

# CITY OF BILLINGS MONTANA

*Fiscal Year 2018*

## OPERATING BUDGET

*Five Year Capital Improvement Plan*



Proposed Interpretive Site



*"May the wind whisper tender requiems  
over this consecrated grave..."*

## ABOUT THE COVER

Situated at the east end of Swords Rimrock Park, atop the rimrocks overlooking Billings, is the site of "Yellowstone" Luther Sage Kelly. Yellowstone Kelly was born July 27, 1849. As a young man he served in the military during the Civil War; as a military scout in the Northwest region of the country, including Montana and the Dakotas; and explored and mapped the Yellowstone region. Just prior to his death on December 17, 1928, because of his experiences in and his love for this area, he made a request to be buried in Montana.

Over the years, Yellowstone Kelly's gravesite fell into disrepair and was subject to vandalism. Approximately three years ago, Billings Parks and Recreation partnered with the Billings Chamber of Commerce to make much needed improvements to the gravesite; and further to develop the Yellowstone Kelly Interpretive Site. The Chamber of Commerce has raised over \$500,000 toward this project. At this time of this writing, the site is currently under construction with an expected completion of late summer 2017. When completed, visitors will be able to view the gravesite and learn more about Yellowstone Kelly's life and many adventures in the Montana region.

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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, 2016**

A handwritten signature in black ink, appearing to read "Jeffrey P. Evans".

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 nine major urban markets, one of which is 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 27, 2017

Honorable Mayor and Council Members:

It is a privilege to present the City of Billings Fiscal Year 2018 (FY18) Operating and Capital budget. Adoption of 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 the budget was adopted June 12<sup>th</sup>. The amount of time devoted to the task has resulted in a budget that will meet the needs of residents for FY18 and years to come.

### Accomplishments in Fiscal Year 2017 (FY17)

The City's Charter caps its General Fund levy at 74 mills and other, voter-approved levies at 35 mills, in contrast to most other Montana jurisdictions, where City Councils or Commissions are allowed to set their rates annually within State laws. The Billings mill levy caps were made even more restrictive for the past several years by a state-imposed 6-year reappraisal cycle that caused property values to severely lag behind the actual levels. However, the Montana Legislature unexpectedly reduced the 6-year reappraisal cycle to 2 years near the end of its 2015 session, making property appraisals for FY18 more accurate than they had been for a number of years. As a result, the City of Billings and other taxing jurisdictions received property taxes that more accurately reflected the change in value of real property within their boundaries.

In response to the value changes, the City Council sought to reduce the impact of value increases on property owners by lowering the General Fund levy by 3.39 mills and the Public Safety levy by .92 mills. This did not include the mills levied for debt service on Dehler Field, parks, streets and the Library General Obligation bonds.

Because of the Charter cap, in the past the City has had to build reserves to cover future operations of its Public Safety Fund, which received 67.5% of General Fund revenues in FY17.

FY17 also brought major infrastructure investments and increases in service in City departments based on fees for service and grants. The City began 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 use of reserves. The City also began engineering and design on a new 911 Center facility, funded entirely by State-collected fees charged on telephones.

### Looking Ahead to FY18

Capital projects and long-range planning will continue to be an important part of the City's work agenda in FY18.

One of the major projects will be the construction of the new \$6 million 911 Center facility, which has both power and computer redundancies that will better assure uninterrupted service to callers.

Public Work's Solid Waste Division will begin design and construction of 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 diminishing blowing trash. Public Works also will begin acquisition of right-of-way for the construction of a major City road, the Inner-belt Loop. This project had been a longtime unfunded project but, with recent changes in the State's gas tax, the City anticipates it will be able to begin financing the construction of this road.

Parks, Recreation and Public Lands will build a new Rose Park pool house to replace one destroyed by a fire in March of 2016, and will complete construction of a South Park splash pad.

The Fire Department and Airport will replace their aged Self-Contained Breathing Apparatus (SCBA). This will provide a vast improvement over the current technology.

The Information Technology Department will be hiring an IT Security Specialist to enhance the City of Billings' network safety.

### The Financial Forecast

Hard work by the City Council and staff has brought Billings into FY18 in good financial condition. In addition to a 29% budgeted reserve recommended by City Council policy, the General Fund has unbudgeted reserves of \$16.6 million. The reserves will allow Public Safety services to operate without another funding election in the near future. As of the time of the FY18 budget adoption 67.4% of the FY18 General Fund was planned to be transferred to other funds, including the Public Safety Fund to help pay Police, Fire and 9-1-1 Communications Center operating costs.

The City has made efforts for many years to maximize efficiency and fiscal accountability. Departments and Divisions such as the Airport, Water, Wastewater, Solid Waste and Parking have been moved into enterprise funds that rely on fees for service and outside grants, rather than property taxes, to pay for their operations. Internal service funds such as Fleet Services, Engineering and Information Technology charge City departments for their services, rather than use property taxes, to operate. The City regularly reviews fees to ensure it meets costs for operations and future projects, including State and Federal mandates.

Steps also have been taken over the past decade to reduce other expenses, where feasible. The City has continued a process of limiting staff additions, with only the equivalent of 5.0 new full

time positions approved for FY18. Further, the Council and staff have been cautious not to accept grants or adopt programs that will require adding staff in future years.

### The Budget Process

The FY18 budget preparation process was similar in many ways to those in previous years. For at least the 15<sup>th</sup> straight year, all departments were required to submit zero-dollar-increase budget requests with no automatic personnel, operations and maintenance (O&M) costs, or capital spending. New positions or other increases had to be submitted as supplemental budget requests, except for capital items contained in the Capital Improvement Plan (CIP), Equipment Replacement Plan (ERP), and Technology Replacement Plan (TRP). A committee for each of those plans meets annually to create recommended project budgets for the next year. 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 2017.

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.

Overall, the FY18 budget increased to \$338,116,674 from \$329,961,137 in FY17. The major reason for the increase in the total budget is capital improvements for a growing community and refinancing of debt to reduce interest costs. The General Fund budget increased in FY18 to \$40,888,588 from \$37,116,247 in FY17.

The City Council increased the total levy to 104.69 mills for FY 18, still below the 109-mill amount authorized by the Charter and previous elections. The increase was only to fund the Public Transit and Library operations.

### Public Safety and General Funds

For FY18, the General and Public Safety Fund departments submitted supplemental funding requests totaling \$3,194,889. Of that amount, \$2,265,404 was approved, with \$1,456,332 being one-time requests. The Public Safety levies continue to be supplemented by transferring a majority of the General Fund budget to the Public Safety Fund. In FY18, the transfer to Public Safety is budgeted at \$26,022,737, or 64%, of General Fund expenditures.

### 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 Non-Routine Capital section is used for projects that do not occur on an annual basis.
- The final sections contain City statistics and a glossary of terms.

### Future Budgets

While the City of Billings has sustained itself through the recent economic crisis, the City Council and staff will be carefully watching its financial progress over the next three to five years. Anticipated reductions in funding from State and Federal governments will likely affect City departments.

### Thanks

Thanks are due to all the members of the City staff who helped produce the FY18 capital and operating budget. Assistant City Administrator Bruce McCandless, Interim 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.

On a personal note, this will be the last budget that I will present to the City Council, as I retire on September 30, 2017, after 13 years with the City. Billings has had its highs and lows in that time, especially in the early years, and there will continue to be challenges ahead. However, the City is blessed with hard-working and conscientious employees and with 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. A bond rating that improved from B to AA2, the previously mentioned reserves, and the capital projects now moving ahead all are signs that the City of Billings is on a smoother, disciplined course for the coming years.

It has been a great privilege to participate in this vital activity, and to have the opportunity to serve you and the people of the City of Billings. Thank you.

