

## **Billings City Administration Weekly Report**

October 25, 2019

- 1) **ICMA Annual Conference in Nashville TN** – Kevin and I attended our annual international conference earlier this week. We attended sessions on public safety, downtown redevelopment and the value of parks. We met with two of the four lean six/public safety consulting groups that we are considering hiring to help us improve efficiency and effectiveness through process review.
- 2) **Quarterly Reports** – Aviation & Transit, BIRD, DBP, Finance, Information Technology, Public Works and SBURA quarterly reports are attached.

Have a great weekend!

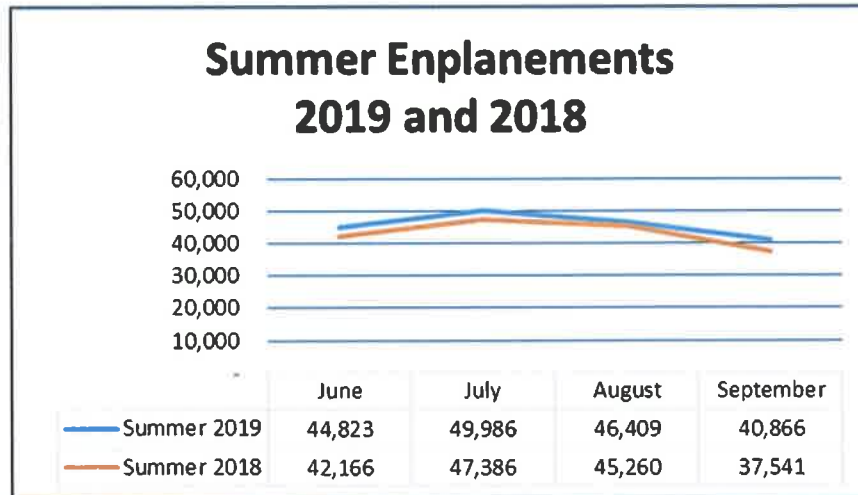


**AVIATION & TRANSIT  
DEPARTMENT  
THIRD QUARTER  
SUMMARY REPORT**

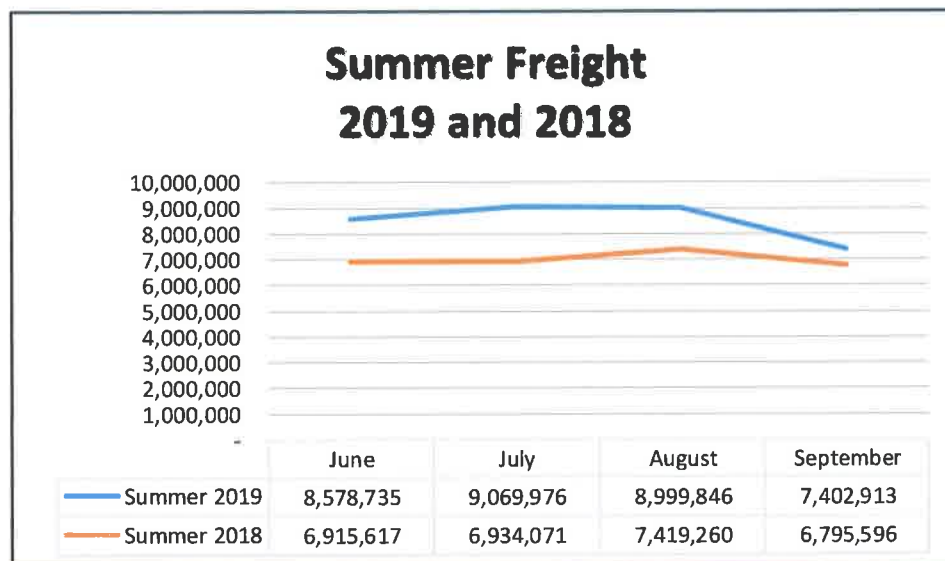


## AIRPORT

The Airport had a busy summer. On the passenger side, for the months of June through September, the number of people flying through the Billings Airport exceeded last year's numbers by 9,731 for enplaning passengers and 10,271 for deplaning passengers for a total of 20,002 more passengers than the summer of 2018. As a reminder 2018 was a record setting year for passengers numbers, subsequently, 2019 is on a record setting pace with passenger numbers up 32,327 (4.74%) for the first 9 months of the year.



The amount of freight for the summer was also on a record setting pace. For the months of June through September, the amount of freight loaded and unloaded at the Airport totaled 34,051,470 pounds or 5,986,926 more than the previous year. This is a 21.3% increase for the summer, setting the stage to set another air freight record at the Billings Airport.



The record number of passengers translates into additional revenues for the Airport with concessions doing more business and additional aircraft landings generating more landing fees.

All of the Airport's Concessions exceeded last year's numbers for a total increase for the months of June, July and August of \$100,583.

**Concessions Impacted by Enplanements  
Commissions for the Months of June, July & August**

	Parking	Car Rentals	Gift Shop	Restaurant	Totals
2019	\$ 602,461	\$ 810,847	\$ 54,046	\$ 149,953	\$1,617,307
2018	\$ 582,200	\$ 738,769	\$ 51,947	\$ 143,808	\$1,516,724

For the year Landed Weight is up 9.54% or 62,242,000 pounds. This translates roughly into \$72,300 of additional revenue for the year so far.

**AIRPORT CONSTRUCTION**

Each summer the Airport undertakes a number of construction projects. This year is no different as the following projects were worked on or started this past quarter.

**Long Term Parking Lot Surface Maintenance** – For an airport, one of the hardest projects to accomplish is parking lot surface maintenance. To do the maintenance so that you get the best results, it should be completed in the summer months. This is also when the airport's parking lots are the busiest and since the parking operation is one of the biggest revenue sources there is some reluctance to take on these projects. For the Billings Airport, the maintenance for the Long Term Lot was way overdue so the project was staged over two years. The contractor finished the first third of the project in September 2018 and then finished up the project this past July and August. The work included cutting out old failing asphalt and repaving those sections. Then the whole lot received a slurry seal coat to rejuvenate the existing asphalt, and finally new paint for the parking stalls. This project cost \$225,400.



**Aircraft Parking Ramp Replacement** - After the past couple of wet and snowy winters some sections of the concrete ramp developed Alkali-Silica Reaction (ASR). ASR is a reaction that occurs over time in the concrete between the highly alkaline cement paste and the reactive non-crystalline silica found in many common aggregates and is usually triggered by excessive

moisture, resulting in the spalling of the concrete and a loss of strength. Additives are now added to the concrete mixture to prevent ASR from happening in the new concrete. The ramps being replaced most of the west side of the terminal and a section on the east side. These ramps have 12 inches of concrete poured on top of 4 inches asphalt, providing 16 inches of stable base for the heavy wheel loads of the commercial aircraft using the airport. This project cost \$3,767,802 of which the FAA will cover \$3,391,021.

