



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

MARCH 19-MARCH 30	Department Meetings with City Administrator	Dept. Directors
APRIL 9	Review preliminary budget decisions	City Admin Dept. Directors Finance
APRIL 9	Balance City Budget	City Admin and Finance
APRIL 9	Department Budget Narratives Due to Jamie via E-mail	All Depts.
APRIL 16	Produce May 1 <sup>st</sup> Budget Overview Presentation GF & PSF Projections	Finance
APRIL 20	Produce Preliminary Budget Document	Finance
MAY 1	City Administrator Preliminary Budget Overview Fee/Assessment Information to Steve	Administration All
MAY 7-JUNE 4	Presentations to City Council	All Depts.
MAY 15	Budget and Fee/Assessment public hearing notice to City Clerk (Publish May 18 and May 25)	Finance
MAY 17	Preliminary Budget and Fee/Assessment Resolutions to City Clerk	Finance
JUNE 11	Public Hearing on Budget and Fees/Assessments Resolution to Adopt Final Budget Resolution to Adopt All Fee and Rate Changes Resolution to Adopt Special Assessment Rate Changes & Levies	Council Council Council Council
JUNE 15	Non-Routine Capital Explanations Due	All Depts.
JULY 9	Department Goals and Budget Finalized to fit Council's Input	All Depts.
JULY 16	Budget Message	Administration
JULY 27	Final Budget Document	Finance
SEPTEMBER 10	Resolution to set levies for GO Bonds, 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	<u>1.81</u>	<u>1.96</u>
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

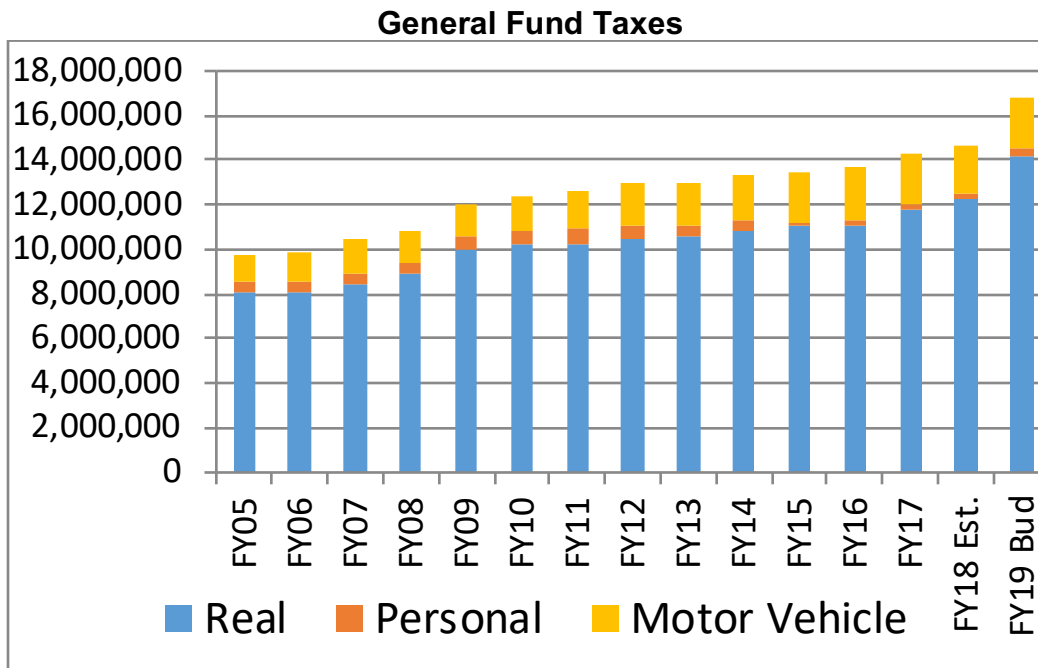
Total revenues are projected to decrease \$8.5 million from FY 18 budgeted amounts. The major decrease is due to a reduction in Transfers and License and Permit revenues. The major increases by function are in Taxes, Special Assessments, and Charges for Services.

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:

<u>TYPE OF ASSESSMENT</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>CHANGE</u>
	<u>FY 18</u>	<u>FY 18</u>	
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
	<u>\$ 22,893,850</u>	<u>\$ 24,345,211</u>	<u>\$ 1,451,361</u>

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	
Total assessed value	<u>\$ 11,679,254,175</u>	
Debt amount limited to 2.5% of total assessed value		\$ 291,981,354
Less:		
General obligation bonded debt outstanding	30,109,235	
Total net debt applicable to limit		30,109,235
Plus:		
Amount set aside for repayment of GO debt		(2,512,540)
Total net debt applicable to limit		<u>27,596,695</u>
Legal debt margin		<u>\$ 259,359,579</u>

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.

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

## 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**

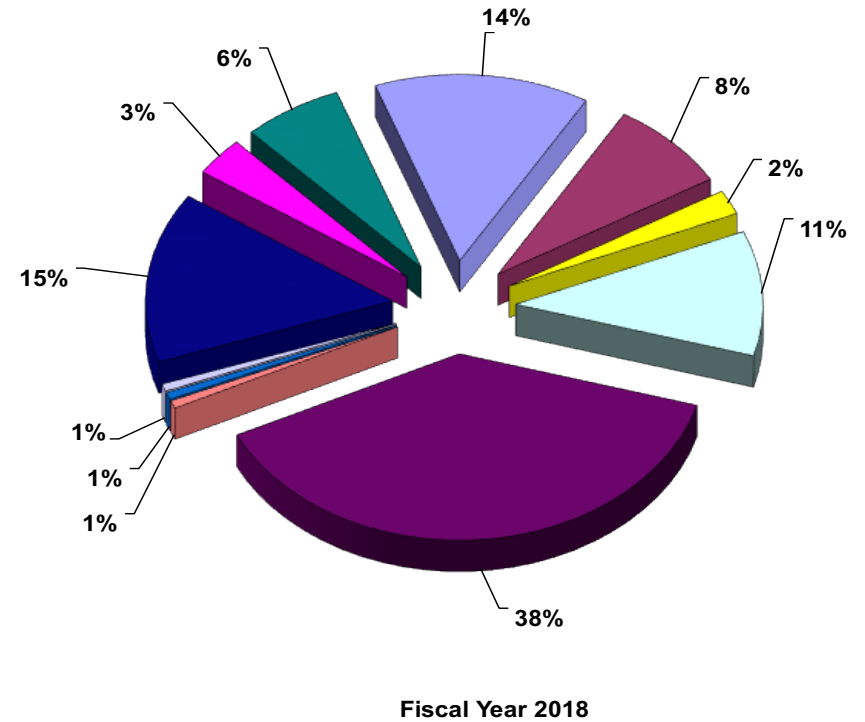
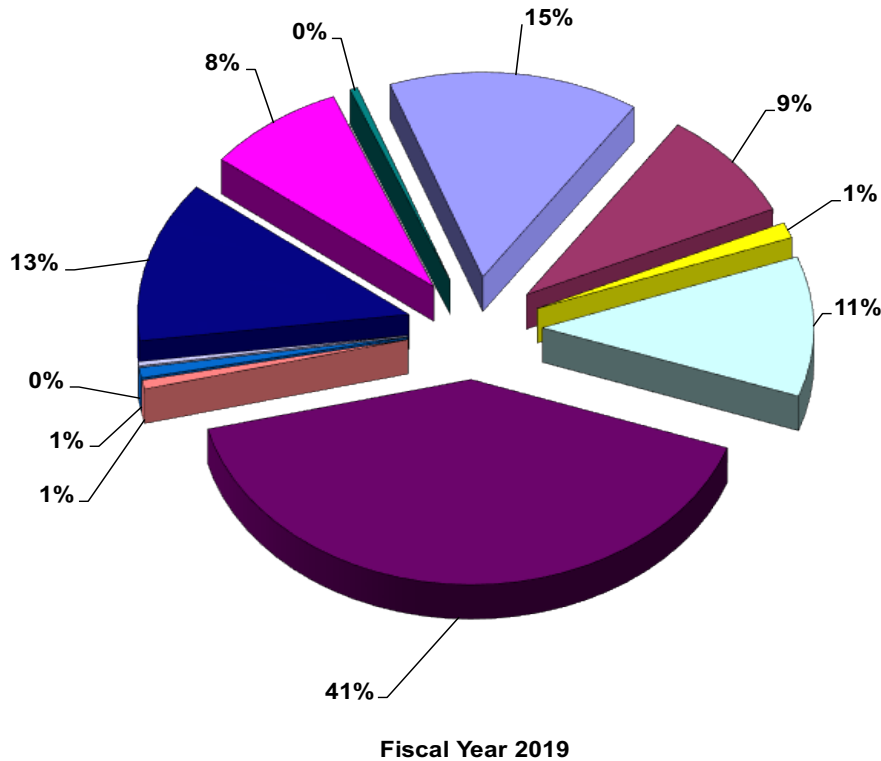
	BUDGET FY 19	BUDGET FY 18	INCREASE (DECREASE)	ACTUAL FY 17
FUND BALANCE - BEGINNING	\$ 84,735,491	\$ 105,087,479	\$ (20,351,988)	\$ 109,125,683
WORKING CAPITAL - BEGINNING	\$ 82,009,127	\$ 79,907,131	\$ 2,101,996	\$ 98,613,519
REVENUES:				
TAXES	\$ 41,916,950	\$ 40,634,904	\$ 1,282,046	\$ 39,266,745
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
TOTAL REVENUES	\$ 279,843,727	\$ 288,362,787	\$ (8,519,060)	\$ 247,247,567
EXPENDITURES:				
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
TOTAL EXPENDITURES	\$ 319,969,879	\$ 338,123,574	\$ (18,153,695)	\$ 241,612,745
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
AVAILABLE WORKING CAPITAL	\$ 35,824,714	\$ 32,136,719	\$ 3,687,995	\$ 139,527,690



# All Funds

## Summary of Revenues

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



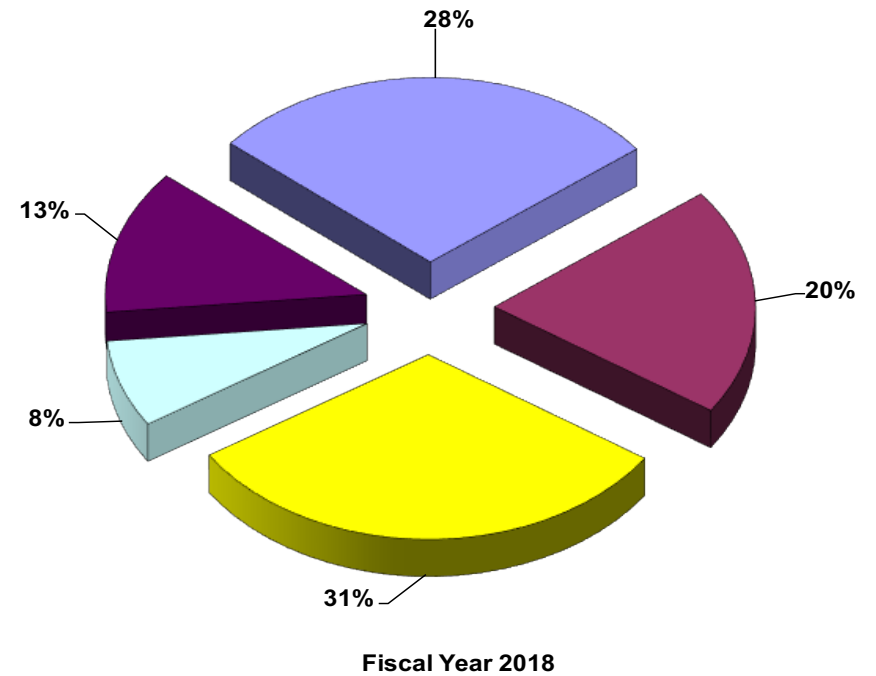
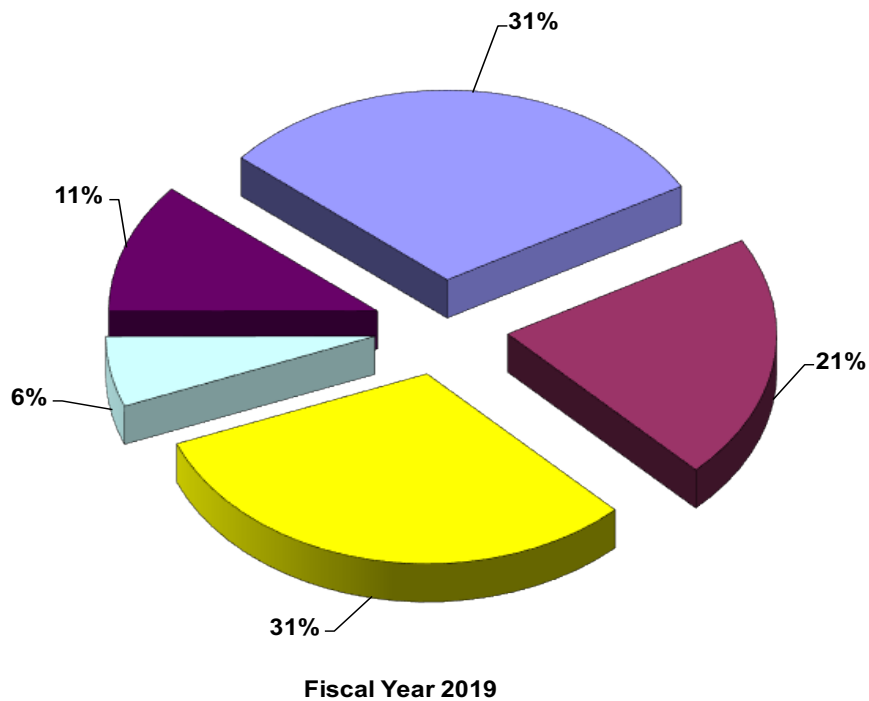
# All Funds

## Summary of Expenditures

<u>FY 19</u>
\$ 98,207,145
66,821,426
100,179,689
19,110,649
35,650,970
<u>\$ 319,969,879</u>

PERSONAL SERVICES
OPERATION & MAINTENANCE
CAPITAL
DEBT SERVICE
INTERFUND TRANSFERS
TOTAL

<u>FY 18</u>
\$ 96,052,789
67,490,493
106,035,464
25,818,551
42,726,277
<u>\$ 338,123,574</u>



# MILL LEVY RECAP

	BUDGET FY 15	BUDGET FY 16	BUDGET FY 17	BUDGET FY 18	BUDGET 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>	<u>79.00</u>	<u>72.21</u>	<u>75.38</u>	<u>75.61</u>	<u>79.00</u>
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>	<u>168.12</u>	<u>158.84</u>	<u>161.27</u>	<u>159.00</u>	<u>163.13</u>

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	BUDGET FY 15	BUDGET FY 16	BUDGET FY 17	BUDGET FY 18	BUDGET 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>	<u>\$ 12,597,494</u>	<u>\$ 12,835,460</u>	<u>\$ 13,459,316</u>	<u>\$ 14,313,189</u>	<u>\$ 15,104,475</u>
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>	<u>\$ 27,787,673</u>	<u>\$ 28,234,410</u>	<u>\$ 28,796,074</u>	<u>\$ 30,098,554</u>	<u>\$ 31,189,393</u>

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

Taxable Value		\$ 189,302,856		\$ 191,195,885		
	2017-18			2018-19		
Jurisdiction	Mills	Levy	Percent	Mills	Levy	Percent
State of Montana						
-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	159.00	30,099,154	23.0%	163.13	31,189,785	23.4%
TOTAL	692.36	\$ 131,065,725	100.0%	696.49	\$ 133,166,022	100.0%

**2019 TAX IMPACT ON BILLINGS HOMES**  
Fair Market Value

		\$ 150,000	\$ 200,000
Jurisdiction	Percent	2,025	2,700
State of Montana			
-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	23.4%	330.34	440.45
<b>TOTAL</b>	<b>100%</b>	<b>\$ 1,410.39</b>	<b>\$ 1,880.52</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 YEAR	MARKET VALUE	TAXABLE GROWTH		CPIU INDEX	
		TAXABLE VALUE	(2) PERCENT CHANGE	CPI (1)	PERCENT CHANGE
1997-98	3,440,615,577	124,272,744		160.50	
1998-99	3,609,934,853	125,515,596	1.0%	163.00	1.6%
1999-00	3,346,315,741	118,127,019	-5.9%	166.60	2.2%
2000-01	3,243,661,528	113,540,746	-3.9%	172.20	3.4%
2001-02	3,346,352,426	114,437,716	0.8%	177.10	2.8%
2002-03	3,546,229,334	116,319,680	1.6%	179.90	1.6%
2003-04	3,795,780,513	122,425,248	5.2%	184.00	2.4%
2004-05	4,287,614,135	126,903,883	3.7%	188.90	1.8%
2005-06	4,574,135,548	132,329,211	4.1%	195.30	3.3%
2006-07	4,883,017,682	137,538,752	3.8%	201.60	3.1%
2007-08	5,219,829,310	144,941,193	5.1%	207.30	2.7%
2008-09	4,810,404,010	153,347,183	5.5%	215.30	3.7%
2009-10	4,810,404,010	153,347,183	0.0%	214.54	-0.4%
2010-11	6,306,916,152	160,957,722	4.7%	218.06	1.6%
2011-12	5,645,349,125	161,565,523	0.4%	224.94	3.1%
2012-13	5,836,600,658	159,882,685	-1.1%	229.59	2.0%
2013-14	6,140,162,916	161,537,783	1.0%	232.96	1.4%
2014-15	6,350,470,915	160,742,774	-0.5%	236.74	1.6%
2015-16	11,626,879,232	181,997,580	11.7%	237.02	0.1%
2016-17	11,743,014,785	185,589,273	1.9%	240.01	1.2%
2017-18	12,470,840,779	193,797,788	4.2%	245.12	2.1%
2018-19	12,595,549,187	195,735,766	1.0%	247.53	1.0%

(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**

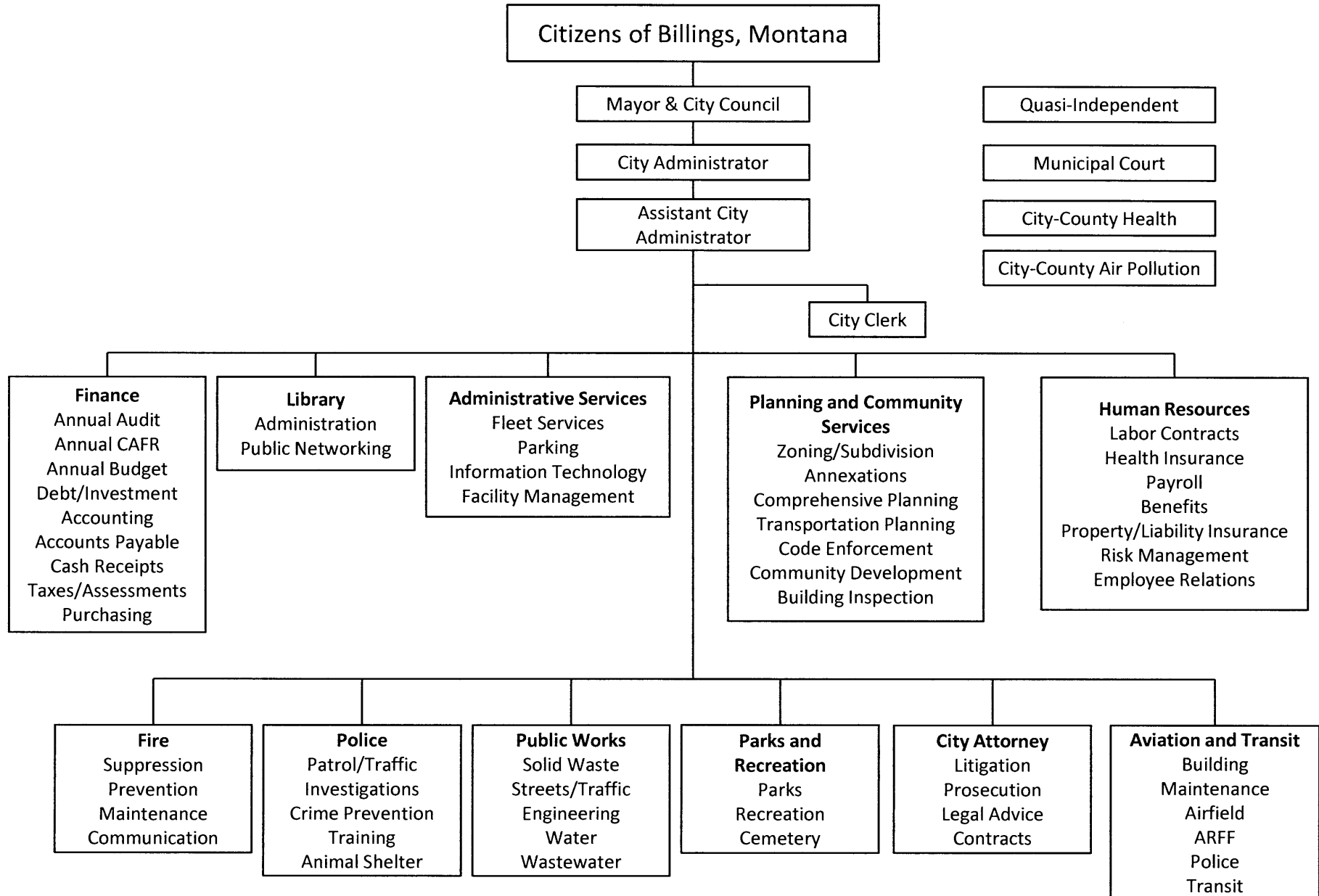
	FY 17 FTE	FY 17 TEMP	FY 18 FTE	FY 18 TEMP	FY 19 FTE	FY 19 TEMP
<b>GENERAL FUND</b>						
Mayor and City Council	5.5	-	5.5	-	5.5	-
City Administrator	5.0	-	5.0	-	5.0	-
Human Resources	5.0	-	5.0	-	5.0	-
City Attorney	9.8	-	10.8	-	9.8	-
Municipal Court	15.5	2.0	16.5	2.0	15.5	2.0
Finance	11.0	-	11.0	-	11.0	-
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

Mayor  
Bill Cole

Council Members

Mike Yakawich

Ward One

Brent Cromley

Larry Brewster

Ward Two

Frank Ewalt

Chris Friedel

Ward Three

Denise Joy

Penny Ronning

Ward Four

Reg Gibbs

Richard Clark

Ward Five

Shaun Brown



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

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

# 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:** Comprehensive, cost-effective, and orderly growth.

**Objective:** Manage growth in a way that protects the existing community.

**Action(s):**

- **Prepare a comprehensive Growth Policy focused on existing service gaps in city growth areas (Growth Plan).** *(All departments. FY 15.)*

### 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.

- **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.)*

### PLANNING

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.