Sincerely,



Christina F. Volek  
City Administrator

# OVERVIEW

## FISCAL YEAR 2018 BUDGET CALENDAR TO DEPARTMENTS

<u>DATE AND TASKS</u>	<u>WHO</u>
<b>JANUARY 10</b> Budget Calendar	Finance
<b>JANUARY 21</b> Preliminary Budget discussion with Council	All
<b>JANUARY 23</b> 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
<b>JANUARY 24</b> Budget discussion with Directors and Administration	All
<b>FEBRUARY 6</b> (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
<b>FEBRUARY 6</b> Return Audited Personnel Printouts to HRD	All Depts.
<b>FEBRUARY 13</b> Human Resources submits Payroll to Finance Fleet Services Charge for Services	HRD Fleet Services
<b>FEBRUARY 20</b> Departments Receive Personnel Costs from Finance	Finance
<b>FEBRUARY 22</b> Revenue Projections Due from General Fund Departments	GF Depts.
<b>MARCH 6-10</b> Compile Base Budget	Finance
<b>MARCH 10</b> Revenue, O&M and Capital Requests due Supplemental Budget Requests for Services above current Budget closed	All Depts.
<b>MARCH 13</b> Department Goals due to Finance	All
<b>MARCH 17</b> Review Supplemental Requests	Administration
<b>MARCH 17</b> Submit Department Goals to City Administrator	Finance

<b>MARCH 20-MARCH 31</b>	Department Meetings with City Administrator	Dept. Directors
<b>APRIL 10</b>	Review preliminary budget decisions	City Admin Dept. Directors Finance
<b>APRIL 10</b>	Balance City Budget	City Admin and Finance
<b>APRIL 10</b>	Department Budget Narratives Due to Jamie via E-mail	All Depts.
<b>APRIL 17</b>	Produce May 2 <sup>nd</sup> Budget Overview Presentation GF & PSF Projections	Finance
<b>APRIL 21</b>	Produce Preliminary Budget Document	Finance
<b>MAY 1</b>	City Administrator Preliminary Budget Overview Fee/Assessment Information to Steve	Administration All
<b>MAY 1–JUNE 5</b>	Presentations to City Council	All Depts.
<b>MAY 16</b>	Budget and Fee/Assessment public hearing notice to City Clerk (Publish May 19 and May 26)	Finance
<b>MAY 18</b>	Preliminary Budget and Fee/Assessment Resolutions to City Clerk	Finance
<b>JUNE 12</b>	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
<b>JUNE 16</b>	Non-Routine Capital Explanations Due	All Depts.
<b>JULY 10</b>	Department Goals and Budget Finalized to fit Council's Input	All Depts.
<b>JULY 17</b>	Budget Message	Administration
<b>JULY 28</b>	Final Budget Document	Finance
<b>SEPTEMBER 11</b>	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 2018 budget preparation process was similar to those in previous years. For at least the fifteenth 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.

Five preliminary budget meetings were conducted for the Mayor/City Council on the FY 18 budget. The meetings were advertised and open to the general public. The June 12<sup>th</sup> regular council meeting included a final budget presentation and public hearing on the FY 18 budget.

The budget was adopted by a majority vote at the June 12<sup>th</sup> meeting. The final budget document is completed by the end of August.

## BUDGET OVERVIEW

### Some significant facts:

Total FY 18 budget	\$338,116,674
Increase from FY 17	\$8,155,537
% Increase	2.47%

	Number of Mills Levied	
	FY 17	FY 18
General Fund	70.61	70.61
Public Safety 1999	19.08	19.08
Public Safety 2004	45.92	43.32
Transit	9.54	10.00
Library	4.77	5.00
G.O. Library Debt Service	5.01	4.80
G.O. Ballpark Debt Service	3.94	3.77
G.O. Parks Debt Service	0.72	0.61
G.O. Streets Debt Service	1.68	1.81
Total	161.27	159.00

### 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

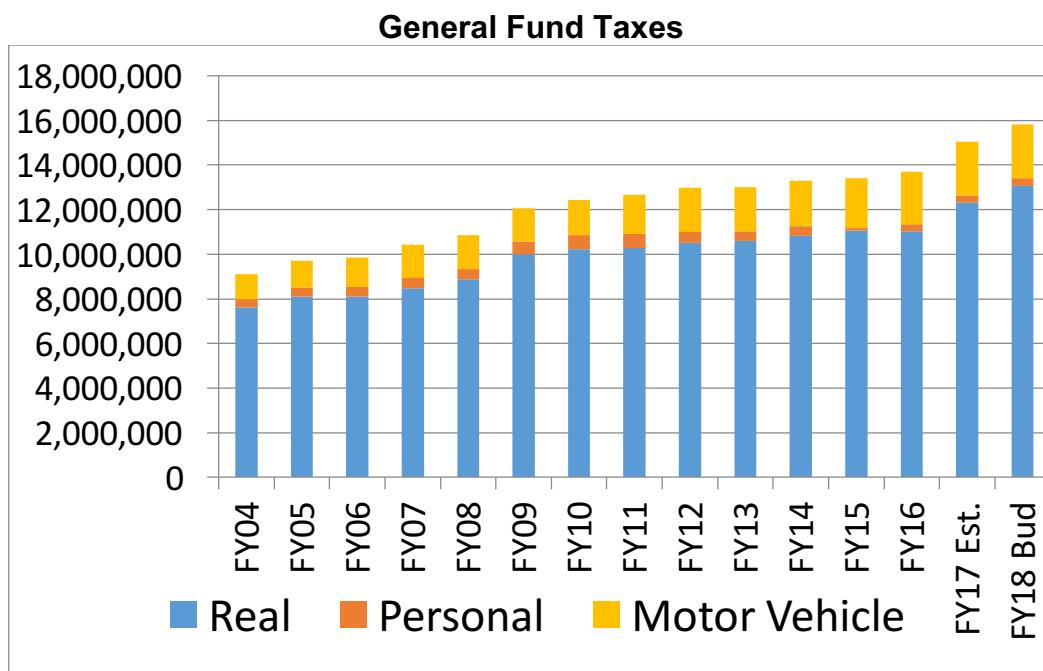
Total revenues are projected to decrease \$22.5 million from FY 17 budgeted amounts. The major decrease is caused by a reduction in Debt Proceeds. The major increases by function are in taxes, intergovernmental, and charges for services.

The City Charter authorizes a maximum property tax levy of 109 mills. The FY 18 budget adopted by Council approved levies totaling 104.69 mills, compared to 104 mills in the FY 17 budget.

Street Maintenance, Arterial Construction, Storm Sewer, and Solid Waste fees will increase in FY 18. In addition, some street light maintenance and park maintenance districts will experience increases. 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 reduced the reappraisal cycle from 6 years to 2 years. This had the effect of increasing the market value within the City. The following graph shows General Fund actual tax receipts for fiscal years 2004 through 2016 and estimated tax receipts for 2017. 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 18 compared to FY 17:

<b>TYPE OF ASSESSMENT</b>	<b>BUDGET</b>		<b>CHANGE</b>
	<b>FY 17</b>	<b>FY 18</b>	
Street maintenance districts	\$ 7,476,000	\$ 7,833,000	\$ 357,000
Special improvement debt	1,850,000	1,332,000	(518,000)
Storm sewer	3,875,000	4,075,000	200,000
Street light districts	2,634,000	2,300,000	(334,000)
Sidewalk, curb and gutter debt	370,000	338,000	(32,000)
Park maintenance districts	1,075,754	1,002,975	(72,779)
Park District 1	2,040,000	2,040,000	-
Encroachments	2,875	2,875	-
Arterial streets	<u>3,785,000</u>	<u>3,970,000</u>	<u>185,000</u>
	<u>\$ 23,108,629</u>	<u>\$ 22,893,850</u>	<u>\$ (214,779)</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 \$160,939 from FY 17 to FY 18. These revenues are based on policy body approved increases applied to historical collection rates.

## Intergovernmental revenue

Intergovernmental revenue is budgeted to increase \$1,047,474. The revenues in this category are set by agreements with other agencies and include grants. The largest increase is in Airport 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 a State entitlement payment to cities. The City of Billings' entitlement for FY 18 is expected to increase by .05%. 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 2011 Legislature restructured the program, freezing the FY 13 payment at the FY 11 level. They changed the formula in future years and capped the annual increase. This eliminated the 2001

Legislature's promise of never changing the formula and guaranteeing an annual increase of 3%.

The City is budgeting \$10.3 million in federal grants for FY 18.

### **Fines and Forfeitures**

Fines and Forfeitures are budgeted to decrease \$203,300 from FY 17 to FY 18. This decrease is budgeted in Municipal Court drug fines.

### **Charges for service**

Charges for services are expected to increase \$5.8 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 18 compared to FY 17. 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 \$843,305 more in FY 18 than the amount budgeted in FY 17. The City's average interest rate was 0.89% in FY 17.

