Scrubber                             | This project and funding were moved and added to the Public Works Solid Waste Biogas Recovery System Project.    |              |                            |                            |                            |                            |                            |                     |
|                | Wastewater Revenues                                     |                                                                                                                  | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | Total For Project                                       |                                                                                                                  | Total        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | Fats, Oils and Grease Receiving Station                 | Design of the project.                                                                                           |              |                            |                            |                            |                            |                            |                     |
|                | Wastewater Revenues                                     |                                                                                                                  | Approved     | \$50,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$50,000            |
|                | Total For Project                                       |                                                                                                                  | Total        | \$50,000                   | \$0                        | \$0                        | \$0                        | \$0                        | \$50,000            |
|                | H2S Reduction Project                                   | Project to identify and help remove sources of hydrogen sulfide in the waste water collection system.            |              |                            |                            |                            |                            |                            |                     |
|                | Wastewater Revenues                                     |                                                                                                                  | Approved     | \$500,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$500,000           |
|                | Total For Project                                       |                                                                                                                  | Total        | \$500,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$500,000           |
|                | Waste Water Nutrient Recovery Project                   | Project to recover certain nutrients for beneficial use at the water reclamation facility.                       |              |                            |                            |                            |                            |                            |                     |
|                | Wastewater Revenues                                     |                                                                                                                  | Approved     | \$50,000                   | \$2,000,000                | \$0                        | \$0                        | \$0                        | \$2,050,000         |
|                | Total For Project                                       |                                                                                                                  | Total        | \$50,000                   | \$2,000,000                | \$0                        | \$0                        | \$0                        | \$2,050,000         |
|                | Side Stream Treatment at the Water Reclamation Facility | Project to further reduce certain constituents in the waste stream at the plant prior to discharge to the river. |              |                            |                            |                            |                            |                            |                     |
|                | Wastewater Revenues                                     |                                                                                                                  | Approved     | \$3,000,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$3,000,000         |
|                | Total For Project                                       |                                                                                                                  | Total        | \$3,000,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$3,000,000         |
|                | Sewer Main Infill for Missing Sections                  |                                                                                                                  |              |                            |                            |                            |                            |                            |                     |
|                | Wastewater Revenues                                     |                                                                                                                  | Approved     | \$400,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$400,000           |
|                | Total For Project                                       |                                                                                                                  | Total        | \$400,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$400,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                     | SHORT DESCRIPTION                                   | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|---------------------------|-----------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                |                           | Public Works Waste Water Fundings Approved Projects |              |                            |                            |                            |                            |                            |                     |
|                | Wastewater Revenues       |                                                     | Approved     | \$9,090,000                | \$10,880,000               | \$6,035,000                | \$6,427,000                | \$4,740,000                | \$37,172,000        |
|                | Revenue Bond              |                                                     | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | ARRA Grant                |                                                     | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | Developer Contribution    |                                                     | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | TIFD                      |                                                     | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | State Revolving Fund Loan |                                                     | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                |                           |                                                     |              | \$9,090,000                | \$10,880,000               | \$6,035,000                | \$6,427,000                | \$4,740,000                | \$37,172,000        |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER            | TITLE                                          | SHORT DESCRIPTION                                                                                         | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19     | 7/1/19 - 6/30/20<br>FY '20     | 7/1/20 - 6/30/21<br>FY '21     | 7/1/21 - 6/30/22<br>FY '22     | 7/1/22 - 6/30/23<br>FY '23     | FY19-23 FUND TOTALS |
|---------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
| <b>Public Works Water</b> |                                                |                                                                                                           |              |                                |                                |                                |                                |                                |                     |
|                           |                                                |                                                                                                           |              |                                |                                |                                |                                |                                |                     |
|                           |                                                |                                                                                                           |              | AMOUNT FOR EACH FUNDING SOURCE |                     |
| PUD 205                   | Water System Rehabilitation                    | Annual replacement program of water mains throughout the City.                                            |              |                                |                                |                                |                                |                                |                     |
|                           | Water Revenues                                 |                                                                                                           | Approved     | \$3,600,000                    | \$4,000,000                    | \$4,000,000                    | \$4,000,000                    | \$3,800,000                    | \$19,400,000        |
|                           |                                                |                                                                                                           | Total        | \$3,600,000                    | \$4,000,000                    | \$4,000,000                    | \$4,000,000                    | \$3,800,000                    | \$19,400,000        |
| PUD 205                   | Electrical                                     | Replace power lines, switches and transformers at Water Treatment Plant and pump stations.                |              |                                |                                |                                |                                |                                |                     |
|                           | Water Revenues                                 |                                                                                                           | Approved     | \$650,000                      | \$650,000                      | \$650,000                      | \$650,000                      | \$650,000                      | \$3,250,000         |
|                           |                                                |                                                                                                           | Total        | \$650,000                      | \$650,000                      | \$650,000                      | \$650,000                      | \$650,000                      | \$3,250,000         |
| PWU-W004                  | Replacement of Old High Service Pumps & Motors | Programmed replacement of high service pumping system for H2-2 (pump,motor,drive valve).                  |              |                                |                                |                                |                                |                                |                     |
|                           | Water Revenues                                 |                                                                                                           | Approved     | \$1,480,000                    | \$0                            | \$0                            | \$0                            | \$0                            | \$1,480,000         |
|                           |                                                |                                                                                                           | Total        | \$1,480,000                    | \$0                            | \$0                            | \$0                            | \$0                            | \$1,480,000         |
|                           | High Service Pump 5KV Switchgear               | Replacement of the switchgear and moving it to a separate outside enclosure.                              |              |                                |                                |                                |                                |                                |                     |
|                           | Water Revenues                                 |                                                                                                           | Approved     | \$0                            | \$0                            | \$0                            | \$1,350,000                    | \$0                            | \$1,350,000         |
|                           |                                                |                                                                                                           | Total        | \$0                            | \$0                            | \$0                            | \$1,350,000                    | \$0                            | \$1,350,000         |
|                           | Fox Reservoir #1 Replacement                   | Replace the existing reservoir.                                                                           |              |                                |                                |                                |                                |                                |                     |
|                           | Water Revenues                                 |                                                                                                           | Approved     | \$0                            | \$0                            | \$0                            | \$0                            | \$3,000,000                    | \$3,000,000         |
|                           |                                                |                                                                                                           | Total        | \$0                            | \$0                            | \$0                            | \$0                            | \$3,000,000                    | \$3,000,000         |
|                           | Water Compensation Agreements                  | Funding for compensation agreements with private developers for oversize and other city authorized costs. |              |                                |                                |                                |                                |                                |                     |
|                           | Water Revenues                                 |                                                                                                           | Approved     | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$1,500,000         |
|                           |                                                |                                                                                                           | Total        | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$300,000                      | \$1,500,000         |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                | SHORT DESCRIPTION                                                                                                                                                                                                                  | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | 48th St. W. Trunk Main               | Construction and upsizing of a major water main.                                                                                                                                                                                   |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                       |                                                                                                                                                                                                                                    | Approved     | \$0                        | \$0                        | \$3,430,000                | \$0                        | \$0                        | \$3,430,000         |
|                |                                      |                                                                                                                                                                                                                                    | Total        | \$0                        | \$0                        | \$3,430,000                | \$0                        | \$0                        | \$3,430,000         |
|                | Neibauer Water Lines                 | New water mains on Neibauer. Project deleted.                                                                                                                                                                                      |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                       |                                                                                                                                                                                                                                    | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                |                                      |                                                                                                                                                                                                                                    | Total        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | Walter Pump Station                  | Two new pumps for the Walter Pump station.                                                                                                                                                                                         |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                       |                                                                                                                                                                                                                                    | Approved     | \$0                        | \$1,600,000                | \$0                        | \$0                        | \$0                        | \$1,600,000         |
|                |                                      |                                                                                                                                                                                                                                    | Total        | \$0                        | \$1,600,000                | \$0                        | \$0                        | \$0                        | \$1,600,000         |
|                | Integrated Water Plan Implementation | This funding has been moved to the new west end water treatment plant and the storage lakes.                                                                                                                                       |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                       |                                                                                                                                                                                                                                    | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                |                                      |                                                                                                                                                                                                                                    | Total        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | Christenson Pump Station             | Pump station improvements. This project has been moved to FY24.                                                                                                                                                                    |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                       |                                                                                                                                                                                                                                    | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                |                                      |                                                                                                                                                                                                                                    | Total        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                | Utility Service Center Improvements  | Upgrades to the service center. The total project cost is estimated at \$420,000. 60% of the cost will be in this CIP and 40% will be funded from waste water. Additional improvements to the building will be completed in FY 19. |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                       |                                                                                                                                                                                                                                    | Approved     | \$360,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$360,000           |
|                |                                      |                                                                                                                                                                                                                                    | Total        | \$360,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$360,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                                                                    | SHORT DESCRIPTION                                                                          | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | Park Irrigation to Non-Potable Water                                                     | Project to switch several park's water systems to use non-city treated water.              |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                                                                           |                                                                                            | Approved     | \$250,000                  | \$250,000                  | \$0                        | \$0                        | \$0                        | \$500,000           |
|                |                                                                                          |                                                                                            | Total        | \$250,000                  | \$250,000                  | \$0                        | \$0                        | \$0                        | \$500,000           |
|                | Lead Service Line Replacement Project                                                    |                                                                                            |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                                                                           |                                                                                            | Approved     | \$600,000                  | \$600,000                  | \$0                        | \$0                        | \$0                        | \$1,200,000         |
|                |                                                                                          |                                                                                            | Total        | \$600,000                  | \$600,000                  | \$0                        | \$0                        | \$0                        | \$1,200,000         |
|                | Redundant Water Line to Airport                                                          |                                                                                            |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                                                                           |                                                                                            | Approved     | \$1,500,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$1,500,000         |
|                |                                                                                          |                                                                                            | Total        | \$1,500,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$1,500,000         |
|                | Water System Security Monitoring Equipment                                               |                                                                                            |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                                                                           |                                                                                            | Approved     | \$0                        | \$220,000                  | \$0                        | \$0                        | \$0                        | \$220,000           |
|                |                                                                                          |                                                                                            | Total        | \$0                        | \$220,000                  | \$0                        | \$0                        | \$0                        | \$220,000           |
|                | West End Water Treatment Plant - Billings City Lakes Improvements                        | Improvements to the existing pits. An additional \$5,000,000 will be scheduled for FY2025. |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                                                                           |                                                                                            | Approved     | \$0                        | \$0                        | \$5,000,000                | \$0                        | \$0                        | \$5,000,000         |
|                |                                                                                          |                                                                                            | Total        | \$0                        | \$0                        | \$5,000,000                | \$0                        | \$0                        | \$5,000,000         |
|                | West End Water Treatment Plant - Property Acquisition - Billings City Lakes Improvements |                                                                                            |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                                                                           |                                                                                            | Approved     | \$8,000,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$8,000,000         |
|                |                                                                                          |                                                                                            | Total        | \$8,000,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$8,000,000         |
|                | West End Water Treatment Plant - Billings City Lakes Improvements                        | Project includes the design and associated piping to the new facility.                     |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                                                                           |                                                                                            | Approved     | \$250,000                  | \$6,000,000                | \$0                        | \$50,000,000               | \$0                        | \$56,250,000        |
|                |                                                                                          |                                                                                            | Total        | \$250,000                  | \$6,000,000                | \$0                        | \$50,000,000               | \$0                        | \$56,250,000        |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER | TITLE                                      | SHORT DESCRIPTION                                                                           | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|----------------|--------------------------------------------|---------------------------------------------------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                | Asset Management Program                   | This program will identify specific criteria for water main rehabilitation and replacement. |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                             |                                                                                             | Approved     | \$100,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$100,000           |
|                |                                            |                                                                                             | Total        | \$100,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$100,000           |
|                | Jellison Road Water Main                   | New water main from Blue Creek Road to the entrance to the landfill.                        |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                             |                                                                                             | Approved     | \$850,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$850,000           |
|                |                                            |                                                                                             | Total        | \$850,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$850,000           |
|                | Reservoir Pressure Zone Adjustment Project | Providing infrastructure to adjust the boundaries of the existing water pressure zones.     |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                             |                                                                                             | Approved     | \$0                        | \$2,000,000                | \$0                        | \$0                        | \$0                        | \$2,000,000         |
|                |                                            |                                                                                             | Total        | \$0                        | \$2,000,000                | \$0                        | \$0                        | \$0                        | \$2,000,000         |
|                | Leavens Storage Reservoir                  | Construction of a new water reservoir just north of MSU-B.                                  |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                             |                                                                                             | Approved     | \$5,000,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$5,000,000         |
|                |                                            |                                                                                             | Total        | \$5,000,000                | \$0                        | \$0                        | \$0                        | \$0                        | \$5,000,000         |
|                | Water Treatment Plant Valving              | Addition and replacement of new valves at the plant.                                        |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                             |                                                                                             | Approved     | \$175,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$175,000           |
|                |                                            |                                                                                             | Total        | \$175,000                  | \$0                        | \$0                        | \$0                        | \$0                        | \$175,000           |
|                | Logan Reservoir Recoating Project          | Recoating of the water reservoir on top of the rims near the airport.                       |              |                            |                            |                            |                            |                            |                     |
|                | Water Revenues                             |                                                                                             | Approved     | \$0                        | \$500,000                  | \$0                        | \$0                        | \$0                        | \$500,000           |
|                |                                            |                                                                                             | Total        | \$0                        | \$500,000                  | \$0                        | \$0                        | \$0                        | \$500,000           |