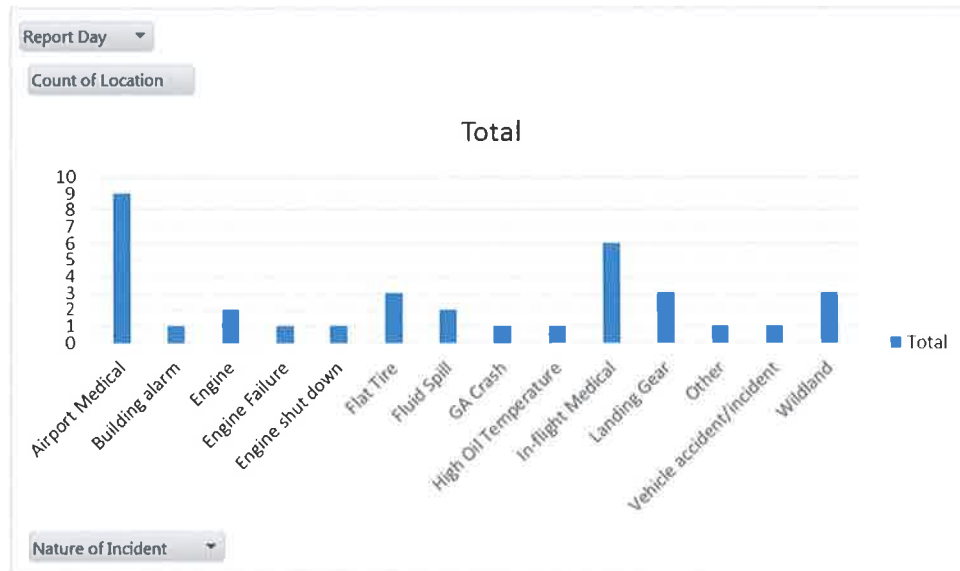


**Airport Terminal Project – Phase 1** - The ground breaking for this project took place on September 23rd and was well attended. Construction began the next day with the demolition of walls in the basement area of the B concourse. This phase of the project will build a temporary hold room in the basement of the B concourse, a new stair tower on the west end of the existing A concourse for Essential Air Service (EAS) operations, and the demolition of the old concourse deli so that support columns can be erected in this area to support the new roof infrastructure over the relocated screening area. Once that work is completed, temporary walls will be put in place in the area where the columns work took place so that the Gift Shop can be temporarily relocated to this location. Subsequently, the old Gift Shop can be demolished beginning with Phase 2 work. The construction cost for the Phase 1 work is \$3,359,848 and the FAA grants received for this work totaled \$2,442,526.



## AIRPORT OPERATIONS

The Aircraft Rescue and Firefighting Division (ARFF) responded to 35 calls during the last quarter. The breakdown is depicted in the chart below.



The Airport Police Division had 792 Security Alarm Responses, 213 TSA Checkpoint Responses, 41 Incident Reports, 242 New Security Badges Issued, and 180 Security Badges Renewed.

## TRANSIT

The Federal Transit Administration (FTA) Triannual Review took place at MET on August 20 and 21. The Triennial Review is one of the FTA's tools for examining grant recipient performance and adherence to current FTA requirements and policies. These reviews give the FTA an opportunity to provide technical assistance on requirements and aid in FTA reporting. Some of the areas the review covered including Financial and Grant management, Program and Project management, Asset Management, Procurement procedures, DBE, ADA, Title VI and EEO compliance, Public Participation plans and Drug and Alcohol testing/Drug Free Workplace programs. The on-site visit lasts for the better part of two days and this review actually turned out much better than past ones. The FTA identified some minor findings in the Procurement area, Title VI and EEO requirements and in the Public Participation processes. A number of these items were addressed immediately and the balance will be fixed over the next few months.

MET entered into a bus pass program with MSU-B for the semester at \$63 each. It is anticipated that students will mostly use the passes to get between City College and the MSU-B campus. The pass program is going well as MET has sold 70 passes for the semester (\$4,410) and provided 329 rides from these passes in the month of September. MET hopes to see this ridership grow in October with a complete month of ridership, as MSU-B really didn't distribute many of the passes until mid-September.

Cape Air contracted to place a bus wrap on the bus that serves downtown and goes to the Airport. This the first bus wrap for some time. Besides making the bus look unique, it increases MET's advertising revenues for a minimum of 6 months.



FTA Region 8 Administrator, Cindy Terwilliger, visited the MET facilities the second week of September and was impressed by the MET facilities and how they are maintained. This was her first visit to Billings and she gave some information regarding some additional potential funding sources to pursue in the future. When asked how the census numbers for Bozeman would impact the operational funding in the state in the next few years, she helped clarify that the addition of a new Urban system is taken against the pot for the whole country not just the state. This was welcome news as staff thought that the state allocation would be split up with Bozeman who now qualifies as a rural system.

MET Ridership for the quarter was down compared to the same period in 2018. Quarterly ridership for 2018 was 109,693 versus the 105,077 for this year or 4,616 less (-4.2%). The one bright side was September's numbers which were up 1,060 over the previous September. There is a lot of anticipation for October's numbers with a full month of school and MSU-B ridership.

### **MET CONSTRUCTION**

In September construction started on a project to replace the second half of the MET Facilities' roof. This project replaces 23,718 square feet of roof and cost \$264,550.



1413 4<sup>th</sup> Avenue North, Suite C • Billings, MT 59101

Quarterly Report to City of Billings  
FYE 2020 Quarter 1 – October 15, 2019

### **Council Tour of Lighting Safety & Street Project**

- Council did a bus tour of the EBURD with BIRD president Matt McDonnell on October 7.
- Extent of the project and improvement to the perception of the district was highlighted.
- Key historical projects that catalyzed the EBURD were pointed out and described

### **Oxxfest**

- Red Oxx Events Lawn hosted its first concert on September 13.  
300-500 attended
- Saturday, September 14 drew thousands of people to the food trucks, music, artisan crafts and pony rides.
- TIF funding was instrumental in transforming derelict buildings on the corner of 4<sup>th</sup> Ave. North and North 14<sup>th</sup> into a green enclave where people can safely gather for a variety of events.

### **EBID**

- Collection of petition signatures will begin in May of 2020.
- Focus is to discourage crime, including graffiti.

### **Landscaping & Beautification Project**

- Western Ranch Supply planted 30 trees and 15 shrubs as part of the Lights and Street project and received a 50% grant.
- Several other property owners are in the process of compiling estimates for landscaping on their lots and will submit applications.

### **Brownfields EPA grant**

- BIRD is proactively working to get for-sale properties in the EBURD Phase I&II assessments.
- EPA grant administered by BSED provides these free on approval.

# FINANCIAL REPORT FOR THE QUARTER

Numbers provided by city finance department

	<b>East Tax Increment Fund</b>		
	<i>For the Quarter Ended September 30, 2019</i>		
<b>FY19 Beginning Fund Balance</b>	<b>\$ 2,507,633</b>		
<b>Revenue</b>			
Tax	58,464		
Intergovernmental	-		
Investment Earnings	<u>6,260</u>		
<b>Total Revenue</b>	<b>64,724</b>		
			<b>FY20</b>
<b>Expenditures</b>			<b>Budget</b>
Professional Services	-		38,100
Cost Allocation	7,630		30,520
EBURD Operating Agreement	-		139,946
Development Project Incentives	42,418		273,000
Debt Service	329,408		405,505
Capital Outlay	<u>27,457</u>		<u>139,925</u>
<b>Total Expenditures</b>	<b>406,913</b>		<b>1,026,996</b>
<b>Ending Fund Balance</b>	<b>\$ 2,165,444</b>		
<b>Cash Balance as of 09/30/19</b>	<b>\$ 914,140</b>		
Outstanding Awards:			
FIB	215,794.00		
GSA	22,773.50		



Downtown Billings Partnership, Inc.  
Part of the Downtown Billings Alliance

Main Office Hours: M-F 9am to 4pm

## Quarterly Report to Billings City Council

1st Quarter FY 20

Tuesday, October 15, 2018

- Status of the N27th/Downtown Tax Increment Fund for FY 20 - Quarter Ending, September 30, 2019 – see attached spreadsheet with fund line items
- DBP Highlights and other work in the N27th Street Urban Renewal District
  - Met with 81 businesses, non-profits, and establishments downtown to gather input and data on what Downtown does well or needs improvements in
  - Led excursions in midtown, west end, Shiloh Commons, Shiloh Crossings, heights, and the mall to learn about what our neighbors do well
  - Re-activated the TIF Development Committee to review incoming applications and make recommendations for the board
  - Revised the TIF application and is pending board approval
  - Received revolving loan fund applications and facilitated for the RLF Committee to review
  - Created an inventory of vacant spaces to have access to what's available when on out on the road recruiting
  - Collected applications and formed a nominating committee to fill vacancies within two boards under the Alliance
  - New Business
    - Lil Market
    - Century 21
- General Alliance Work
  - Wrapped up Alive After 5 concerts
  - Featured a new and wildly successful event in August (Dog Days of Summer)
  - Installed one of two tiniest dog parks downtown
  - Two new sculptures (Thicket under Skypoint and one by High Plains Architects)
  - Installed new bike racks
  - Three new murals behind Pub Station
  - Worked alongside partners to promote TBEX and MINT
  - Promoted First Friday of July, August, and September
- Development Project Incentives (TIF grant projects)
  - Completed
    - Battle of the Plans - award recipients
    - Something Chic - Women's boutique