### **Donations**

The increase in donations of \$0.9 million is in the Gas Tax Fund made by developers for new roads, curb and gutters.

### **Interfund transfers**

Interfund transfers are scheduled to increase by \$13 million in FY 18.

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

The largest individual interfund transfer of \$26 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 increase \$8.2 million, or 2.47%, from the FY 17 budget.

### **Personal services**

Personal services are budgeted to increase \$4.1 million.

The FY 18 budget includes negotiated salary increases for the Police, Fire, and Teamster unions, and a proposed increase for Non-Bargaining employees.

The self-insured health plan costs have decreased steadily over the past several years. The City's contribution to the plan for calendar year 2017 is \$830 per employee per month. The estimated calendar year 2017 City contribution per employee per month is reflected in the estimated personnel costs for the second half of FY 2017.

Staffing changes incorporated in this budget include the following:

Court	1
Information Technology	1
Streets	1
Police	1
PRPL	1

The result of these changes is a net addition of 5 full time positions.

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

The O & M budget is increasing \$4.9 million.

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

### **Capital**

Capital is budgeted to decrease \$20.7 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 18 plans were approved by the City Council in March 2017.

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 increased \$6.8 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 \$44,105,200 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 \$43.7 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 16 CAFR details this debt limit:

**Legal Debt Margin Calculation for Fiscal Year 2016**

Assessed market value:

Real property	\$ 11,061,197,361
Personal property	191,962,750
Utilities	311,330,231
<b>Total assessed value</b>	<b>\$ 11,564,490,342</b>
Debt amount limited to 2.5% of total assessed value	\$ 289,112,259
Less:	
General obligation bonded debt outstanding	32,093,610
<b>Total net debt applicable to limit</b>	<b>32,093,610</b>
Plus:	
Amount set aside for repayment of GO debt	2,849,107
Total net debt applicable to limit	29,244,503
<b>Legal debt margin</b>	<b>\$ 259,867,756</b>

The annual GO debt service payments as of June 30, 2017, were principal of \$1,830,000 and interest of \$1,050,531. 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%.

Nonmajor Special Revenue Funds have a decrease in fund balance of 25%, or \$14 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, EOC 911, Park District 1, Arterial Streets,

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 61 and 30% respectively. This is due to planned construction projects at both plants, as well as line maintenance and extensions.

## **FINANCIAL POLICIES**

### Formal Policies

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

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

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

The City's purchasing policy, adopted by the policy body, gives the City Administrator broad guidelines to establish a purchasing procedure. The purchasing procedure was updated and adopted by Administrative Order in early 2006.

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

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

Reports are submitted to the policy body on a quarterly basis that compare budget to actual revenues and expenditures. Reports similar to those in the budget book are provided for six specific funds. A separate report shows each fund's revenues

and expenditures in total for the month and the year to date. Detailed, monthly budget-to-actual reports are available electronically for departments/divisions to review their budgets on a timely basis.

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

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

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

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

### Practices

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

Five year financial projections are completed and updated at least yearly for the General Fund, Public Safety Fund, Water and Wastewater Funds, Library Fund, and Airport Fund, as well as many other funds. These plans coincide with Council's strategic plan and assisted with the FY 18 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**

Billings saw a new middle school open in the Billings Heights for the 2016-2017 school year. Further, in the next two years, the City expects to add three new schools, including another middle school located on the west end of the city, which is expected to be completed in August of 2017. Billings Catholic schools are on the cusp of a massive \$18 million building project that will place students from kindergarten to eighth grade under one roof. The school anticipates opening for the 2017-2018 school year.

A six-unit, 36-plex apartment building; a four-story, 87-room Comfort Suites; and a three-story senior living facility will be completed in the near future.

### **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, EOC 911 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 18 budget differ very little from the FY 17 budget, but it appears that the economic effects of the downturn continue to improve. 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 18 budget include a 0% increase in controllable operations and maintenance. Personnel costs include a cost of living increase of 3.0% for all bargaining units and non-bargaining employees.

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 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 2015 to convince the State Legislature to adopt a local impact 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 2015.

The City conducted a citizen survey in July 2012, and the results were used as a springboard for discussions with residents about service priorities. City Staff, with City Council input, worked on a long-range communication plan for the entire City to follow. One of the top citizen priorities expressed in the survey was improving public safety within the city. The City Council passed a budget in FY 16 and FY 17 authorizing the hiring of additional police officers, firefighters, and support staff.

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

**SUMMARY  
ALL FUNDS  
OPERATING BUDGET  
FY 18**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	INTERNAL SERVICE	PERMANENT	
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 28,672,238</b>	<b>\$ 53,463,044</b>	<b>\$ 16,376,436</b>	<b>\$ 5,887,812</b>		<b>\$ 70,795,885</b>	<b>\$ 9,111,246</b>	<b>\$ 687,949</b>
<b>WORKING CAPITAL - BEGINNING</b>								
<b>REVENUES:</b>								
TAXES	\$ 15,832,390	\$ 20,583,094	\$ 2,027,135	\$ -	\$ -	\$ 2,192,285	\$ -	\$ -
SPECIAL ASSESSMENTS	-	21,223,850	1,670,000	-	-	-	24,000	-
LICENSES & PERMITS	4,657,745	1,413,950	-	-	-	-	79,500	-
INTER-GOVERNMENTAL CHARGES FOR SERVICE	11,062,540	11,726,419	-	-	-	8,451,499	-	-
3,926,741	9,584,191	-	-	-	-	72,758,028	24,365,414	12,300
1,657,113	138,250	-	-	-	-	72,500	-	-
148,000	271,788	579,690	27,440	-	640,740	79,650	3,840	-
-	607,800	505,000	2,000	-	700,000	-	-	-
2,504,840	28,822,951	7,525,200	3,017,900	-	323,329	532,057	-	-
-	3,500,000	-	2,252,000	-	4,000,000	-	-	-
-	566,283	-	-	-	1,101	17,602,641	689,593	-
<b>TOTAL REVENUES</b>	<b>\$ 39,789,369</b>	<b>\$ 98,438,576</b>	<b>\$ 12,307,025</b>	<b>\$ 5,300,441</b>	<b>\$ 106,741,022</b>	<b>\$ 25,770,214</b>	<b>\$ 16,140</b>	<b>\$ 687,949</b>
<b>EXPENDITURES:</b>								
PERSONAL SERVICES	\$ 8,647,830	\$ 45,457,499	\$ -	\$ -	\$ 83,649	\$ 23,620,436	\$ 18,327,024	\$ -
OPERATION & MAINTENANCE	3,869,468	30,361,457	39,260	-	4,661,420	26,384,888	6,744,871	-
CAPITAL	712,500	28,719,974	-	-	-	71,656,670	284,900	-
DEBT SERVICE	-	2,045,975	12,527,484	-	-	10,713,036	532,056	-
INTERFUND TRANSFERS	27,658,790	5,957,677	9,010,200	-	-	-	95,770	3,840
<b>TOTAL EXPENDITURES</b>	<b>\$ 40,888,538</b>	<b>\$ 112,542,582</b>	<b>\$ 21,576,944</b>	<b>\$ 4,745,069</b>	<b>\$ 132,375,030</b>	<b>\$ 25,984,621</b>	<b>\$ 3,840</b>	<b>\$ 687,949</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 27,573,019</b>	<b>\$ 39,359,038</b>	<b>\$ 7,106,517</b>	<b>\$ 6,443,184</b>				
<b>WORKING CAPITAL NOT BUDGETED</b>								
<b>WORKING CAPITAL - ENDING</b>								
LESS DUE FROM ARTERIAL STREET FEES FUND							-	-
LESS OPERATING RESERVE							12,604,000	2,466,953
LESS BOND/LOAN RESERVE REQUIREMENTS							6,901,044	-
<b>AVAILABLE WORKING CAPITAL</b>							<b>\$ 25,656,833</b>	<b>\$ 6,479,886</b>

