

Billings City Administrator Weekly Report

February 11, 2023

1. **City Council/Leadership Team Retreat** – Please lock into your calendars March 31 and April 1. Karen Baumgart Miller will be facilitating our discussions. The retreat will be held in the Zoot Conference and Event Space on the second floor at Rock 31, 201 N. Broadway.
 - a. Describe clearly the two outcomes you want to have accomplished during the retreat.
 - b. What do you want to walk away knowing and feeling about our time together?
2. **Grand Avenue/62nd Street West MDT Urban System Request** - As a follow-up to last Mondays Council Work Session here is some further clarification and information as to why this is an important step to ask MDT to review the current status of Grand Avenue and 62nd Street West for addition to the MDT Urban Highway System.

The Technical Advisory Committee (TAC) made a recommendation to review Grand Avenue from 41st Street West to 62nd Street West due to safety, traffic, bike, pedestrian, and overall infrastructure concerns due to the growth and development in the area. This recommendation must move through our Transportation Planning Process, which includes review and recommendation of the Planning Board, County Commission, City Council and MDT-District office. The process culminates with final local action by the Policy Coordinating Committee (PCC).

The overall review of these sections of roadway is just that, a review. It does not in any way commit the City to anything at this time. What it does do is open up the opportunity to explore future funding, including Urban Highway funds (Federal funds allocated through the MDT), which would allow this section of roadway to be reconstructed using Federal Dollars matched by State dollars to complete the project. The Urban Highway Fund allocation we receive through MDT is not new money, they are funds we can access annually, and that PCC prioritizes and authorizes. Use of some of these funds in the future for Grand Avenue, as described by Public Works Director Meling in her presentation last Monday, would be allowed if these road segments are added to the MDT urban system. Another aspect of this potential project will be the City managing the construction improvements, not MDT. Local management will save time and money. Review and urban designation of Grand Avenue does not impact ownership and maintenance responsibilities. Urban routes can be owned and maintained by the State, City or County. Without this system change, however, the City and County would be coming up with local funds to make improvements on Grand Avenue.

3. **SAC Executive Committee** – Substance Abuse Connect held their 1/4ly executive board meeting Tuesday. Zack Terakedis has been the executive director for just a few month and he is making a significant impact. I've asked Zack to attend the portion of our retreat where we will focus on public safety and crime prevention.
4. **West End Reservoir** – Public Works, Parks, Legal, and Admin met with the Conservation District for the 3rd time in pursuit of significant state dollars to fund the conservation related expenses on and around the reservoirs. A memorandum of understanding has been drafted to formalize the

partnership and define rolls and responsibilities.

5. Parks, Recreation, Trails Funding Package Workgroup – Yesterday the group held its 3rd meeting.

The focus was on operation models for the recreation center and reviewing the previous weeks efforts to identify the key capital projects to be included in the bond recommendations. The group will meet again in two weeks to continue progress.

6. Legislative Committee – the session is heating up with a lot of legislation that strips away local elected official's authority in areas of land use regulations and licensing (SB262). The committee is doing an excellent job helping to track dozens of bills that have significant implications on the City.

On a positive note, Representative Yakawich is carrying LC1370 - AN ACT INCREASING THE CAP FOR COLLECTIONS RELATED TO ACTIONS BROUGHT BEFORE A CITY COURT; AND AMENDING SECTION 3-11-103, MCA." The draft increases the cap from \$9,500 to \$25,000. This is a request that has come from our Nuisance Property team as a tool to reduce taxpayer expenses pursuing property cleanups.

7. Semi-Annual Reports – the Council Initiatives, FY23 2nd Qtr Finance Report and the December Health Report are attached.

