

Billings City Administrator Weekly Report

May 5, 2022

1. **FY23 Proposed Budget** – The FY23 Proposed Budget is available online at <https://www.ci.billings.mt.us/475/Budgets-Financial-Reports>. Budget presentations will begin on Monday May 2nd and will be held in the City Council chambers. The introduction on page 1-14 will provide a great overview of the proposed budget. Individual departments will be presenting on the following days:

Department Budget Presentation	Overview Page in FY23 Budget Book	Date	Time for Presentation & Q&A	Start Time	End Time
Aviation/Transit	51	16-May	30	5:30	6:00
Building/Facilities	26 & 31	16-May	45	6:00	6:45
Public Works	150	16-May	75	6:45	8:00
COUNCIL RECESS		16-May	10	8:00	8:10
TBID	193	16-May	20	8:15	8:35
BID	189	16-May	20	8:35	8:55

Department Budget Presentation	Overview Page in FY23 Budget Book	Date	Time for Presentation & Q&A	Start Time	End Time
Planning/CE/CDBG	125	17-May	45	5:30	6:15
IT	91	17-May	25	6:15	6:40
TIF	70	17-May	45	6:40	7:25
COUNCIL RECESS		17-May	10	7:25	7:35
Wrap-Up & Council Direction		17-May	90	7:40	9:10

2. Budget Work Session Questions & Answers.

5/2/22

License and Permit decline – At the 5/2/22 Councilmember Owen asked for information on the budgeted decrease in General & Public Safety Funds License & Permit Revenue. The FY23 budget contains \$2,003,454 in License & Permit Revenue, in FY22 that budgeted amount was \$2,237,828, a decrease of \$234,374. The main reason for a decrease is an anticipated reduction in the Cable Franchise Fee from \$1,425,000 in FY22 to \$1,200,000 in FY23. In FY22 the actual cable franchise fees received was \$1,238,084.

Fiscal Year	FY23 Budget	FY22 Budget	FY21 Actual	FY20 Actual
License & Permit Revenue (General & Public Safety)	\$2,003,454	\$2,237,828	\$2,295,632	\$2,136,431

Analysis on Fines and Forfeiture - At the 5/2/22 Councilmember Owen asked for information on the budgeted vs. actual Fines & Forfeiture Revenue. Most F&F revenue is a result of Municipal Court Fines. The budgeted amount for Muni Court fines is the same in FY23 as it was in FY22. The FY23 budget is showing an increase of \$6,000 in F&F revenue, this is related to a Police Department restitution that is being budgeted at \$6,000, which in past years did not include any amount. Below is a chart showing historical budget and actuals for Fine & Forfeiture revenues.

Fiscal Year	2023 Budget	2022 Budget	2022 Actual Jul-Mar	2021 Budget	2021 Actual	2020 Budget	2020 Actual
Fine & Forfeiture Revenue	\$1,302,446	\$1,296,446	\$812,366	\$1,514,277	\$1,136,263	\$1,515,733	\$1,147,797

PSML Mill Levy vs PSGF Increase – A question was asked about the FY23 budget increases in Public Safety compared to the new revenue from the Public Safety Mill Levy. The chart below depicts the estimated costs for each department that were anticipated in the Mill Levy. Additionally, a column is added depicting what is included in the FY23 budget, and what was spent in FY22. By the end of FY23 we will have spent \$8.9M on direct PS expenses, and only levied \$7.0M in revenue.

	2021 Est PSML Costs	FY23 Budget	Est. FY22 Expenses	
Public Safety imbalance	\$1,201,181	\$1,201,181	\$1,201,181	
Mental Health & Sub. Abuse	415,000	415,000	-	
Police	2,449,884	2,349,884	1,500,000	If cars can be ordered in FY22, if not, \$1.1M will be moved into FY23
Fire	1,500,000	1,270,000	90,440	
Legal	746,064	305,623	15,000	
Code Enforcement	454,448	454,448	88,000	
Muni Court	<u>347,899</u>	<u>77,680</u>	<u>25,000</u>	
Total	\$7,114,476	\$6,073,816	\$2,919,621	

PIO Non-salary costs – A question was asked about the PIO budget for non-salary items. The Administration budget within the General Fund includes all PIO costs. City Administration has discretion with respect to their

budget to reallocate funds as needed. The amount currently in the FY23 budget for non-salary and benefits for the PIO is \$1,040. Total O&M budgeted in the City Admin department is \$221,138.