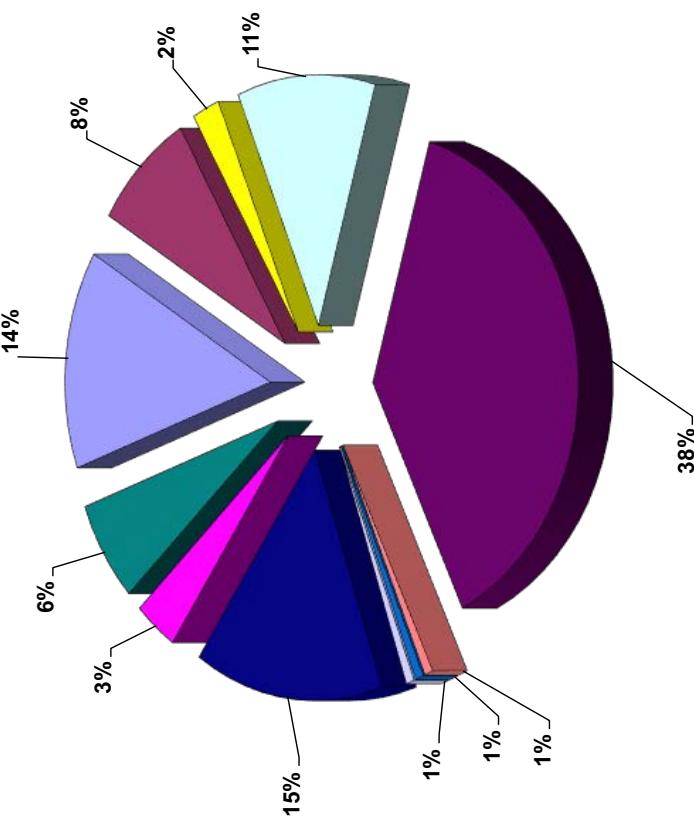
**SUMMARY  
ALL FUNDS  
OPERATING BUDGET  
FY 18**

	BUDGET FY 18	BUDGET FY 17	INCREASE (DECREASE)	ACTUAL FY 16
FUND BALANCE - BEGINNING	\$ 105,087,479	\$ 83,896,019	\$ 21,191,460	\$ 108,610,106
WORKING CAPITAL - BEGINNING	\$ 79,907,131	\$ 75,083,037	\$ 4,824,094	\$ 89,736,554
REVENUES:				
TAXES	\$ 40,634,904	\$ 39,396,142	\$ 1,238,762	\$ 39,267,124
SPECIAL ASSESSMENTS	22,917,850	23,132,130	(214,280)	22,539,048
LICENSES & PERMITS	6,151,195	6,312,134	(160,939)	6,879,113
INTER-GOVERNMENTAL	31,240,458	30,192,984	1,047,474	30,079,505
CHARGES FOR SERVICE	110,646,674	104,852,819	5,793,855	107,975,237
FINES & FORFEITS	1,867,863	2,071,163	(203,300)	1,988,451
INVESTMENT EARNINGS	1,751,148	907,843	843,305	1,355,777
DONATIONS / CONTRIBUTIONS	1,814,800	2,680,953	(866,153)	2,122,929
INTERFUND TRANSFERS	42,726,277	29,759,510	12,966,767	27,332,743
DEBT PROCEEDS	9,752,000	70,405,000	(60,653,000)	5,380,233
MISCELLANEOUS	18,859,618	1,161,277	17,698,341	2,000,731
TOTAL REVENUES	\$ 288,362,787	\$ 310,871,955	\$ (22,509,168)	\$ 246,920,891
EXPENDITURES:				
PERSONAL SERVICES	\$ 96,052,789	\$ 91,913,923	\$ 4,138,866	\$ 86,212,242
OPERATION & MAINTENANCE	67,483,593	62,550,726	4,932,867	61,030,569
CAPITAL	106,035,464	126,766,086	(20,730,622)	52,153,277
DEBT SERVICE	25,818,551	18,970,892	6,847,659	9,151,130
INTERFUND TRANSFERS	42,726,277	29,759,510	12,966,767	27,332,745
TOTAL EXPENDITURES	\$ 338,116,674	\$ 329,961,137	\$ 8,155,537	\$ 235,879,963
FUND BALANCE - ENDING	\$ 81,182,007	\$ 72,184,499	\$ 8,997,508	\$ 109,144,292
WORKING CAPITAL NOT BUDGETED	50,000	50,000	-	(1,639,352)
WORKING CAPITAL - ENDING	\$ 54,108,716	\$ 61,958,024	\$ (7,849,308)	\$ 98,603,944
LESS DUE FROM ARTERIAL STREET FEES FUND				
LESS OPERATING RESERVE	15,070,953	14,009,834	1,061,119	13,506,047
LESS BOND/LOAN RESERVE REQUIREMENTS	6,901,044	10,245,044	(3,344,000)	5,494,906
AVAILABLE WORKING CAPITAL	\$ 32,136,719	\$ 37,703,146	\$ (5,566,427)	\$ 79,602,990

# All Funds

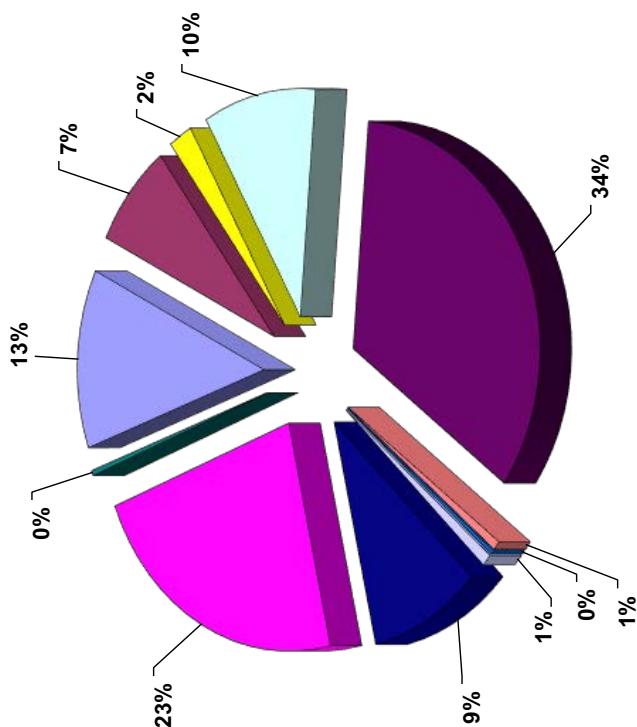
## Summary of Revenues

	FY 18	FY 17
TAXES	\$ 40,634,904	\$ 39,396,142
SPECIAL ASSESSMENTS	22,917,850	23,132,130
LICENSES & PERMITS	6,151,195	6,312,134
INTER-GOVERNMENTAL	31,240,458	30,192,984
CHARGES FOR SERVICE	110,646,674	104,852,819
FINES & FORFEITS	1,867,863	2,071,163
INVESTMENT EARNINGS	1,751,148	907,843
DONATIONS / CONTRIBUTIONS	1,814,800	2,680,953
INTERFUND TRANSFERS	42,726,277	29,759,510
DEBT PROCEEDS	9,752,000	70,405,000
MISCELLANEOUS	18,859,618	1,161,277
<b>TOTAL</b>	<b>\$ 288,362,787</b>	<b>\$ 310,871,955</b>