- **Identify areas that are favored for future growth through the Annexation Policy.** *(Planning, PRPL, Public Works, Fire, Police, MET, Administration. Ongoing.)*

### PLANNING

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:** Identify, assess, and establish a level of service for City Departments, and determine funding needs to achieve those levels.

**Action(s):**

- **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.)*

#### 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

- 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:** Develop, preserve, and revitalize residential neighborhoods that are safe and attractive, and provide diverse, affordable housing.

- Action(s):
- **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.** *(Community Development and Legal. Ongoing.)*

#### PLANNING

- 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.

Outcome(s): 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.

### ~ INVOLVED, UNITED COMMUNITY

**Goal:** Support the community-wide visioning process.

**Objective:** Create common ground with other community organizations and their strategic planning/visioning process.

- Action(s):**
- **Develop communication strategies to inform community organizations of City initiatives (mill levy increases, growth planning, capital improvement planning, etc.)** (*All departments. Ongoing.*)

#### 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 the 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.)*

- Goal:** Continue to preserve and expand the City's recreational facilities for the benefit of residents.
- Objective:** 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.
- Action(s):**
- Minimize the Library's environmental impact, including attainment of LEED Gold Certification. *(Library. FY 16.)*
  - Supportive work environment that enables staff to provide high quality, cost effective services to customers in a timely manner. *(Library. Ongoing.)*
  - Establish a docent program and provide thorough orientation and ongoing. *(Library. FY 15.)*
- Objective:** Plan for adequate parks, open space, and trails infrastructure city wide.
- Action(s):**
- Identify appropriate locations for future parks and trails through the update of The Comprehensive Billings Parks, Recreation, and Open Space Master Plan. *(PRPL. FY 15.)*
  - Develop park acquisition and development guidelines. *(PRPL and Planning. FY 15.)*
    - 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.
  - Coordinate with City/County Planning and the Alternate Modes Coordinator to implement trail connectivity and access in and from parklands. *(PRPL and Planning. Ongoing.)*
  - Continue the maintenance upgrade and replacement of existing park and trail infrastructure through the ongoing city-wide Park District 1. *(PRPL. Ongoing.)*
- Objective:** Protect and enhance the Yellowstone River water quality within the urban area.
- Action(s):**
- Reduce non-storm water discharges and pollutants into the storm water collection system under the City's MS4 program. *(Public Works.)*
  - Design and construct on-site and CIP storm water management facilities to control storm water runoff. *(Public Works.)*
  - Obtain easements and right-of-way for all outfalls discharging directly to the Yellowstone River. *(Public Works.)*
- Goal:** Ensure the Parks and Recreation Department has the facilities, equipment, staff, and training to provide high quality services.
- Objective:** Ensure that the Parks and Recreation Department meet all national standards of best practices.
- Action(s):**
- Complete agency accreditation process. *(PRPL. FY 17.)*
- Objective:** 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:**
  - a) Maintaining existing infrastructure.**
  - b) Improving existing infrastructure.**
  - c) 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):**

- Expedious 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):

- Evaluate energy savings opportunities, and complete a plan for integration.
- 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):

- Provide responsive and efficient fleet services to City departments.
- 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):

- 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.
- Implement a web-based, work-request system for vehicle and equipment maintenance and repair requests.
- 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 Manual 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**

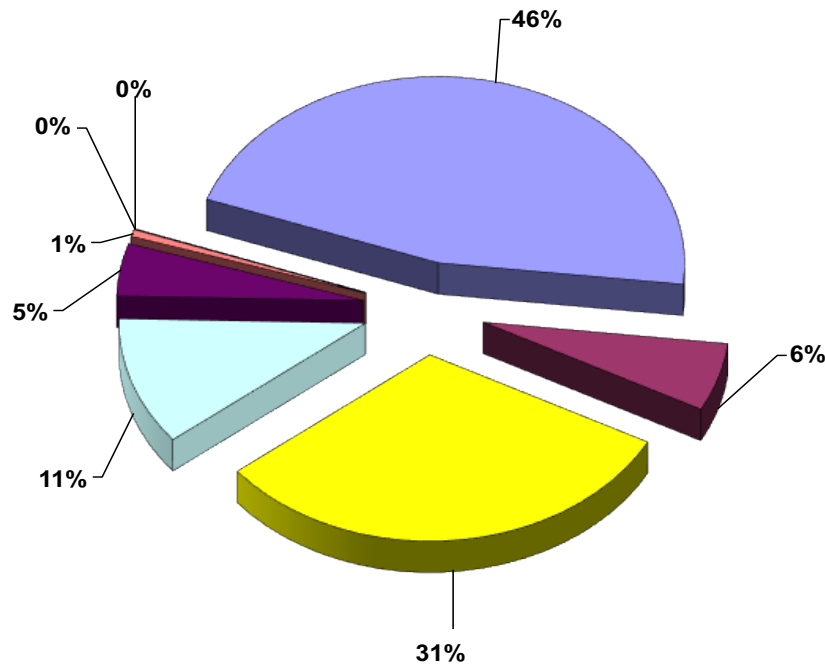
	<b>ADOPTED BUDGET FY 19</b>	<b>ADOPTED BUDGET FY 18</b>	<b>INCREASE (DECREASE)</b>	<b>ACTUAL FY 17</b>
<b>FUND BALANCE - BEGINNING</b>	<b><u>\$ 28,330,030</u></b>	<b><u>\$ 29,403,013</u></b>	<b><u>\$ (1,072,983)</u></b>	<b><u>\$ 27,190,807</u></b>
<b>REVENUES:</b>				
TAXES	\$ 16,790,920	\$ 15,832,390	\$ 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><u>\$ 36,280,522</u></b>	<b><u>\$ 39,789,369</u></b>	<b><u>\$ (3,508,847)</u></b>	<b><u>\$ 36,829,360</u></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><u>\$ 43,873,760</u></b>	<b><u>\$ 40,888,588</u></b>	<b><u>\$ 2,985,172</u></b>	<b><u>\$ 35,747,787</u></b>
<b>FUND BALANCE - ENDING</b>	<b><u>\$ 20,736,792</u></b>	<b><u>\$ 28,303,794</u></b>	<b><u>\$ (7,567,002)</u></b>	<b><u>\$ 28,272,380</u></b>

# General Fund Summary of Revenues

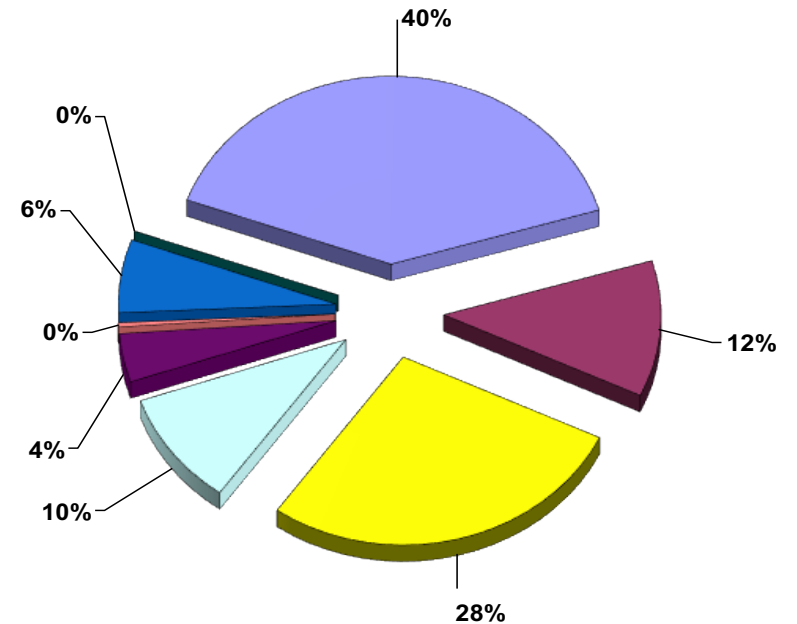
**FY 19**  
\$ 16,790,920  
2,146,291  
11,430,866  
4,032,642  
1,656,203  
217,000  
6,600  
-  
\$ 36,280,522

TAXES  
LICENSES & PERMITS  
INTER-GOVERNMENTAL  
CHARGES FOR SERVICE  
FINES & FORFEITS  
INVESTMENT EARNINGS  
INTERFUND TRANSFERS  
OTHER  
TOTAL

**FY 18**  
\$ 15,832,390  
4,657,745  
11,062,540  
3,926,741  
1,657,113  
148,000  
2,504,840  
-  
\$ 39,789,369



Fiscal Year 2019



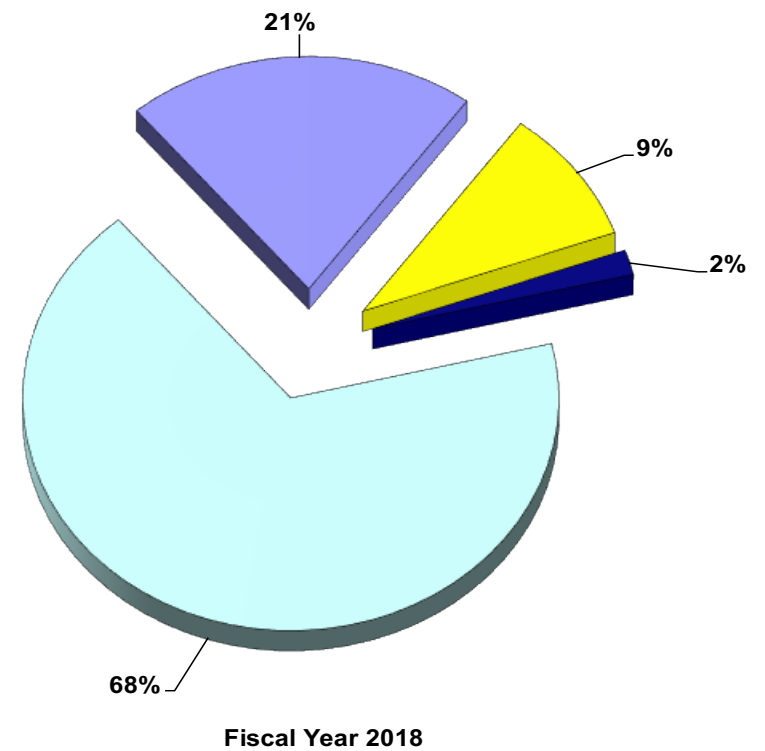
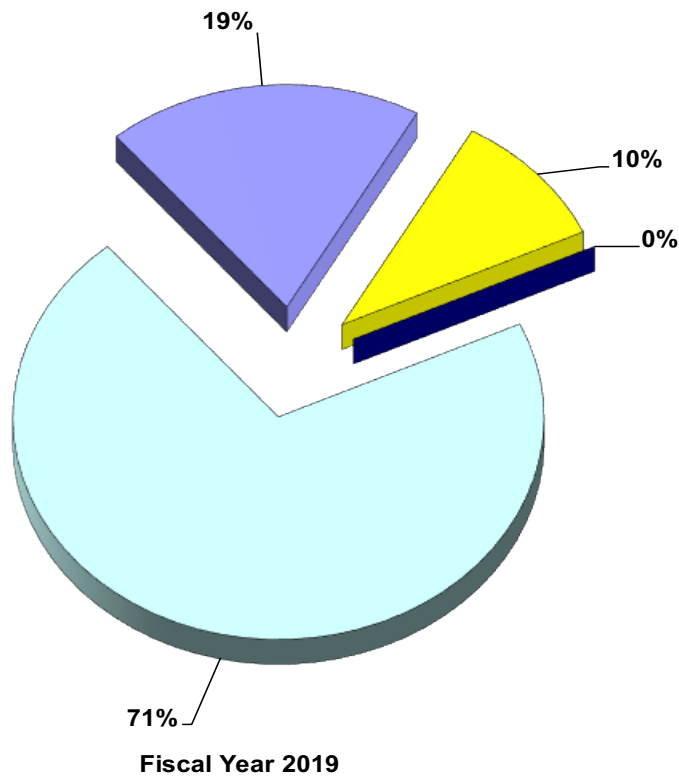
Fiscal Year 2018

# General Fund Summary of Expenditures

<u>FY 19</u>
\$ 8,453,625
4,382,532
-
31,037,603
<u>\$ 43,873,760</u>

PERSONAL SERVICES
OPERATION & MAINTENANCE
CAPITAL
<u>INTERFUND TRANSFERS</u>
TOTAL

<u>FY 18</u>
\$ 8,647,830
3,869,468
712,500
27,658,790
<u>\$ 40,888,588</u>



**GENERAL OPERATING FUND  
OPERATING BUDGET**

FUND 0100

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<b><u>\$ 24,879,912</u></b>	<b><u>\$ 27,190,807</u></b>	<b><u>\$ 29,403,013</u></b>	<b><u>\$ 28,272,380</u></b>	<b><u>\$ 28,330,030</u></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><u>\$ 35,826,880</u></b>	<b><u>\$ 36,829,360</u></b>	<b><u>\$ 39,789,369</u></b>	<b><u>\$ 38,859,000</u></b>	<b><u>\$ 36,280,522</u></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><u>\$ 33,515,985</u></b>	<b><u>\$ 35,747,787</u></b>	<b><u>\$ 40,888,588</u></b>	<b><u>\$ 38,801,350</u></b>	<b><u>\$ 43,873,760</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 27,190,807</u></b>	<b><u>\$ 28,272,380</u></b>	<b><u>\$ 28,303,794</u></b>	<b><u>\$ 28,330,030</u></b>	<b><u>\$ 20,736,792</u></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><u>\$ 16,552,807</u></b>	<b><u>\$ 16,621,380</u></b>	<b><u>\$ 16,446,103</u></b>	<b><u>\$ 17,077,639</u></b>	<b><u>\$ 8,013,402</u></b>

# DEPARTMENTAL BUDGETS

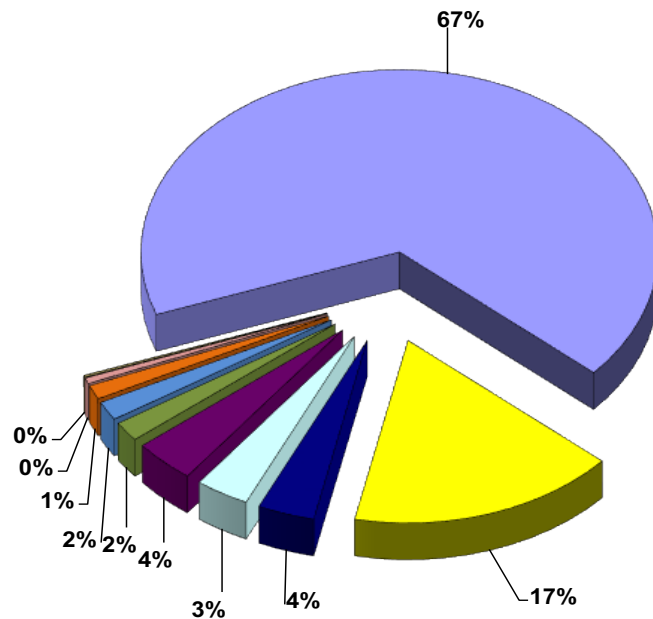
## **GENERAL FUND DEPARTMENTAL BUDGETS**

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

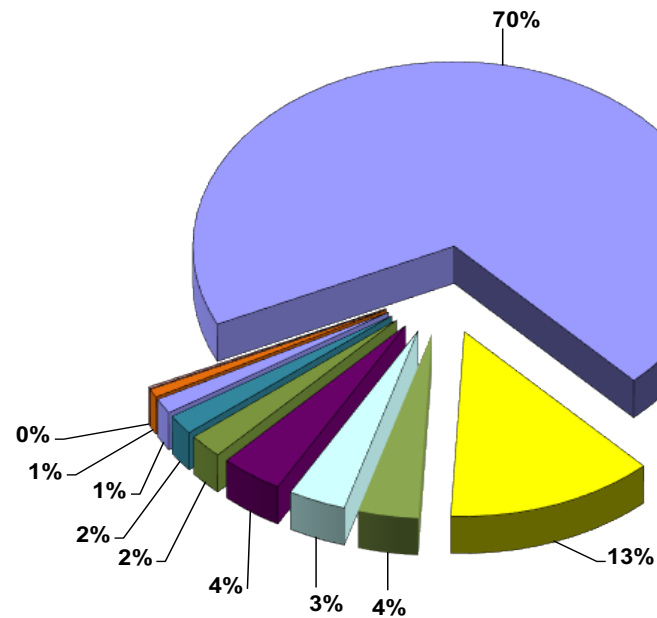
- MAYOR AND CITY COUNCIL
- CITY ADMINISTRATOR
- HUMAN RESOURCES
- CITY ATTORNEY
- MUNICIPAL COURT
- FINANCE
- CODE ENFORCEMENT
- PARKS, RECREATION, AND PUBLIC LANDS
- NON-DEPARTMENTAL
- COUNCIL CONTINGENCY

# General Fund Summary of Department Expenditures

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



Fiscal Year 2019



Fiscal Year 2018



**MAYOR AND CITY COUNCIL  
OPERATING BUDGET**

FUND 0100-11000

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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><u>\$ 194,688</u></b>	<b><u>\$ 179,437</u></b>	<b><u>\$ 295,862</u></b>	<b><u>\$ 199,150</u></b>	<b><u>\$ 219,565</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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><u>5.5</u></b>	<b><u>5.5</u></b>	<b><u>5.5</u></b>	<b><u>5.5</u></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 FY 16	ACTUAL FY 17	BUDGET FY18	ESTIMATE FY18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>182,363</u>	<u>192,545</u>	<u>188,518</u>	<u>180,000</u>	<u>257,978</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,385,000</u></b>	<b><u>\$ 1,577,351</u></b>	<b><u>\$ 1,581,520</u></b>	<b><u>\$ 1,590,000</u></b>	<b><u>\$ 1,690,237</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
<b>TOTAL</b>	<b><u>10.0</u></b>	<b><u>10.0</u></b>	<b><u>10.8</u></b>	<b><u>9.8</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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><u>\$ 1,195,958</u></b>	<b><u>\$ 1,287,550</u></b>	<b><u>\$ 1,452,221</u></b>	<b><u>\$ 1,255,800</u></b>	<b><u>\$ 1,480,627</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.8</u>
<b>TOTAL MUNICIPAL COURT</b>	<b><u>19.5</u></b>	<b><u>19.3</u></b>	<b><u>20.3</u></b>	<b><u>18.7</u></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