- In Progress
  - Battle of the Plans – award recipients
    - This House of Books - processing funds previously awarded for signage
- On Deck
  - Stillwater Building (Battin Courthouse)– 317 N 26<sup>th</sup> Street
    - Ready for signatures
- TIF inquiries
  - Received and processing 4 TIF applications
  - Possible 7 more TIF applications in the pipeline

**N27/Downtown Tax  
Increment Fund**  
*For the Quarter Ended  
January 00, 1900*

**FY19 Beginning Fund Balance** **\$2,855,481**

**Revenue**

Tax	219,448
Intergovernmental	-
Investment Earnings	4,633
<b>Total Revenue</b>	<b>224,081</b>

**Expenditures**

Professional Services	-
Cost Allocation	10,174
DBP Operating Agreement	46,574
Development Project Incentives	15,700
Debt Service	647,761
Transfer to Parking	100,000
<b>Total Expenditures</b>	<b>820,209</b>

**FY20**

**Budget**

44,300
40,694
279,441
2,043,333
948,454
100,000
<b>3,456,222</b>

**Ending Fund Balance** **\$2,259,353**

**Cash Balance as of 01/00/00** **\$1,359,041**

**Development Projects Outstanding**

Wendy's Bldg/124 Group	466,667
Battle of the Plans 2017	9,200
Art House Cinema	350,000
Alberta Bair Theatre	3,500,000
Griffin Sawyer	210,000
Stillwater Building	1,500,000
	<b>6,035,867</b>



# QUARTERLY FINANCIAL REPORT

FY 2020 First Quarter

CHRIS KUKULSKI, CITY ADMINISTRATOR

Attached is the first quarter FY 2020 financial report for your review. The fiscal year 2020 is 25% completed, as such, funds should have used approximately 25% of their operating budget. This may not hold true for Debt Service or Capital Project funds, as the expenditures within these fund do not occur evenly throughout the year.

Andy Zoeller

# FY 2020 Q1

## GENERAL FUND

### REVENUES

The major tax revenue is not collected until the second quarter. As such, the current tax revenue reflected in the General Fund is a result of delinquent tax payments made for taxes due in a prior year. This is nearly the same amount that was collected in the first quarter of 2019. The amount that is budgeted was based upon our estimate of a 3.2% increase over the prior year. However, the City has since received its certified taxable value, which shows an increase of 4.3% over the prior year. As a result, we are anticipating our tax revenues in the General Fund to be approximately \$120,000 more than budgeted for FY20.

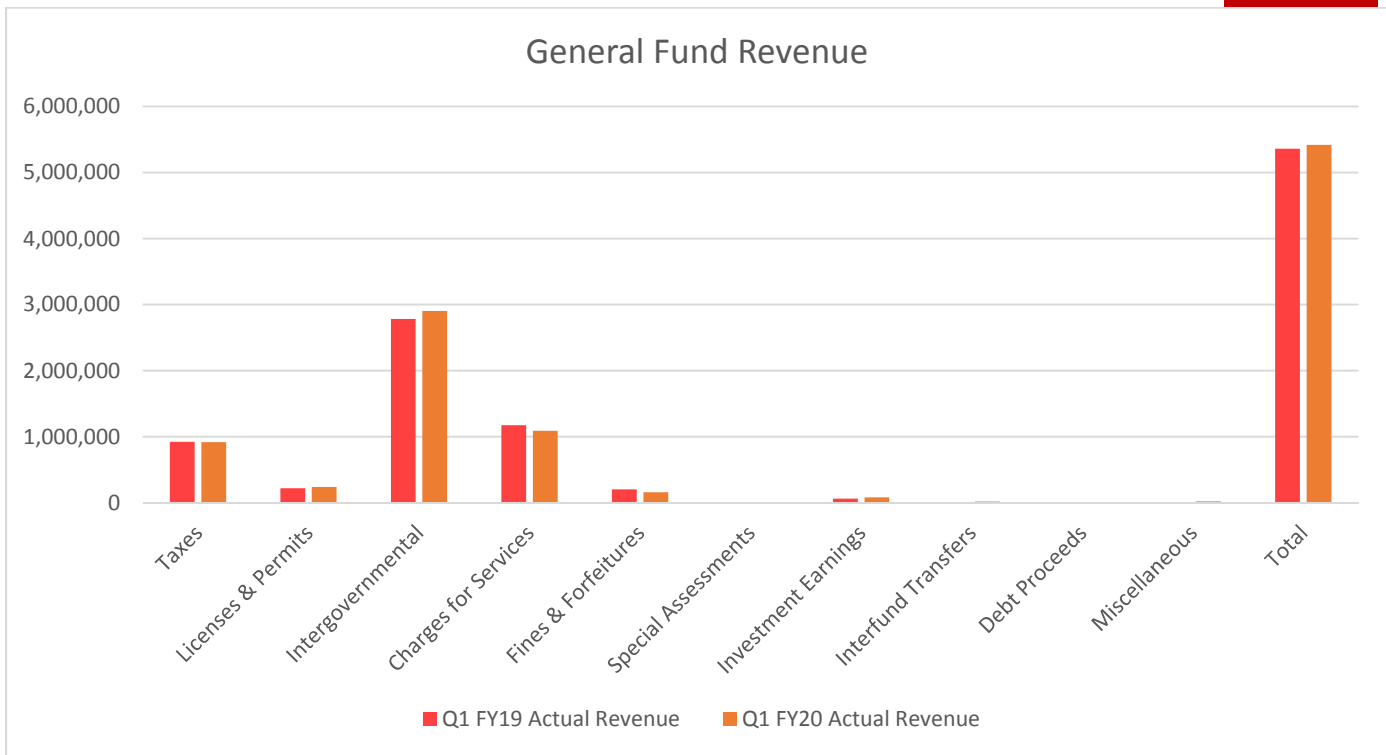
License and permit revenue is collected throughout the year. When compared to the same time in the prior year, there is an increase of 8.5%, or \$18,548. The total collected is only 10.8% of what was budgeted. This is expected, as the major revenue, Cable Franchise Fee, isn't expected until January 2020.

Intergovernmental revenue, which is revenue received from other governments, is up \$122,000 over the same time in the prior year. At the end of the first quarter 25% of the amount budgeted has been collected. This is largely comprised of the State Entitlement Share payments made by the State of Montana.

Charge for service revenue for the first quarter of FY20 is \$1.09 million, or 27% of the budgeted amount.