Fiscal Year 2018

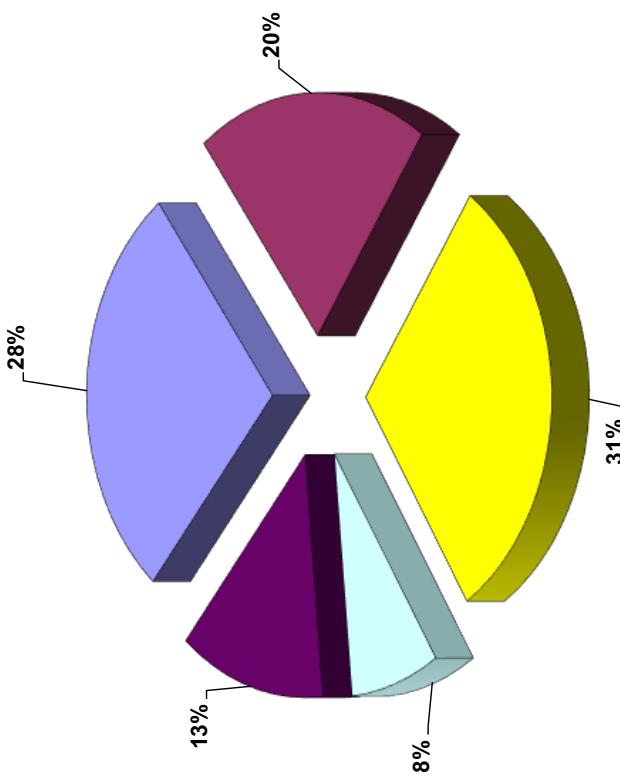
Fiscal Year 2017



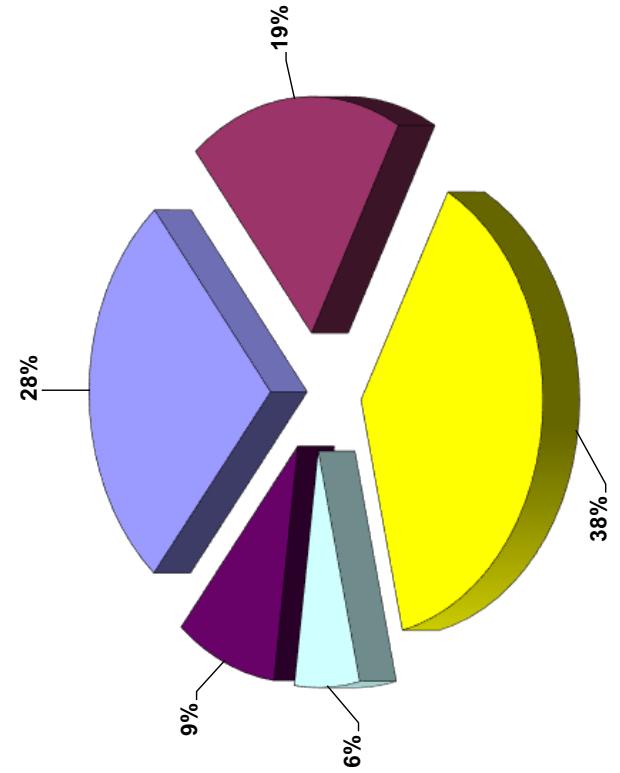
# All Funds

## Summary of Expenditures

<b>FY 18</b>		<b>FY 17</b>	
\$ 96,052,789	PERSONAL SERVICES	\$ 91,913,923	
67,483,593	OPERATION & MAINTENANCE	62,550,726	
106,035,464	CAPITAL	126,766,086	
25,818,551	DEBT SERVICE	18,970,892	
<u>42,726,277</u>	<u>INTERFUND TRANSFERS</u>	<u>29,759,510</u>	
<b>\$ 338,116,674</b>	<b>TOTAL</b>	<b>\$ 329,961,137</b>	



Fiscal Year 2018



Fiscal Year 2017

### MILL LEVY RECAP

	BUDGET FY 14	BUDGET FY 15	BUDGET FY 16	BUDGET FY 17	BUDGET FY 18
General Fund	74.00	74.00	67.64	70.61	70.61
Library Operating	<u>5.00</u>	<u>5.00</u>	<u>4.57</u>	<u>4.77</u>	<u>5.00</u>
<b>GENERAL LEVY</b>	<b><u>79.00</u></b>	<b><u>79.00</u></b>	<b><u>72.21</u></b>	<b><u>75.38</u></b>	<b><u>75.61</u></b>
Transit Levy	10.00	10.00	9.17	9.54	10.00
Public Safety Levy - 1999	20.00	20.00	18.28	19.08	19.08
Public Safety Levy - 2004	54.36	44.59	46.13	45.92	43.32
G.O. Debt Service-Ballpark	5.51	5.21	4.83	3.94	3.77
G. O. Debt Service-Parks	0.83	0.81	0.73	0.72	0.61
G. O. Debt Service-Streets	2.44	2.26	2.01	1.68	1.81
G. O. Debt Service-Library	<u>6.56</u>	<u>6.25</u>	<u>5.48</u>	<u>5.01</u>	<u>4.80</u>
<b>TOTAL LEVY</b>	<b><u>178.70</u></b>	<b><u>168.12</u></b>	<b><u>158.84</u></b>	<b><u>161.27</u></b>	<b><u>159.00</u></b>

	BUDGET FY 14	BUDGET FY 15	BUDGET FY 16	BUDGET FY 17	BUDGET FY 18
General Fund	\$ 11,949,632	\$ 11,616,377	\$ 12,023,134	\$ 12,607,618	\$ 13,366,675
Library Operating	<u>\$ 807,408</u>	<u>\$ 981,117</u>	<u>\$ 812,326</u>	<u>\$ 851,697</u>	<u>\$ 946,514</u>
<b>GENERAL LEVY</b>	<b><u>\$ 12,757,039</u></b>	<b><u>\$ 12,597,494</u></b>	<b><u>\$ 12,835,460</u></b>	<b><u>\$ 13,459,316</u></b>	<b><u>\$ 14,313,189</u></b>
Transit Levy	\$ 1,614,815	\$ 1,569,712	\$ 1,629,984	\$ 1,703,394	\$ 1,893,029
Public Safety Levy - 1999	3,229,630	3,139,561	3,249,304	3,406,789	3,611,898
Public Safety Levy - 2004	8,200,000	8,200,000	8,200,000	8,200,000	8,200,000
G.O. Debt Service-Ballpark	846,163	817,862	858,541	703,498	713,672
G.O. Debt Service-Parks	134,030	127,152	129,759	128,558	115,475
G.O. Debt Service-Streets	356,874	354,775	357,281	299,969	342,638
G.O. Debt Service-Library	<u>1,022,178</u>	<u>981,117</u>	<u>974,080</u>	<u>894,550</u>	<u>908,654</u>
<b>TOTAL LEVY</b>	<b><u>\$ 28,160,730</u></b>	<b><u>\$ 27,787,673</u></b>	<b><u>\$ 28,234,410</u></b>	<b><u>\$ 28,796,074</u></b>	<b><u>\$ 30,098,554</u></b>

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

Taxable Value	\$ 185,589,273			\$ 189,302,856				
	2016-17	Mills	Levy	Percent	2017-18	Mills	Levy	Percent
Jurisdiction								
<b>State of Montana</b>								
-University Levy &								
State Equalization	102.50	\$ 19,022,900	14.9%		102.50	\$ 19,403,543	15.0%	
School Levy	50.61	9,392,673	7.4%		50.61	9,580,618	7.4%	
Big Sky Economic Develop	2.95	547,488	0.4%		2.95	558,443	0.4%	
School District No. 2	255.52	47,421,771	37.3%		255.52	48,370,666	37.3%	
Yellowstone County	113.71	21,103,356	16.6%		113.71	21,525,628	16.6%	
City of Billings	<u>160.40</u>	<u>29,768,519</u>	<u>23.4%</u>		<u>159.00</u>	<u>30,099,154</u>	<u>23.2%</u>	
<b>TOTAL</b>	<b><u>685.69</u></b>	<b><u>\$ 127,256,709</u></b>	<b><u>100.0%</u></b>		<b><u>684.29</u></b>	<b><u>\$ 129,538,051</u></b>	<b><u>100.0%</u></b>	

**2018 TAX IMPACT ON BILLINGS HOMES**

**Fair Market Value**

Jurisdiction	Percent	\$ 150,000	\$ 200,000
		2,025	2,700
<b>State of Montana</b>			
-University Levy &			
State Equalization	15.0%	\$ 207.56	\$ 276.75
School Levy	7.4%	102.49	136.65
Tradeport	0.4%	5.97	7.97
School District No. 2	37.3%	517.43	689.90
Yellowstone County	16.6%	230.26	307.02
City of Billings	<u>23.2%</u>	<u>321.98</u>	<u>429.30</u>
<b>TOTAL</b>	<b><u>100%</u></b>	<b><u>\$ 1,385.69</u></b>	<b><u>\$ 1,847.58</u></b>