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY COUNCIL ON MARCH 26, 2018**

| PROJECT NUMBER                                                   | TITLE                                  | SHORT DESCRIPTION | PROJ. STATUS | 7/1/18 - 6/30/19<br>FY '19 | 7/1/19 - 6/30/20<br>FY '20 | 7/1/20 - 6/30/21<br>FY '21 | 7/1/21 - 6/30/22<br>FY '22 | 7/1/22 - 6/30/23<br>FY '23 | FY19-23 FUND TOTALS |
|------------------------------------------------------------------|----------------------------------------|-------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------|
|                                                                  | Water Main Infill for Missing Sections |                   |              |                            |                            |                            |                            |                            |                     |
|                                                                  | Water Revenues                         |                   | Approved     | \$400,000                  | \$0                        | \$0                        | \$0                        | \$200,000                  | \$600,000           |
|                                                                  |                                        |                   | Total        | \$400,000                  | \$0                        | \$0                        | \$0                        | \$200,000                  | \$600,000           |
| <b>Public Works Water Funding Total <u>Approved</u> Projects</b> |                                        |                   |              |                            |                            |                            |                            |                            |                     |
|                                                                  | Water Revenues                         |                   | Approved     | \$23,515,000               | \$16,120,000               | \$13,380,000               | \$56,300,000               | \$7,950,000                | \$117,265,000       |
|                                                                  | State Revolving Fund Loan              |                   | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                                                                  | ARRA Grant                             |                   | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                                                                  | Developer Contribution                 |                   | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                                                                  | Federal Revenues                       |                   | Approved     | \$0                        | \$0                        | \$0                        | \$0                        | \$0                        | \$0                 |
|                                                                  |                                        |                   |              | \$23,515,000               | \$16,120,000               | \$13,380,000               | \$56,300,000               | \$7,950,000                | \$117,265,000       |