**FINANCE  
OPERATING BUDGET**

FUND 0100-15000

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED FY 19
DIR. PARKS, RECREATION,				
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>

**NON-DEPARTMENTAL**

FUND 0100-14000

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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><u>\$ 34,381</u></b>	<b><u>\$ 50,286</u></b>	<b><u>\$ 65,000</u></b>	<b><u>\$ 65,000</u></b>	<b><u>\$ 80,000</u></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**

	<b>PUBLIC SAFETY</b>	<b>SOUTH TAX INCREMENT</b>	<b>EAST TAX INCREMENT</b>	<b>NORTH 27th STREET TAX INCREMENT</b>	<b>GAS TAX</b>
<b>FUND BALANCE - BEGINNING</b>	<b><u>\$ 1,600,000</u></b>	<b><u>\$ 5,760,822</u></b>	<b><u>\$ 1,649,363</u></b>	<b><u>\$ 2,334,206</u></b>	<b><u>\$ 1,895,930</u></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><u>\$ 44,519,048</u></b>	<b><u>\$ 3,225,193</u></b>	<b><u>\$ 4,517,000</u></b>	<b><u>\$ 2,690,698</u></b>	<b><u>\$ 5,087,490</u></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><u>\$ 44,519,048</u></b>	<b><u>\$ 4,965,244</u></b>	<b><u>\$ 5,394,304</u></b>	<b><u>\$ 4,066,209</u></b>	<b><u>\$ 3,759,087</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 1,600,000</u></b>	<b><u>\$ 4,020,771</u></b>	<b><u>\$ 772,059</u></b>	<b><u>\$ 958,695</u></b>	<b><u>\$ 3,224,333</u></b>



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

	BUILDING INSPECTION	STREET & TRAFFIC	FIRE PROGRAMS	EOC 9-1-1	CITY COUNTY PLANNING	CITY ATTORNEY GRANTS	MUNCIPAL COURT GRANTS
<b>FUND BALANCE - BEGINNING</b>	<b><u>\$ 2,350,077</u></b>	<b><u>\$ 3,848,646</u></b>	<b><u>\$ 207,956</u></b>	<b><u>\$ 1,826,822</u></b>	<b><u>\$ 439,326</u></b>	<b><u>\$ 311</u></b>	<b><u>\$ 33,138</u></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><u>\$ 1,206,850</u></b>	<b><u>\$ 9,270,500</u></b>	<b><u>\$ 6,675</u></b>	<b><u>\$ 1,038,000</u></b>	<b><u>\$ 1,606,432</u></b>	<b><u>\$ 392,978</u></b>	<b><u>\$ 463,225</u></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><u>\$ 1,945,012</u></b>	<b><u>\$ 11,299,762</u></b>	<b><u>\$ 69,000</u></b>	<b><u>\$ 907,941</u></b>	<b><u>\$ 1,778,719</u></b>	<b><u>\$ 391,997</u></b>	<b><u>\$ 434,125</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 1,611,915</u></b>	<b><u>\$ 1,819,384</u></b>	<b><u>\$ 145,631</u></b>	<b><u>\$ 1,956,881</u></b>	<b><u>\$ 267,039</u></b>	<b><u>\$ 1,292</u></b>	<b><u>\$ 62,238</u></b>

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

	<b>POLICE PROGRAMS</b>	<b>CITY COUNTY LIBRARY</b>	<b>COMMUNITY DEVELOPMENT GRANTS</b>	<b>PARK PROGRAMS</b>	<b>DOWNTOWN REVOLVING LOAN PGM</b>	<b>CEMETARY IMPROV- MENT</b>	<b>ANIMAL CONTROL DONATIONS</b>
<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**

	<b>STREET MAINTENANCE DISTRICTS</b>	<b>STREET LIGHT MAINT DISTRICTS</b>	<b>STORM SEWER</b>	<b>PARK MAINT. DISTRICTS</b>	<b>PARK DISTRICT 1</b>	<b>ARTERIAL STREET FEES</b>	<b>AMEND PARK</b>	<b>BALLFIELD STADIUM DONATIONS</b>	<b>ROAD MAINTENANCE DISTRICT</b>
<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**

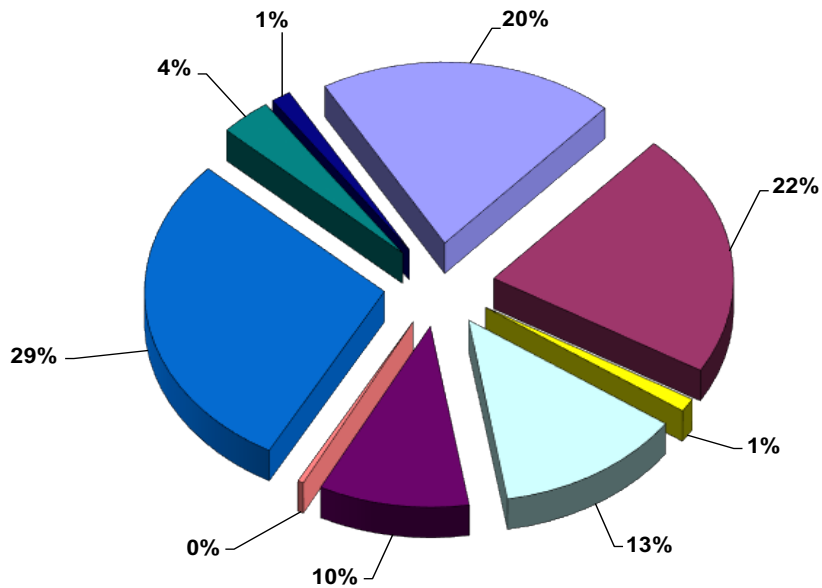
	<b>APPROVED BUDGET FY 19</b>	<b>APPROVED BUDGET FY 18</b>	<b>INCREASE (DECREASE)</b>	<b>ACTUAL FY 17</b>
<b>FUND BALANCE - BEGINNING</b>	<b><u>\$ 41,337,010</u></b>	<b><u>\$ 53,463,044</u></b>	<b><u>\$ (12,126,034)</u></b>	<b><u>\$ 59,367,011</u></b>
<b>REVENUE:</b>				
TAXES	\$ 20,708,019	\$ 20,583,094	\$ 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	<u>526,664</u>	<u>566,283</u>	<u>(39,619)</u>	<u>1,791,504</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 103,704,058</u></b>	<b><u>\$ 98,438,576</u></b>	<b><u>\$ 5,265,482</u></b>	<b><u>\$ 92,932,963</u></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	<u>4,511,997</u>	<u>5,957,677</u>	<u>(1,445,680)</u>	<u>4,245,157</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 110,636,557</u></b>	<b><u>\$ 112,542,582</u></b>	<b><u>\$ (1,906,025)</u></b>	<b><u>\$ 94,555,246</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 34,404,511</u></b>	<b><u>\$ 39,359,038</u></b>	<b><u>\$ (4,954,527)</u></b>	<b><u>\$ 57,744,728</u></b>

# Special Revenue Funds Summary of Revenues

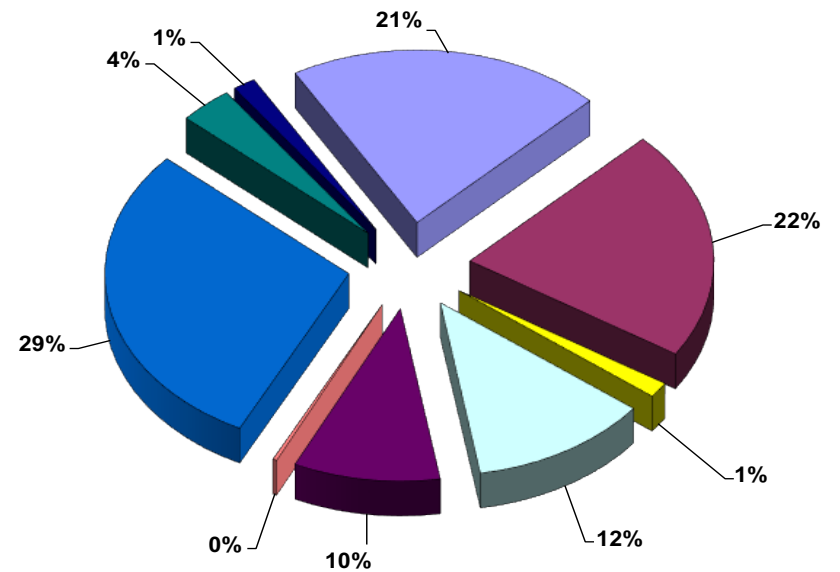
<u>FY 19</u>
\$ 20,708,019
22,655,211
1,248,950
13,191,656
10,519,734
432,424
29,972,597
3,600,000
1,375,467
<u>\$103,704,058</u>

TAXES
SPECIAL ASSESSMENTS
LICENSES & PERMITS
INTER-GOVERNMENTAL
CHARGES FOR SERVICE
INVESTMENT EARNINGS
INTERFUND TRANSFERS
DEBT PROCEEDS
<u>OTHER</u>
TOTAL

<u>FY 18</u>
\$ 20,583,094
21,223,850
1,413,950
11,726,419
9,584,191
271,788
28,822,951
3,500,000
1,312,333
<u>\$ 98,438,576</u>



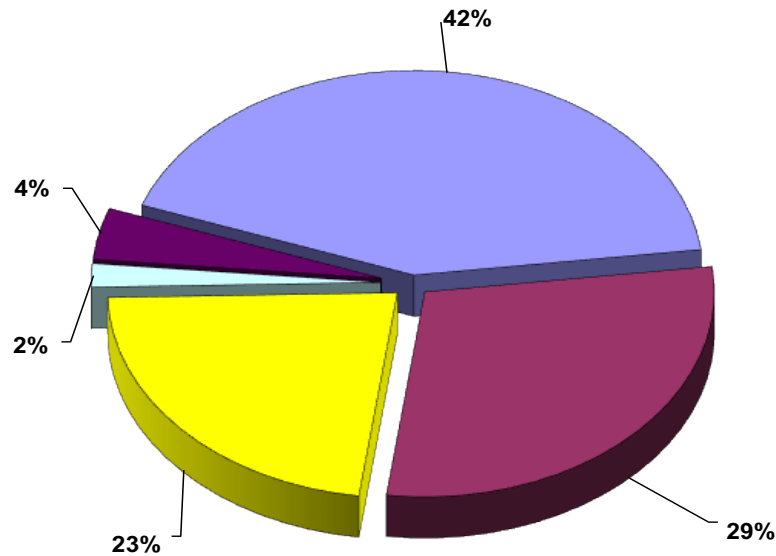
Fiscal Year 2019



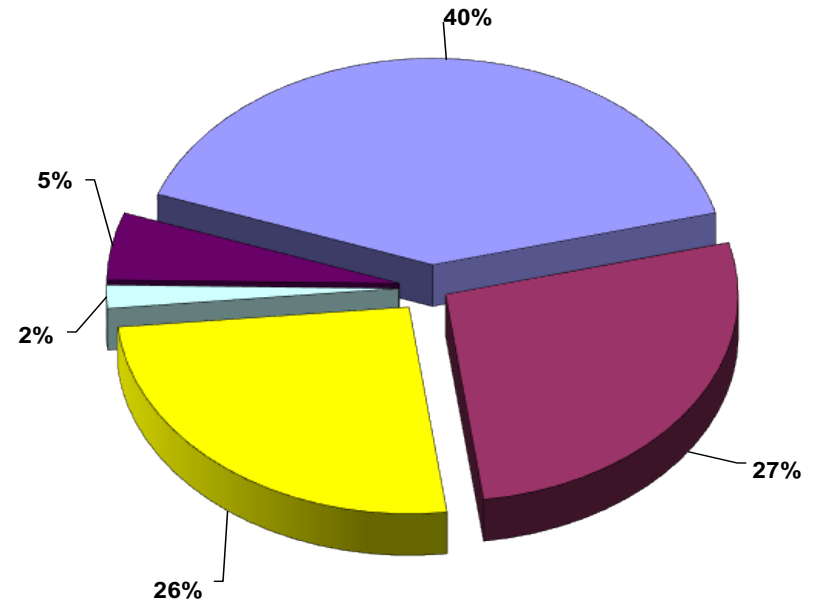
Fiscal Year 2018

# Special Revenue Funds Summary of Expenditures

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



Fiscal Year 2019



Fiscal Year 2018

PUBLIC SAFETY FUND OPERATING BUDGET					
FUND 1500					
	ACTUAL FY 16	ACTUAL FY 17	APPROVED FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 comprised 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 BUFSA (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 (BUFSA); 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 oversight 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>587,857</u>	<u>493,646</u>	<u>526,234</u>	<u>476,235</u>	<u>810,891</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 21,114,070</u></b>	<b><u>\$ 21,845,546</u></b>	<b><u>\$ 22,596,955</u></b>	<b><u>\$ 22,355,065</u></b>	<b><u>\$ 23,323,276</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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/MKTING 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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>TOTAL POLICE/POLICE GRANTS</b>	<b><u>174.3</u></b>	<b><u>180.3</u></b>	<b><u>181.3</u></b>	<b><u>182.3</u></b>

**SOUTH TAX INCREMENT OPERATING FUND  
OPERATING BUDGET**

FUND 1990

	ACTUAL FY 16	ACTUAL FY 17	APPROVED FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<b><u>\$ 3,956,185</u></b>	<b><u>\$ 8,813,652</u></b>	<b><u>\$ 6,974,424</u></b>	<b><u>\$ 6,659,933</u></b>	<b><u>\$ 5,760,822</u></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	<u>4,935,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 7,669,740</u></b>	<b><u>\$ 2,875,319</u></b>	<b><u>\$ 2,661,086</u></b>	<b><u>\$ 3,238,557</u></b>	<b><u>\$ 3,225,193</u></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	<u>-</u>	<u>24,987</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 2,812,273</u></b>	<b><u>\$ 5,029,038</u></b>	<b><u>\$ 3,138,181</u></b>	<b><u>\$ 4,137,668</u></b>	<b><u>\$ 4,965,244</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 8,813,652</u></b>	<b><u>\$ 6,659,933</u></b>	<b><u>\$ 6,497,329</u></b>	<b><u>\$ 5,760,822</u></b>	<b><u>\$ 4,020,771</u></b>
<b>LESS:</b>					
RESTRICTED	<u>8,813,652</u>	<u>6,659,933</u>	<u>6,497,329</u>	<u>5,760,822</u>	<u>4,020,771</u>
<b>UNASSIGNED</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
FUND BALANCE BEGINNING	<u>\$ 3,664,401</u>	<u>\$ 1,209,726</u>	<u>\$ 1,407,991</u>	<u>\$ 1,293,093</u>	<u>\$ 1,649,363</u>
REVENUE:					
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	<u>11,242</u>	<u>4,212</u>	<u>4,600</u>	<u>4,600</u>	<u>6,500</u>
TOTAL REVENUE	<u>\$ 800,646</u>	<u>\$ 820,007</u>	<u>\$ 4,374,700</u>	<u>\$ 901,384</u>	<u>\$ 4,517,000</u>
EXPENDITURES:					
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	<u>2,769,946</u>	<u>-</u>	<u>3,500,000</u>	<u>-</u>	<u>4,550,000</u>
TOTAL EXPENDITURES	<u>\$ 3,255,321</u>	<u>\$ 736,640</u>	<u>\$ 4,045,214</u>	<u>\$ 545,114</u>	<u>\$ 5,394,304</u>
FUND BALANCE ENDING	<u>\$ 1,209,726</u>	<u>\$ 1,293,093</u>	<u>\$ 1,737,477</u>	<u>\$ 1,649,363</u>	<u>\$ 772,059</u>
LESS:					
RESTRICTED	<u>1,209,726</u>	<u>1,293,093</u>	<u>1,737,477</u>	<u>1,649,363</u>	<u>772,059</u>
UNASSIGNED	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

### **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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<b>\$ 2,844,374</b>	<b>\$ 2,666,762</b>	<b>\$ 2,700,936</b>	<b>\$ 2,766,693</b>	<b>\$ 2,334,206</b>
<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>	<b>\$ 3,537,387</b>	<b>\$ 3,212,815</b>	<b>\$ 3,448,456</b>	<b>\$ 2,635,195</b>	<b>\$ 2,690,698</b>
<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>	<b>\$ 3,714,999</b>	<b>\$ 3,112,884</b>	<b>\$ 3,037,282</b>	<b>\$ 3,067,682</b>	<b>\$ 4,066,209</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 2,666,762</b>	<b>\$ 2,766,693</b>	<b>\$ 3,112,110</b>	<b>\$ 2,334,206</b>	<b>\$ 958,695</b>
LESS:					
RESTRICTED	2,666,762	2,766,693	3,112,110	2,334,206	958,695
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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 FY16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>4,860</u>	<u>14,449</u>	<u>-</u>	<u>3,000</u>	<u>-</u>
<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	<u>17,440</u>	<u>157,878</u>	<u>-</u>	<u>-</u>	<u>-</u>
<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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUND 2090

**BUILDING INSPECTION FUND  
OPERATING BUDGET**

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	17,440	157,878	-	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,768,411</u></b>	<b><u>\$ 1,955,154</u></b>	<b><u>\$ 1,941,990</u></b>	<b><u>\$ 1,725,000</u></b>	<b><u>\$ 1,945,012</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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><u>14.6</u></b>	<b><u>15.6</u></b>	<b><u>15.6</u></b>	<b><u>15.6</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	4,277,887	4,471,137	3,120,689	3,848,646	1,819,384
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**STREET AND TRAFFIC FUND  
OPERATING BUDGET**

FUND 2110

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>207,502</u>	<u>207,502</u>	<u>207,502</u>	<u>207,502</u>	<u>207,502</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 7,589,556</u></b>	<b><u>\$ 7,687,287</u></b>	<b><u>\$ 9,147,130</u></b>	<b><u>\$ 9,439,789</u></b>	<b><u>\$ 11,299,762</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>TOTAL</b>	<b><u>47.0</u></b>	<b><u>47.0</u></b>	<b><u>48.0</u></b>	<b><u>48.0</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	\$ 1,083,192	\$ 1,038,326	\$ 984,000	\$ 1,123,956	\$ 984,000
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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>					
<b>CITY-COUNTY PLANNING:</b>					
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>					
<b>CITY-COUNTY PLANNING:</b>					
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>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	381,299	511,180	273,420	439,326	267,039
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY-COUNTY PLANNING FUND  
OPERATING BUDGET**

FUNDS 2380, 2390, 2400

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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><u>\$ 1,543,117</u></b>	<b><u>\$ 1,479,420</u></b>	<b><u>\$ 1,675,499</u></b>	<b><u>\$ 1,608,441</u></b>	<b><u>\$ 1,778,719</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>182,362</u>	<u>192,545</u>	<u>188,518</u>	<u>157,000</u>	<u>257,978</u>
<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	<u>88,387</u>	<u>93,469</u>	<u>94,460</u>	<u>90,000</u>	<u>166,978</u>
<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>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	627	311	1,292
COMMITTED	-	-	-	-	-
ASSIGNED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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><u>\$ 307,187</u></b>	<b><u>\$ 302,997</u></b>	<b><u>\$ 318,903</u></b>	<b><u>\$ 295,000</u></b>	<b><u>\$ 391,997</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	PROPOSED FY 19	APPROVED FY 19
<b><u>MONTANA BOARD OF CRIME CONTROL (FUND 2490)</u></b>						
FUND BALANCE BEGINNING	\$ 129	\$ 129	\$ 129	\$ 130	\$ 130	\$ 130
REVENUE:						
INTER-GOVERNMENTAL	\$ 14,082	\$ 23,985	\$ 18,893	\$ 18,000	\$ 24,877	\$ 24,877
TOTAL REVENUE	\$ 14,082	\$ 23,985	\$ 18,893	\$ 18,000	\$ 24,877	\$ 24,877
EXPENDITURES:						
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
TOTAL EXPENDITURES	\$ 14,082	\$ 23,984	\$ 19,022	\$ 18,000	\$ 24,877	\$ 24,877
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
REVENUE:						
CONTRIBUTIONS / DONATIONS	\$ 352,184	\$ 360,263	\$ 345,000	\$ 350,000	\$ 363,058	\$ 363,058
TOTAL REVENUE	\$ 352,184	\$ 360,263	\$ 345,000	\$ 350,000	\$ 363,058	\$ 363,058
EXPENDITURES:						
PERSONAL SERVICES	\$ -	\$ -	\$ 263,785	\$ -	\$ 252,558	\$ 252,558
OPERATION & MAINTENANCE	251,135	200,141	81,215	330,000	110,500	110,500
TOTAL EXPENDITURES	\$ 251,135	\$ 200,141	\$ 345,000	\$ 330,000	\$ 363,058	\$ 363,058
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
EXPENDITURES:						
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
TOTAL EXPENDITURES	\$ 227,178	\$ 245,355	\$ 200,259	\$ 120,000	\$ 50,000	\$ 50,000
FUND BALANCE ENDING	\$ (7,384)	\$ (4,570)	\$ -	\$ -	\$ -	\$ -