Council Contingency History – A request for the historical uses of Council Contingency was made. Provided below is a summarized chart of the budgeted vs actual, as well as some specific uses in within the recent past.

	FY23 Budget	FY22 Budget	FY22 Actual Jul-Mar	FY21 Budget	FY21 Actual	FY20 Budget	FY20 Actual	FY19 Budget	FY19 Actual
Council Contingency	\$25,000	\$25,000	0	0	0	0	0		\$30,000

FY12 – Montana League of Cities and Towns Hosting Costs (~\$10,000)

FY13 – Community Conversations Expenses (\$420.55)

FY14 – City hall lighting retrofit (\$61,007)

FY15 – Community Conversations Expenses (\$247.04), Optimist Park Master Plan (\$15,000), CLG Grant North Elevation Res. Hist. Dist. (\$2,000)

FY16 – Community Conversations, Council Appreciation Dinner (\$1,381.22), High Sierra Disk Golf Course (\$23,000), Optimist Park Master Plan (\$10,000)

FY17 – Community Conversations (\$286.13), Contribution to MSU Billings Foundation (\$50,000)

FY18 – USS Billings crew hosting (\$2,268), A/V Equipment for Council Chambers (\$43,500)

FY19 – USS Billings Commissioning (\$30,000)

FY20 – FY22 Y-T-D - \$0

Library Revenue & Usage City vs. County – A question was asked about the city & county tax revenue for the library compared to usage. Current number of County cardholders is 2,915 (5.8%). The current number of City cardholders is 47,444 (94.2%). Funding from property taxes is made up of 33% County and 67% City.

Library Security Contract – Information was requested on the Library security contract. The Billings Public Library contracts with Guardian Security. Council approved the most recent contract with Guardian Security on May 24, 2021. (<https://ci.billings.mt.us/ArchiveCenter/ViewFile/Item/16064>) The cost for these services range from \$9000 to \$10,000 per month depending on after-hour events, special events, or when the library increases guard coverage during the months of November, December, January, and February. This service is budgeted in the library's operations and maintenance portion of the budget. The approved contract was for one (1) year with five (5) additional one-year terms.

Information on the comparison of Library budget spent on materials –

Billings Public Library:	\$337,970
Bozeman Public Library:	\$309,295
Butte-Silver Bow:	\$62,077
Great Falls:	\$185,848
ImaginELF (Kalispell)	\$240,724
Lewis and Clark (Helena):	\$329,000
Missoula Public Library:	\$292,384

This data was provided by the Public Libraries Annual Survey conducted by the Montana State Library.

Itemized Mayor & Council Budget

Council requested a detailed breakdown of the Mayor/Council O&M budget.

Account Description	FY23 Proposed Amount	2022 Budget	2022 Jul- Mar	2021 Budget	2021 Actual	2020 Budget	2020 Actual
Other Office Supplies	\$200	\$200	\$241	\$200	\$550	\$200	\$172
Food	500	500	327	500	297	500	380
Computer Equipment Under \$5000	1,000	1,000	6,410	1,000	9,689	4,000	-
Postage, Box Rent, Etc	300	150	210	135	739	135	213
Printing/Forms	150	150	226	150	239	150	309
Publication Reports	450	447	267	447	704	447	984
Duplication Expense	-	14	0	51	10	22	29
Membership Fees/Tuition	53,000	53,000	46,042	53,261	48,303	53,300	45,761
Public Relations Expense	2,500	1,600	1,815	1,600	10,538	1,600	1,936
Phone	1,333	1,333	999	1,338	1,344	1,305	1,308
Meals and Lodging	3,000	3,000	308	3,000	-	3,000	866
Recruitment Expense	-	-	-	-	-	-	7,185
Management and Professional Development	13,500	13,500	4,667	13,500	399	13,500	4,171
Boards and Commission Members	1,000	1,000	509	1,000	1,138	1,000	495
Business Expense Account	3,000	3,000	175	3,000	504	3,000	929
Courier Charge for Service	1,556	1,509	1,134	1,480	1,476	1,493	1,488
Employee Parking	7,458	8,208	6,102	7,776	7,776	7,416	7,384
Facility Management Charge For Services	<u>11,108</u>	<u>10,784</u>	<u>8,088</u>	<u>10,469</u>	<u>10,469</u>	<u>10,469</u>	<u>10,469</u>
Total City Council O&M Expense	\$100,055	\$99,395	\$77,521	\$98,907	\$94,175	\$101,537	\$84,079

Vacancy Savings history – Some information was requested on the vacancy savings that occurs on an annual basis. There is a lot of information and detail that can go into what causes vacancy savings within a year. I have provided a chart of the budgeted vs actual expenses for employment each year for the past few years, separated by fund. This is a very high-level overview and should be considered with that in mind. Decisions made based upon this information will likely require further detailed analysis.