# NON-ROUTINE CAPITAL

## **NON-ROUTINE CAPITAL**

The pages in this section include all the non-routine capital in the FY19 budget. Each project item includes the cost, funding source(s), and increase in operating costs if there are any. Also included are any anticipated savings or revenue generation.

## Non-Routine Capital Projects

### AIRPORT DIVISION

#### **Design Work to Expand Terminal Building Concourse Area, Phase II**

Purpose of Project: The Airport plans to expand the Terminal Building Concourse to accommodate more passengers and increase the number of available passenger loading bridges. The design phase II involves preparing schematic design plans and estimating project costs.

Project Cost/Funding Source(s): \$3,000,000 – Mostly funded with AIP grant monies. Actual construction will begin in FY 2020.

Additional/Increased Operating Costs: On-going heating, cooling, and electric costs will be mitigated by the use of energy efficient lighting and environmental control systems.

Anticipated Savings/Revenue Expected: Additional space will increase Terminal Building rents paid by the airlines, as well as additional concession revenue from gift shops, restaurants, and lounges.

#### **Construct a Deicing Fluid Storage and Dispensing Facility**

Purpose of Project: To create a centralized deicing facility at the airport. This will provide the airlines with a central location to store large amounts of aircraft deicing fluid and the ability to quickly load their trucks in order to deice aircraft during the winter months.

Project Cost/Funding Source(s): \$1,000,000 – Estimated construction costs.

Additional/Increased Operating Costs: On-going costs will consist mainly of water and electricity, both of which will be minimal.

Anticipated Savings/Revenue Expected: There will be no anticipated savings or additional revenue. The new facility will move the deicing process from the Airport Operations building to a more convenient location, subsequently reducing congestion at the Operations building during one the busiest times of the year.

## **PUBLIC WORKS DEPARTMENT**

### **Replacement of Old High Service Pumps and Motors**

Purpose of Project: Replacement of high service pumping system (pump, motor, drive valve).

Project Cost/Funding Source(s): \$ 1,480,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Utility Service Center Improvements**

Purpose of Project: Upgrades to the service center building.

Project Cost/Funding Source(s): \$ 360,000 – Water Revenues  
\$ 240,000 – Wastewater Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Park Irrigation to Non-Potable Water**

Purpose of Project: This project will switch several parks water systems to use non-city treated water.

Project Cost/Funding Source(s): \$ 250,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: Undetermined

### **Lead Service Line Replacement Project**

Purpose of Project: Replacement of various lead service lines located around Billings.

Project Cost/Funding Source(s): \$ 600,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Redundant Water Line to Airport**

Purpose of Project: Installation of an additional water line to the Airport.

Project Cost/Funding Source(s): \$1,500,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**West End Water Treatment Plant – Property Acquisition**

Purpose of Project: Purchase of land for a new west end treatment plant and reservoir.

Project Cost/Funding Source(s): \$8,000,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**West End Water Treatment Plant – Billings' City Lake Improvements**

Purpose of Project: Begin design of a new west end water plant.

Project Cost/Funding Source(s): \$ 250,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**Asset Management Program**

Purpose of Project: Software to identify specific criteria for water main rehabilitation and replacement.

Project Cost/Funding Source(s): \$ 100,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**Jellison Road Water Main**

Purpose of Project: New water main from Blue Creek Road to the landfill entrance.

Project Costs/Funding Source(s): \$ 850,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**Leavens Storage Reservoir**

Purpose of Project: Construction of a new water reservoir north of Montana State University – Billings.

Project Costs/Funding Source(s): \$5,000,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Water Treatment Valves**

Purpose of Project: Addition and replacement of valves at the water treatment plant.

Project Costs/Funding Source(s): \$ 175,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Water and Sewer Main Infill for Missing Sections**

Purpose of Project: Construction of missing sections of water and sewer mains.

Project Costs/Funding Source(s): \$ 400,000 – Water Revenues  
\$ 400,000 – Wastewater Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Wastewater Plant UV Third Channel**

Purpose of Project: Addition of a third channel to the UV at wastewater plant.

Project Costs/Funding Source(s): \$ 450,000 – Wastewater Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Fats, Oils, and Grease Receiving Station**

Purpose of Project: Designing of the fats, oils, and grease receiving station.

Project Costs/Funding Source(s): \$ 50,000 – Wastewater Revenue

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **H2S Reduction Project**

Purpose of Project: Identify and help remove sources of hydrogen sulfide in the waste water collection system.

Project Costs/Funding Source(s): \$ 500,000 – Wastewater Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Waste Water Nutrient Recovery Project**

Purpose of Project: Design of project to recover certain nutrients for beneficial use at the water reclamation facility.

Project Costs/Funding Source(s): \$ 50,000 – Wastewater Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: Undetermined

### **Side Stream Treatment at the Water Reclamation Facility**

Purpose of Project: Further reduce certain constituents in the waste stream at the plant prior to discharge to the river.

Project Costs/Funding Source(s): \$ 3,000,000 – Wastewater Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **24<sup>th</sup> Street West and King Avenue Intersection**

Purpose of Project: Improvements at the intersection of 24<sup>th</sup> Street West and King Avenue.

Project Costs/Funding Source(s): \$ 200,000 – Arterial Fees

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Traffic Signal Controller Upgrade**

Purpose of Project: Upgrade of various traffic signal controllers throughout the city.

Project Costs/Funding Source(s): \$ 625,000 – Arterial Fees

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Travel Corridor Coordination**

Purpose of Project: Evaluation and improved coordination of many corridors in the city to provide more efficiency.

Project Costs/Funding Source(s): \$ 100,000 – Arterial Fees  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

#### **24<sup>th</sup> Street West Signal Improvements**

Purpose of Project: Upgrade signals from King Avenue to Grand Avenue.

Project Costs/Funding Source(s): \$ 220,000 – Arterial Fees  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

#### **Central Avenue and 24<sup>th</sup> Street West Intersection**

Purpose of Project: Intersection improvements at Central Avenue and 24<sup>th</sup> Street West.

Project Costs/Funding Source(s): \$ 400,000 – Arterial Fees  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

#### **Storm Water Master Plan Implementation**

Purpose of Project: Construction of projects that are listed in the Storm Water Master Plan document. Projects may include Palisades Park Drive, 29<sup>th</sup> Street West, Canyon Creek Road, and the purchase of new tracts of land.