POLICE PROGRAMS (PAGE 2 OF 5)  
OPERATING BUDGET

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	PROPOSED FY 19	APPROVED FY 19
<b>TRAFFIC SAFETY (FUND 2540)</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
EXPENDITURES:						
PERSONAL SERVICES	\$ 5,669	\$ 3,664	\$ 9,000	\$ 6,875	\$ 9,000	\$ 9,000
TOTAL EXPENDITURES	\$ 5,669	\$ 3,664	\$ 9,000	\$ 6,875	\$ 9,000	\$ 9,000
FUND BALANCE ENDING	\$ 9,407	\$ 10,437	\$ 9,408	\$ 10,437	\$ 10,437	\$ 10,437
<hr/>						
<b>JUSTICE ASSISTANCE GRANTS (FUND 2500)</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
EXPENDITURES:						
OPERATION & MAINTENANCE	82,546	32,180	55,000	35,000	65,000	65,000
TOTAL EXPENDITURES	\$ 82,546	\$ 32,180	\$ 55,000	\$ 35,000	\$ 65,000	\$ 65,000
FUND BALANCE ENDING	\$ (33,460)	\$ (3,365)	\$ -	\$ -	\$ -	\$ -
<hr/>						
<b>HIDTA-ONDCP (FUND 2550)</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
EXPENDITURES:						
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
TOTAL EXPENDITURES	\$ 205,969	\$ 139,187	\$ 214,951	\$ 138,290	\$ 227,467	\$ 227,467
FUND BALANCE ENDING	\$ (28,335)	\$ 7,597	\$ -	\$ 7,597	\$ 3,942	\$ 3,942

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

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	PROPOSED FY 19	APPROVED 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
REVENUE-CHARGES FOR SERVICE						
CHARGES FOR SERVICE	\$ 169,325	\$ 105,163	\$ 148,059	\$ 148,000	\$ 148,059	\$ 148,059
TOTAL REVENUE	\$ 169,325	\$ 105,163	\$ 148,059	\$ 148,000	\$ 148,059	\$ 148,059
EXPENDITURES:						
PERSONAL SERVICES	\$ 169,325	\$ 81,206	\$ 148,059	\$ 148,000	\$ 148,406	\$ 148,406
TOTAL EXPENDITURES	\$ 169,325	\$ 81,206	\$ 148,059	\$ 148,000	\$ 148,406	\$ 148,406
FUND BALANCE ENDING	\$ (14,350)	\$ 9,607	\$ -	\$ 9,607	\$ 9,260	\$ 9,260
<hr/>						
<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
REVENUE:						
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
TOTAL REVENUE	\$ 16,487	\$ 62,569	\$ 14,430	\$ 40,650	\$ 19,739	\$ 19,739
EXPENDITURES:						
OPERATION & MAINTENANCE	\$ 4,949	\$ 22,829	\$ 4,800	\$ 52,000	\$ 6,500	\$ 6,500
CAPITAL	4,207	45,793	-	-	-	-
TOTAL EXPENDITURES	\$ 9,156	\$ 68,622	\$ 4,800	\$ 52,000	\$ 6,500	\$ 6,500
FUND BALANCE ENDING	\$ 94,484	\$ 88,431	\$ 121,129	\$ 77,081	\$ 90,320	\$ 90,320
<hr/>						
<b><u>SOCIAL HOST RESTITUTION (FUND 7080)</u></b>						
FUND BALANCE BEGINNING	\$ 9,492	\$ 6,847	\$ 3,446	\$ 3,498	\$ 998	\$ 998
REVENUE-FINES & FORFEITS	\$ 1,125	\$ 1,952	\$ 1,000	\$ 1,250	\$ 1,000	\$ 1,000
EXPENDITURES-OPERATION & MAINTENANCE	\$ 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	PROPOSED FY 19	APPROVED 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
REVENUE:						
INTER-GOVERNMENTAL	\$ 8,803	\$ 19,197	\$ -	\$ -	\$ 10,000	\$ 10,000
TOTAL REVENUE	\$ 8,803	\$ 19,197	\$ -	\$ -	\$ 10,000	\$ 10,000
EXPENDITURES:						
OPERATION & MAINTENANCE	\$ 8,803	\$ 19,519	\$ -	\$ -	\$ 10,000	\$ 10,000
TOTAL EXPENDITURES	\$ 8,803	\$ 19,519	\$ -	\$ -	\$ 10,000	\$ 10,000
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
REVENUE:						
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
TOTAL REVENUE	\$ 369,480	\$ 179,652	\$ 83,500	\$ 91,630	\$ 84,900	\$ 84,900
EXPENDITURES:						
OPERATION & MAINTENANCE	\$ 217,711	\$ 259,627	\$ 170,483	\$ 159,300	\$ 132,973	\$ 132,973
CAPITAL	12,069	-	-	-	-	-
TOTAL EXPENDITURES	\$ 229,780	\$ 259,627	\$ 170,483	\$ 159,300	\$ 132,973	\$ 132,973
FUND BALANCE ENDING	\$ 678,937	\$ 598,962	\$ 511,959	\$ 531,292	\$ 483,219	\$ 483,219

## POLICE PROGRAMS (PAGE 5 OF 5)

## TOTAL OPERATING BUDGET

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	PROPOSED FY 19	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<b><u>\$ 1,160,454</u></b>	<b><u>\$ 1,380,226</u></b>	<b><u>\$ 1,595,568</u></b>	<b><u>\$ 1,544,478</u></b>	<b><u>\$ 1,490,893</u></b>	<b><u>\$ 1,490,893</u></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	<u>361,199</u>	<u>415,156</u>	<u>355,000</u>	<u>385,000</u>	<u>378,058</u>	<u>378,058</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 1,427,185</u></b>	<b><u>\$ 1,243,038</u></b>	<b><u>\$ 1,090,092</u></b>	<b><u>\$ 957,630</u></b>	<b><u>\$ 999,445</u></b>	<b><u>\$ 999,445</u></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	<u>16,276</u>	<u>45,793</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,207,413</u></b>	<b><u>\$ 1,078,786</u></b>	<b><u>\$ 1,170,574</u></b>	<b><u>\$ 1,011,215</u></b>	<b><u>\$ 1,038,281</u></b>	<b><u>\$ 1,038,281</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 1,380,226</u></b>	<b><u>\$ 1,544,478</u></b>	<b><u>\$ 1,515,086</u></b>	<b><u>\$ 1,490,893</u></b>	<b><u>\$ 1,452,057</u></b>	<b><u>\$ 1,452,057</u></b>
<b>LESS:</b>						
RESTRICTED	<u>1,380,226</u>	<u>1,544,478</u>	<u>1,515,086</u>	<u>1,490,893</u>	<u>1,452,057</u>	<u>1,452,057</u>
<b>UNASSIGNED</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## CITY-COUNTY LIBRARY FUND

## OPERATING BUDGET

FUND 2600-2610, 2630

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>408,048</u>	<u>27,596</u>	<u>20,495</u>	<u>20,495</u>	<u>20,705</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 3,662,866</u></b>	<b><u>\$ 3,412,985</u></b>	<b><u>\$ 3,658,164</u></b>	<b><u>\$ 3,505,890</u></b>	<b><u>\$ 3,694,088</u></b>

## STAFFING AUTHORIZATION

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
<b>TOTAL</b>	<b><u>31.8</u></b>	<b><u>32.8</u></b>	<b><u>32.8</u></b>	<b><u>32.8</u></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

**COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 1 OF 5)**  
**OPERATING BUDGET**

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b><u>COMMUNITY DEV BLOCK GRANTS(FUNDS 2900-2990)</u></b>					
FUND BALANCE BEGINNING	\$ 36,770	\$ 72,465	\$ 357,482	\$ 147,047	\$ 128,967
REVENUE:					
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	-	-	-
TOTAL REVENUE	\$ 976,237	\$ 925,973	\$ 730,000	\$ 570,000	\$ 750,000
EXPENDITURES:					
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
TOTAL EXPENDITURES	\$ 940,542	\$ 851,391	\$ 580,000	\$ 588,080	\$ 550,000
FUND BALANCE ENDING	\$ 72,465	\$ 147,047	\$ 507,482	\$ 128,967	\$ 328,967
<hr/>					
<b><u>HOME PROGRAM (FUNDS 2800-2890)</u></b>					
FUND BALANCE BEGINNING	\$ (161,416)	\$ 67,144	\$ 130,144	\$ 184,974	\$ 395,974
REVENUE:					
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
TOTAL REVENUE	\$ 489,616	\$ 817,785	\$ 440,127	\$ 550,000	\$ 451,100
EXPENDITURES:					
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
TOTAL EXPENDITURES	\$ 261,056	\$ 699,955	\$ 339,527	\$ 339,000	\$ 275,000
FUND BALANCE ENDING	\$ 67,144	\$ 184,974	\$ 230,744	\$ 395,974	\$ 572,074

COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 2 OF 5)

OPERATING BUDGET

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b><u>BPAIH &amp; MAYOR'S COMMITTEE DONATIONS/TRAINING (FUND 2730)</u></b>					
FUND BALANCE BEGINNING	\$ 2,732	\$ 1,890	\$ -	\$ -	\$ -
REVENUE:					
CONTRIBUTIONS	1,250	30	-	-	-
TOTAL REVENUE	\$ 1,250	\$ 30	\$ -	\$ -	\$ -
EXPENDITURES-OPERATIONS & MAINTENANCE:					
HOMELESS-TRAINING	2,092	1,920	-	-	-
TOTAL EXPENDITURES	\$ 2,092	\$ 1,920	\$ -	\$ -	\$ -
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
REVENUE					
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES-TRANSFER	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCE ENDING	\$ 408	\$ 408	\$ 408	\$ 408	\$ 408

COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 4 OF 5)

OPERATING BUDGET

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

	<b>ACTUAL FY 16</b>	<b>ACTUAL FY 17</b>	<b>BUDGET FY 18</b>	<b>ESTIMATE FY 18</b>	<b>APPROVED FY 19</b>
<b><u>TOTAL OF COMMUNITY DEVELOPMENT GRANT FUNDS</u></b>					
<b>FUND BALANCE BEGINNING</b>	<b>\$ (4,713)</b>	<b>\$ 331,448</b>	<b>\$ 662,318</b>	<b>\$ 372,623</b>	<b>\$ 611,210</b>
<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>
<b>FUND BALANCE - ENDING</b>	<b>\$ 331,448</b>	<b>\$ 372,623</b>	<b>\$ 912,918</b>	<b>\$ 611,210</b>	<b>\$ 987,312</b>
<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 FY 16	ACTUAL FY 17	BUDGET FY18	ESTIMATE FY18	APPROVED 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><u>\$ 1,717,708</u></b>	<b><u>\$ 2,143,001</u></b>	<b><u>\$ 1,313,436</u></b>	<b><u>\$ 1,319,755</u></b>	<b><u>\$ 1,227,000</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	-	-	-
BATTLING CAGE FUND	-	-	-	-	13,500
TRANSFER TO PARK CONSTRUCTION	-	-	-	-	460,000
<b>DEHLER PARK SCOREBOARD</b>					
DEBT SERVICE	19,918	19,917	19,000	20,000	-
<b>KIWANIS-LICENSE PLATES</b>	4,566	-	-	-	-
<b>SONGBIRD GARDEN</b>	-	-	-	-	10,000
<b>TRASH FOR TREES</b>	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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**DOWNTOWN REVOLVING LOAN PROGRAM  
OPERATING BUDGET**

FUND 7230

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<u>\$ 1,341,795</u>	<u>\$ 1,617,059</u>	<u>\$ 768,256</u>	<u>\$ 784,668</u>	<u>\$ 535,668</u>
<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	<u>423,904</u>	<u>273,670</u>	<u>172,392</u>	<u>220,000</u>	<u>200,000</u>
<b>TOTAL REVENUE</b>	<u>\$ 467,995</u>	<u>\$ 311,961</u>	<u>\$ 204,812</u>	<u>\$ 270,000</u>	<u>\$ 246,600</u>
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE:					
CHARGES FOR SERVICE	\$ 52,731	\$ 50,132	\$ 54,987	\$ 54,000	\$ 8,830
LOANS	<u>140,000</u>	<u>1,094,220</u>	<u>500,000</u>	<u>465,000</u>	<u>400,000</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 192,731</u>	<u>\$ 1,144,352</u>	<u>\$ 554,987</u>	<u>\$ 519,000</u>	<u>\$ 408,830</u>
<b>FUND BALANCE ENDING</b>	<u>\$ 1,617,059</u>	<u>\$ 784,668</u>	<u>\$ 418,081</u>	<u>\$ 535,668</u>	<u>\$ 373,438</u>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,617,059	784,668	418,081	535,668	373,438
COMMITTED	-	-	-	-	-
ASSIGNED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>
<b>LESS:</b>					
RESTRICTED	164,472	167,519	152,592	169,919	138,719
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<b>\$ 35,415</b>	<b>\$ 37,737</b>	<b>\$ 38,212</b>	<b>\$ 37,905</b>	<b>\$ 38,090</b>
<b>REVENUE:</b>					
INTEREST ON INVESTMENTS	\$ 232	\$ 163	\$ 203	\$ 185	\$ 250
DONATIONS:					
GENERAL	2,090	5	500	-	500
<b>TOTAL REVENUE</b>	<b>\$ 2,322</b>	<b>\$ 168</b>	<b>\$ 703</b>	<b>\$ 185</b>	<b>\$ 750</b>
<b>EXPENDITURES:</b>					
OPERATION AND MAINTENANCE					
GENERAL	-	-	6,000	-	6,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 37,737</b>	<b>\$ 37,905</b>	<b>\$ 32,915</b>	<b>\$ 38,090</b>	<b>\$ 32,840</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	37,737	37,905	32,915	38,090	32,840
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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 recieved.

**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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**STREET LIGHT MAINTENANCE DISTRICTS FUND  
OPERATING BUDGET**

FUND 8100

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<b><u>\$ 5,775,374</u></b>	<b><u>\$ 5,260,411</u></b>	<b><u>\$3,776,164</u></b>	<b><u>\$ 5,982,419</u></b>	<b><u>\$2,432,710</u></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	<u>104,913</u>	<u>168,614</u>	<u>1,452</u>	<u>1,452</u>	<u>1,452</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 4,038,826</u></b>	<b><u>\$ 4,239,415</u></b>	<b><u>\$ 4,122,452</u></b>	<b><u>\$ 4,228,452</u></b>	<b><u>\$ 4,375,452</u></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	<u>1,015,131</u>	<u>1,009,000</u>	<u>1,015,000</u>	<u>1,015,000</u>	<u>1,015,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 4,553,789</u></b>	<b><u>\$ 3,517,407</u></b>	<b><u>\$ 5,029,052</u></b>	<b><u>\$ 7,778,161</u></b>	<b><u>\$ 5,467,479</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 5,260,411</u></b>	<b><u>\$ 5,982,419</u></b>	<b><u>\$ 2,869,564</u></b>	<b><u>\$ 2,432,710</u></b>	<b><u>\$ 1,340,683</u></b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	5,260,411	5,982,419	2,869,564	2,432,710	1,340,683
COMMITTED	-	-	-	-	-
ASSIGNED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

**PARK MAINTENANCE DISTRICTS FUNDS  
OPERATING BUDGET**

FUND 8720

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	509,239	431,791	283,349	468,991	442,425
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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**

<b>POSITION</b>	<b>ACTUAL FY16</b>	<b>ACTUAL FY17</b>	<b>BUDGET FY18</b>	<b>APPROVED FY19</b>
VOLUNTEER PROGRAM COORD	1.0	1.0	1.0	1.0
EQUIPMENT OPER./MAINT.WORKER	1.0	1.0	1.0	1.0
ARBORIST	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>TOTAL</b>	<u><b>3.0</b></u>	<u><b>3.0</b></u>	<u><b>3.0</b></u>	<u><b>3.0</b></u>

## **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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	4,891,470	4,008,895	6,005,229	6,879,129	3,974,000
<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>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	4,566,003	4,307,155	39,079	1,411,648	1,552,138
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**AMEND PARK FUND  
OPERATING BUDGET**

FUND 7580

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
FUND BALANCE BEGINNING	\$ -	\$ 2,875	\$ 5,750	\$ 5,749	\$ 8,607
REVENUE:					
SPECIAL ASSESSMENTS	\$ 2,875	\$ 2,874	\$ 2,875	\$ 2,875	\$ 2,875
TOTAL REVENUE	\$ 2,875	\$ 2,874	\$ 2,875	\$ 2,875	\$ 2,875
EXPENDITURES:					
TOTAL EXPENDITURES	\$ -	\$ -	\$ 17	\$ 17	\$ 112
FUND BALANCE ENDING	\$ 2,875	\$ 5,749	\$ 8,608	\$ 8,607	\$ 11,370
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	2,875	5,749	8,608	8,607	11,370
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
UNASSIGNED	\$ -	\$ -	\$ -	\$ -	\$ -

### 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 IMPROVEMENT DISTRICTS</b>	<b>SERIES 2010 PARKS</b>	<b>SERIES 2004A STREET IMPROVEMENTS</b>	<b>STORM SEWER</b>	<b>SIDEWALK &amp; CURB DISTRICTS</b>	<b>SERIES 2015 BASEBALL FIELD 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>

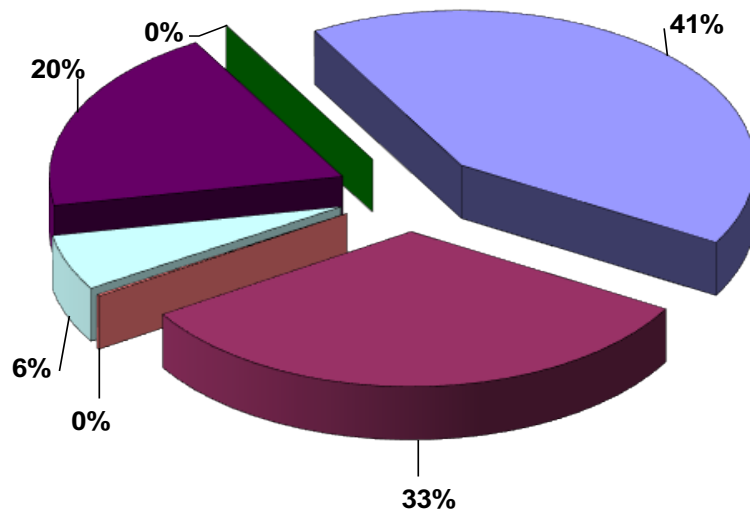
**DEBT SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

	<b>SERIES 2012 LIBRARY</b>	<b>APPROVED BUDGET FY 19</b>	<b>APPROVED BUDGET FY 18</b>	<b>INCREASE (DECREASE)</b>	<b>ACTUAL FY 17</b>
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 1,090,529</b>	<b>\$ 7,166,440</b>	<b>\$ 16,376,436</b>	<b>\$ (9,209,996)</b>	<b>\$ 16,752,314</b>
<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>\$ 1,205,444</b>	<b>\$ 5,162,939</b>	<b>\$ 12,307,025</b>	<b>\$ (7,144,086)</b>	<b>\$ 5,201,551</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>\$ 1,214,951</b>	<b>\$ 5,364,033</b>	<b>\$ 21,576,944</b>	<b>\$ (16,212,911)</b>	<b>\$ 5,509,284</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 1,081,022</b>	<b>\$ 6,965,346</b>	<b>\$ 7,106,517</b>	<b>\$ (141,171)</b>	<b>\$ 16,444,581</b>