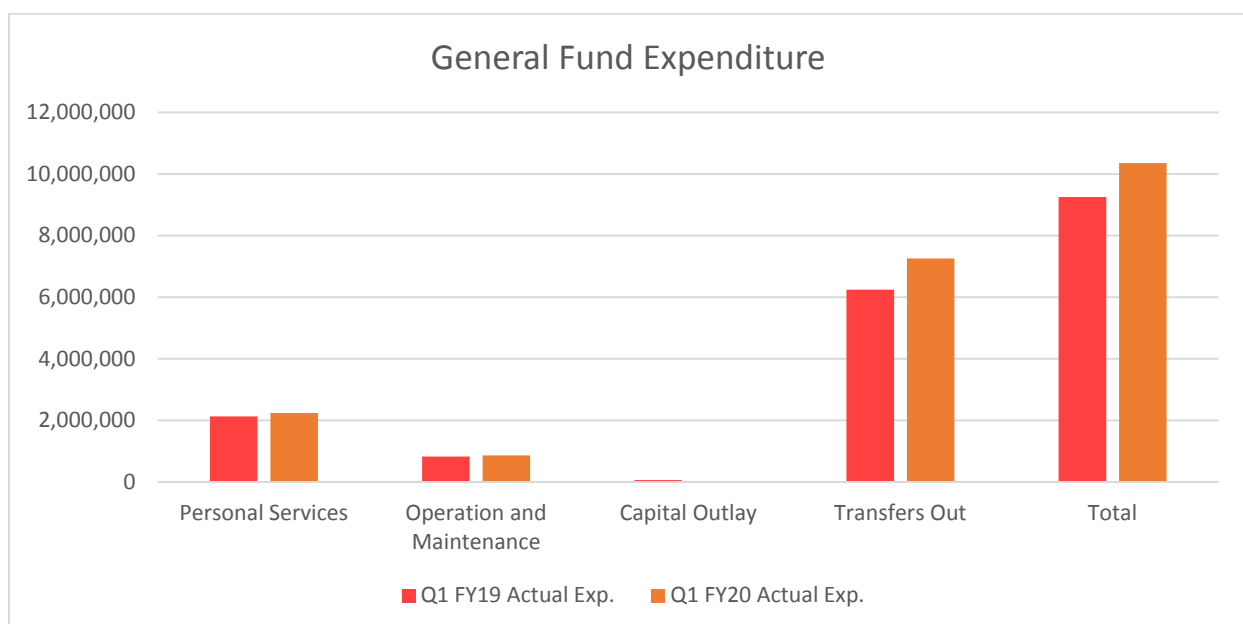
Fines and forfeiture revenue is down about 21% compared to the same time in the prior fiscal year. This amounts to \$42,900 less in the first quarter of FY20 when compared to the first quarter of FY19.

Overall revenue in the General Fund is up 1.1%, or \$59K, when compared to the first quarter of FY19. Total revenue collected in the first quarter is 14.7% of the total amount budgeted for FY20.



## EXPENDITURES

The actual expenses in the General Fund for the first quarter of FY20 were 24 % of budget, or \$10.4 million. This is an increase of 12% over the same time in the prior fiscal year. The increase is driven largely the transfer to the Public Safety Fund.

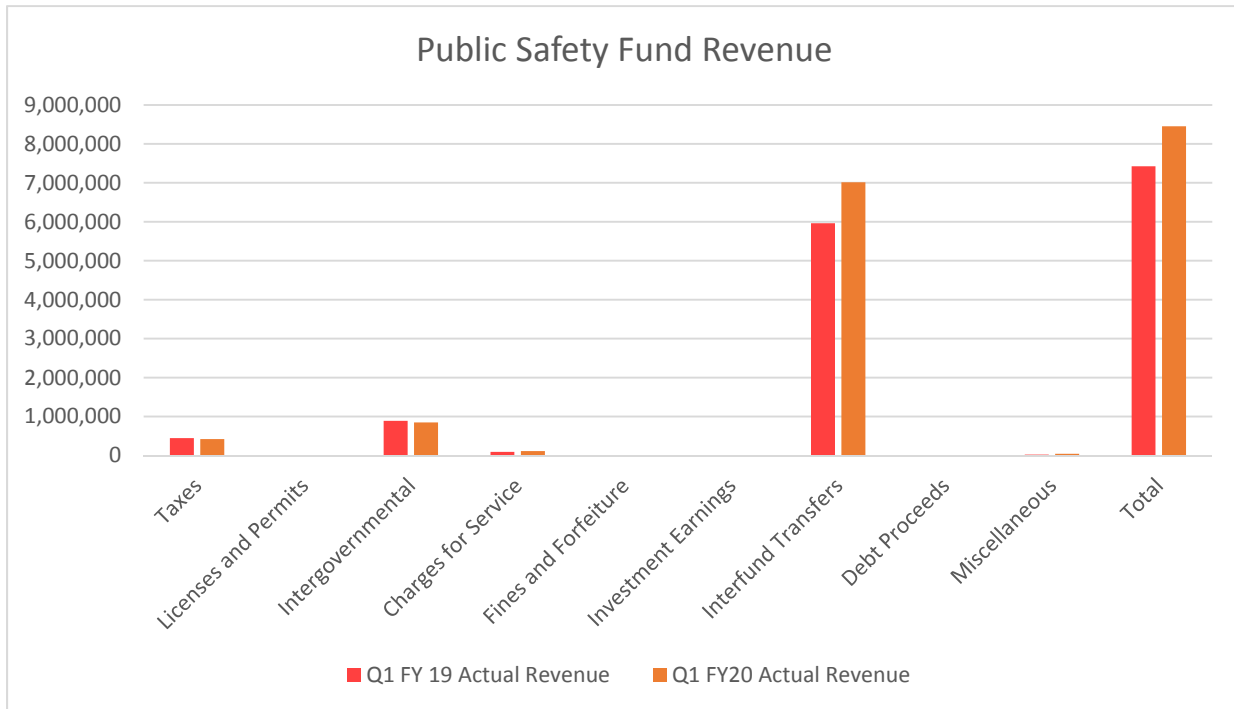


## PUBLIC SAFETY FUND

### REVENUE

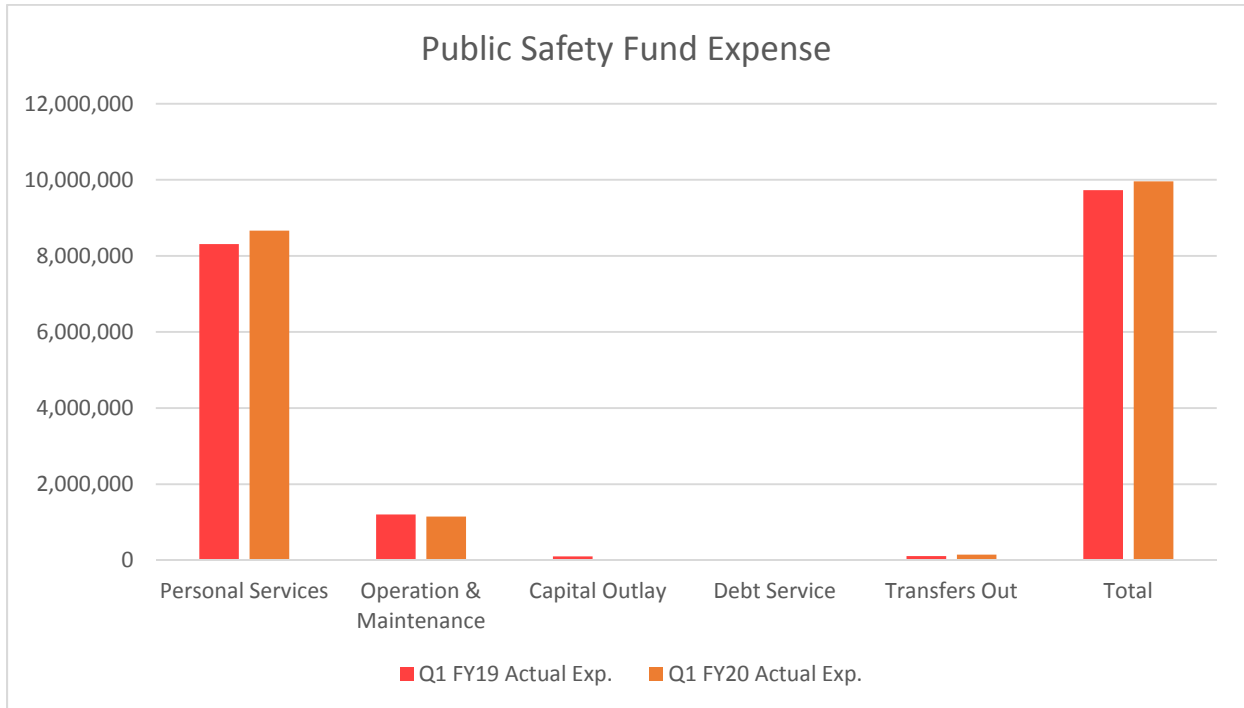
For the same reasons discussed in the General Fund, tax revenue in the Public Safety Fund is only 3%, or \$423,554, of the budgeted amount. Total tax revenue budgeted in the Public Safety Fund for FY20 is \$13 million.