Project Costs/Funding Source(s): \$1,800,000 – Storm Sewer  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

#### **East End TIFD Storm Sewer**

Purpose of Project: Construction of a storm drain in the East End Tax Increment Financing District.

Project Costs/Funding Source(s): \$ 600,000 – Storm Sewer  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

### **Storm Sewer Inventory / Replacement**

Purpose of Project: Inventory storm infrastructure and program development for the replacement of localized infrastructure.

Project Cost/Funding Source(s): \$ 340,000 – Storm Sewer

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Intersection Capacity Improvements**

Purpose of Project: Evaluation and construction of improvements to selected intersection trouble areas.

Project Costs/Funding Source(s): \$ 400,000 – Arterial Fees

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **6<sup>th</sup> Avenue North Widening**

Purpose of Project: Street widening project for a multi-use path from Main Street to 13<sup>th</sup> Street West.

Project Costs/Funding Source(s): \$ 450,000 – Arterial Fees

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Snow Melt Facility**

Purpose of Project: Snow melting system to melt some of the snow hauled from the city's streets, and development of an additional storage and melting location.

Project Costs/Funding Source(s): \$1,200,000 – Street Maintenance Fees

Additional/Increased Operating Costs: Undetermined

Anticipated Savings/Revenue Expected: None

### **Phase 3 and 4 Closure**

Purpose of Project: Construction of the landfill closure cap identified as phases 3 and 4 closure in the 2006 Master Plan.

Project Costs/Funding Source(s): \$ 150,000 – Solid Waste Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **CNG Fueling Station**

Purpose of Project: Purchase and installation of a second compressor to allow for fueling of additional solid waste collection vehicles.

Project Costs/Funding Source(s): \$ 350,000 – Solid Waste Revenues

Additional/Increased Operating Costs: Undetermined

Anticipated Savings/Revenue Expected: Undetermined

### **Biogas Recovery System for the CNG Fueling Station**

Purpose of Project: Design of a project to utilize gas produced at the Wastewater Treatment Plant to fuel Solid Waste trucks.

Project Costs/Funding Source/Sources: \$ 200,000 – Solid Waste Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: Undetermined

### **Pave Landfill Access Road**

Purpose of Project: New pavement from Jellison Road into the landfill.

Project Costs/Funding Source/Sources: \$ 150,000 – Solid Waste Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

# **SUPPLEMENTAL INFORMATION**

SUPPLEMENTAL  
INFORMATION

## City of Billings - Statistical Information:

This section presents basic statistical information about the City of Billings over the past five years. It provides comparative information on various services the City performs for the community. It should be noted that the information is reported on an annual basis either by calendar year (CY) or by fiscal year (FY).

| Activity                                 | Report Period | 2013    | 2014    | 2015             | 2016    | 2017    |
|------------------------------------------|---------------|---------|---------|------------------|---------|---------|
| <b>Demographic:</b>                      |               |         |         |                  |         |         |
| Area in Square Miles                     | FY            | 42.0    | 42.0    | 42.5             | 43.0    | 42.9    |
| Population**                             | CY            | 106,954 | 109,059 | 108,869          | 110,263 | 110,323 |
| Per Capita Personal Income**             | CY            | 41,546  | 42,417  | 42,606           | 46,052  | 47,148  |
| Median Age**                             | CY            | 37.0    | 36.8    | 38.3             | 38.1    | 38.1    |
| School Enrollment                        | FY            | 16,238  | 16,328  | 16,120           | 16,644  | 16,648  |
| <b>Infrastructure:</b>                   |               |         |         |                  |         |         |
| Miles of Streets                         | CY            | 530     | 530     | 537.8            | 545.1   | 546.9   |
| Miles of Alleys                          | CY            | 123.4   | 123.6   | 124.2            | 124.2   | 124.7   |
| Miles of Highway/Interstate              | CY            | 19      | 19      | 19               | 19      | 19      |
| Street Light Maint. Dist.                | FY            | 185     | 186     | 187              | 192     | 185     |
| No. of Street Lights                     | FY            | 8,202   | 8,239   | 8,376            | 8,480   | 8,202   |
| Miles of Storm Sewer                     | CY            | 149.2   | 213.8   | 232.0            | 219.0   | 264.0   |
| No. of Fire Hydrants (per PUD)           | FY            | 4,242   | 4,357   | 4,392            | 4,405   | 4,211   |
| New Special Improvement Districts        | CY            | 1       | 3       | 5                | 1       | 1       |
| New Private Contract Projects            | CY            | 23      | 23      | 15               | 14      | 9       |
| <b>Fire Protection:</b>                  |               |         |         |                  |         |         |
| No. of Stations                          | CY            | 7       | 7       | 7                | 7       | 7       |
| No. of Firefighters/Officers Dispatchers | FY            | 146     | 146.5   | 145.1            | 144.8   | 153.8   |
| No. of Dispatched Calls                  | CY            | 11,194  | 11,989  | N/A <sup>1</sup> | 13,263  | 13,880  |
| No. of Fire Inspections                  | CY            | 1,209   | 1,553   | 2,027            | 1,043   | 2,516   |
| <b>Police Protection:</b>                |               |         |         |                  |         |         |
| No. of Stations                          | CY            | 1       | 1       | 1                | 1       | 1       |
| No. of Police Officers                   | FY            | 140     | 141     | 141.4            | 142     | 150     |
| No. of Dispatched Calls                  | CY            | 66,510  | 66,111  | 68,817           | 78,484  | 88,447  |
| No. of Arrests                           | CY            | 9,265   | 10,214  | 10,064           | 11,942  | 12,084  |
| No. of Traffic Violations                | CY            | 26,478  | 24,813  | 15,460           | 17,068  | 24,463  |
| No. of Traffic Accidents                 | CY            | 3,329   | 3,988   | 3,845            | 2,518   | 2,521   |
| <b>Animal Control:</b>                   |               |         |         |                  |         |         |
| No. of Animals Processed                 | CY            | 4,022   | 4,133   | 3,829            | 3,706   | 4,039   |
| No. of Licenses Issued                   | CY            | 4,916   | 4,552   | 4,479            | 5,221   | 5,332   |
| No. of Citations Issued                  | CY            | 528     | 905     | 868              | 996     | 868     |
| No. of Complaints Received               | CY            | 5,601   | 5,507   | 5,349            | 5,602   | 5,464   |

\*\* Figures are estimates

<sup>1</sup> A new system was implemented during the year, so an accurate number cannot be given for FY15.