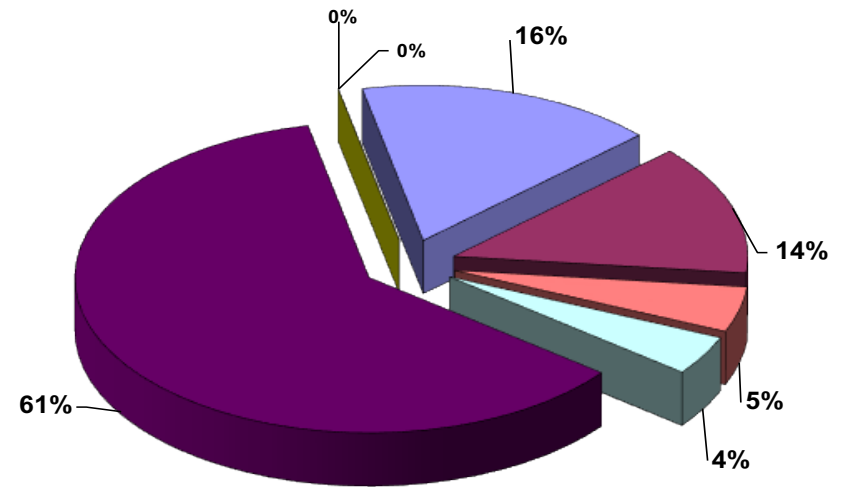
# Debt Service Funds

## Summary of Revenues

<u>FY 19</u>		<u>FY 18</u>
\$ 2,149,039	TAXES	\$ 2,027,135
1,690,000	SPECIAL ASSESSMENTS	1,670,000
8,900	INVESTMENT EARNINGS	579,690
300,000	DONATIONS	505,000
1,015,000	INTERFUND TRANSFERS	7,525,200
-	DEBT PROCEEDS	-
-	MISCELLANEOUS	-
<u>\$ 5,162,939</u>	<u>TOTAL</u>	<u>\$ 12,307,025</u>



Fiscal Year 2019

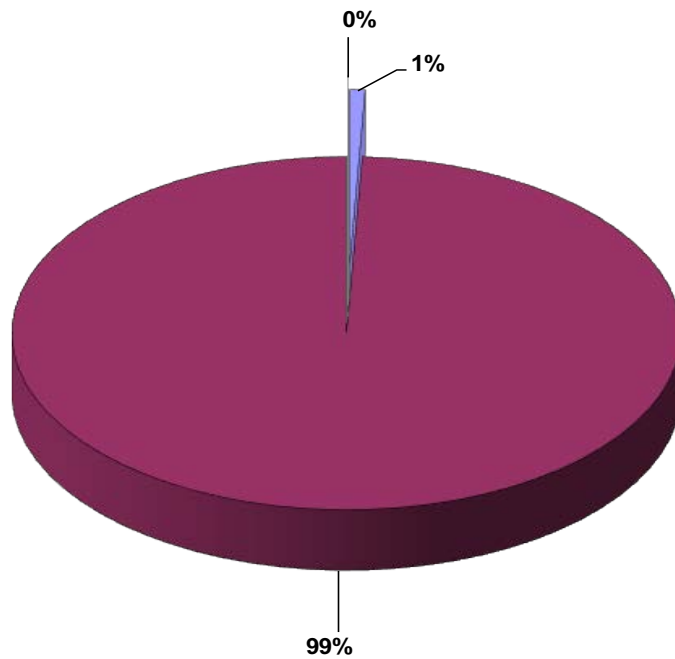


Fiscal Year 2018

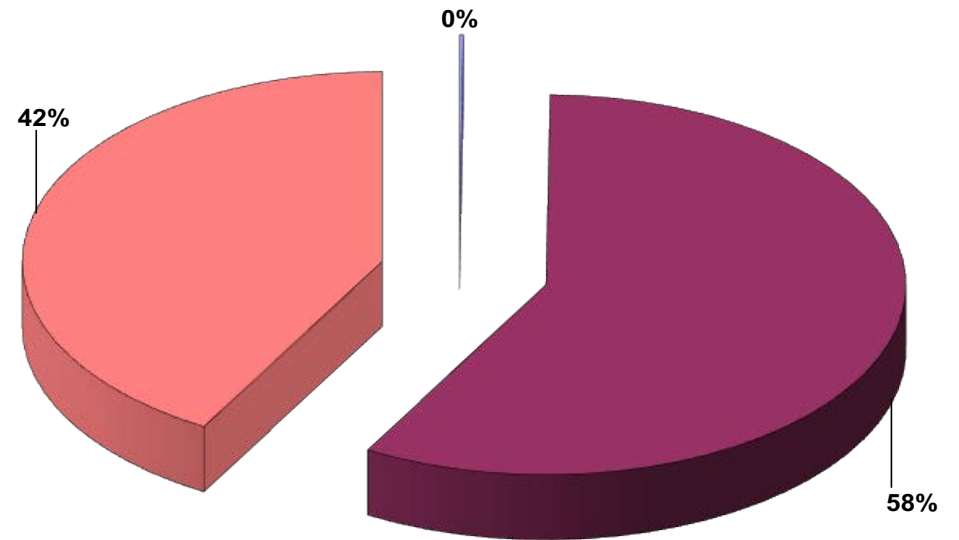
# Debt Service Funds

## Summary of Expenditures

<u>FY 19</u>		<u>FY 18</u>
\$ 40,634	OPERATION & MAINTENANCE	\$ 39,260
5,323,399	DEBT SERVICE	12,527,484
-	INTERFUND TRANSFERS	9,010,200
<u>\$ 5,364,033</u>	<u>TOTAL</u>	<u>\$ 21,576,944</u>



Fiscal Year 2019



Fiscal Year 2018



**SPECIAL IMPROVEMENT DISTRICTS FUNDS  
OPERATING BUDGET**

FUND 2300, & 8200-8330

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>382</u>	<u>266</u>	<u>210</u>	<u>275</u>	<u>300</u>
<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	<u>3,931</u>	<u>2,490</u>	<u>2,372</u>	<u>2,372</u>	<u>2,800</u>
<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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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
	<u>\$ 2,170,000</u>	<u>\$ 237,150</u>	<u>\$ 2,407,150</u>

#### **Revenues and Expenditures**

Revenues are dependent upon required debt payments.

**2004A SERIES STREET IMPROVEMENTS  
OPERATING BUDGET**

FUND 3130

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<b><u>\$ 372,233</u></b>	<b><u>\$ 391,233</u></b>	<b><u>\$ 348,016</u></b>	<b><u>\$ 347,524</u></b>	<b><u>\$ 338,244</u></b>
<b>REVENUE:</b>					
PROPERTY TAXES	\$ 358,539	\$ 296,157	\$ 333,351	\$ 335,500	\$ 374,743
INTEREST ON INVESTMENTS	<u>970</u>	<u>727</u>	<u>680</u>	<u>700</u>	<u>600</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 359,509</u></b>	<b><u>\$ 296,884</u></b>	<b><u>\$ 334,031</u></b>	<b><u>\$ 336,200</u></b>	<b><u>\$ 375,343</u></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	<u>5,316</u>	<u>3,217</u>	<u>2,986</u>	<u>2,980</u>	<u>3,456</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 340,509</u></b>	<b><u>\$ 340,593</u></b>	<b><u>\$ 345,536</u></b>	<b><u>\$ 345,480</u></b>	<b><u>\$ 342,906</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 391,233</u></b>	<b><u>\$ 347,524</u></b>	<b><u>\$ 336,511</u></b>	<b><u>\$ 338,244</u></b>	<b><u>\$ 370,681</u></b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	391,233	347,524	336,511	338,244	370,681
COMMITTED	-	-	-	-	-
ASSIGNED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></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	<u>660,000</u>	<u>11,138</u>	<u>671,138</u>
	<u>\$ 12,630,000</u>	<u>\$ 4,636,016</u>	<u>\$ 15,926,887</u>

#### **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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE BEGINNING</b>	<b><u>\$ 1,256,892</u></b>	<b><u>\$ 1,723,444</u></b>	<b><u>\$ 1,786,673</u></b>	<b><u>\$ 1,779,779</u></b>	<b><u>\$ 1,781,600</u></b>
<b>REVENUE:</b>					
INTEREST ON INVESTMENTS	\$ 1,411	\$ 216	\$ 1,000	\$ 1,500	\$ 2,100
TRANS.STORM SEW. OPER.	<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><u>\$ 1,016,542</u></b>	<b><u>\$ 1,009,230</u></b>	<b><u>\$ 1,016,000</u></b>	<b><u>\$ 1,011,500</u></b>	<b><u>\$ 1,017,100</u></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><u>\$ 549,990</u></b>	<b><u>\$ 952,895</u></b>	<b><u>\$ 1,009,178</u></b>	<b><u>\$ 1,009,679</u></b>	<b><u>\$ 1,014,478</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 1,723,444</u></b>	<b><u>\$ 1,779,779</u></b>	<b><u>\$ 1,793,495</u></b>	<b><u>\$ 1,781,600</u></b>	<b><u>\$ 1,784,222</u></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><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

**SIDEWALK AND CURB DISTRICTS FUND  
OPERATING BUDGET**

FUND 8500-8690 & 8800-8990

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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>\$6,270,000</u>	<u>\$1,182,325</u>	<u>\$7,452,325</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>\$11,550,000</u>	<u>\$3,077,325</u>	<u>\$14,627,325</u>

#### **Revenues and Expenditures**

Revenues are dependent upon required debt service payments.

**2012 SERIES LIBRARY  
OPERATING BUDGET**

FUND 3040

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>3,568</u>	<u>2,159</u>	<u>2,300</u>	<u>2,300</u>	<u>3,000</u>
<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	<u>350</u>	<u>350</u>	<u>350</u>	<u>350</u>	<u>350</u>
<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>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,150,943	1,106,331	1,086,735	1,090,529	1,081,022
COMMITTED	-	-	-	-	-
ASSIGNED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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.
- **Capital Replacement Fund** is used for equipment replacement for all governmental fund departments.
- **Dog Park Construction Fund** accounts for the construction of the dog park in the Billings' Heights.
- **Park Construction Fund** is used for the construction of parks.

**CAPITAL PROJECT FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

	<b>URBAN RENEWAL PROP. ACQUIST.</b>	<b>SIDEWALK AND CURB DISTRICTS</b>	<b>SPECIAL IMPROVEMENT DISTRICTS</b>	<b>CAPITAL REPLACEMENT</b>	<b>DOG PARK CONSTRUCTION FUND</b>	<b>PARK CONSTRUCTION</b>
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 255,218</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,937,072</b>	<b>\$ 4,599</b>	<b>\$ -</b>
<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>
<b>FUND BALANCE ENDING</b>	<b>\$ 195,661</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,426,110</b>	<b>\$ 4,599</b>	<b>\$ -</b>

**CAPITAL PROJECT FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

	<b>APPROVED BUDGET FY 19</b>	<b>APPROVED BUDGET FY 18</b>	<b>INCREASE (DECREASE)</b>	<b>ACTUAL FY 17</b>
<b>FUND BALANCE - BEGINNING</b>	<b><u>\$ 7,196,889</u></b>	<b><u>\$ 5,887,812</u></b>	<b><u>\$ 1,309,077</u></b>	<b><u>\$ 5,137,657</u></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	<u>1,080</u>	<u>1,101</u>	<u>(21)</u>	<u>6,992</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 5,677,236</u></b>	<b><u>\$ 5,300,441</u></b>	<b><u>\$ 376,795</u></b>	<b><u>\$ 1,538,646</u></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	<u>-</u>	<u>-</u>	<u>-</u>	<u>15</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 6,247,755</u></b>	<b><u>\$ 4,745,069</u></b>	<b><u>\$ 1,502,686</u></b>	<b><u>\$ 282,479</u></b>
<b>FUND BALANCE ENDING</b>	<b><u>\$ 6,626,370</u></b>	<b><u>\$ 6,443,184</u></b>	<b><u>\$ 183,186</u></b>	<b><u>\$ 6,393,824</u></b>



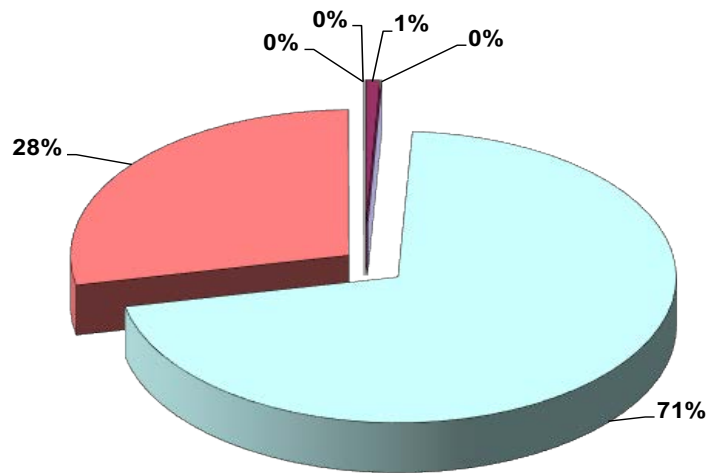
# Capital Project Funds

## Summary of Revenues

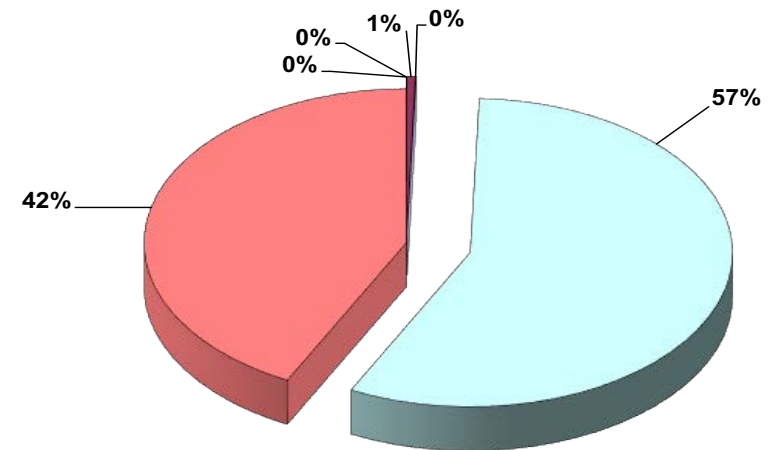
<u>FY 19</u>	
\$	-
	46,440
	500
	4,024,716
	1,604,500
	1,080
<u>\$</u>	<u>5,677,236</u>

INTER-GOVERNMENTAL  
INVESTMENT EARNINGS  
DONATIONS  
INTERFUND TRANSFERS  
DEBT PROCEEDS  
MISCELLANEOUS  
TOTAL

<u>FY 18</u>	
\$	-
	27,440
	2,000
	3,017,900
	2,252,000
	1,101
<u>\$</u>	<u>5,300,441</u>



Fiscal Year 2019



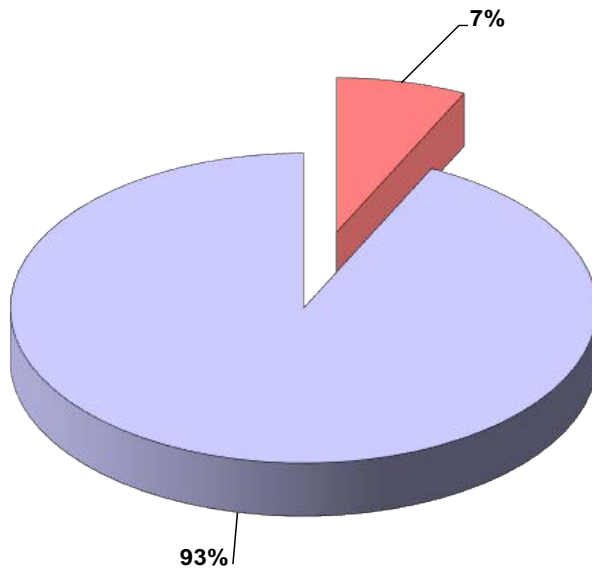
Fiscal Year 2018

# Capital Project Funds Summary of Expenditures

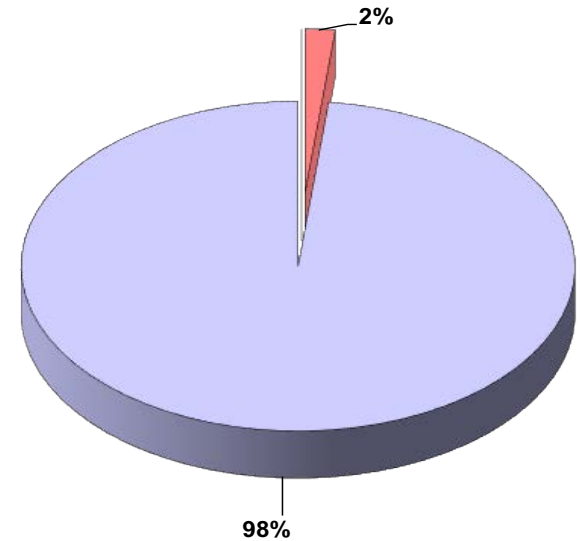
<u>FY 19</u>	
\$	449,054
	5,798,701
	-
<u>\$</u>	<u>6,247,755</u>

OPERATION & MAINTENANCE  
CAPITAL  
TRANSFERS  
TOTAL

<u>FY 18</u>	
\$	83,649
	4,661,420
	-
<u>\$</u>	<u>4,745,069</u>



Fiscal Year 2019



Fiscal Year 2018

**URBAN RENEWAL PROPERTY ACQUISITION FUND  
OPERATING BUDGET**

FUND 4280

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>440,000</u>	<u>-</u>	<u>1,785,000</u>	<u>4,365,000</u>	<u>1,137,500</u>
<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	<u>684,371</u>	<u>8,236</u>	<u>1,725,000</u>	<u>4,365,000</u>	<u>1,100,000</u>
<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>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	(71,300)	-	-	-	-
COMMITTED	-	-	-	-	-
ASSIGNED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL REPLACEMENT FUND  
OPERATING BUDGET**

FUND 6400 - 6410

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
FUND BALANCE - BEGINNING	\$ 4,137	\$ 4,100	\$ 4,100	\$ 4,299	\$ 4,599
REVENUES:					
LOCAL CONTRIBUTIONS	\$ 101	\$ 199	\$ 2,000	\$ 300	\$ 500
TOTAL REVENUE	\$ 101	\$ 199	\$ 2,000	\$ 300	\$ 500
EXPENDITURES:					
CAPITAL OUTLAY	\$ 138	\$ -	\$ 2,000	\$ -	\$ 500
TOTAL EXPENDITURES	\$ 138	\$ -	\$ 2,000	\$ -	\$ 500
FUND BALANCE - ENDING	\$ 4,100	\$ 4,299	\$ 4,100	\$ 4,599	\$ 4,599
LESS:					
RESTRICTED	4,100	4,299	4,100	4,599	4,599
UNASSIGNED	\$ -	\$ -	\$ -	\$ -	\$ -

**DOG PARK CONSTRUCTION FUND BUDGET NARRATIVE**

The Dog Park construction occurred in FY12 and FY13. Donations were received and fund-raisers were conducted to raise the necessary funding for the construction. Other donations are used for upgrades and maintenance.

**Revenues**

Estimated contributions for FY 2019 are \$500.

**Expenditures**

Estimated Dog Park expenditures for FY 2019 are \$500.