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

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

FISCAL YEAR	MARKET VALUE	TAXABLE GROWTH		CPIU INDEX	
		TAXABLE VALUE	(2)	PERCENT CHANGE	CPI (1)
1996-97	3,357,091,364	122,535,379			162.2
1997-98	3,440,615,577	124,272,744	1.4%	165.2	1.8%
1998-99	3,609,934,853	125,515,596	1.0%	170.0	2.9%
1999-00	3,346,315,741	118,127,019	-5.9%	176.5	3.8%
2000-01	3,243,661,528	113,540,746	-3.9%	182.1	3.2%
2001-02	3,346,352,426	114,437,716	0.8%	185.5	1.9%
2002-03	3,546,229,334	116,319,680	1.6%	188.9	1.8%
2003-04	3,795,780,513	122,425,248	5.2%	194.0	2.4%
2004-05	4,287,614,135	126,903,883	3.7%	200.7	1.8%
2005-06	4,574,135,548	132,329,211	4.1%	206.9	3.0%
2006-07	4,883,017,682	137,538,752	3.8%	213.6	3.1%
2007-08	5,219,829,310	144,941,193	5.1%	220.27	3.0%
2008-09	4,810,404,010	153,347,183	5.5%	219.9	-0.2%
2009-10	4,810,404,010	153,347,183	0.0%	221.6	0.8%
2010-11	6,306,916,152	160,957,722	4.7%	228.54	3.0%
2011-12	5,645,349,125	161,565,523	0.4%	233.19	2.0%
2012-13	5,836,600,658	159,882,685	-1.1%	236.55	1.4%
2013-14	6,140,162,916	161,537,783	1.0%	241.06	1.9%
2014-15	6,350,470,915	160,742,774	-0.5%	244.26	1.3%
2015-16	11,626,879,232	181,997,580	11.7%	247.88	1.5%
2016-17	11,743,014,785	185,589,273	1.9%	249.52	0.7%
2017-18	11,860,444,933	187,445,166	1.0%	252.95	1.4%

(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**

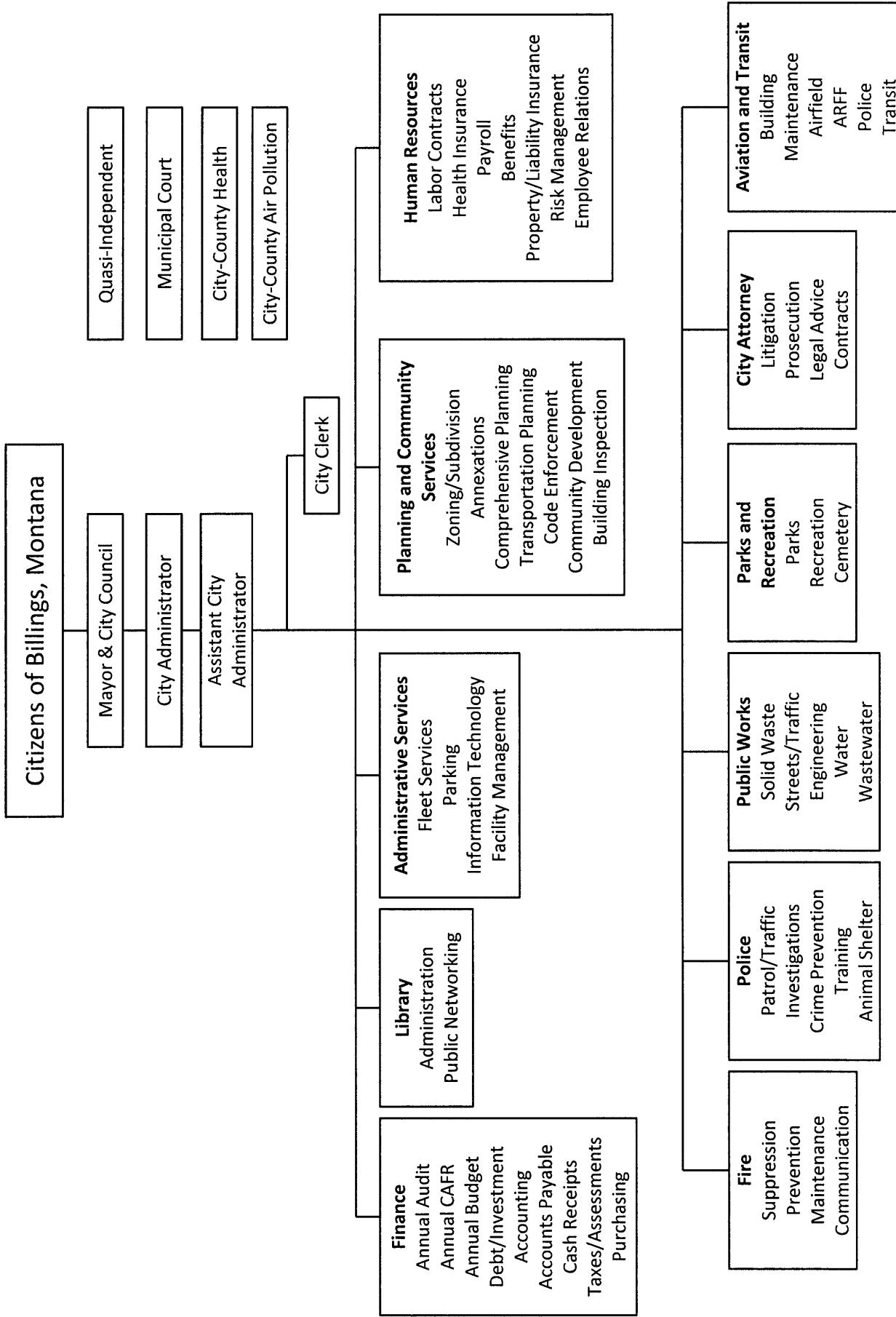
	FY 16 FTE	FY 16 TEMP	FY 17 FTE	FY 17 TEMP	FY 18 FTE	FY 18 TEMP
<b>GENERAL FUND</b>						
Mayor and City Council	5.5	-	5.5	-	5.5	-
City Administrator	5.0	-	5.0	-	5.0	-
Human Resources	5.0	-	5.0	-	5.0	-
City Attorney	10.0	-	9.8	-	10.8	-
Municipal Court	15.5	2.0	15.5	2.0	16.5	2.0
Finance	11.0	-	11.0	-	11.0	-
Code Enforcement	3.6	-	5.1	-	5.1	-
Parks, Recreation and Public Land	25.0	285.0	25.0	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>84.6</b>	<b>289.0</b>	<b>85.9</b>	<b>289.0</b>	<b>88.9</b>	<b>289.0</b>
<b>OTHER FUNDS</b>						
Planning	10.1	-	10.1	-	10.1	-
Library	31.8	3.0	32.8	2.0	32.8	2.0
Building	14.6	-	15.6	-	15.6	-
Attorney Grants	3.3	-	3.3	-	3.3	-
Development Serv. Block Grant	4.5	-	4.5	-	4.5	-
Police	163.3	-	169.3	-	170.3	-
Animal Shelter	7.0	-	7.0	-	7.0	-
Police Grants	4.0	-	4.0	-	4.0	-
Fire	146.8	-	156.8	-	156.8	-
Emergency Operating Center	0.3	-	0.3	-	0.3	-
Street/Traffic Operating	47.0	10.0	47.0	10.0	48.0	10.0
Public Works Belknap	103.0	13.0	104.1	13.0	104.0	13.0
Solid Waste	63.5	14.0	63.5	14.0	63.5	14.0
Parking	12.0	-	12.5	-	12.5	-
Aviation	56.0	10.0	55.6	8.0	54.4	8.0
Transit	55.3	1.0	55.7	1.0	55.9	1.0
Municipal Court Grants	4.0	-	3.8	-	3.8	-
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	11.0	1.0	10.0	1.0	10.0	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	-	18.0	-	18.9	-
Central Telephone Services	1.0	-	1.0	-	1.1	-
<b>TOTAL OTHER FUNDS</b>	<b>807.5</b>	<b>54.0</b>	<b>825.9</b>	<b>51.0</b>	<b>827.8</b>	<b>51.0</b>
<b>TOTALS</b>	<b>892.1</b>	<b>343.0</b>	<b>911.8</b>	<b>340.0</b>	<b>916.7</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



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
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 2360 BIKE PATHS AND TRAILS DONATIONS 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 3130 2004A SERIES STREET IMPROVEMENTS 3140 SERIES 2007A BASEBALL FIELD & STADIUM 3150 SERIES 2007B 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 ROSE PARK POOL CONSTRUCTION 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

GOALS

## FY 18 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):** Outline tasks and develop a timeline and plan to implement anticipated, new regulatory requirements for an Airport Safety Management System (SMS).

**Outcome(s):** A drafted, implemented, and managed SMS program for the Airport.

### 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 18 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 annually.