8. Next Week's Meeting/Task Forces

- a. Local Affairs Committee, Monday, February 13th 4:30 pm City Hall Conference Room
- b. Budget & Finance Committee, Wednesday, February 15th 9:00 am City Hall Conference Room
- c. Legislative Committee, Wednesday, February 15th 4:00 pm City Hall Conference Room
- d. Legislative Videoconference, Thursday, February 16th 12:00 pm MSU Billings Liberal Arts Building, Room 208
- e. Southside Task Force, Thursday, February 16th 6:30 pm Hope Center, 425 S. 28th
- f. Central Terry Task Force, Thursday, February 16th 7:00 pm Topline Hair, 1331 Central Avenue

9. From the PIO Desk:

Public Safety Q & A Facebook Live & Podcast: Code Enforcement

<https://www.facebook.com/CityofBillings/videos/500164955607886>

Public Safety Q & A Facebook Live & Podcast: Fire Department

<https://www.facebook.com/CityofBillings/videos/882145606452785>

BPD

Billings Police start new drone program

https://www.nonstoplocal.com/billings/news/billings-police-start-new-drone-program/article_fda180db-144d-5d27-a562-a04ddf8a4f7e.html

'Behind the badge:' A conversation with a Billings patrol officer about crime and the code of the job

<https://www.ktvq.com/news/local-news/behind-the-badge-a-conversation-with-a-billings-patrol-officer-about-crime-and-the-code-of-the-job>

BIL

TSA at Billings Logan International Airport spreads awareness about gun safety

https://www.nonstoplocal.com/billings/news/tsa-at-billings-logan-international-airport-spread-awareness-about-gun-safety/article_020ee173-9301-5080-917b-9e8e92567cc4.html

BPL

New express book locker opens for orders in Billings Heights

https://www.nonstoplocal.com/billings/news/new-express-book-locker-open-for-orders-in-billings-heights/article_687688ab-b49b-5fc4-9580-bea214b4f224.html

Renting a game machine? Billings Public Library now has Nintendo Switch

<https://realnewsmontana.com/ixp/124/p/renting-a-game-machine-billings-library-now-has-nintendo-switch/>

Attorney

City demands owner fix dilapidated Colonial Apartments or demolish them

<https://www.ktvq.com/news/local-news/city-demands-owner-fix-dilapidated-colonial-apartments-or-demolish-them>

Bill allowing churches to serve as emergency shelters advances in Montana legislature

<https://www.ypradio.org/regional-news/2023-02-02/bill-allowing-churches-to-serve-as-emergency-shelters-advances-in-montana-legislature>

Finance

YWCA First to reap benefits of local pot tax – Yellowstone County News – February 10, 2023 – Pages 1 & 14

**COUNCIL INITIATIVES
APPROVED SINCE AUGUST 2022**

Date	Sponsor/Initiative	Action	Resolved	Assigned To
02/08/16	COUNCILMEMBER SULLIVAN: Made a motion to review all ordinances over four years with the opportunity to fast track any ordinances to match citizen/council needs, seconded by Councilmember McFadden. APPROVED.	Departments are reviewing Municode comments, questions and recommendations and adding those of their own. Zoning Code was amended on 1/25/2021 by Ord. 21-5748. More work to be done on other sections of the Code.	In Progress	Gina Dahl Denise Bohlman
12/21/20	COUNCILMEMBER CHORIKI: Moved to direct staff to put the flowing issues on future work sessions. Staff will inform the council of any existing work on the issue and for the council to "brainstorm" possible solutions to these issues: 1) Staff and the Parks Board provide an informational presentation to council at their earliest convenience on their work identifying possible funding for the operations and maintenance of parks, including new capital projects, seconded by Councilmember Neese. APPROVED 2) Discussion of a policy and a funding source for completing the sidewalks and trails, including safe routes to schools; and 3) Staff provide a detailed cost of services report by March 15 th , seconded by Councilmember Neese. APPROVED.	1) City Administration and Parks presented funding options at the 3/15/21 City Council Work Session. 2) Presentation on Trail Funding was presented at the 4/19/21 Work Session. 3) This item has been pulled out and had separate discussion to determine next steps by the FY23 budget cycle.	1) Completed 2) Completed	
10/11/21	COUNCILMEMBER RONNING: Moved to direct staff to put establishing a City Charter Review Committee on a work session and invite Dan Clark, Local Government Center, to advise council of the process of reviewing the City Charter, seconded by Councilmember Neese. APPROVED.	Work Session held in March 2022. A second Work Session to be held 8/15/2022.	In Progress	Chris Kukulski
11/22/21	COUNCILMEMBER YAKAWICH: Moved to direct staff and the future council to design, implement and install a standalone COVID19 memorial within the first year the new law and justice center/city hall is used in honor of those whose lives were lost due to COVID in Yellowstone, seconded by Councilmember Choriki. APPROVED.	Mike Yakawich and Mayor Bill Cole have convened a committee to explore ideas.	In Progress	Kevin Iffland
11/22/21	COUNCILMEMBER YAKAWICH: Moved to direct staff to implement regulations for recovery residences also known as sober living housing to reduce the amount of disturbances and building and code enforcement issues, seconded by Councilmember Choriki. APPROVED.	SB 94 2023	In Progress	Chris Kukulski Rich St. John Wyeth Friday Gina Dahl
1/24/22	COUNCILMEMBER CHORIKI: Directed staff to add "Housing Needs" to a future Work Session as a topic for discussion, seconded by Councilmember Joy. APPROVED.			