**PARK CONSTRUCTION FUND  
OPERATING BUDGET**

FUND 4240

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>FUND BALANCE - BEGINNING</b>	<u>\$ -</u>	<u>\$ 91,667</u>	<u>\$ -</u>	<u>\$ 151,897</u>	<u>\$ -</u>
<b>REVENUES:</b>					
LOCAL CONTRIBUTIONS	\$ 1	\$ -	\$ -	\$ -	\$ -
INTERFUND TRANSFERS	<u>170,000</u>	<u>180,800</u>	<u>1,860,000</u>	<u>1,656,229</u>	<u>2,460,000</u>
<b>TOTAL REVENUE</b>	<u>\$ 170,001</u>	<u>\$ 180,800</u>	<u>\$ 1,860,000</u>	<u>\$ 1,656,229</u>	<u>\$ 2,460,000</u>
<b>EXPENDITURES:</b>					
CAPITAL OUTLAY	<u>\$ 78,334</u>	<u>\$ 120,570</u>	<u>\$ 1,860,000</u>	<u>\$ 1,808,126</u>	<u>2,460,000</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 78,334</u>	<u>\$ 120,570</u>	<u>\$ 1,860,000</u>	<u>\$ 1,808,126</u>	<u>\$ 2,460,000</u>
<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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>

**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**

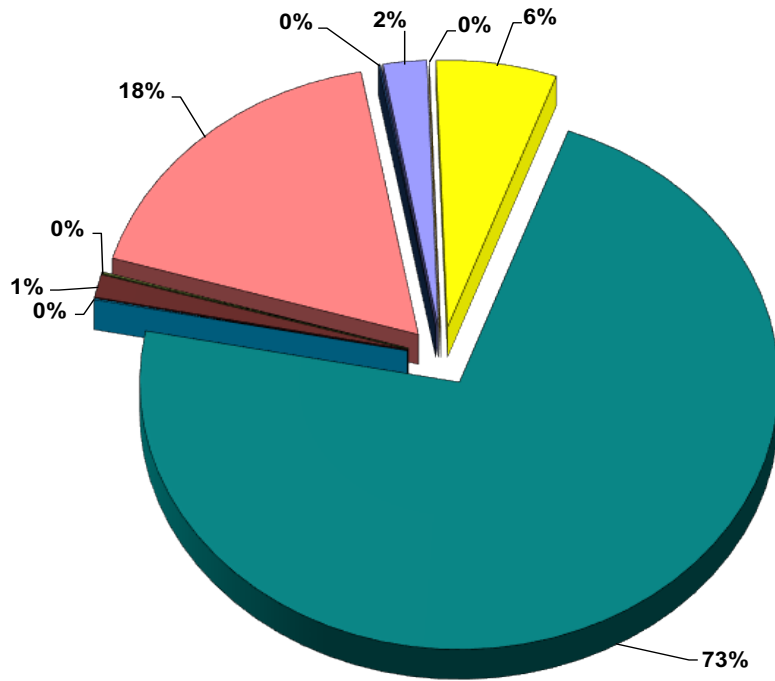
	<b>WATER</b>	<b>WASTE- WATER</b>	<b>PARKING</b>	<b>SOLID WASTE</b>	<b>AIRPORT</b>	<b>TRANSIT</b>
<b>WORKING CAPITAL -BEGINNING</b>	<b><u>\$ 32,335,318</u></b>	<b><u>\$ 14,593,507</u></b>	<b><u>\$ 221,692</u></b>	<b><u>\$ 9,205,570</u></b>	<b><u>\$ 10,680,002</u></b>	<b><u>\$ 3,320,936</u></b>
<b>REVENUE:</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	<u>7,200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>79,420</u>	<u>18,250</u>
<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	<u>2,770,500</u>	<u>5,330,000</u>	<u>255,480</u>	<u>1,257,000</u>	<u>1,596,980</u>	<u>-</u>
<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						
<b>WORKING CAPITAL - ENDING</b>	<b><u>\$ 11,785,872</u></b>	<b><u>\$ 10,015,721</u></b>	<b><u>\$ 189,394</u></b>	<b><u>\$ 9,663,137</u></b>	<b><u>\$ 11,617,211</u></b>	<b><u>\$ 3,121,527</u></b>
LESS OPERATING RESERVE	3,417,000	1,575,000	244,000	4,377,000	1,372,000	916,000
LESS BOND/LOAN RESERVE REQUIREMENTS	<u>1,515,000</u>	<u>1,445,000</u>	<u>-</u>	<u>1,257,000</u>	<u>2,715,044</u>	<u>-</u>
<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**

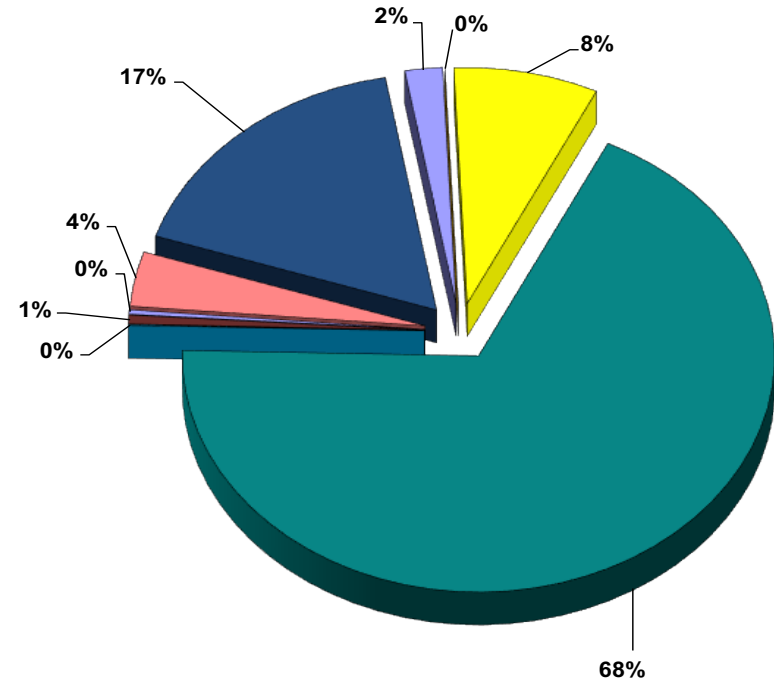
	<b>APPROVED BUDGET FY 19</b>	<b>APPROVED BUDGET FY 18</b>	<b>INCREASE (DECREASE)</b>	<b>ACTUAL FY 17</b>
<b>WORKING CAPITAL -BEGINNING</b>	<b><u>\$ 70,357,025</u></b>	<b><u>\$ 70,795,885</u></b>	<b><u>\$ (438,860)</u></b>	<b><u>\$ 85,838,102</u></b>
<b>REVENUE:</b>				
TAXES	\$ 2,268,972	\$ 2,192,285	\$ 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	<u>104,870</u>	<u>17,602,641</u>	<u>(17,497,771)</u>	<u>718,376</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 102,848,479</u></b>	<b><u>\$ 106,741,022</u></b>	<b><u>\$ (3,892,543)</u></b>	<b><u>\$ 86,425,754</u></b>
<b>EXPENSES:</b>				
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	<u>11,209,960</u>	<u>10,713,036</u>	<u>496,924</u>	<u>2,966,379</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 126,812,642</u></b>	<b><u>\$ 132,375,030</u></b>	<b><u>\$ (5,562,388)</u></b>	<b><u>\$ 80,339,615</u></b>
WORKING CAPITAL NOT BUDGETED				56,587,355
<b>WORKING CAPITAL - ENDING</b>	<b><u>\$ 46,392,862</u></b>	<b><u>\$ 45,161,877</u></b>	<b><u>\$ 1,230,985</u></b>	<b><u>\$ 148,511,596</u></b>
<b>LESS OPERATING RESERVE</b>	<b>11,901,000</b>	<b>12,604,000</b>	<b>(703,000)</b>	<b>11,585,657</b>
<b>LESS BOND/LOAN RESERVE REQUIREMENTS</b>	<b><u>6,932,044</u></b>	<b><u>6,901,044</u></b>	<b><u>31,000</u></b>	<b><u>5,545,906</u></b>
<b>AVAILABLE WORKING CAPITAL</b>	<b><u>\$ 27,559,818</u></b>	<b><u>\$ 25,656,833</u></b>	<b><u>\$ 1,902,985</u></b>	<b><u>\$ 131,380,033</u></b>

# Enterprise Funds Summary of Revenues

<u>FY 19</u>		<u>FY 18</u>
\$ 2,268,972	TAXES	\$ 2,192,285
-	SPECIAL ASSESSMENTS	-
6,278,538	INTER-GOVERNMENTAL	8,451,499
74,596,284	CHARGES FOR SERVICE	72,758,028
77,000	FINES & FORFEITS	72,500
1,422,815	INVESTMENT EARNINGS	640,740
100,000	INTERFUND TRANSFERS	323,329
18,000,000	DEBT PROCEEDS	4,000,000
104,870	MISCELLANEOUS	18,302,641
<u>\$ 102,848,479</u>	<u>TOTAL</u>	<u>\$ 106,741,022</u>



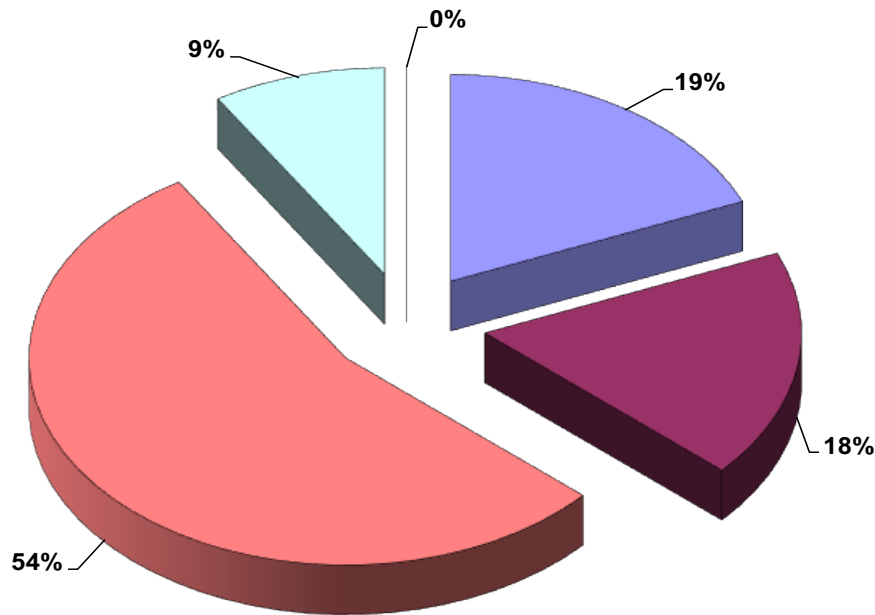
Fiscal Year 2019



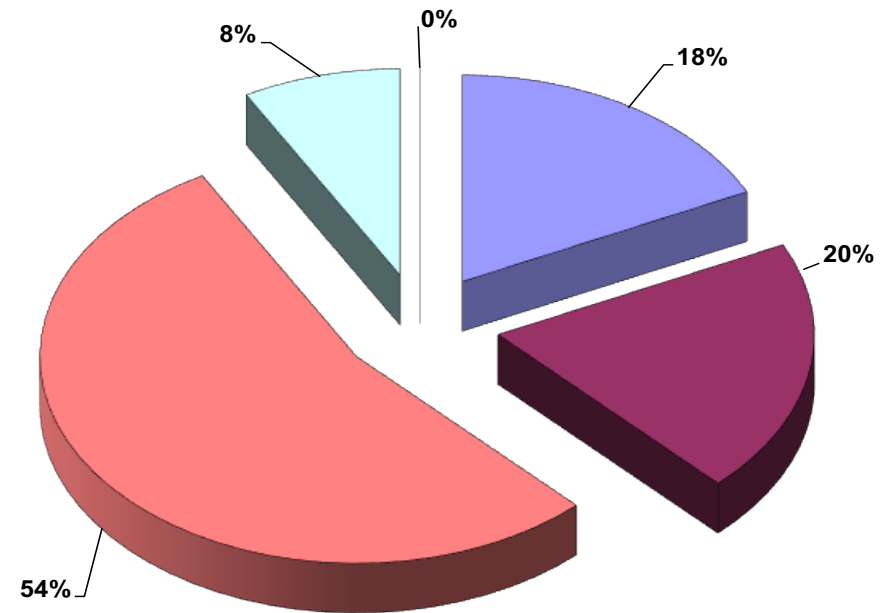
Fiscal Year 2018

# Enterprise Funds Summary of Expenses

<u>FY 19</u>		<u>FY 18</u>
\$ 23,706,496	PERSONAL SERVICES	\$ 23,620,436
22,640,703	OPERATION & MAINTENANCE	26,384,888
69,255,483	CAPITAL	71,656,670
11,209,960	DEBT SERVICE	10,713,036
-	INTERFUND TRANSFERS	-
<u>\$ 126,812,642</u>	<u>TOTAL</u>	<u>\$ 132,375,030</u>



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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 SERVICE 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>
<b>LESS OPERATING RESERVE</b>	<b>3,380,000</b>	<b>3,380,000</b>	<b>3,832,000</b>	<b>3,704,426</b>	<b>3,417,000</b>
<b>LESS SRF LOAN RESERVE</b>	<b>1,386,571</b>	<b>1,386,571</b>	<b>1,515,000</b>	<b>1,385,000</b>	<b>1,515,000</b>
<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.

FUNDS 5020,5030,5050,5070,4160,8700

**WATER FUND  
OPERATING BUDGET**

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>692,824</u>	<u>665,167</u>	<u>2,900,000</u>	<u>2,770,000</u>	<u>2,770,500</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 22,575,555</u></b>	<b><u>\$ 23,385,124</u></b>	<b><u>\$ 48,153,787</u></b>	<b><u>\$ 31,323,730</u></b>	<b><u>\$ 46,632,646</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED FY 19
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><u>61.2</u></b>	<b><u>60.6</u></b>	<b><u>59.9</u></b>	<b><u>58.1</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>WORKING CAPITAL - BEGINNING</b>	<b><u>\$ 23,786,427</u></b>	<b><u>\$ 25,418,986</u></b>	<b><u>\$ 17,979,055</u></b>	<b><u>\$ 84,329,091</u></b>	<b><u>\$ 14,593,507</u></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 CH	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><u>\$ 19,266,820</u></b>	<b><u>\$ 20,706,638</u></b>	<b><u>\$ 19,860,030</u></b>	<b><u>\$ 20,381,173</u></b>	<b><u>\$ 20,265,410</u></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><u>\$ 16,533,960</u></b>	<b><u>\$ 21,668,466</u></b>	<b><u>\$ 25,366,334</u></b>	<b><u>\$ 90,116,757</u></b>	<b><u>\$ 24,843,196</u></b>
W.C. CHANGES NOT BUDGETED	(1,100,301)	59,871,933	-	-	-
<b>WORKING CAPITAL - ENDING</b>	<b><u>\$ 25,418,986</u></b>	<b><u>\$ 84,329,091</u></b>	<b><u>\$ 12,472,751</u></b>	<b><u>\$ 14,593,507</u></b>	<b><u>\$ 10,015,721</u></b>
<b>LESS OPERATING RESERVE</b>	<b>1,440,000</b>	<b>1,440,000</b>	<b>1,632,000</b>	<b>1,590,000</b>	<b>1,575,000</b>
<b>LESS SRF LOAN RESERVE</b>	<b><u>1,444,291</u></b>	<b><u>1,444,291</u></b>	<b><u>1,445,000</u></b>	<b><u>1,445,000</u></b>	<b><u>1,445,000</u></b>
<b>AVAILABLE WORKING CAPITAL</b>	<b><u>\$ 22,534,695</u></b>	<b><u>\$ 81,444,800</u></b>	<b><u>\$ 9,395,751</u></b>	<b><u>\$ 11,558,507</u></b>	<b><u>\$ 6,995,721</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	<u>393,871</u>	<u>1,749,994</u>	<u>5,329,000</u>	<u>5,330,000</u>	<u>5,330,000</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 16,533,960</u></b>	<b><u>\$ 21,668,466</u></b>	<b><u>\$ 25,366,334</u></b>	<b><u>\$ 90,116,757</u></b>	<b><u>\$ 24,843,196</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED FY 19
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><u>41.8</u></b>	<b><u>43.6</u></b>	<b><u>44.2</u></b>	<b><u>44.9</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY18	ESTIMATE FY18	APPROVED 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><u>\$ 1,578,055</u></b>	<b><u>\$ 1,891,262</u></b>	<b><u>\$ 1,971,727</u></b>	<b><u>\$ 2,201,027</u></b>	<b><u>\$ 1,789,508</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY18	APPROVED 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 / 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	<u>1.0</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>	<b><u>12.0</u></b>	<b><u>12.5</u></b>	<b><u>12.5</u></b>	<b><u>12.5</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 9,521,543</b>	<b>\$ 10,725,931</b>	<b>\$ 7,510,445</b>	<b>\$ 12,389,375</b>	<b>\$ 9,205,570</b>
<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	85,971	70,971	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 14,219,889</b>	<b>\$ 14,987,668</b>	<b>\$ 31,446,500</b>	<b>\$ 15,222,046</b>	<b>\$ 32,671,500</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	2,788,722	3,456,515	21,562,937	7,147,663	21,847,429
<b>TOTAL EXPENSES</b>	<b>\$ 12,962,237</b>	<b>\$ 13,234,316</b>	<b>\$ 31,294,362</b>	<b>\$ 18,405,851</b>	<b>\$ 32,213,933</b>
WORKING CAP. CHANGES NOT BUDGETED	(53,264)	(89,908)	-	-	-
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 10,725,931</b>	<b>\$ 12,389,375</b>	<b>\$ 7,662,583</b>	<b>\$ 9,205,570</b>	<b>\$ 9,663,137</b>
LESS OPERATING RESERVE	4,328,000	4,328,000	4,655,000	4,796,000	4,377,000
LESS DEBT RESERVE	-	-	1,257,000	-	1,257,000
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 6,397,931</b>	<b>\$ 8,061,375</b>	<b>\$ 1,750,583</b>	<b>\$ 4,409,570</b>	<b>\$ 4,029,137</b>

**SOLID WASTE FUND  
OPERATING BUDGET**

FUNDS 5410,5420,5440,5450

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 DEVELOPMENT	-	-	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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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**

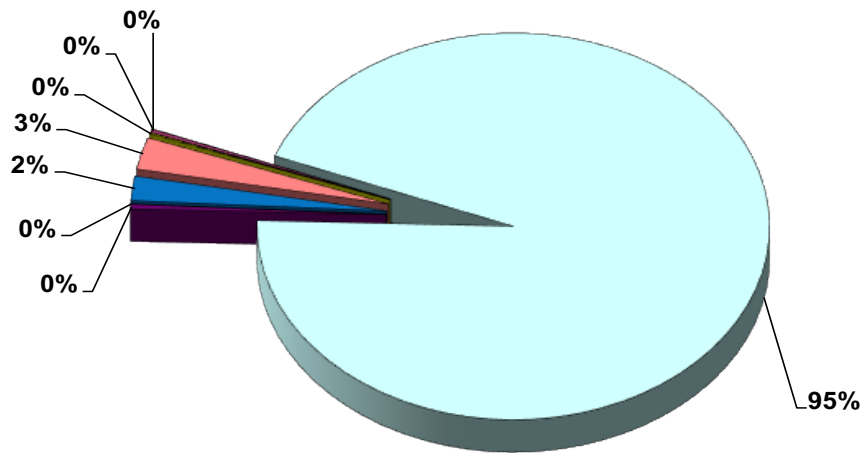
	<b>FLEET SERVICES</b>	<b>CENTRAL SERVICES</b>	<b>INFORMATION TECHNOLOGY</b>	<b>CITY HEALTH BENEFITS</b>	<b>CENTRAL TELEPHONE</b>	<b>RADIO COMMUNICATIONS</b>	<b>PROPERTY INSURANCE</b>	<b>FACILITIES MANAGEMENT</b>
<b>WORKING CAPITAL - BEGINNING</b>	<b><u>\$ 1,123,030</u></b>	<b><u>\$ 178,206</u></b>	<b><u>\$ 673,364</u></b>	<b><u>\$ 4,829,279</u></b>	<b><u>\$ 537,689</u></b>	<b><u>\$ 481,627</u></b>	<b><u>\$ 2,613,606</u></b>	<b><u>\$ 854,300</u></b>
<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><u>\$ 1,854,850</u></b>	<b><u>\$ 100,380</u></b>	<b><u>\$ 2,455,419</u></b>	<b><u>\$ 13,116,600</u></b>	<b><u>\$ 422,705</u></b>	<b><u>\$ 291,608</u></b>	<b><u>\$ 1,539,938</u></b>	<b><u>\$ 1,821,336</u></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><u>\$ 1,833,273</u></b>	<b><u>\$ 86,250</u></b>	<b><u>\$ 2,521,626</u></b>	<b><u>\$ 13,508,848</u></b>	<b><u>\$ 401,717</u></b>	<b><u>\$ 273,737</u></b>	<b><u>\$ 2,304,109</u></b>	<b><u>\$ 1,799,537</u></b>
<b>WORKING CAPITAL- ENDING</b>	<b><u>\$ 1,144,607</u></b>	<b><u>\$ 192,336</u></b>	<b><u>\$ 607,157</u></b>	<b><u>\$ 4,437,031</u></b>	<b><u>\$ 558,677</u></b>	<b><u>\$ 499,498</u></b>	<b><u>\$ 1,849,435</u></b>	<b><u>\$ 876,099</u></b>
WORKING CAPITAL NOT BUDGETED	50,000	-	-	-	-	-	-	-
<b>LESS RESERVED/DESIGNATED</b>	<b><u>637,656</u></b>	<b><u>-</u></b>	<b><u>608,307</u></b>	<b><u>-</u></b>	<b><u>32,137</u></b>	<b><u>-</u></b>	<b><u>737,315</u></b>	<b><u>143,963</u></b>
<b>UNDESIGNATED WORKING CAPITAL BALANCE ENDING</b>	<b><u>\$ 556,951</u></b>	<b><u>\$ 192,336</u></b>	<b><u>\$ (1,150)</u></b>	<b><u>\$ 4,437,031</u></b>	<b><u>\$ 526,540</u></b>	<b><u>\$ 499,498</u></b>	<b><u>\$ 1,112,120</u></b>	<b><u>\$ 732,136</u></b>