**City of Billings - Statistical Information: Continued**

| Activity                                     | Report Period | 2013     | 2014     | 2015     | 2016     | 2017     |
|----------------------------------------------|---------------|----------|----------|----------|----------|----------|
| <b><i>Municipal Water:</i></b>               |               |          |          |          |          |          |
| No. of Consumers                             | FY            | 29,811   | 30,113   | 30,326   | 30,651   | 30,311   |
| Average Daily Consumption                    | FY            | 23       | 21       | 21       | 21.5     | 21.3     |
| Maximum Daily Capacity (millions of gallons) | FY            | 60       | 60       | 60       | 60       | 60       |
| Miles of Water Mains                         | FY            | 467      | 468      | 476      | 468      | 481      |
| <b><i>Municipal Wastewater:</i></b>          |               |          |          |          |          |          |
| No. of Customers                             | FY            | 32,951   | 33,357   | 33,894   | 34,292   | 34,543   |
| Average Daily Treatment                      | FY            | 16       | 16       | 16       | 15       | 16       |
| Maximum Daily Capacity (millions of gallons) | FY            | 26       | 26       | 26       | 26       | 26       |
| Miles of Sanitary Sewers                     | FY            | 486      | 488      | 497      | 494.5    | 499.0    |
| <b><i>Solid Waste:</i></b>                   |               |          |          |          |          |          |
| No. of Residential Customers                 | FY            | 32,772   | 33,127   | 35,623   | 31,721   | 31,874   |
| No. of Commercial Customers                  | FY            | 4,071    | 4,136    | 2,900    | 2,559    | 2,624    |
| Total Customers                              |               | FY       | 36,843   | 37,263   | 38,523   | 34,280   |
| No. of Landfill Trips                        | FY            | 166,777  | 165,729  | 146,635  | 140,007  | 154,894  |
| <b><i>Building</i></b>                       |               |          |          |          |          |          |
| Residential Permits                          | CY            | 517      | 510      | 553      | 461      | 461      |
| Remodel/Addition Permits                     | CY            | 709      | 765      | 763      | 779      | 596      |
| Commercial Permits                           | CY            | 97       | 68       | 87       | 73       | 67       |
| Remodel/Addition Permits                     | CY            | 275      | 310      | 264      | 359      | 349      |
| Total Number Permits                         |               | CY       | 1,598    | 1,653    | 1,667    | 1,672    |
| New Residential Valuation                    | CY            | \$ 165.7 | \$ 124.1 | \$ 144.8 | \$ 86.7  | \$ 100.6 |
| Remodel/Addition Valuation                   | CY            | 6.5      | 7.8      | 6.8      | 9.6      | 7.4      |
| New Commercial Valuation                     | CY            | 141.5    | 47.3     | 67.8     | 82.8     | 66.3     |
| Remodel/Addition Valuation                   | CY            | 71.8     | 50.9     | 49.0     | 66.1     | 51.0     |
| Total Permit Valuation                       |               | \$ 385.5 | \$ 230.1 | \$ 268.4 | \$ 245.2 | \$ 225.3 |
| <b><i>Airport Activity:</i></b>              |               |          |          |          |          |          |
| No. of Enplanements                          | CY            | 394,942  | 428,578  | 428,940  | 431,499  | 425,691  |
| Tons of Freight Handled                      | CY            | 27,915   | 30,514   | 34,225   | 32,899   | 34,062   |
| Tons of Mail Handled                         | CY            | 3,385    | 3,362    | 1,377    | 941      | 1,025    |
| No. of Crash/Fire Responses                  | CY            | 94       | 130      | 161      | 150      | 189      |
| <b><i>Transit Activity:</i></b>              |               |          |          |          |          |          |
| No. of Miles Traveled                        | FY            | 884,328  | 853,576  | 802,087  | 824,278  | 828,026  |
| Ridership                                    | FY            | 662,790  | 671,804  | 597,288  | 568,140  | 504,020  |
| Wheel Chair Ridership                        | FY            | 25,322   | 24,522   | 21,604   | 21,817   | 22,536   |
| <b><i>Fleet Services:</i></b>                |               |          |          |          |          |          |
| Preventive Maintenance Orders                | FY            | 2,050    | 2,038    | 2,205    | 2,025    | 1,986    |
| Other Repair Orders                          | FY            | 4,970    | 5,539    | 5,420    | 5,213    | 5,307    |
| Total Repair Orders                          |               | FY       | 7,020    | 7,577    | 7,625    | 7,238    |
| Maintenance Hours Charged                    | FY            | 19,960   | 19,882   | 20,346   | 19,578   | 19,883   |
| Fuel Consumption (Gallons)                   | FY            | 864,133  | 889,839  | 878,969  | 864,255  | 823,077  |

## City of Billings - Statistical Information

| Activity                                       | Report Period | 2013             | 2014             | 2015             | 2016    | 2017    |
|------------------------------------------------|---------------|------------------|------------------|------------------|---------|---------|
| <b>Municipal Cemetery:</b>                     |               |                  |                  |                  |         |         |
| No. of Spaces Occupied                         | FY            | 24,898           | 24,977           | 25,050           | 25,115  | 25,205  |
| No. of Spaces Un-Occupied                      | FY            | 6,657            | 6,578            | 6,505            | 6,440   | 6,350   |
| Total Spaces                                   | FY            | 31,555           | 31,555           | 31,555           | 31,555  | 31,555  |
| No. of Full Burials                            | FY            | 53               | 43               | 40               | 39      | 55      |
| No. of Cremation Burials                       | FY            | 75               | 67               | 70               | 69      | 69      |
| Total Burials                                  | FY            | 128              | 110              | 110              | 108     | 124     |
| <b>Municipal Parking Garages:</b>              |               |                  |                  |                  |         |         |
| No. of Parking Garages                         | FY            | 3                | 4                | 4                | 4       | 4       |
| No. of Available Spaces                        | FY            | 1,487            | 1,843            | 1,817            | 1,817   | 1,817   |
| No. of Leased Spaces                           | FY            | 1,256            | 1,535            | 1,509            | 1,509   | 1,509   |
| No. of Shopper Spaces                          | FY            | 231              | 308              | 308              | 308     | 308     |
| <b>On-Street Parking:</b>                      |               |                  |                  |                  |         |         |
| No. of Parking Meters                          | FY            | 884              | 802              | 791              | 791     | 791     |
| <b>Off-Street Parking Lots<sup>1</sup></b>     |               |                  |                  |                  |         |         |
| No. of Parking Lots                            | FY            | N/A              | N/A              | 5                | 5       | 5       |
| No. of Lot Meters (includes multi-space meter) | FY            | N/A              | N/A              | 111              | 111     | 111     |
| No. of Leased Lot Spaces                       | FY            | N/A              | N/A              | 29               | 29      | 29      |
| <b>City Parks:</b>                             |               |                  |                  |                  |         |         |
| Developed Acres                                | FY            | 1,183            | 1,183            | 1,183            | 1,201   | 966     |
| Undeveloped Acres                              | FY            | 290              | 290              | 290              | 282     | 123     |
| Natural Park Acres                             | FY            | 1,170            | 1,170            | 1,170            | 1,167   | 1,243   |
| Total Park Acres                               | FY            | 2,580            | 2,580            | 2,580            | 2,650   | 2,332   |
| <b>City/County Library:</b>                    |               |                  |                  |                  |         |         |
| No. of Volumes                                 | FY            | 217,177          | 217,668          | 211,176          | 217,793 | 235,193 |
| No. of Annual Circulations                     | FY            | 786,884          | 858,177          | 893,283          | 912,287 | 896,270 |
| <b>City Recreation:</b>                        |               |                  |                  |                  |         |         |
| No. of Recreation Programs                     | FY            | 503              | 512              | 519              | 524     | 528     |
| No. of Participants                            | FY            | 75,038           | 75,250           | 75,336           | 75,642  | 75,908  |
| <b>Legal /Judicial:</b>                        |               |                  |                  |                  |         |         |
| Warrants Reviewed                              | FY            | 7,739            | 7,377            | 6,594            | 6,808   | 8,362   |
| Appeals to Higher Court                        | FY            | 21               | 19               | 14               | 20      | 40      |
| <b>Financial Acitiviy:</b>                     |               |                  |                  |                  |         |         |
| Investment Rate of Return                      | FY            | 0.33%            | 0.39%            | 0.60%            | 0.80%   | 0.80%   |
| No. of New Businesses                          | FY            | N/A <sup>2</sup> | N/A <sup>2</sup> | N/A <sup>2</sup> | 1,105   | 921     |
| No. of Renewal Businesses                      | FY            | N/A <sup>2</sup> | N/A <sup>2</sup> | N/A <sup>2</sup> | 5,422   | 5,426   |
| Total Businesses                               | FY            | N/A <sup>2</sup> | N/A <sup>2</sup> | N/A <sup>2</sup> | 6,527   | 6,347   |

<sup>1</sup> New statistic beginning in FY15.