Overall Public Safety Fund revenue increased by 18% over the same time in FY19. The major reason for this is because the transfer from the General Fund is \$1.0 million higher than the prior fiscal year. All other revenue sources are similar to the prior fiscal year.



## EXPENDITURE

Expenditures in the Public Safety Fund are up 2.4%, or \$231,732, over the same time in FY19. This is mainly a result of increased personal services costs. Total expenditures are only 20% of the amount budgeted. However, this will not continue once the Police Evidence Building begins construction.



# FY 2020 Q1 SUMMARY

## First Quarter Budget Amendments

The following projects will require budget amendments within the fiscal year

- 1.) On 9/9/19 City Council approved funding for a turf field at amend park. As indicated in the staff memo for that agenda item, this project was budgeted in FY19, and budget will need to be re-established in the South Tax Increment Fund for FY20.
- 2.) On 5/13/19 City Council approved a bid award to First Mark Construction for the Centennial Park Improvements. The amount awarded \$1,945,525, was less than the total amount budgeted. In that staff memo, it was noted that the remaining funds would be used to pay for a restroom facility and interior walkways. An FY20 budget amendment will need to occur to reestablish the budget authority for these projects.
- 3.) On 10/15/19 City Council approved the purchase of a garbage truck for City Parks. This purchase was funded through the Equipment Replacement Plan and was budgeted for replacement in FY19. As indicated in the staff memo, a budget amendment will be necessary to reestablish the budget authority for this purchase.

<b>City of Billings</b>						
<b>GENERAL FUND OPERATING</b>						
For fiscal year 2020, Periods 1 - 3						
	<b>Total 2020 Amended Budget</b>	<b>YTD 2020 Actual</b>	<b>2020 Encumbrance</b>	<b>Variance</b>	<b>%</b>	<b>YTD 2019 Actual</b>
<b>Revenues:</b>						
TAXES	17,202,088.00	915,525.30	0.00	-16,286,562.70	5%	921,447.28
LICENSES & PERMITS	2,191,863.00	237,170.79	0.00	-1,954,692.21	11%	218,622.29
INTER-GOVERNMENTAL	11,704,794.00	2,904,316.68	0.00	-8,800,477.32	25%	2,781,981.65
CHARGES FOR SERVICES	4,010,224.00	1,087,792.46	0.00	-2,922,431.54	27%	1,172,994.01
FINES & FORFEITS	1,513,333.00	158,187.69	0.00	-1,355,145.31	11%	201,087.89
SPECIAL ASSESMENTS	0.00	0.00	0.00	0.00	0%	188.96
INVESTMENT EARNINGS	290,000.00	80,464.83	0.00	-209,535.17	28%	62,135.57
INTERFUND TRANSFERS	6,600.00	17,027.65	0.00	10,427.65	258%	2,022.33
DEBT PROCEEDS	0.00	0.00	0.00	0.00	0%	0.00
MISCELLANEOUS	0.00	19,121.30	0.00	19,121.30	100%	87.27
Total Revenues	36,918,902.00	5,419,606.70	0.00	-31,499,295.30	15%	5,360,567.25
<b>Expenditures:</b>						
<b>By Category</b>						
PERSONAL SERVICES	9,106,087.00	2,238,506.44	0.00	6,867,580.56	25%	2,126,806.99
OPERATIONS & MAINT	4,173,092.52	860,137.01	139,050.00	3,173,905.51	20%	821,570.86
CAPITAL	122,469.96	597.58	97,372.38	24,500.00	0%	60,259.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0%	0.00
INTERFUND TRANSFERS	28,977,203.00	7,255,875.74	0.00	21,721,327.26	25%	6,245,875.21
Total Expenditures	42,378,852.48	10,355,116.77	236,422.38	31,787,313.33	24%	9,254,512.06

<b>City of Billings</b>						
<b>GENERAL FUND-BY DEPT DIVISION</b>						
For fiscal year 2020, Periods 1 - 3						
	<b>Total 20</b>	<b>YTD 2020</b>	<b>2020</b>			<b>YTD 2019</b>
	<b>Amended</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Variance</b>	<b>%</b>	<b>Actual</b>
	<b>Budget</b>					
<b>Expenditures:</b>						
<b>By Department/Division</b>						
MAYOR & COUNCIL	261,042.00	79,507.57	0.00	181,534.43	30%	73,776.52
CITY ADMINISTRATOR	906,846.00	181,169.89	0.00	725,676.11	20%	160,426.32
HUMAN RESOURCES	826,205.00	171,442.15	0.00	654,762.85	21%	159,650.94
CITY ATTORNEY	1,891,799.00	447,763.66	0.00	1,444,035.34	24%	427,975.83
MUNICIPAL COURT	1,504,238.52	319,265.87	0.00	1,184,972.65	23%	311,127.34
FINANCE	1,625,030.96	351,885.72	97,372.38	1,175,772.86	22%	323,399.72
CODE ENFORCEMENT	564,362.00	110,346.39	0.00	454,015.61	20%	114,426.53
PARKS & RECREATION	5,617,665.00	1,509,050.10	0.00	4,108,614.90	27%	1,460,449.10
NON-DEPARTMENTAL	29,181,664.00	7,184,685.42	139,050.00	21,857,928.58	25%	6,208,279.76
COUNCIL CONTINGENCY	0.00	0.00	0.00	0.00	0%	15,000.00
Total Expenditures	42,378,852.48	10,355,116.77	236,422.38	31,787,313.33	24%	9,254,512.06

<b>City of Billings</b>						
<b>PUBLIC SAFETY FUND</b>						
For fiscal year 2020, Periods 1 - 3						
	<b>Total 2020 Amended Budget</b>	<b>YTD 2020 Actual</b>	<b>2020 Encumbrance</b>	<b>Variance</b>	<b>%</b>	<b>YTD 2019 Actual</b>
<b>Revenues:</b>						
TAXES	13,044,663.00	423,554.58	0.00	-12,621,108.42	3%	447,043.14
LICENSES & PERMITS	28,500.00	1,595.25	0.00	-26,904.75	6%	8,776.26
INTER-GOVERNMENTAL	3,149,574.00	849,725.17	0.00	-2,299,848.83	27%	890,209.44
CHARGES FOR SERVICES	1,598,256.00	113,919.99	0.00	-1,484,336.01	7%	91,820.91
FINES & FORFEITS	2,400.00	600.00	0.00	-1,800.00	25%	600.00
INVESTMENT EARNINGS	700.00	6,108.74	0.00	5,408.74	873%	470.95
INTERFUND TRANSFERS	27,316,978.00	7,012,349.20	0.00	-20,304,628.80	26%	5,963,800.00
DEBT PROCEEDS	2,800,000.00	0.00	0.00	-2,800,000.00	0%	0.00
MISCELLANEOUS	49,478.00	42,831.21	0.00	-6,646.79	87%	22,051.56
Total Revenues	47,990,549.00	8,450,684.14	0.00	-39,539,864.86	18%	7,424,772.26
<b>Expenditures:</b>						
<b>By Category</b>						
PERSONAL SERVICES	37,679,120.00	8,662,386.50	0.00	29,016,733.50	23%	8,312,758.75
OPERATIONS & MAINT	5,951,079.68	1,147,961.29	262,253.16	4,540,865.23	19%	1,204,621.34
CAPITAL	3,178,235.90	0.00	223,692.90	2,955,854.00	0%	101,973.03
DEBT SERVICE	0.00	0.00	0.00	0.00	0%	0.00
INTERFUND TRANSFERS	1,470,841.00	148,976.00	0.00	1,321,865.00	10%	108,239.00
Total Expenditures	48,279,276.58	9,959,323.79	485,946.06	37,835,317.73	20%	9,727,592.12
<b>By Department/Division</b>						
POLICE	27,098,701.62	5,393,427.17	125,863.53	21,580,721.92	20%	5,348,782.18
FIRE	21,180,574.96	4,565,896.62	360,082.53	16,254,595.81	21%	4,378,809.94
Total Expenditures	48,279,276.58	9,959,323.79	485,946.06	37,835,317.73	20%	9,727,592.12