**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 18 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 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 currently reviewing how it handles social media across the department and expects to work with the IT Department in FY 18 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.
<ul style="list-style-type: none"><li><b>Continue transitioning to new Innoprise and Public Safety computer software, which will provide the information needed for improved public communication/information. (All departments. Ongoing.)</b></li></ul>	

## 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.

## PLANNING

Action(s):	The Planning and Building Divisions are using online permit submittal and issuing processes for some basic permits in both Divisions, including roofing, sign, and fence permits. The Building Division also launched Building Eye in FY 17, bringing the City's building permits to a GIS-based interface that enables the public to look up current and past building permit activity across the City.
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.
Action(s):	Planning intends to bring Code Enforcement case data and Planning zoning and subdivision application data into the Building Eye system in 2017/2018, pending financial resources.
<ul style="list-style-type: none"><li><b>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.)</b></li></ul>	

## ❖ 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 17 and FY 18.  
**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 are considered in FY 18.

**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 is scheduled to revisit the cost of service concept at a Work Session in FY 18, and the Planning Division will participate in that effort. City Council assisted in developing a cost of service study RFP and process to complete the analysis in FY 18.

- **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 programs.

**Outcome(s):** The Division will continue in FY 18 to administer the 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 with NeighborWorks Montana on a housing project in Riverfront Pointe Subdivision to build a new duplex housing unit for low income owners. The Division has budgeted funds in FY 18 as well to support another NeighborWorks housing project.

**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 18 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, and Public Works staff, and by participating in the monthly meeting of the Billings Home Builders Association Local Issues Committee (HBA).

Outcome(s): Continued support in FY 18 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 Downtown Billings Alliance, Public Works, 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, 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 sidewalk 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 18.

- **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.

Outcome(s): Increased utilization of 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):** The Division expects grant funding matched with local funding to purchase bike racks in FY 18 to be installed in public areas throughout the downtown area.

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

## LEGAL

**Action(s):**

- Assist in land acquisition for the Inner Belt Loop in cooperation with the City Administrator, Public Works, and Planning by providing title and easement legal research for prospective land purchases.
- Be prepared for potential condemnation action as may be required.

**Outcome(s):** Efficient analysis of legal issues concerning land/ROW purchases.

**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):** Improved coordination in FY 18 on historic preservation and other projects, programs that may affect the City, as well as serving the community better.

- 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 18 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 terminal building and airfield.

**Outcome(s):** A modern Airport facility that supports growth in 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 18.

## ~ 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 on 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 is currently reviewing how it handles social media across the Department and expects to work with the IT Department in FY 18 on City-wide approaches to information sharing and delivery to customers and the public. Social media utilized at a significant level in FY 18 as an outreach tool for many of its projects and programs.

**Action(s):**

- **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 18 for the PCSD to understand its role and responsibility in Task Forces operations and support.

**Outcome(s):** Better utilization and coordination with neighborhood task forces in FY 18 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.)**
- **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.)

## PLANNING

**Action(s):** The Department was very involved in discussion and analysis of community population data during the development of the 2016 City of Billings Growth Policy and the latest 2016 National Citizen Survey – Community Livability Report completed by the City of Billings. The Department will continue in FY 18 to use population data and other sources of demographic and economic information.

**Outcome(s):** Insight into public safety concerns and involvement in the discussion of matching service levels to community expectations.

- 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.)
- 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 review the City Nuisance Code for updates and changes to improve its usefulness and effectiveness.
- The Building Division is also making changes and improvements in the following areas during FY 17 – FY 18:
  - Making building fire sprinkler/fire suppression systems a separate building permit to ensure tracking and management of these systems during commercial building permit review.
  - Making 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 plan and public awareness of a central contact agency.

### Outcome(s):

Updates and improvements to codes and processes in these areas is expected in FY 18 that will include the PCSD and several of its Divisions.

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

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

### Action(s):

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

**Objective:** **Maintain appropriate public safety equipment, facilities, and infrastructure in order to respond to 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.)**

**LIBRARY**

**Action(s):** **Host Community Forums in April and May 2017.**

**Outcome(s):** **Solicited feedback from the community concerning community needs, and implementation of needs into the Library's strategic plan.**

- **Collaborate with partner agencies to enhance services to the community. (Library. FY 15.)**

**LIBRARY**

**Action(s):** **Solicit partnering agencies' feedback about Library services and programming.**

**Outcome(s):**

- **Identified needs of partnering agencies, and established programming to reflect those needs.**

- Implementation of needs into the Library's strategic plan.
- **Develop community dialogues and programs that permit residents to meet and know one another. (Library. FY 15.)**
- **Design a social media plan to permit conversations with residents. (Library. FY 15.)**

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

**Action(s):**

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

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

**Action(s):**

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

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

**Action(s):**

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

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

**Action(s):**

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

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

**Action(s):**

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

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

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

**Action(s):**

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

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

**Action(s):**

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

## PLANNING

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

**Outcome(s):** As part of the rewrite of the Unified Zoning Regulations starting in FY 18, the Division plans to update the landscaping code.

- **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 bi-annual CIP public review process and also future project partnering opportunities with Public Works, PRPL, Parking, and Transit. The Department will use, and look for ways to use, social media and other technology to better reach its customers in FY 18 and will also share and participate with other Departments in these efforts.

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

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

## AIRPORT

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

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

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

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

**Action(s):**

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

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

**Action(s):**

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

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

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

**Action(s):**

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

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

**Action(s):**

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

## **FY 18 DEPARTMENT GOALS**

### **ADMINISTRATION**

#### **CITY ATTORNEY**

**Goal:** Assist the Billings City Council, City Administrator, and City Departments in reviewing applicable new laws enacted by the 2017 Montana Legislature.

**Action(s):**

- Review, summarize, and report as needed on new laws affecting City operations, and assist in developing procedures to implement the new laws.
- Assist in implementation as needed for applicable new State laws with immediate effective dates and other effective dates during calendar year 2017.

**Outcome(s):**

- Informed/prepared transition into new 2017 legislative session.

**Goal:** Review/update plea agreement/sentencing standards from HB 133 and other legislation affecting/impacting criminal misdemeanor prosecution.

**Action(s):** Review new 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:** Continued training and implementation of CI 116 (Marsy's Law) approved by voters in November 2016 with an effective date of July 1, 2017.

**Action(s):**

- Review HB 600 and SB 250 from 2017 Montana Legislative session and revise previous internal procedures for implementation of CI 116.
- Update previous training of the Billings Police Department concerning CI 116 – Marsy's Law card and procedures.
- Coordinate and research with the Yellowstone County Attorney concerning a potential, joint website for victim access to current case information.
- Research best practices of other Montana cities concerning their procedures for compliance with CI 116.

**Outcome(s):**

- Orderly and consistent procedures for compliance with CI 116 effective July 1, 2017.

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

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

**Outcome(s):**

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

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

**Action(s):** Schedule regular (typically quarterly) report dates in advance for the entire FY 18.

**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 18.

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 18 using the new ResourceX software program.

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 18.

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 review of the City Code.

Action(s):

- Assist the Mayor, Council, and City Administrator as requested in drafting, amending, or repealing these ordinances and others identified as in need of revision.
- Construct process for amending/repealing ordinances codified in City Code by Chapter.

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 2017.

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 potentially other funding alternatives.

**Goal:** Continue to support the 2014 Community Innovations Summit effort to address and remedy transient and homeless, chemically dependent persons.

Action(s):

- Assess 2017 legislation that impacts this effort.
- 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.

**Goal:** Update and participate in City Attorney portion of Municipal Law Orientation for the new Mayor and new City Council members elected in the fall of 2017.

Action(s):

- Provide joint orientation presentation to the Mayor and new Council members in cooperation with the City Administrator and Department Heads.
- Distribute legal memoranda on specific issues to the new Mayor and new Council members.

Outcome(s):

- Informed and prepared Mayor and new Council members.

**Goal:** Provide continuing assistance as needed concerning the One Big Sky Center downtown development project.

Action(s): Participate in conference calls and conduct legal research as needed.

Outcome(s):

- Efficient administration of applicable laws and implementation of a future Development Agreement with MontDevCo, project developers.