<sup>2</sup> Business License module is not able to differentiate new and renewing licenses.

**CITY OF BILLINGS, MONTANA**  
**Principal Employers**  
**Current Year and Ten Years Ago**  
**(Unaudited)**

| <b>Employer</b>                   | <b>2017</b>                            |             |                                                        | <b>2008</b>                            |             |                                                        |
|-----------------------------------|----------------------------------------|-------------|--------------------------------------------------------|----------------------------------------|-------------|--------------------------------------------------------|
|                                   | <b>Number of Employees<sup>1</sup></b> | <b>Rank</b> | <b>Percentage of Total City Employment<sup>2</sup></b> | <b>Number of Employees<sup>1</sup></b> | <b>Rank</b> | <b>Percentage of Total City Employment<sup>3</sup></b> |
| Billings Clinic                   | 4,175                                  | 1           | 5.12%                                                  | 3,500                                  | 1           | 4.31%                                                  |
| School District #2                | 2,500                                  | 2           | 3.07%                                                  | 2,017                                  | 3           | 2.48%                                                  |
| St. Vincent Healthcare            | 1,704                                  | 3           | 2.09%                                                  | 2,200                                  | 2           | 2.71%                                                  |
| Stillwater Mining Company         | 1,411                                  | 4           | 1.73%                                                  | 1,622                                  | 4           | 2.00%                                                  |
| City of Billings                  | 912                                    | 5           | 1.12%                                                  | 869                                    | 8           | 1.07%                                                  |
| Wells Fargo                       | 873                                    | 6           | 1.07%                                                  | 925                                    | 7           | 1.14%                                                  |
| Wal Mart                          | 787                                    | 7           | 0.97%                                                  | 1,010                                  | 6           | 1.24%                                                  |
| St John's Lutheran Home           | 745                                    | 8           | 0.91%                                                  | -                                      | -           | -                                                      |
| Yellowstone County                | 721                                    | 9           | 0.88%                                                  | 1,054                                  | 5           | 1.30%                                                  |
| Montana State University-Billings | 554                                    | 10          | 0.68%                                                  | -                                      | -           | -                                                      |
| Avitus Group                      | N/A                                    | -           | -                                                      | 825                                    | 9           | 1.02%                                                  |
| First Interstate Bank             | N/A                                    | -           | -                                                      | 690                                    | 10          | 0.85%                                                  |
| Total                             | <b>14,382</b>                          |             | <b>17.64%</b>                                          | <b>14,712</b>                          |             | <b>18.12%</b>                                          |

Sources and other information:

<sup>1</sup> Information obtained from each individual company. Numbers given may be estimates.

<sup>2</sup> Montana Research and Analysis Bureau, State of Montana. Based on 82,325 employees in the greater Billings Metro Area.

<sup>3</sup> Based on 81,209 employees in the greater Billings Metro Area.

**CITY OF BILLINGS, MONTANA**  
**Principal Property Taxpayers**  
**June 30, 2017 and Ten Years Ago**  
**(Unaudited)**

| <b>Taxpayer</b>                   | <b>Tax Year 2016</b> |             |                                          | <b>Tax Year 2007</b> |             |                                          |
|-----------------------------------|----------------------|-------------|------------------------------------------|----------------------|-------------|------------------------------------------|
|                                   | <b>Taxable Value</b> | <b>Rank</b> | <b>Percentage of Total Taxable Value</b> | <b>Taxable Value</b> | <b>Rank</b> | <b>Percentage of Total Taxable Value</b> |
| Northwestern Energy               | \$ 10,510,628        | 1           | 5.4%                                     | \$ 6,898,759         | 1           | 4.6%                                     |
| Charter Communications            | 3,351,105            | 2           | 1.7%                                     | -                    | -           | 0.0%                                     |
| Montana Dakota Utilities          | 3,127,594            | 3           | 1.6%                                     | 1,220,059            | 3           | 0.8%                                     |
| Centurylink Inc                   | 2,268,742            | 4           | 1.2%                                     | -                    | -           | 0.0%                                     |
| AT&T Communications               | 1,826,567            | 5           | 0.9%                                     | 707,281              | 5           | 0.5%                                     |
| Verizon Wireless                  | 1,163,720            | 6           | 0.6%                                     | 418,713              | 10          | 0.3%                                     |
| Rimrock Owner LP                  | 913,986              | 7           | 0.5%                                     | -                    | -           | 0.0%                                     |
| Sisters of Charity of Leavenworth | 695,547              | 8           | 0.4%                                     | -                    | -           | 0.0%                                     |
| Wal-Mart Real Estate              | 646,837              | 9           | 0.3%                                     | 610,738              | 6           | 0.4%                                     |
| Scheels All Sports Inc            | 578,999              | 10          | 0.3%                                     | -                    | -           | 0.0%                                     |
| Sky West Airlines                 | -                    |             | 0.0%                                     | 495,965              | 9           | 0.3%                                     |
| Qwest Corp                        | -                    |             | 0.0%                                     | 4,090,482            | 2           | 2.7%                                     |
| Macerich Rimrock Limited Partner  | -                    |             | 0.0%                                     | 875,526              | 4           | 0.6%                                     |
| IRET Properties                   | -                    |             | 0.0%                                     | 500,952              | 8           | 0.3%                                     |
| Western Sugar Co.                 | -                    |             | 0.0%                                     | 523,276              | 7           | 0.4%                                     |
| West Park Plaza Investors         | -                    |             | 0.0%                                     | -                    | -           | 0.0%                                     |
| Total                             | <u>\$ 25,083,725</u> |             | <u>12.9%</u>                             | <u>\$ 16,341,751</u> |             | <u>10.9%</u>                             |
| Total taxable value               | \$ 195,176,172       |             |                                          | \$ 149,400,741       |             |                                          |

Source: City of Billings, Montana

# **GLOSSARY**

## **GLOSSARY**

### **Accrual Basis of Accounting**

Accrual Basis of Accounting is the method of accounting under which revenues are recorded when earned and expenses that are recorded when goods and services are received (regardless of the timing of related cash flows).

### **Actual**

Actual, as used in the fund summaries and department and division summaries within the budget document, represents the FY 08 and FY 09 results of operations.