Date	Sponsor/Initiative	Action	Resolved	Assigned To
4/11/22	COUNCILMEMBER SHAW: Requested to add establishing Legislative and County relations Council subcommittees to a future Work Session, seconded by Councilmember Boyett. APPROVED.	Council Committees formed.	Completed	Chris Kukulski
5/09/22	COUNCILMEMBER RUPSISS: Directed staff, within the next 90 days, to compile a list of City-owned properties; put together a process to encourage development proposals; and identify costs involved, seconded by Councilmember Owen. APPROVED.	First RFP scheduled for February 2023	In Progress	Kevin Iffland

City of Billings

GENERAL FUND OPERATING

For fiscal year 2023, Periods 1 - 6

	Total 2023		2023			YTD 2022	
	Amended	YTD 2023	Encumbrance	Variance	%	YTD 2022	
	Budget	Actual				Actual	
Revenues:							
TAXES	\$ 18,735,115	\$ 10,240,568	\$ -	\$ (8,494,547)	55%	\$ 9,919,784	
LICENSES & PERMITS	1,968,454	373,209	-	(1,595,245)	19%	365,821	
INTER-GOVERNMENTAL	12,780,294	6,538,828	-	(6,241,466)	51%	6,298,355	
CHARGES FOR SERVICES	4,731,924	2,289,235	-	(2,442,689)	48%	2,258,798	
FINES & FORFEITS	1,294,046	488,782	-	(805,264)	38%	516,807	
SPECIAL ASSESSMENTS	-	660	-	660	-	11,609	
INVESTMENT EARNINGS	33,144	(13,284)	-	(46,428)	-40%	7,690	
INTERFUND TRANSFERS	10,600	-	-	(10,600)	0%	972,726	
MISCELLANEOUS	600	7	-	(593)	1%	324	
Total Revenues	\$ 39,554,177	\$ 19,918,005	\$ -	\$ (19,636,172)	50%	\$ 20,351,913	

Expenditures:

By Category

PERSONAL SERVICES	\$ 11,389,786	\$ 5,202,533	\$ -	\$ 6,187,253	46%	\$ 4,690,849
OPERATIONS & MAINT	4,328,384	2,159,868	94,230	2,074,286	52%	1,888,934
CAPITAL	108,166	40,662	25,474	42,029	61%	40,400
INTERFUND TRANSFERS	24,033,835	16,649,304	-	7,384,531	69%	33,569,470
Total Expenditures	\$ 39,860,171	\$ 24,052,368	\$ 119,705	\$ 15,688,099	61%	\$ 40,189,652