**INTERNAL SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 19**

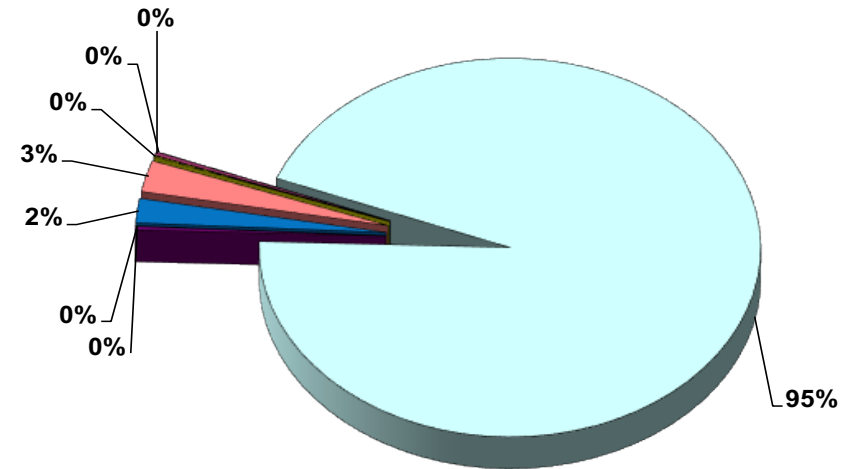
	<b>PUBLIC WORKS ADMINISTRATION</b>	<b>PUBLIC WORKS ENGINEERING</b>	<b>APPROVED BUDGET FY 19</b>	<b>APPROVED BUDGET FY 18</b>	<b>INCREASE (DECREASE)</b>	<b>ACTUAL FY 17</b>
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 164,785</b>	<b>\$ 196,216</b>	<b>\$ 11,652,102</b>	<b>\$ 9,111,246</b>	<b>\$ 2,540,856</b>	<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 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>FY 19</u>		<u>FY 18</u>
\$ 24,000	SPECIAL ASSESSMENTS	\$ 24,000
73,000	LICENSES AND PERMITS	79,500
-	INTER-GOVERNMENTAL	-
24,725,719	CHARGES FOR SERVICE	24,365,414
100,700	INVESTMENT EARNINGS	79,650
532,057	INTERFUND TRANSFERS	532,057
697,117	MISCELLANEOUS	689,593
<u>\$ 26,152,593</u>	<u>TOTAL</u>	<u>\$ 25,770,214</u>



Fiscal Year 2019

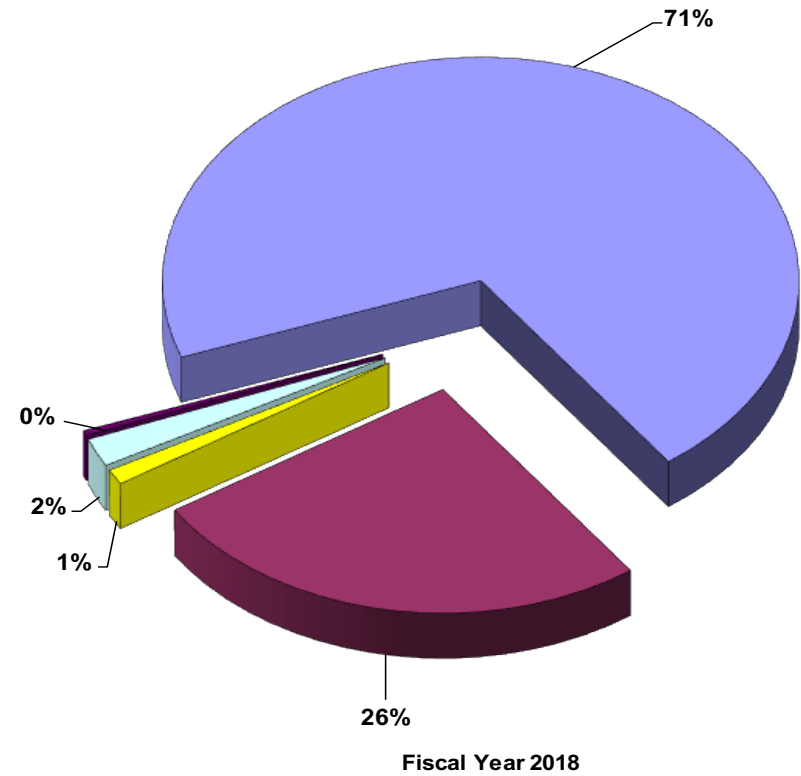
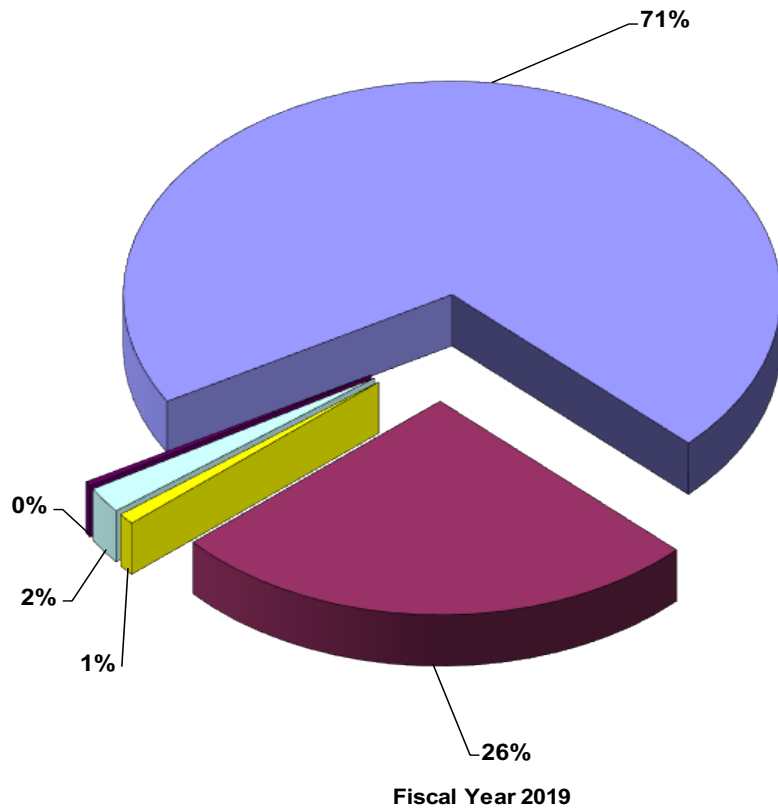


Fiscal Year 2018



# Internal Service Fund Summary of Expenses

<u>FY 19</u>		<u>FY 18</u>
\$ 19,076,681	PERSONAL SERVICES	\$ 18,327,024
7,099,426	OPERATION & MAINTENANCE	6,744,871
225,599	CAPITAL	284,900
532,056	DEBT SERVICE	532,056
95,770	INTERFUND TRANSFERS	95,770
<u>\$ 27,029,532</u>	TOTAL	<u>\$ 25,984,621</u>



## **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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 1,141,047</b>	<b>\$ 1,200,987</b>	<b>\$ 1,186,632</b>	<b>\$ 1,215,717</b>	<b>\$ 1,123,030</b>
<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	<u>9,276</u>	<u>36,022</u>	<u>15,000</u>	<u>18,000</u>	<u>16,000</u>
<b>TOTAL REVENUE</b>	<b>\$ 1,689,007</b>	<b>\$ 1,709,351</b>	<b>\$ 1,782,741</b>	<b>\$ 1,659,570</b>	<b>\$ 1,854,850</b>
<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	<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>\$ 1,654,014</b>	<b>\$ 1,802,815</b>	<b>\$ 1,795,519</b>	<b>\$ 1,752,257</b>	<b>\$ 1,833,273</b>
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 1,176,040</b>	<b>\$ 1,107,523</b>	<b>\$ 1,173,854</b>	<b>\$ 1,123,030</b>	<b>\$ 1,144,607</b>
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>	<b>\$ 627,240</b>	<b>\$ 598,093</b>	<b>\$ 544,947</b>	<b>\$ 510,130</b>	<b>\$ 506,951</b>

**FLEET SERVICES FUND  
OPERATING BUDGET**

FUND 6010

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
WORKING CAPITAL-BEGINNING	\$ 131,101	\$ 148,487	\$ 142,198	\$ 167,908	\$ 178,206
REVENUES:					
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	895	724	850	1,000	1,400
TOTAL REVENUE	\$ 104,141	\$ 104,416	\$ 103,809	\$ 107,798	\$ 100,380
EXPENSES:					
MAIL SERVICE	\$ 52,852	\$ 53,317	\$ 55,514	\$ 53,000	\$ 55,000
DUPLICATION	33,903	31,678	33,703	44,500	31,250
TOTAL EXPENSES	\$ 86,755	\$ 84,995	\$ 89,217	\$ 97,500	\$ 86,250
WORKING CAPITAL-ENDING	\$ 148,487	\$ 167,908	\$ 156,790	\$ 178,206	\$ 192,336

### 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

	<b>ACTUAL FY 16</b>	<b>ACTUAL FY 17</b>	<b>BUDGET FY 18</b>	<b>ESTIMATE FY 18</b>	<b>APPROVED FY 19</b>
OPERATIONS AND MAINTENANCE CAPITAL	\$ 86,755 -	\$ 84,995 -	\$ 89,217 -	\$ 97,500 -	\$ 86,250 -
<b>TOTAL EXPENSES</b>	<b><u>\$ 86,755</u></b>	<b><u>\$ 84,995</u></b>	<b><u>\$ 89,217</u></b>	<b><u>\$ 97,500</u></b>	<b><u>\$ 86,250</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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	29,686	29,744	-	500	-
<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	204,891	168,010	109,000	65,000	88,400
<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	501,262	559,985	593,791	582,500	608,307
<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 FY16</b>	<b>ACTUAL FY17</b>	<b>BUDGET FY18</b>	<b>APPROVED 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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>TOTAL</b>	<u><b>18.0</b></u>	<u><b>18.0</b></u>	<u><b>18.9</b></u>	<u><b>18.8</b></u>

## **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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY16	ACTUAL FY17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>WORKING CAPITAL-BEGINNING</b>	<b>\$ 277,380</b>	<b>\$ 313,570</b>	<b>\$ 358,266</b>	<b>\$ 384,230</b>	<b>\$ 481,627</b>
<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>
<b>WORKING CAPITAL-ENDING</b>	<b>\$ 313,570</b>	<b>\$ 384,230</b>	<b>\$ 433,446</b>	<b>\$ 481,627</b>	<b>\$ 499,498</b>

**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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>WORKING CAPITAL-BEGINNING</b>	<u>\$ 535,027</u>	<u>\$ 951,645</u>	<u>\$ 1,000,439</u>	<u>\$ 688,784</u>	<u>\$ 854,300</u>
<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	<u>475,875</u>	<u>474,475</u>	<u>532,056</u>	<u>532,056</u>	<u>532,057</u>
<b>TOTAL REVENUE</b>	<u>\$ 1,676,360</u>	<u>\$ 1,762,469</u>	<u>\$ 1,752,855</u>	<u>\$ 1,770,016</u>	<u>\$ 1,821,336</u>
<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	<u>398,911</u>	<u>417,329</u>	<u>459,319</u>	<u>459,500</u>	<u>498,618</u>
<b>TOTAL EXPENSES</b>	<u>\$ 1,166,428</u>	<u>\$ 1,606,882</u>	<u>\$ 1,662,527</u>	<u>\$ 1,604,500</u>	<u>\$ 1,799,537</u>
<b>WORKING CAPITAL-ENDING</b>	<u>\$ 610,565</u>	<u>\$ 688,784</u>	<u>\$ 1,090,767</u>	<u>\$ 854,300</u>	<u>\$ 876,099</u>
WORKING CAP. CHANGES NOT BUDGETED	(434,394)	(418,448)	-	-	-
LESS OPERATING RESERVE	<u>93,314</u>	<u>128,551</u>	<u>133,002</u>	<u>128,360</u>	<u>143,963</u>
<b>AVAILABLE WORKING CAPITAL</b>	<u>\$ 951,645</u>	<u>\$ 978,681</u>	<u>\$ 957,765</u>	<u>\$ 725,940</u>	<u>\$ 732,136</u>

**FACILITIES MANAGEMENT FUND  
OPERATING BUDGET**

FUND 6500

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY18	ESTIMATE FY18	APPROVED 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	<u>532,056</u>	<u>532,056</u>	<u>532,056</u>	<u>532,056</u>	<u>532,056</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 1,166,428</u></b>	<b><u>\$ 1,606,882</u></b>	<b><u>\$ 1,662,527</u></b>	<b><u>\$ 1,604,500</u></b>	<b><u>\$ 1,799,537</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY18	APPROVED 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	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>
<b>TOTAL</b>	<b><u>6.0</u></b>	<b><u>6.0</u></b>	<b><u>6.0</u></b>	<b><u>6.0</u></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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>WORKING CAPITAL-BEGINNING</b>	<b>\$ 195,755</b>	<b>\$ 231,699</b>	<b>\$ 201,588</b>	<b>\$ 173,623</b>	<b>\$ 164,785</b>
<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>
<b>WORKING CAPITAL-ENDING</b>	<b>\$ 261,709</b>	<b>\$ (2,126)</b>	<b>\$ 162,199</b>	<b>\$ 164,785</b>	<b>\$ 167,756</b>
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 FY 16	ACTUAL FY 17	BUDGET FY 18	APPROVED 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 FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED FY 19
<b>WORKING CAPITAL-BEGINNING</b>	<b>\$ 992,180</b>	<b>\$ 531,958</b>	<b>\$ 104,017</b>	<b>\$ 146,746</b>	<b>\$ 196,216</b>
<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>	<b>\$ 2,156,985</b>	<b>\$ 2,436,432</b>	<b>\$ 2,974,290</b>	<b>\$ 2,763,400</b>	<b>\$ 3,089,118</b>
<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>	<b>\$ 2,588,318</b>	<b>\$ 3,060,990</b>	<b>\$ 2,798,686</b>	<b>\$ 2,713,930</b>	<b>\$ 2,842,767</b>
<b>WORKING CAPITAL-ENDING</b>	<b>\$ 560,847</b>	<b>\$ (92,600)</b>	<b>\$ 279,621</b>	<b>\$ 196,216</b>	<b>\$ 442,567</b>
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>	<b>\$ 273,727</b>	<b>\$ (150,678)</b>	<b>\$ 4,252</b>	<b>\$ (71,006)</b>	<b>\$ 158,290</b>

**PUBLIC WORKS ENGINEERING  
OPERATING BUDGET**

Fund 6700

<b>POSITION</b>	<b>ACTUAL FY 16</b>	<b>ACTUAL FY 17</b>	<b>BUDGET FY 18</b>	<b>APPROVED 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
<b>TOTAL</b>	<b><u>23.0</u></b>	<b><u>23.0</u></b>	<b><u>23.0</u></b>	<b><u>22.0</u></b>

# 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.

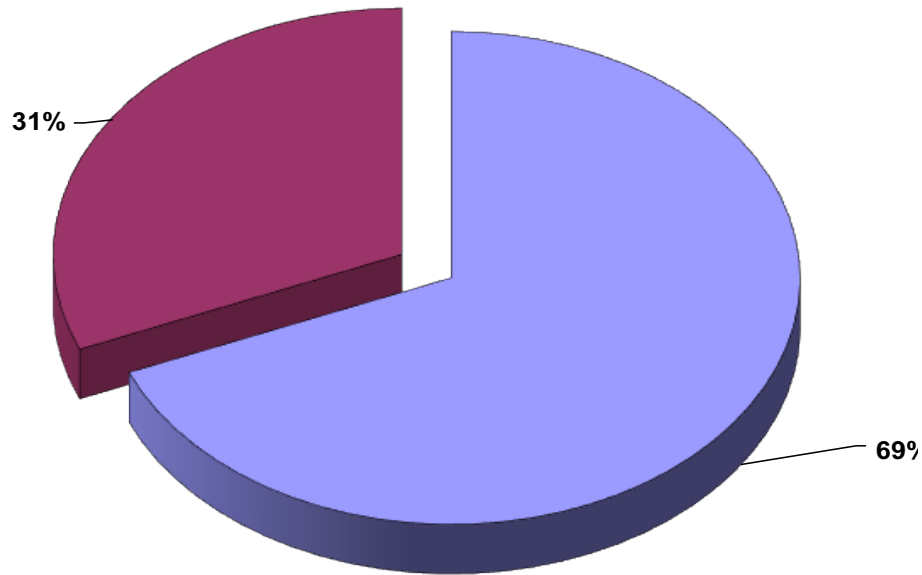
- The **Cemetery Perpetual Care Fund** accounts for private contributions to the cemetery.