### **AFT**

AFT refers to Air Flotation Thickener.

### **Airport Improvement Program (AIP)**

Airport Improvement Program (AIP) is a Federally funded grant program in which annual entitlements combined with local share dollars, are used to fund Federally approved airfield improvements and/or equipment purchases. Examples of AIP improvements and purchases include taxiway/runway overlays, airfield lighting projects, navigational equipment installations, airfield firefighting equipment, etc.

### **Appropriation**

An Appropriation is expenditure authority with specific limitations as to the amount, purpose, and time established by formal action of a governing body such as the City Council for a specific use.

### **Arcview**

Arcview is the software used with (GIS) Geographic Information Systems.

### **Assessed Market Valuation**

The Assessed Market Valuation is the value set upon real estate or other property by a government as a basis for levying taxes.

### **AVL**

Automatic Vehicle Locators enable 911 Center dispatchers to view on a map where each equipped fire truck is at the present moment.

### **Balanced Budget**

A Balanced Budget is one in which expenditures equal revenues for the fiscal year.

### **Billings Operations Center (BOC)**

The Billings Operations Center (BOC) is the facility that houses Central Motor Pool, Solid Waste Division, Street and Traffic Division, Parks Maintenance Operation, and the Police roll call and training facility.

### **BMP**

BMP refers to Best Management Practices.

**Bonds**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date) together with interest at a stated rate or according to a formula for determining the interest rate.

**Budget**

A Budget is a financial plan for the control of government operations. A budget primarily focuses on available reserve, revenue, and expenditure estimates as the means of control.

**Budget Document**

The Budget Document is the official written statement/document which presents the approved budget to the legislative body.

**Budget Message**

The Budget Message is the opening section of the budget document which provides the City Council and the public with a general summary of the most important aspects of the current budget, changes from previous year and recommendations regarding the financial policy for the coming period.

**BUFSA**

Billings Urban Fire Service Area (BUFSA) was established when the rural fire service discontinued its business. These districts were formed to provide fire and emergency service to areas outside the city limits of Billings. These operations have been closed to the Public Safety Fund.

**CAFR**

The Comprehensive Annual Financial Report (CAFR) is the official annual financial report of the City encompassing all funds of the City. It includes an introductory section, management's discussion and analysis (MD&A), basic financial statements, required supplementary information other than MD&A, combining and individual fund statements, schedules, and a statistical section.

**Capital Assets**

Capital Assets are assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Improvement Plan (CIP)**

The Capital Improvement Plan (CIP) represents all capital projects that are in excess of \$25,000 and that are planned for the next five fiscal (budget) years.

**Capital Project Funds**

Capital Project Funds account for the acquisition and construction of major capital facilities such as Fire Station #7 and the Ballfield/Stadium. Revenues may be from grants, taxes, bond issues, donations, transfers from other funds, and/or assessments.

**Capital Replacement Fund**

The Capital Replacement Fund is a fund used strictly for the replacement of vehicles and major items of equipment. Reserves are accumulated in this fund through transfers from benefiting funds.

**Cash Reserves**

Cash Reserves is the unobligated cash in each of the funds.

**CDBG**

The Community Development Block Grant (CDBG) Program is a federally funded program designed to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities primarily for persons of low and moderate incomes. Eligible projects must either benefit low or moderate-income individuals or result in the prevention or elimination of slums or blighted conditions. Programs typically funded include Housing Rehabilitation, Economic Development, Public Service Activities, and Neighborhood Improvement Projects carried out in the City's lower income neighborhoods.

**Contingency**

A Contingency is an appropriation of funds to cover unforeseen expenditures that may occur during the budget year.

**CTEP**

Community Transportation Enhancement Program (CTEP) is a federally funded program being used for Bike Trails.

**DBID (Downtown Business Improvement District)**

The Downtown Business Improvement District (DBID) 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 is publicly-sanctioned, assessment financed, and property owner managed.

**Debt Service Fund**

The Debt Service Fund accounts for revenues and transfers for related principal and interest expenditures.

**DEQ**

The Department of Environmental Quality (DEQ) is the State agency charged with regulation of Montana Environmental Laws such as Air Quality and Water Quality.

**Distinguished Budget Presentation Awards Program**

The Distinguished Budget Presentation Awards Program is a voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Downtown Billings Association**

The Downtown Billings Association (DBA) is a non-profit organization working with downtown promotions.

**Downtown Billings Partnership**

The Downtown Billings Partnership, Inc. (DBP) is comprised of the Billings Cultural Partners, the DBA, and downtown property owners. The DBP's purpose is to recommend to the City Council how to spend Tax Increment dollars to best move forward with the revitalization of the downtown area and the central business district.

**DPARB**

The Development Process Advisory Review Board (DPARB) is an advisory board that meets once a month to discuss issues related to development and the permit processes within and immediately around the City of Billings. They may hear appeals and make recommendations to the City Administrator.

**EMS**

EMS refers to Emergency Medical Services.

**Encumbrance**

An Encumbrance is a commitment of funds against an appropriation until such time as goods or services (related to an unperformed contract) are received by the City.

**Enterprise Funds**

Enterprise Funds account for businesslike activities supported primarily by user charges. Examples are the City Water and Wastewater Utilities, Parking garages, and Airport and Transit systems.

**EPA**

EPA refers to the Environmental Protection Agency.

**Expenditures**

The term, Expenditures, refers to the outflow of funds paid for an asset obtained or goods and services rendered.

**FAR Part 107**

Federal Aviation Regulation Part 107 (FAR Part 107) – Airport Security. This is the Federal Regulation that requires airports across America to establish and implement a security plan for their facilities. Part 107 was originally established to prevent hijackings and has been expanded to help airports protect against a number of national and international threats. Some of the specific requirements are the establishment of an airport police force, access control procedures and employee training.

**FAR Part 139**

Federal Aviation Regulation- Part 139 (Far Part 139) – Certification and Operations: Land Airports Serving Certain Air Carriers. This is the regulation that established all of the operational and safety standards that must be met to be a certified airport. An airport must maintain its certification to receive commercial airline service. Part 139 establishes the requirements and specifications for such things as runway widths, placement of lights, object free zones near and around runways, snow removal operations, aircraft rescue firefighting, driving on the airfield, painting of striping on pavement surfaces, etc.

**FAR Part 150**

Federal Aviation Regulation – Part 150 (Far Part 150) – Airport Noise Compatibility Programs. This is the Federal Regulation that required airports to put in place a plan to mitigate airport generated noise.

**Fiscal Year (FY)**

Fiscal Year (FY) is a twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The City of Billings' fiscal year runs from July 1 through June 30.

**Franchise Fees**

Franchise Fees are paid by utility companies as rent for using public rights-of way.

**FTA**

The Federal Transit Administration (FTA) is the federal agency that administers the Federal funds used for local transit services and equipment.

**FTE**

Full-time equivalent (FTE) of one position is 2080 hours per year for all employees, except for suppression fire personnel whose annual compensation is based on 2272 hours per year.

**Fund**

A Fund is a fiscal and accounting entity with a self-balancing set of accounts.

**Fund Balance**

Fund Balance is the difference between revenues and expenditures. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

**GAAP**

Uniform minimum standards for financial accounting and recording, encompassing the rules and procedures that define accepted accounting principles. The financial statements of the City of Billings have been prepared in conformity with General Accepted Accounting Principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles.