<b>City of Billings</b>						
<b>PUBLIC WORKS-WASTEWATER FUND</b>						
For fiscal year 2020, Periods 1 - 3						
	<b>Total 2020 Amended Budget</b>	<b>YTD 2020 Actual</b>	<b>2020 Encumbrance</b>	<b>Variance</b>	<b>%</b>	<b>YTD 2019 Actual</b>
<b>Revenues:</b>						
TAXES	0.00	0.00	0.00	0.00	100.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00	0.00	100.00	0.00
INTER-GOVERNMENTAL	0.00	0.00	0.00	0.00	100.00	0.00
CHARGES FOR SERVICES	20,383,650.00	4,012,608.27	0.00	-16,371,041.73	-0.20	3,898,529.54
FINES & FORFEITS	0.00	0.00	0.00	0.00	100.00	0.00
INVESTMENT EARNINGS	485,000.00	188,791.74	0.00	-296,208.26	-0.14	226,561.81
DEBT PROCEEDS	0.00	0.00	0.00	0.00	100.00	0.00
MISCELLANEOUS	0.00	5,405.94	0.00	5,405.94	100.00	1,346.84
Total Revenues	20,868,650.00	4,206,805.95	0.00	-16,661,844.05	100.00	4,126,438.19
<b>Expenditures:</b>						
<b>By Category</b>						
PERSONAL SERVICES	4,184,414.00	893,473.95	0.00	3,290,940.05	0.21	849,336.50
OPERATIONS & MAINT	5,657,665.57	1,121,783.28	350,866.81	4,185,015.48	0.25	763,875.34
CAPITAL	37,780,625.08	2,552,800.47	14,538,757.66	20,689,066.95	0.45	4,252,532.51
DEBT SERVICE	5,330,000.00	0.00	0.00	5,330,000.00	0.00	0.00
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	100.00	0.00
Total Expenditures	52,952,704.65	4,568,057.70	14,889,624.47	33,495,022.48	100.00	5,865,744.35

<b>City of Billings</b>						
<b>PUBLIC WORKS-SOLID WASTE FUND</b>						
For fiscal year 2020, Periods 1 - 3						
	<b>Total 2020 Amended Budget</b>	<b>YTD 2020 Actual</b>	<b>2020 Encumbrance</b>	<b>Variance</b>	<b>%</b>	<b>YTD 2019 Actual</b>
<b>Revenues:</b>						
TAXES	0.00	0.00	0.00	0.00	100.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00	0.00	100.00	0.00
INTER-GOVERNMENTAL	0.00	0.00	0.00	0.00	100.00	0.00
CHARGES FOR SERVICES	15,862,598.00	3,806,992.95	0.00	-12,055,605.05	-0.22	3,386,566.88
FINES & FORFEITS	0.00	0.00	0.00	0.00	100.00	0.00
INVESTMENT EARNINGS	174,000.00	67,698.72	0.00	-106,301.28	-3.64	40,885.84
DEBT PROCEEDS	0.00	0.00	0.00	0.00	100.00	0.00
MISCELLANEOUS	0.00	482.05	0.00	482.05	100.00	450.45
Total Revenues	16,036,598.00	3,875,173.72	0.00	-12,161,424.28	100.00	3,427,903.17
<b>Expenditures:</b>						
<b>By Category</b>						
PERSONAL SERVICES	5,576,090.00	1,322,702.53	0.00	4,253,387.47	0.24	1,249,291.54
OPERATIONS & MAINT	5,622,037.79	1,283,155.92	222,866.50	4,116,015.37	0.25	1,089,970.99
CAPITAL	30,969,743.08	2,068,815.06	20,792,040.28	8,108,887.74	0.74	283,900.83
DEBT SERVICE	1,561,774.00	0.00	0.00	1,561,774.00	0.00	0.00
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	100.00	0.00
Total Expenditures	43,729,644.87	4,674,673.51	21,014,906.78	18,040,064.58	100.00	2,623,163.36

<b>City of Billings</b>						
<b>PUBLIC WORKS-WATER FUND</b>						
For fiscal year 2020, Periods 1 - 3						
	<b>Total 2020 Amended Budget</b>	<b>YTD 2020 Actual</b>	<b>2020 Encumbrance</b>	<b>Variance</b>	<b>%</b>	<b>YTD 2019 Actual</b>
<b>Revenues:</b>						
TAXES	0.00	0.00	0.00	0.00	100.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00	0.00	100.00	0.00
INTER-GOVERNMENTAL	0.00	0.00	0.00	0.00	100.00	0.00
CHARGES FOR SERVICES	27,991,770.00	7,125,004.15	0.00	-20,866,765.85	-0.25	7,228,539.36
FINES & FORFEITS	0.00	0.00	0.00	0.00	100.00	0.00
INVESTMENT EARNINGS	297,300.00	315,673.68	0.00	18,373.68	1.29	159,786.52
DEBT PROCEEDS	0.00	0.00	0.00	0.00	100.00	0.00
MISCELLANEOUS	7,200.00	14,080.00	0.00	6,880.00	100.00	142,039.98
Total Revenues	28,296,270.00	7,454,757.83	0.00	-20,841,512.17	100.00	7,530,365.86
<b>Expenditures:</b>						
<b>By Category</b>						
PERSONAL SERVICES	5,016,863.00	1,077,912.75	0.00	3,938,950.25	0.21	1,129,978.12
OPERATIONS & MAINT	9,104,830.61	1,755,664.49	906,414.96	6,442,751.16	0.26	1,735,391.34
CAPITAL	29,491,422.47	1,628,009.53	9,045,484.66	18,817,928.28	0.36	213,229.74
DEBT SERVICE	2,770,500.00	0.00	0.00	2,770,500.00	0.00	0.00
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	100.00	0.00
Total Expenditures	46,383,616.08	4,461,586.77	9,951,899.62	31,970,129.69	100.00	3,078,599.20