City of Billings

GENERAL FUND-BY DEPT DIVISION

For fiscal year 2023, Periods 1 - 6

Expenditures:	Total 2023		2023 Encumbrance	Variance	% 70%	YTD 2022	
	Amended Budget	YTD 2023 Actual				2023	
							Actual
By Department/Division							
MAYOR & COUNCIL	\$ 324,143	\$ 214,559	\$ -	\$ 109,584	70%	\$ 124,288	
CITY ADMINISTRATOR	1,247,971	537,915	73,700	636,356	50%	446,522	
HUMAN RESOURCES	1,033,269	487,879	-	545,390	50%	382,256	
CITY ATTORNEY	2,921,497	1,211,829	-	1,709,668	40%	1,119,373	
MUNICIPAL COURT	1,589,602	707,159	11,600	870,843	50%	663,785	
FINANCE	1,945,339	841,905	-	1,103,434	40%	831,539	
CODE ENFORCEMENT	1,156,484	435,129	4,730	716,625	40%	275,241	
PARKS & RECREATION	4,843,676	2,583,735	25,474	2,234,467	50%	2,506,735	
NON-DEPARTMENTAL	24,773,190	17,032,257	4,200	7,736,733	70%	33,839,912	
COUNCIL CONTINGENCY	25,000	-	-	25,000	-	-	
Total Expenditures	\$ 39,860,171	\$ 24,052,368	\$ 119,705	\$ 15,688,099	60%	\$ 40,189,652	

City of Billings

PUBLIC SAFETY FUND

For fiscal year 2023, Periods 1 - 6

	Total 2023		2023 Encumbrance	Variance	% %	YTD 2022	
	Amended Budget	YTD 2023 Actual				2023	
							Actual
Revenues:							
TAXES	\$ 26,084,144	\$ 14,093,029	\$ -	\$ (11,991,115)	54%	\$ 9,700,362	
LICENSES & PERMITS	35,000	16,585	-	(18,416)	47%	17,623	
INTER-GOVERNMENTAL	3,659,697	1,863,643	-	(1,796,054)	51%	1,675,703	
CHARGES FOR SERVICES	2,407,757	1,300,821	-	(1,106,936)	54%	1,099,869	
FINES & FORFEITS	8,400	2,464	-	(5,936)	29%	5,276	
INVESTMENT EARNINGS	9,020	3,150	-	(5,870)	35%	(5,868)	
INTERFUND TRANSFERS	22,514,211	15,629,213	-	(6,884,998)	69%	19,000,000	
MISCELLANEOUS	51,850	20,154	-	(31,696)	39%	31,699	
Total Revenues	\$ 54,770,079	32,929,058	-	(21,841,021)	60%	\$ 31,524,664	
Expenditures:							
By Category							
PERSONAL SERVICES	\$ 43,562,025	\$ 20,487,942	\$ -	\$ 23,074,083	47%	\$ 19,587,830	
OPERATIONS & MAINT	8,661,950	4,263,774	341,810	4,056,366	53%	3,789,036	
CAPITAL	1,540,352	339,426	895,567	305,359	80%	126,726	
DEBT SERVICE	214,075	102,259	-	111,816	48%	106,944	
INTERFUND TRANSFERS	2,152,297	924,637	-	1,227,661	43%	2,400,365	
Total Expenditures	\$ 56,130,698	\$ 26,118,037	\$ 1,237,377	\$ 28,775,285	49%	\$ 26,010,901	
By Department/Division							
POLICE	\$ 29,938,334	\$ 14,947,914	\$ 681,700	\$ 14,308,720	52%	\$ 13,393,938	
FIRE	25,392,364	11,125,123	318,331	13,948,910	45%	12,616,962	
MENTAL HEALTH-SUBSTANCE USE	800,000	45,000	237,346	517,654	35%	-	
Total Expenditures	\$ 56,130,698	\$ 26,118,037	\$ 1,237,377	\$ 28,775,285	49%	\$ 26,010,901	

City of Billings

AIRPORT OPERATING FUND

For fiscal year 2023, Periods 1 - 6

	Total 2023		2023			YTD 2022	
	Amended	YTD 2023	Encumbrance	Variance	%	Actual	
	Budget	Actual					
Revenues:							
INTER-GOVERNMENTAL	\$ 18,816,800	\$ 7,390,955	\$ -	\$ (11,425,845)	0%	\$ 9,335,109	
CHARGES FOR SERVICES	12,359,247	5,927,463	-	(6,431,784)	48%	5,525,017	
INVESTMENT EARNINGS	41,196	292	-	(40,904)	1%	(11,965)	
DEBT PROCEEDS	2,000,000	-	-	(2,000,000)	0%	-	
MISCELLANEOUS	49,390	35,306	-	(14,084)	71%	72,841	
Total Revenues	\$ 33,266,633	\$ 13,354,015	\$ -	\$ (19,912,618)	40%	\$ 14,921,002	