**GASB 34**

GASB 34 changes the presentation of governments' external financial statements. The objective of GASB 34 is to enhance the clarity and usefulness of government financial statements to the citizenry, oversight bodies, investors and creditors. Key aspects are: analysis of the government's financial performance for the year and its financial position at year-end. The City is required to report financial operations, net assets and prepare statements at the government-wide level. Governments will now be required to use a "net program cost" format for the government-wide statements instead of a traditional operating statement. The City will also be required to record certain infrastructure assets.

**General Fund**

The General Fund accounts for all resources not devoted to specific activities and include many City services such as Legal, Administration, Municipal Court, Finance and Parks and Recreation. Major revenue sources are real property taxes, Municipal Court fines, business licenses, charges for services, and miscellaneous.

**General Obligation Bonds (G.O. Bonds)**

General Obligation Bonds (G.O. Bonds) are bonds which are secured by the full faith and credit of the issuer.

**GEO File**

GEO File associates a location to an address and phone number. (Part of New World database.)

**GIS**

Global Information System (GIS) – the City of Billings is actively working on the development of a city wide GIS. The GIS will contain data layers that will consist of city infrastructure data, tax data, and various other pertinent city data. This information will be used for inventory purposes, compliance of GASB 34, and many other uses.

**GPS**

Global Positioning System (GPS) uses satellites to reference a map point. The point can be a sign, streetlight, water/sewer line, or various other city assets. The point contains data about the asset which is then included in the city GIS.

**Grant**

A Grant is a contribution by the State or Federal government or other organization for a specific purpose, activity, or facility.

**HAWK**

High-intensity Activated crossWalk is a crosswalk signal to stop traffic flow for pedestrians where there is not a traffic light.

**Hi-C**

Higher Classification arises when a fire employee is qualified to work above their current job description and / or pay grade.

**IDDE**

IDDE refers to Illicit Discharge Detection and Elimination.

**Interfund Transfers**

Interfund Transfers are amounts transferred from one fund to another within the City.

**Internal Service Funds**

Internal Service Funds account for the financing of services provided by one department to other departments of the City.

**Intrafund Transfers**

Intrafund Transfers are amounts transferred within the fund.

**Levy**

Levy – (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, and/or service charges imposed by a government.

**MDT**

Mobile Data Terminals are the computers in the fire trucks that allow the 911 Center to send information to the Fire personnel while they are responding to a call.

**Mill**

A Mill is the traditional unit of expressing property tax rates. One Mill equals one-thousandth (1/1000) of a dollar, or \$1 tax per \$1,000 of taxable valuation.

**MLCT**

MLCT is the Montana League of Cities and Towns.

**MMIA**

The Montana Municipal Insurance Authority (MMIA) is a self-insured pool made up of the participating cities and towns within the State of Montana. The MMIA makes available two coverages to each of the municipalities: the Workers Compensation Program and the General Liability Program. The City of Billings is a member of both programs.

**Modified Accrual Basis of Accounting**

Modified Accrual Basis of Accounting is an accounting method by which revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences, claims, and judgments, are recorded only when payment is due.

**MPDES**

MPDES stands for Montana Pollution Discharge Elimination Process.

**Non-departmental**

General Fund expenditures that are not specifically allocable to an individual general fund department are termed Non-departmental. The largest such expenditures include transfers to the Public Safety Fund and property/liability insurance payments.

**Ordinance**

Ordinance – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Park Maintenance Districts (PMD)**

Park Maintenance Districts (PMD) are districts established in certain areas for the upkeep and maintenance of parks.

**Permanent Fund**

The Permanent Fund is used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the City's programs – that is, for the benefit of the government or its citizenry.

**Personal Services**

Personal Services are those costs related to employee compensation, including salaries, wages, and benefit costs.

**Refunding**

Refunding is the redemption of a bond with proceeds received from issuing lower-cost debt obligations ranking equal to, or superior to, the debt to be redeemed.

**Reserve for Debt Service**

A Reserve for Debt Service is an account used to segregate a portion of fund balance for Debt Service Funds.

**Resolution**

Resolution is a formal expression of opinion or intent voted by an official body such as the City Council.

**Revenue**

Revenue is the total income produced by a given source, such as business taxes, permits, fines and forfeitures, etc.

**Revenue Book**

The Revenue Book is the City prepared document that reports estimated tax, special assessment, and entitlement revenues each fiscal year. Each revenue estimate includes actual revenue history for 5 to 10 years, estimated revenue for the current budget year, and percentage changes.

**Risk Management**

Risk Management is an organized attempt to protect a government's assets against accidental loss in the most economical method.

**SDF**

System Development Fees (SDF) are one-time fees assessed against new water or wastewater customers as a way to recover a part of the cost of additional system capacity constructed for their use. The amount of the fees is based upon the size of the customer's water meter.

**SID**

Special Improvement Districts (SID) are districts established for specific improvements such as water sanitary sewer, storm drain, and/or streets. These improvements are paid for by special assessments.

**Special Assessment**

A Special Assessment is a levy made against certain properties to defray part or all of the cost of a specific improvement or service primarily benefiting those properties.

**Special Revenue Funds**

Special Revenue Funds are funds earmarked for special activities as required by law or administrative regulation. Examples are City-County Library, Street/Gas tax, Tax Increment District, and the Community Development Grants.

**Tax Increment Bond**

Tax Increment Bond is a specially limited obligation bond payable from anticipated incremental increases in tax revenues, resulting from the redevelopment of an area. Tax revenue from construction and improvements in the Tax Increment District provides funding for new construction and improvements.

**Tax Increment District(s)**

Tax Increment Districts are areas within the City that the governing body has established by resolution as "blighted"; which allows for special property tax treatment. Blight is defined as an area declining in taxable value and that requires rehabilitation and redevelopment in the interest of the public health, safety, morals, or welfare of the citizens. Boundaries of the District are defined and tax revenue (based upon taxable value) is determined. This taxable value amount becomes the BASE value. Tax collections from the BASE continue to be distributed to the taxing entities. The taxable value in excess of the BASE (tax increment) is used to pay for incentives established to create tax value growth. After a period of time, the District sunsets and all tax collections are distributed to the taxing entities.

**Taxable Valuation**

The Taxable Valuation is the portion of the assessed value of a property that is taxable.

**TBID**

The Tourism Business Improvement District's (TBID) purpose is to market the Billings region as a preferred travel destination. Visitors to lodging facilities are assessed a nightly fee to fund the District.

**Transfers**

Transfers are authorized exchanges of cash or other resources between funds.

**Transmittal Letter**

Transmittal Letter is a general discussion of the proposed budget as presented in writing by the Mayor to the Council. The message contains an explanation of the principal budget items and recommendations regarding the financial policy for the upcoming year.

**VISTA**

VISTA, or AmeriCorps VISTA, refers to Volunteers In Service To America.

**Working Capital**

Working Capital is net current assets. The balance can be identified as available for commitment on the short term (usually one year). Formula:

1. Add cash;
2. Add other current assets (known as receivables which can be expected to be available for expenditure in the short term); and,
3. Deduct current liabilities (payables which are expected to be paid in the short term).