<b>City of Billings</b>						
<b>AIRPORT OPERATING FUND</b>						
For fiscal year 2020, Periods 1 - 3						
	<b>Total 2020 Amended Budget</b>	<b>YTD 2020 Actual</b>	<b>2020 Encumbrance</b>	<b>Variance</b>	<b>%</b>	<b>YTD 2019 Actual</b>
<b>Revenues:</b>						
TAXES	0.00	0.00	0.00	0.00	100.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00	0.00	100.00	0.00
INTER-GOVERNMENTAL	5,311,557.00	347,598.28	0.00	-4,963,958.72	-0.08	519,194.35
CHARGES FOR SERVICES	13,467,909.00	2,743,360.95	0.00	-10,724,548.05	-0.19	2,746,124.86
FINES & FORFEITS	0.00	0.00	0.00	0.00	100.00	0.00
INVESTMENT EARNINGS	278,272.00	54,596.81	0.00	-223,675.19	-0.17	39,180.06
DEBT PROCEEDS	0.00	0.00	0.00	0.00	100.00	0.00
MISCELLANEOUS	75,580.00	13,266.85	0.00	-62,313.15	-0.16	17,712.09
Total Revenues	19,133,318.00	3,158,822.89	0.00	-15,974,495.11	100.00	3,322,211.36
<b>Expenditures:</b>						
<b>By Category</b>						
PERSONAL SERVICES	4,420,047.00	1,025,167.42	0.00	3,394,879.58	0.23	991,554.49
OPERATIONS & MAINT	3,522,976.00	705,934.80	148,023.67	2,669,017.53	0.24	572,782.86
CAPITAL	46,941,235.63	1,083,310.75	5,820,028.31	40,037,896.57	0.15	900,237.80
DEBT SERVICE	1,329,394.00	62,699.51	0.00	1,266,694.49	0.05	51,392.54
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	100.00	0.00
Total Expenditures	56,213,652.63	2,877,112.48	5,968,051.98	47,368,488.17	100.00	2,515,967.69

# City Website – Quarterly Update

**October 8, 2019**

Staff throughout the organization continue to work on the existing city website along with preparing for an upcoming refresh/redesign process that will begin the 3<sup>rd</sup> week of October. Below is an overview of what has been accomplished since the last quarterly update, what is currently being worked on, and some of the new on-line modules coming to our site in the spring of 2020.

## **What has been accomplished since the last quarterly report? :**

### **Cosmetic / Navigation Updates / Additional Content:**

- Updated the Main City Page by:
  - Adding a solid green bar to highlight the Mega Menu Names
  - Changed the color of the Social Media icons for more visibility
  - Added a new icon for NOAA Weather for Billings.
- Update the Main Page Mega Menus – “How do I”, “Your Government”, “Services”, “Doing Business”, & “Explore Billings” by:
  - Streamlining options to reduce overall clutter
  - Alphabetizing the options listed in each menu
  - Adding pictures to improve the overall look of the menu.
  - Updated “Explore Billings” Mega Menu
    - Added “New to Billings” heading with 8 new options with a lot of great information for someone new or relocating to Billings.
    - Added a photo gallery under the “Explore Billings” Visitor’s column
    - Added new link under in Explore Billings Mega Menu under Economic Development for the Small Business Development Center Network  
<https://sbdc.mt.gov/Billings>
- Updated the Slideshow on secondary pages match the homepage slideshow.
- Added photos to Council Ad HOC, Animal Shelter, IT, Cemetery pages, and many Staff Directory profiles.

### **Request for Photos:**

We posted a slide asking citizens to provide us with pictures from our community. Great photos can be invaluable to highlight our community, our landmarks, our people, our events, beauty, etc. Encourage your photography friends to visit our website and share some pictures that may be used on our new website.

### **On-Line Survey:**

We launched a Website Survey in late September to obtain feedback from staff, City Council, citizens, and visitors to our site. We encourage you to take the survey and encourage others to do so. We hope to gain valuable information about why visitors come to our site, what they like, don't like, and/or what they would like to see in a new site.

### **Social Media Archiving:**

We began archiving City of Billings social media posts with a product called Archive Social. The Billings Police Dept has been using Archive Social for their Facebook and Twitter accounts for a little over a year. We are now using this product to archive the social media posts on over 25 different social media accounts managed by departments throughout our organization. Archiving of these accounts will be invaluable in meeting future Public Records Requests for any social media account posts.

### **What Are We Working On?**

- **Navigation & Page Content:** Although a new redesign will provide enhanced main navigation and new functionality, it won't change each department's web content. Departments are continuing to update their content to optimize their content.
- **New Modules:**
  - **WaterSmart:** This is a new on-line portal for customers to retrieve information about their water and sewer account. Customers will have 24/7 access to current water usage, historical usage, and past billing history. In addition, WaterSmart will send customers an alert if high usage and/or a leak is detected during the month.
  - **Invoice Cloud:** This is a new on-line credit card payment portal that works seamlessly with WaterSmart and our Innoprise Utility Billing Solution.
  - **Cop Logic:** The Police Dept will soon be deploying a new on-line customer service portal design to allow citizens to:
    - File reports from the comfort of their home. The reports will be for crimes that are not in progress and when no one is in harm's way. Examples of these reports will be for theft, vandalism, and abandoned autos.
    - Accident/Crash Reports: Citizens will soon have access to accident reports through this on-line portal. For a fee, citizens can get the requested reports without having to visit the police customer service window.

### **What's Next:**

- **Redesign Process:** CivicPlus & City Website Committee will begin the process of redesigning our city website.
  - **October 16<sup>th</sup>:** Begin the Design phase. The website committee will work with CivicPlus to design a site that meets our needs.
  - **Early 2020:** CivicPlus will migrate our existing content into the newly designed website templates
  - **Spring 2020:** Staff training & Go-Live

- New Modules Coming in the Spring of 2020:
  - Citizen Access: Innoprise is redesigning their customer service access to their relevant application areas. This will include many areas in Community Development and Human Resources. This isn't expected to be available to us until 1<sup>st</sup> quarter of 2020.
  - Employment Application: Once the new Citizen Access is available, we will develop the plan to implement a new user friendly on-line employment application. We anticipate this to be in production in the 3<sup>rd</sup> quarter of 2020.



October 2019

# THE NEWSLETTER



## PAGE 2

Your Reclaimed Water  
is Now Even Cleaner!

## PAGE 3

A Fresh Perspective

## PAGE 4

You Spoke and  
We Listened

## PAGE 5

Letter from the Director -  
*Continued from page 1*

Imagine a Day Without  
Water

## PAGE 6

Contact Information

## Letter from the Director

*Dave Mumford*

The staff and management of Public Works Department take our responsibility to provide quality services to our community and customers very serious. We understand the responsibility of providing Billings residents with quality water that exceeds State and Federal Standards, cost effective and environmentally sound Solid Waste services, Engineering projects that are safe and improve our quality of life, assess our customers for the

services they receive that are accurate and cost effective, and treat wastewater to ensure the sustainable quality of the Yellowstone River. To help us improve our ability to provide these services, the management staff and employees of Public Works developed committees to improve into the future. The Department's vision is "**Exceed expectations through innovation, integrity, and service to the community**". To meet this vision we developed the following Goals:

*(continued on page 5)*



## Your reclaimed water is now even cleaner!

In the Public Works Department, we take your water quality very seriously. The Water Quality Division's slogan, "Your Water, Our Responsibility" exemplifies the care that we take to ensure that every drop is safe. This summer we were excited to celebrate an important Water Quality milestone by starting the nutrient removal process at the Water Reclamation Facility (WRF). This is the result of nearly a decade of work from original conception to start-up with the last 2.5 years in construction. Meanwhile operations staff has continually kept the process running to make sure the water returns safely to the river.

The new process removes nitrogen and phosphorus from the wastewater so that it does not return to the Yellowstone River. This limits the potential for algae growth in the riverbed downstream. The process works by using tiny microorganisms that remove the nitrogen and phosphorus under very specific environmental conditions. Operators, scientists, and engineers keep a close eye on the conditions to ensure that the right microorganisms are doing the right job at the right time. The result is the highest level of water quality that we have ever produced at the City of Billings WRF. And that is something that the our whole community can celebrate!