Expenditures:

By Category

PERSONAL SERVICES	\$ 5,266,685	\$ 2,457,638	\$ -	\$ 2,809,047	47%	\$ 2,341,718	
OPERATIONS & MAINT	3,557,941	1,630,612	137,419	1,789,910	50%	1,198,063	
CAPITAL	24,448,861	4,897,921	5,771,065	13,779,875	44%	12,352,927	
DEBT SERVICE	403,600	55,602	-	347,998	14%	54,348	
INTERFUND TRANSFERS	-	-	-	-	-	-	
Total Expenditures	\$ 33,677,087	\$ 9,041,773	\$ 5,908,484	\$ 18,726,830	44%	\$ 15,947,056	

City of Billings

PUBLIC WORKS-SOLID WASTE FUND

For fiscal year 2023, Periods 1 - 6

	Total 2023		2023			YTD 2022	
	Amended	YTD 2023	Encumbrance	Variance	%	Actual	
	Budget	Actual					
Revenues:							
CHARGES FOR SERVICES	\$ 18,905,000	\$ 8,915,602	\$	- \$ (9,989,398)	0	\$ 8,600,957	
INVESTMENT EARNINGS	96,781	21,213		- (75,568)	22%	8,954	
MISCELLANEOUS	-	3,298		- 3,298	-	3,439	
Total Revenues	\$ 19,001,781	\$ 8,940,113	\$	- \$ (10,061,668)	47%	\$ 8,613,351	
 Expenditures:							
By Category							
PERSONAL SERVICES	\$ 6,319,482	\$ 3,078,341	\$	- \$ 3,241,141	49%	\$ 2,931,690	
OPERATIONS & MAINT	8,104,171	4,298,841	3,626,476	178,853	98%	2,978,143	
CAPITAL	16,296,973	926,956	3,913,075	11,456,942	30%	1,538,264	
DEBT SERVICE	1,565,000	-	-	1,565,000	-	-	
INTERFUND TRANSFERS	-	-	-	-	-	-	
Total Expenditures	\$ 32,285,626	\$ 8,304,138	\$ 7,539,552	\$ 16,441,936	49%	\$ 7,448,097	

City of Billings

PUBLIC WORKS-WASTEWATER FUND

For fiscal year 2023, Periods 1 - 6

	Total 2023		2023			YTD 2022	
	Amended	YTD 2023	Actual	Encumbrance	Variance	%	Actual
	Budget						
Revenues:							
INTER-GOVERNMENTAL	\$ -	\$ 1,800,000	\$ -	\$ 1,800,000	-	\$ -	\$ -
CHARGES FOR SERVICES	22,833,950	10,105,917	-	(12,728,033)	44%	9,721,166	
INVESTMENT EARNINGS	96,000	16,315	-	(79,685)	17%	1,210	
MISCELLANEOUS	-	4,028	-	4,028	-	3,812	
Total Revenues	\$ 22,929,950	\$ 11,926,260	\$ -	\$ (11,003,690)	52%	\$ 9,726,188	
 Expenditures:							
By Category							
PERSONAL SERVICES	\$ 4,375,936	\$ 1,989,482	\$ -	\$ 2,386,454	45%	\$ 1,899,524	
OPERATIONS & MAINT	6,838,497	3,366,726	539,126	2,932,644	57%	3,264,595	
CAPITAL	22,294,553	5,766,396	2,792,310	13,735,846	38%	3,747,451	
DEBT SERVICE	5,375,000	-	-	5,375,000	0%	-	
INTERFUND TRANSFERS	-	-	-	-	-	-	
Total Expenditures	\$ 38,883,985	\$ 11,122,605	\$ 3,331,437	\$ 24,429,944	37%	\$ 8,911,570	