Personal Svcs by Fund	FY23 Budget	2022 Budget	2022 Jul-Mar	2021 Budget	2021 Actual	2020 Budget	2020 Actual
Airport	5,266,685	4,932,333	3,486,402	4,659,668	5,226,601	4,420,047	4,715,612
Building Inspection	1,557,941	1,369,829	990,946	1,674,708	1,246,325	1,520,447	1,327,295
CDBG	480,250	478,259	322,553	426,491	430,959	408,288	392,156
City Attorney Grants	586,405	548,377	357,786	315,285	315,180	305,374	305,317
City County Planning	1,353,556	1,292,276	925,131	1,158,922	1,188,610	1,115,202	1,119,323
City Health Ins Fund	62,000	62,000	483,191	50,000	114,918	50,000	417,003
Engineering	2,594,589	2,520,635	1,677,023	2,437,315	2,657,747	2,443,439	2,395,146
EOC 911	159,835	175,420	191,870	178,941	35,395	133,138	139,581
Facilities Management	650,765	587,685	388,923	450,463	462,722	472,699	459,249
Fire Grants	7,040	7,040		7,000		4,000	2,662
Gas Tax	92,593	89,369	62,648	80,599	67,335	73,571	72,842
General	11,389,786	9,969,814	6,781,815	9,287,492	9,145,799	9,106,087	8,489,653
Information Resources	2,175,659	2,028,686	1,401,179	1,943,466	2,137,201	1,888,074	2,099,463
Library Fund	2,636,423	2,494,924	1,736,140	2,517,435	2,378,926	2,459,091	2,368,367
Motor pool	1,546,818	1,538,350	1,021,183	1,543,660	1,855,927	1,537,006	1,608,337
Municipal Court Grants	171,018	158,726	121,011	275,024	158,317	210,438	200,417
P.W. Admin	1,937,779	1,744,661	1,194,404	1,886,799	1,979,242	1,778,142	2,070,797
Park District 1	361,288	350,626	213,144	333,439	268,215	330,769	279,302
Parking	879,932	841,475	592,832	868,883	959,720	820,447	760,252
Police Programs	481,587	353,666	237,608	325,035	340,098	249,407	342,344
Property Ins	116,364	112,421	81,412	110,409	131,095	107,564	117,144
Public Safety	43,428,425	39,841,722	28,576,421	39,005,353	39,782,083	37,679,120	37,479,886
Solid Waste	6,319,482	6,080,570	4,283,059	5,843,090	6,468,914	5,576,090	5,854,186
Street/Traffic Oper	4,714,126	4,448,141	2,908,906	4,358,813	4,011,563	4,292,027	4,171,200
Telephone System	167,370	167,853	112,687	162,105	211,378	126,998	162,728
Transit	4,555,609	4,290,870	2,938,856	4,182,121	4,480,857	4,086,188	4,121,286
Wastewater	4,375,936	4,214,763	2,803,621	4,123,310	4,333,937	4,184,414	4,195,203
Water	5,341,045	5,109,895	3,409,524	5,009,012	5,322,240	5,016,863	4,694,631
Grand Total	103,410,306	95,810,386	67,300,272	93,214,838	95,711,307	90,394,930	90,361,380

5/3/22

What is the typical acre per capita for a city park system, how does Billings compare?

- According to the 2022 NRPA Agency Performance Review, the typical park and recreation agency has 10.4 acres of parkland for every 1,000 residents in a jurisdiction.
- The City of Billings has approximately 23.08 acres of parkland for every 1,000 residents.

What was the revenue earned from concession sales at Rose Park Pool?

- FY21 Final - \$83,407
- FY22 To Date - \$71,016

How many people responded to the 2017 comprehensive master plan survey?

The goal was to obtain completed surveys from at least 350 residents. The goal was exceeded with a total of 505 residents completing the survey. The overall results for the sample of 505 households have a precision of at least +/-4.1% at the 95% level of confidence.