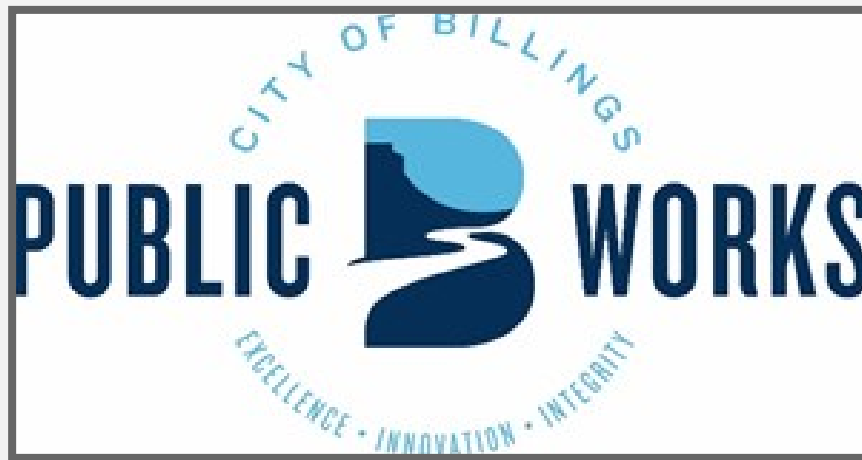


## A Fresh Perspective...

You may have noticed Public Works getting a lot more attention in the media lately and it's no accident. As part of the efforts of the Department to establish a better relationship with the community, we are now working with a Media Marketing Consultant partner – KTVQ-Q2. Over the next year we plan to provide information and education to the public about our services and projects, you will see this on their television station, website and social media. You will also see us increase our efforts to share knowledge, expertise and to be transparent and accessible for the community through our own social media, YouTube channel and an improved website experience.

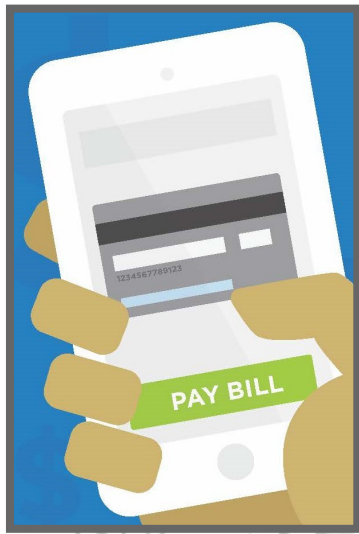
Another aspect of our Department's efforts to show our commitment and passion is by focusing on our internal perspective as well. While there are many improvements in the works, we have already made two key changes. We have refreshed both our Vision Statement and our Logo. It is our belief that they both now better reflect our spirit of service and the incredible talent of our staff.

*Exceed expectations through innovation, integrity, and service to the community.*



We are grateful for the trust placed in us and will continue to strive to not just meet the needs and expectations of our peers and citizens, but to exceed both at every opportunity.





## You Spoke and We Listened...

Utility customers have asked for a better way to pay their bills online. In response to their concerns and in-line with our mission to serve the community through innovation - the City of Billings Public Works Department is pleased to announce our new web-based, mobile friendly products from InvoiceCloud and WaterSmart.

Customers who wish to pay their utility bills electronically will have an improved tool to help them get the job done. InvoiceCloud allows you to view your bill and take care of any charges with one-time pay, recurring payment options and paperless billing features.

Want a little more? Water utility customers have the benefit of the WaterSmart dashboard, here you can view your usage, get conservation tips, sign up for alerts, like leak detection and so much more!

If you have never had an online profile for your utility account, now is a great time to get started. Announcements and instructions will come to you in the mail or by email. Make sure your contact information on your account is up to date and take advantage of these exciting new services.

**InvoiceCloud™**  
Innovating the Customer Experience



**WaterSmart®**  
SOFTWARE

Be sure to 'like' and 'follow' us on Facebook at City of Billings Public Works to learn more about the launch of these services and to get all of our news and updates every day.

## Letter from the Director... *continued from page 1*

- Educate and promote our values and vision
- Hire and retain employees that encompass our vision
- Improve every interaction with the public and other Departments
- Improve operational services
- Seek and implement new technologies and maximize existing to improve our community

We have begun work on these goals and are excited to work on improving Public Works through quality of our services. Once specific implementation plans are developed for the goals, we will incorporate them into our Department Business Plan and future budget plans.



## Imagine a Day Without Water...

Our lives and our economy depend on it, but millions of Americans take water service for granted every day. With reliable water service, people don't have to think twice about the infrastructure that brings water to their homes, and then safely treats and returns water to the environment - but everyone should be concerned with the fragility of those systems.

The Value of Water Campaign's fifth annual national day of education and awareness, *Imagine a Day Without Water*, is fast approaching. The Public Works Department will be sharing information about the value of water on social media October 21-23 to help open the conversation in our community. Join us on Facebook to learn more and take part in the event.



**Imagine a Day  
Without Water**  
October 23, 2019





EXCELLENCE • INNOVATION • INTEGRITY

## Contact Us

### Division

Administration

Engineering

Environmental

Solid Waste

Street/ Traffic

Utilities Customer Service

Utility Emergency (*After Hours*)

Utility Emergency (*Daytime*)

Water Reclamation Facility

Water Treatment Plant

### Phone

406-657-8230

406-657-8231

406-247-8517

406-657-8260

406-657-8250

406-657-8315

406-657-8353

406-657-8305

406-657-8356

406-657-8353

### Community Partners

Billings Heights Water District

Montana-Dakota Utilities

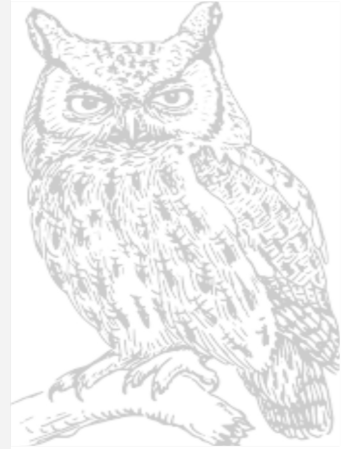
Northwestern Energy

### Phone

406-252-0539

406-896-4250

888-467-2669



**Stay Informed....**

City of Billings Public Works



## CITY COUNCIL QUARTERLY REPORT OCTOBER 21st, 2019 COUNCIL WORK SESSION

Please see the information below for the October 21st Quarterly Report from the SBURA related to activities in the South Billings Boulevard Urban Renewal District.

### Consultant Services Procurement Process

- A Request for Proposals (RFP) was issued in compliance with the adopted Memorandum of Understanding (MOU) and the City of Billings procurement policy
- One proposal was submitted by Tevlin Consulting. Proposal was evaluated with a recommendation of approval forwarded to the Board of Directors. Contract negotiations underway.

### Project Updates

- Optimist Park – A project request for improvements in FY 21 as part of the newly revamped Capital Improvement Plan (CIP) process.
- Billings Police Dept Evidence Center Expansion – Moving forward with capital assemblage and contract award.
- South Billings Aquatics & Rec Center Concept Development Plan – Will be presented to the PRPL Board, SBURA Board, then Council for adoption.
- South Billings Urban Renewal Plan Amendment Process- Project completed to incorporate additional project concepts and ideas. Specifically, to allow the Evidence Center project and the Aquatics & Recreation Center project to move forward.
- King Ave E Reconstruction – Project design at 70%, bid award in February, project start in Spring.
- South Billings Amend Park Turf & Lights Project – Contract awarded, moving forward with design and construction with a completion date of March 2020.



**SOUTH BILLINGS URBAN  
RENEWAL ASSOCIATION**

**South Tax Increment  
Fund**

*For the Quarter Ended  
September 30, 2019*

**FY20 Beginning Fund Balance**      \$      **6,773,873**

**Revenue**

Tax	100,099
Intergovernmental	-
Investment Earnings	21,743

**Total Revenue**      121,842

**Expenditures**

Professional Services	34,675
Cost Allocation	11,357
Development Project Incentives	-
Debt Service	478,797
Capital Outlay	70,938

**Total Expenditures**      595,767

**FY20  
Budget**

141,800
45,429
219,990
647,595
<u>28,941,260</u>
<b>29,996,074</b>

**Ending Fund Balance**      \$      **6,299,948**

**Cash Balance as of 09/30/19**      \$      **5,803,719**