City of Billings

PUBLIC WORKS-WATER FUND

07/01/2022 - 06/30/2022

	Total 2023		2023			YTD 2022	
	Amended	YTD 2023	Actual	Encumbrance	Variance	%	Actual
	Budget						
Revenues:							
INTER-GOVERNMENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 776
CHARGES FOR SERVICES		29,907,700	16,663,829		- (13,243,871)	56%	15,581,329
INVESTMENT EARNINGS		307,000	410,885		103,885	100%	299,602
DEBT PROCEEDS		72,000,000	-		- (72,000,000)	-	-
MISCELLANEOUS		7,200	98,779		91,579	100%	299,912
Total Revenues	\$ 102,221,900	\$ 17,173,492	\$ -	\$ (85,048,408)	17%	\$ 16,181,618	

Expenditures:

By Category

PERSONAL SERVICES	\$ 5,148,819	\$ 2,351,467	\$ -	\$ 2,797,352	46%	\$ 2,206,306
OPERATIONS & MAINT		9,172,252	4,757,316	606,053	3,808,884	58%
CAPITAL		103,997,732	5,790,547	4,907,301	93,299,884	10%
DEBT SERVICE		5,770,000	-	-	5,770,000	0%
INTERFUND TRANSFERS		-	-	-	-	-
Total Expenditures	\$ 124,088,803	\$ 12,899,330	\$ 5,513,354	\$ 105,676,120	15%	\$ 9,549,159

CITY OF BILLINGS, MONTANA
City Health Insurance Fund
Statement of Cash Flows
January 1 Thru December 31, 2022

	<u>2022</u>	<u>2021</u>	<u>2020</u>
Beginning available cash balance, as of January 1, 2022	\$ 9,339,705	\$ 10,664,977	\$ 9,812,589
Revenue			
Employer contributions	\$ 9,304,521		
Employee contributions	2,010,317		
Interest	(130,256)		
Claim overpayment	71,728		
Stop loss-insurance revenue	58,870		
RX rebates	900,653		
Wellness committee	68		
Revenue from health insurance activities	<u>12,215,901</u>	<u>12,191,312</u>	<u>12,924,220</u>
Expenses			
Self-funded medical	6,890,242		
Self-funded RX	2,771,568		
Occu. Health - Nurse Visit	57,198		
Preventive Confirmation Program Incentive	69,975		
Healthy IS Program & Incentive	154,650		
Fiduciary Liability Insurance	-		
Employee Assistance Program	27,900		
Third Party Admin - ACA Admin	21,204		
Stop loss-insurance premium	725,638		
Claims administration	347,434		
Third Party Admin. - PPO Fees	14,530		
Consulting Fee	84,129		
Wellness committee	-		
All other	<u>212,344</u>		
Expenses from health insurance activities	<u>11,376,812</u>	<u>13,539,689</u>	<u>12,095,202</u>
Net cash provided (used) from health insurance activities:	839,089	(1,348,377)	829,018
Cash flow from other activities:			
Revenue			
Flex	\$ 361,842		
Dental	866,282		
Life Insurance	<u>11,379</u>		
Revenue from other activities	<u>1,239,503</u>	<u>1,147,225</u>	<u>1,140,170</u>
Expenses			
Flex claims-medical	278,483		
Flex claims-child care	83,359		
Flex admin	12,020		
HSA admin	14,875		
Dental claims	736,391		
(VSP)-Vision Admin Fee	6,389		
Life insurance premiums	<u>12,006</u>		
Expenses from other activities	<u>1,143,523</u>	<u>1,124,120</u>	<u>1,116,800</u>
Net cash provided (used) from other activities:	95,980	23,105	23,370
Ending available cash balance, as of December 31, 2022	<u>\$ 10,274,774</u>	<u>\$ 9,339,705</u>	<u>\$ 10,664,977</u>

Report is on a calendar year basis and not a fiscal year basis.

DEC '21-\$850,500 one time rebate was paid to employees, retirees and City Department's health benefit.