PERMANENT FUND  
SUMMARY  
OPERATING BUDGET  
FY 19

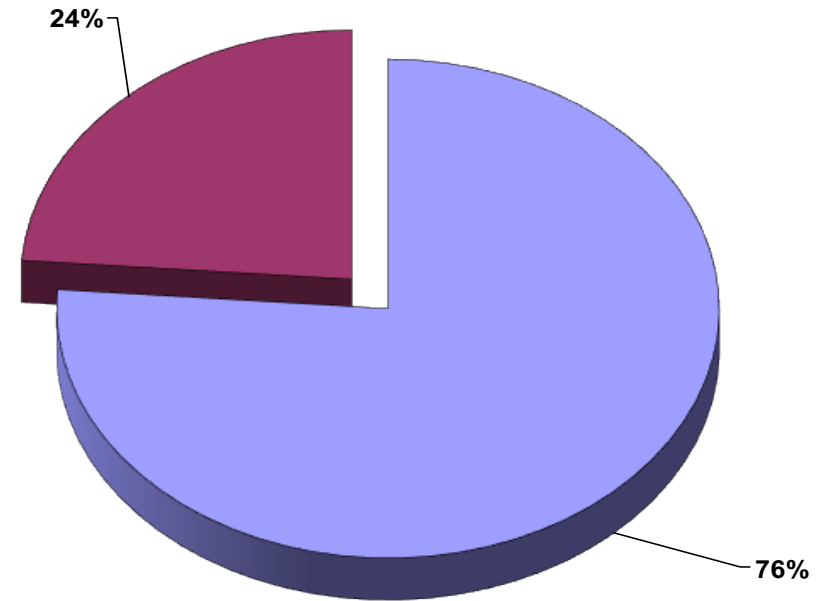
	CEMETERY PERPETUAL CARE	APPROVED BUDGET FY 19	APPROVED BUDGET FY 18	INCREASE (DECREASE)	ACTUAL FY 17
FUND BALANCE - BEGINNING	<u>\$ 705,122</u>	<u>\$ 705,122</u>	<u>\$ 687,949</u>	<u>\$ 17,173</u>	<u>\$ 677,894</u>
REVENUE:					
CHARGES FOR SERVICE	\$ 12,300	\$ 12,300	\$ 12,300	\$ -	\$ 13,683
INVESTMENT EARNINGS	<u>5,600</u>	<u>5,600</u>	<u>3,840</u>	<u>1,760</u>	<u>3,005</u>
TOTAL REVENUE	<u>\$ 17,900</u>	<u>\$ 17,900</u>	<u>\$ 16,140</u>	<u>\$ 1,760</u>	<u>\$ 16,688</u>
EXPENDITURES:					
INTERFUND TRANSFERS	<u>\$ 5,600</u>	<u>\$ 5,600</u>	<u>\$ 3,840</u>	<u>\$ 1,760</u>	<u>\$ 3,010</u>
TOTAL EXPENDITURES	<u>\$ 5,600</u>	<u>\$ 5,600</u>	<u>\$ 3,840</u>	<u>\$ 1,760</u>	<u>\$ 3,010</u>
FUND BALANCE ENDING	<u><u>\$ 717,422</u></u>	<u><u>\$ 717,422</u></u>	<u><u>\$ 700,249</u></u>	<u><u>\$ 17,173</u></u>	<u><u>\$ 691,572</u></u>

# Permanent Fund Summary of Revenues

<u>FY 19</u>		<u>FY 18</u>
\$ 12,300	CHARGES FOR SERVICE	\$ 12,300
5,600	INVESTMENT EARNINGS	3,840
<u>\$ 17,900</u>	TOTAL	<u>\$ 16,140</u>



Fiscal Year 2019



Fiscal Year 2018

**CEMETERY PERPETUAL CARE FUND  
OPERATING BUDGET**

FUNDS 7010 & 7030

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ESTIMATE FY 18	APPROVED 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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**

## **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
Revenue			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>

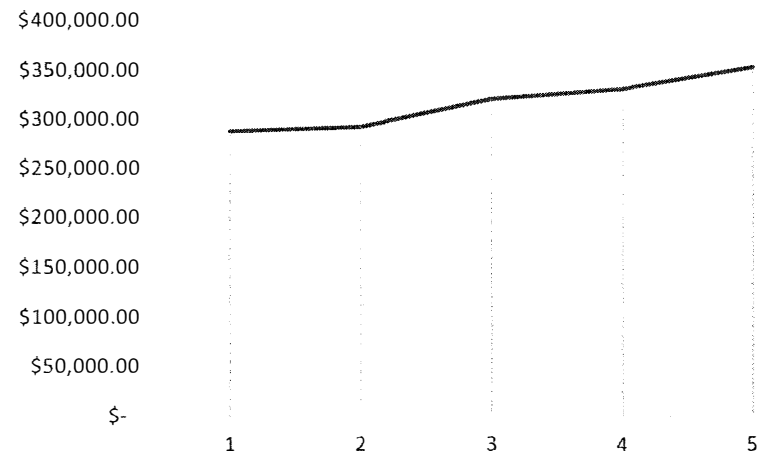
### Downtown Billings Business Improvement District

#### Assessment Formula

#### FY 19

All Square Footage 17918582 \$ 0.04500  
 Count of all Parcels 999 \$ 3.00000  
 All Taxable Value 1195059208 \$ 0.00032  
 All Building sq. ft. 10244228 \$ 0.02200

Safe Zone 3 3%  
 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 State 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/ 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

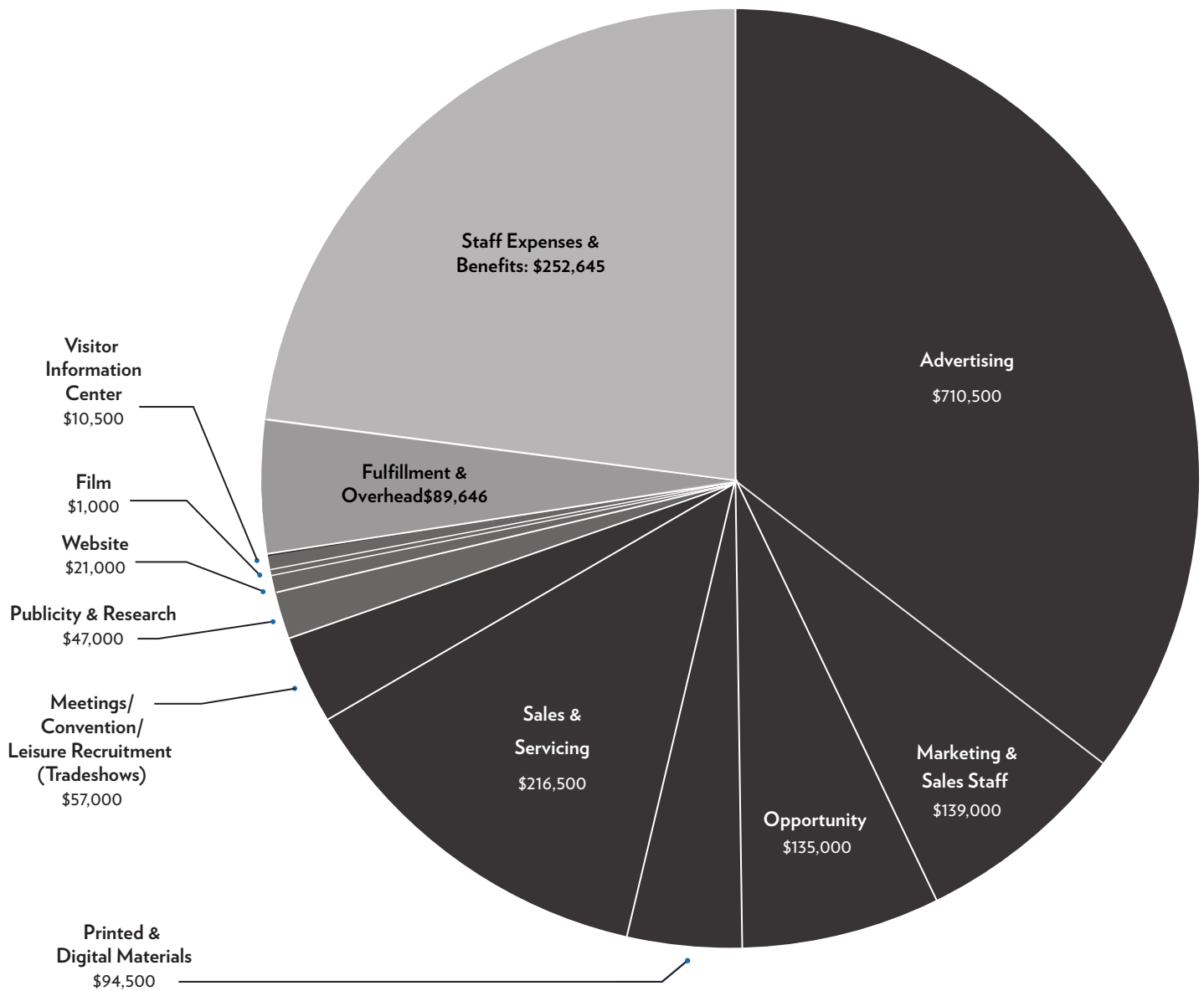
**BTBID TOTAL EXPENSES** **\$1,774,291**

Applied BTBID Reserves for American Airlines 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
Airport									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	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.							
	FAA Grant		Approved	\$0	\$0	\$0	\$1,100,000	\$0	\$1,100,000
			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.							
	FAA Grant		Approved	\$0	\$0	\$0	\$2,200,000	\$0	\$2,200,000
			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.							
	FAA Grant		Approved	\$0	\$0	\$0	\$500,000	\$0	\$500,000
			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			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
	Rehab Rimtop Drive / Business Park Road 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



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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

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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
	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

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**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**  
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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	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	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
Airport Funding Total <u>Approved</u> Projects				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	<u>\$0</u>	<u>\$0</u>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,000,000</u>
				\$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 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 FY '23	FY19-23 FUND TOTALS
<b>Facilities Management</b>									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	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

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 FY '23	FY19-23 FUND TOTALS
Facilities Mgmt Funding Approved Projects				FY '19	FY '20	FY '21	FY '22	FY '23	FY19-23 FUND
	ARRA Grant		<i>Approved</i>	\$0	\$0	\$0	\$0	\$0	\$0
	Facilities Management Revenues		<i>Approved</i>	<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**  
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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19 AMOUNT FOR EACH FUNDING SOURCE	7/1/19 - 6/30/20 FY '20 AMOUNT FOR EACH FUNDING SOURCE	7/1/20 - 6/30/21 FY '21 AMOUNT FOR EACH FUNDING SOURCE	7/1/21 - 6/30/22 FY '22 AMOUNT FOR EACH FUNDING SOURCE	7/1/22 - 6/30/23 FY '23 AMOUNT FOR EACH FUNDING SOURCE	FY19-23 FUND 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	\$750,000	\$1,500,000	\$0	\$0	\$0	\$2,250,000
	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	\$450,000	\$1,500,000	\$0	\$0	\$0	\$1,950,000
<b>Fire / 911 Communication Funding Approved Projects</b>									
	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	\$1,200,000	\$1,500,000	\$0	\$0	\$0	\$2,700,000
				\$1,200,000	\$3,000,000	\$0	\$0	\$0	\$4,200,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/18 - 6/30/19 FY '19	7/01/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 FY '23	FY19-23 FUND TOTALS
<b>MET Transit</b>									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	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			\$25,000	\$0	\$0	\$0	\$0	\$25,000
<b>Transit Funding Total 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>
	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

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 FY '23	FY19-23 FUND TOTALS
Parking				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	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
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
	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
Parking Funding Approved Projects				FY '19	FY '20	FY '21	FY '22	FY '23	FY19-23 FUND
	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

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 FY '23	FY19-23 FUND TOTALS
<b>Planning</b>									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	
	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.							
	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
	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.							
	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

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 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	\$502,500
	Developer Match		Approved	\$0	\$0	\$97,500	\$0	\$0	\$97,500
	Private Contribution		Approved	\$0	\$0	\$150,000	\$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	\$31,954
	TAP		Approved	\$674,111	\$0	\$0	\$0	\$0	\$674,111
	Billings TrailNet		Approved	\$2,800,000	\$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	\$600,000
	RTP		Approved	\$0	\$0	\$50,000	\$0	\$0	\$50,000
	Billings TrailNet		Approved	\$0	\$0	\$50,000	\$0	\$0	\$50,000
			Total	\$0	\$0	\$700,000	\$0	\$0	\$700,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 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		Approved	\$0	\$160,000	\$0	\$0	\$0	\$160,000
	Billings TrailNet		Approved	\$0	\$60,000	\$0	\$0	\$0	\$60,000
			Total	\$0	\$220,000	\$0	\$0	\$0	\$220,000
	Stagecoach Trail (Rimrock Road to Highway 3) 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		Approved		\$1,500,000	\$0	\$0	\$0	\$1,500,000
	Private Contribution		Approved		\$1,000,000	\$0	\$0	\$0	\$1,000,000
	Federal Appropriations		Approved		\$650,000	\$0	\$0	\$0	\$650,000
			Total	\$0	\$3,150,000	\$0	\$0	\$0	\$3,150,000



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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	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
				\$3,506,065	\$5,220,000	\$1,450,000	\$0	\$0	\$10,176,065

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19 AMOUNT FOR EACH FUNDING SOURCE	7/1/19 - 6/30/20 FY '20 AMOUNT FOR EACH FUNDING SOURCE	7/1/20 - 6/30/21 FY '21 AMOUNT FOR EACH FUNDING SOURCE	7/1/21 - 6/30/22 FY '22 AMOUNT FOR EACH FUNDING SOURCE	7/1/22 - 6/30/23 FY '23 AMOUNT FOR EACH FUNDING SOURCE	FY19-23 FUND TOTALS
<b>Police</b>									
	Evidence Facility Expansion	Project Deleted by Council on 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	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
				\$0	\$0	\$0	\$0	\$0	\$0

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<b>PRPL</b>									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	
	<b>Various Road and Parking Lot Repairs</b>	Repair/re-pave roads and parking lots in various parks.							
	Parks District 1		Approved	\$0	\$102,000	\$0	\$243,800	\$0	\$345,800
	<b>Total</b>			<b>\$0</b>	<b>\$102,000</b>	<b>\$0</b>	<b>\$243,800</b>	<b>\$0</b>	<b>\$345,800</b>
	<b>South Park Bathhouse Renovation Study</b>	Study to Renovate South Park bathhouse.							
	Parks District 1		Approved	\$0	\$0	\$0	\$74,200	\$0	\$74,200
	<b>Total For Project</b>		<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$74,200</b>	<b>\$0</b>	<b>\$74,200</b>
	<b>Ponderosa Park Playground Replacement</b>	Replace existing playground.							
	Parks District 1		Approved	\$250,000	\$0	\$0	\$0	\$0	\$250,000
	<b>Total For Project</b>		<b>Total</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>
	<b>Aquatics - Terry Park</b>	Refurbish Terry Park sprayground.							
	Parks District 1		Approved	\$0	\$0	\$1,300,000	\$0	\$0	\$1,300,000
	<b>Total For Project</b>			<b>\$0</b>	<b>\$0</b>	<b>\$1,300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,300,000</b>
19-001	<b>Irrigation Controller Upgrades</b>	Replace 12 irrigation controllers in 10 parks to improve water use efficiency.							
	Parks District 1		Approved	\$70,000	\$0	\$0	\$0	\$0	\$70,000
	<b>Total For Project</b>			<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>
19-002	<b>Install Irrigation Wells</b>	Install 3 irrigation wells in Streeter, Kings Green and Terry Parks.							
	Parks District 1		Approved	\$60,000	\$0	\$0	\$0	\$0	\$60,000
	<b>Total For Project</b>			<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>
19-003	<b>Install New Irrigation Pump Station</b>	Install a new irrigation pump station in Spring Creek Park.							
	Parks District 1		Approved	\$35,000	\$0	\$0	\$0	\$0	\$35,000
	<b>Total For Project</b>			<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 FY '23	FY19-23 FUND TOTALS
19-004	Stewart Park Batting Cage Net Replacement	Replace existing batting cage net at Stewart Park.							
	Parks District 1		Approved	\$70,000	\$0	\$0	\$0	\$0	\$70,000
	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.							
	Parks District 1		Approved	\$75,000	\$510,000	\$0	\$0	\$0	\$585,000
	Total For Project			\$75,000	\$510,000	\$0	\$0	\$0	\$585,000
19-006	Primrose Park Playground Replacement								
	Parks District 1		Approved	\$215,000	\$0	\$0	\$0	\$0	\$215,000
	Total For Project			\$215,000	\$0	\$0	\$0	\$0	\$215,000
19-007	Shade Structure at Pioneer Park	Replace shade structure removed during playground upgrade.							
	Parks District 1		Approved	\$25,000	\$0	\$0	\$0	\$0	\$25,000
	Total For Project			\$25,000	\$0	\$0	\$0	\$0	\$25,000
19-008	Central Park Tennis Court Replacement	Replace existing tennis courts at Central Park.							
	Parks District 1		Approved	\$500,000	\$0	\$0	\$0	\$0	\$500,000
	Total For Project			\$500,000	\$0	\$0	\$0	\$0	\$500,000
19-009	Optimist Park Playground Replacement	Replace existing playground at Optimist Park.							
	SBURA		Approved	\$250,000	\$0	\$0	\$0	\$0	\$250,000
	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.							
	Amend Park Fund		Approved	\$50,000	\$76,500	\$0	\$0	\$0	\$126,500
	Total For Project			\$50,000	\$76,500	\$0	\$0	\$0	\$126,500
	Irrigation Automation North Park	Replace existing manual irrigation and pump system.							
	Parks District 1		Approved	\$0	\$714,000	\$0	\$0	\$0	\$714,000
	Total For Project			\$0	\$714,000	\$0	\$0	\$0	\$714,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 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 recirculating 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 Hapitat Improveme	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

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	Riverfront Park Multi-use Trails	Repair and upgrade existing trails in Riverfront Park.							
	NRDP/YRRP		Approved	\$0	\$0	\$420,000	\$0	\$0	\$420,000
	Total For Project			\$0	\$0	\$420,000	\$0	\$0	\$420,000
	Amend Park Improvements	Improve and upgrade existing infrastructure and facilities at Amend Park.							
	SBURA		Approved	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
	Total For Project			\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
	South Billings Aquatics/Recreation Center Land	Acquire land for a new Indoor Aquatic/Rec. Facility within SBURA district.							
	SBURA		Approved	\$1,250,000	\$0	\$0	\$0	\$0	\$1,250,000
	Total For Project			\$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		Approved	\$1,250,000	\$25,000,000	\$0	\$0	\$0	\$26,250,000
	Total For Project			\$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		Approved	\$50,000	\$0	\$0	\$0	\$0	\$50,000
	Total For Project			\$50,000	\$0	\$0	\$0	\$0	\$50,000

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PRPL Funding Approved Projects				FY '19	FY '20	FY '21	FY '22	FY '23	FY19-23 FUND
	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	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
				\$5,650,000	\$26,566,000	\$1,991,000	\$1,378,000	\$1,404,000	\$36,989,000

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<b>Public Works Road and Storm Sewer Projects</b>									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	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 BARSAA funding.							
	Gas Tax		Approved	\$0	\$0	\$0	\$4,507,684	\$0	\$4,507,684
	BARSAA - 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



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	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
<b>Various</b>									
ENG98	PAVER Program	Annual Program responsible for crack sealing, overlay and chip seals of various streets throughout the City. BARSAA 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
	BARSAA - 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

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	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

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ENG ADA	Annual ADA Replacement	Replace handicapped ramps In accordance with the signed agreement between the City of Billings and the Department 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 funding for Public Work's property that may be included 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 multi use path from Main St. to 13th. PAVER funds will be 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 melting system to melt some of the snow hauled from the City's streets. Additional funding in FY 2019 will allow development of a storage and melting location in addition to the other sites that will be 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

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	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

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Public Works Engineering Funding Approved Projects				FY '19	FY '20	FY '21	FY '22	FY '23	FY19-23 FUND
	CMAQ/MAQI Funds		Approved	\$0	\$0	\$0	\$0	\$0	\$0
	BARSAA - 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>
				\$15,135,000	\$10,818,586	\$13,971,058	\$20,140,000	\$12,400,000	\$72,464,644

**CITY OF BILLINGS FY 2019 - FY 2023 CAPITAL IMPROVEMENT PLAN**  
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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/18 - 6/30/19 FY '19	7/1/19 - 6/30/20 FY '20	7/1/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	7/1/22 - 6/30/23 FY '23	FY19-23 FUND TOTALS
<b>Public Works Solid Waste</b>									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	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

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Public Works Solid Waste Funding				FY '19	FY '20	FY '21	FY '22	FY '23	FY19-23 FUND
	Landfill Reserves		<i>Approved</i>	\$850,000	\$3,140,000	\$1,000,000	\$0	\$0	\$4,990,000
	Revenue Bond		<i>Approved</i>	<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

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<b>Public Works Waste Water</b>									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	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



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	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

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	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			\$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			\$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			\$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			\$400,000	\$0	\$0	\$0	\$0	\$400,000

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Public Works Waste Water Fundings Approved Projects				FY '19	FY '20	FY '21	FY '22	FY '23	FY19-23 FUND
	Wastewater Revenues		<i>Approved</i>	\$9,090,000	\$10,880,000	\$6,035,000	\$6,427,000	\$4,740,000	\$37,172,000
	Revenue Bond		<i>Approved</i>	\$0	\$0	\$0	\$0	\$0	\$0
	ARRA Grant		<i>Approved</i>	\$0	\$0	\$0	\$0	\$0	\$0
	Developer Contribution		<i>Approved</i>	\$0	\$0	\$0	\$0	\$0	\$0
	TIFD		<i>Approved</i>	\$0	\$0	\$0	\$0	\$0	\$0
	State Revolving Fund Loan		<i>Approved</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
				\$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**  
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<b>Public Works Water</b>									
				AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	AMOUNT FOR EACH FUNDING SOURCE	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

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	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

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	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

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	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

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	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

			FY '19	FY '20	FY '21	FY '22	FY '23	FY19-23 FUND
Public Works Water Funding Total <u>Approved</u> Projects								
	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**

## 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>Municipal Water:</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>Municipal Wastewater:</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>Solid Waste:</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	34,498
No. of Landfill Trips	FY	166,777	165,729	146,635	140,007	154,894
<b>Building</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	1,473
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>Airport Activity:</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>Transit Activity:</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>Fleet Services:</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	7,293
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 Activity:</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)**

	2017			2008		
	<u>Number of</u> <u>Employees</u> <sup>1</sup>	<u>Rank</u>	<u>Percentage</u> <u>of Total City</u> <u>Employment</u> <sup>2</sup>	<u>Number of</u> <u>Employees</u> <sup>1</sup>	<u>Rank</u>	<u>Percentage</u> <u>of Total City</u> <u>Employment</u> <sup>3</sup>
<b>Employer</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%
<b>Total</b>	<u>14,382</u>		<u>17.64%</u>	<u>14,712</u>		<u>18.12%</u>

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)**

Taxpayer	Tax Year 2016			Tax Year 2007		
	Taxable Value	Rank	Percentage of Total Taxable Value	Taxable Value	Rank	Percentage of Total Taxable Value
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).