**Goal:** Assist in finalizing contract renewal with the Billings Mustangs minor league baseball club at Dehler Park.

Action(s): Conclude legal research and document drafting in cooperation with the City Administrator, PRPL Director, PRPL advisory board, and Mustangs owners.

Outcome(s):

- Prepared transition into new multi-year contract with the Billings Mustangs.

## FACILITIES

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

Action(s):

- Update exterior lighting at the BOC.
- Evaluate energy savings opportunities, and complete a plan for integration.
- Implement an energy management tracking process to track and document energy changes/improvements.

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): Develop, along with the Assistant City Administrator, a scope of work and upcoming process to advance the Facilities Master Plan.

Outcome(s):

- Forward thinking, and 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:** 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.

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

Action(s): 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):

- A seamless work flow process for reporting and generating work orders for equipment maintenance and repair.

**Goal:** Work with the Innoprise development team to explore the possible transition into paperless work orders for fleet maintenance activities.

Action(s): Work with the Innoprise development team to develop a paperless work order work flow with scanning and voice recognition capabilities for detailed recap of activities performed.

Outcome(s):

- Fleet work order activities would be processed and maintained in digital format, saving paper resources, data entry time, and employee time searching for history records.

**Goal:** Provide partnership support and assistance to customer departments to accomplish City-wide goals.

Action(s): Provide responsive and efficient fleet services to City departments, and maintain ongoing communication and cooperation with City departments to assist them with planning and achieving 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:** The further development of fleet maintenance technology.

Action(s):

- Acquisition of updated technical and diagnostic 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.
- 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): Work with Human Resources to implement the "Employee Portal" and "Paperless Timecard" feature of the Innoprise payroll system.

Outcome(s):

- The Employee Portal will allow staff access to their personal information from their office, home, or any location through a secure Internet login.
- By using on-line timecard entry, staff can enter their timecard information, and supervisors can approve through a customized workflow.
- The new functions will provide staff with convenient access to information, eliminate paper timecards, and overall lower the impact on Human Resources.

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

Outcome(s):

- Multiple public safety agencies are assured the software and infrastructure run smoothly in their 24/7 operations.
- Agencies are assisted with exploring and implementing additional software options like electronic ticket writing, mobile fire inspections, and civil papers.

**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.

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

Action(s): Provide support and GIS data for implementation of the Automatic Vehicle Location (AVL) system.

Outcome(s):

- Information that will be provided by the AVL technology and from the GIS data layers will allow Public Works to better track street maintenance performed in the city. This information and data collected will be used in Cityworks and by GIS staff for creating new data layers and producing maps.

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 back-up ArcOnline map services in case of a system crash.

Outcome(s):

- This will enable online city users an alternate solution if the current map service goes down for an extended period of time.

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 paper map books that are replaced yearly.

## PARKING

**Goal:** Develop a new parking "Brand" and marketing plan.

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.
- Enhance the appearance of the parking garage entrances.
- Co-market local attractions and events on meter heads.

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, so the ramp in this area of the Airport Business Park can be expanded to accommodate the existing tenants in the area.
- Complete planning and replacement of the older asphalt sections of the east taxilane.
- Undertake equipment upgrades for equipment utilized by the airlines.
- Undertake terminal building renovations and improvements.
- Complete Business Park office building renovations and improvements.
- Complete Airport Operations Center building repairs and replacements.

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 preliminary plans and budget estimates for: 1) the terminal building concourse expansion project that will address passenger needs for additional seating space, concessions, restroom facilities, and passenger gate areas, and 2) a new warehouse facility for tenants being displaced by removal of Hangars IP 1-4.

Outcome(s):

- A financial and capital plan that will allow the Airport to continue to grow, modernize, and meet the 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 operate 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 the implementation of the new Innoprise Software in Finance, and assist with the Fleet and Inventory Software implementation.

Action(s): Implement new software to replace 30-plus year old, green screen 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 Public Safety Fund.

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

Outcome(s):

- Long-range funding for the Public Safety Fund.

**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.
- Conduct an RFP to create a centralized printing services contract.
- 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:** Incrementally address the Department Standard Operating Guidelines (SOG), especially those related to firefighter safety. The revision of the SOGs and a review of the policy manual continues to be a challenge, due to time limitations and scheduling difficulties with the Local 521 union.

**Action(s):** Assign the Battalion Chief and Training Officers to review the existing SOG manual to rank which documents are a priority to review. Next assign responsible individuals to draft a revision for review by the administration and Local 521.

**Outcome(s):**

- By incrementally addressing the priority policies and protocols, the department will be able to work cooperatively with both management and labor to address the most important policies first.

**Goal:** Participate in the oversight and leadership of the development of the new 911 Communications Center, which is slated to begin construction in 2018.

**Action(s):** Active participation with other representatives from the management of the 911 Center, the project coordinator from Public Works, and the architect firm CTA. Upon final architectural documents, work with the Finance Department to prepare the RFP to award the construction contract. Finally, coordinate to move staff and transition technology to the new Center.

**Outcome(s):**

- The various benchmarks to construct the 911 Center will be met successfully.

**Goal:** Award the Request for Proposal to a third party to conduct a Station and Staffing Study for the Billings Fire Department.

**Action(s):** Review proposals for the Station and Staffing Study to select the best third party to conduct this study. Award the project and meet with the vendor to review and coordinate the intent and expectations of the study.

**Outcome(s):**

- This document will provide guidance and direction to the Billings Fire Department and the governing body of the City of Billings. The study will address options for additional facilities and locations, staffing projections, and options for consideration related to the provision of essential emergency response capabilities that impact the City's geographical boundary, as well as potential expansion of the BUFS coverage area.

**Goal:** Participate in an Insurance Service Office (ISO) review for the Billings Fire Department, the 911 Center, and the City water distribution system. The goal is to enhance the current rating from a classification 4 to a classification 3.

**Action(s):** Work with a national representative for the ISO organization to review the standards and benchmarks related to the capabilities of the Billings Fire Department. Special attention will be given to improvements in staffing and training facilities, increasing apparatus (including a new 100' ladder truck), and the overall inspection and tracking of training hours.

**Outcome(s):**

- ISO will award points to enhance Fire's current rating to a classification 3. This may have an impact on insurance rates for both residential and commercial property. By improving the overall rating, a direct impact will result and validate the overall services provided to the community. Only about 5% of communities are benchmarked in the classification 3 range.

## SUPPRESSION DIVISION

**Goal:** Improve the overall approach to the succession planning throughout the ranks.

**Action(s):** With cooperation of the Training Division, senior management personnel, as well as Administration, review various programs, such as driver operator training, Office Development Program requirements, and “out of position” expectations related to Department staffing in the Suppression Division. By formalizing these expectations, the organization will have knowledge of expectations and a guide to meeting the responsibilities of assuming additional responsibilities. A more aggressive approach to assigning mentors/coaches will add continuity to the transition process associated with moving through the ranks.

**Outcome(s):**

- A more knowledgeable and trained workforce. The apprehension of moving to additional responsibilities will be reduced, and a more aggressive approach to quality control associated with assigning enhanced responsibilities will be addressed.

**Goal:** Develop a comprehensive facility maintenance plan. There are a number of older stations that are in need of significant repairs. The overall goal is to list the essential repairs and prioritize a plan to address the cost associated with each objective.

**Action(s):** The Assistant Fire Chief and a designated Battalion Chief will work with the City Facility Manager, as well as a potential third party, to evaluate each of the seven fire stations. The maintenance and repair needs will be prioritized and a financial impact forecast determined. Given that this process will take a number of years to complete, prioritization is critical to address the most immediate needed repairs.

**Outcome(s):**

- Development of a comprehensive plan to prioritize the critical areas of maintenance and repair the seven Fire Stations are in need of. Further, the cost component of the facility repairs is addressed and budgeted in upcoming years, thus avoiding additional or emergency costs. Additionally, a proactive approach to maintaining facilities that are occupied by City employees 24/7 is achieved.

## TRAINING DIVISION

**Goal:** Continue to enhance the overall training program using the existing capabilities including the Target Solutions Software, new training facility, high rise tower improvements, incident command lab, and video conferencing system.

**Action(s):** Consider changes to the current work schedule to allow for an increase in training hours including, but not limited to, Saturdays and evening hours. Prioritize essential training that impacts firefighter safety, as well as knowledge, skills, and abilities.

**Outcome(s):**

- The expected outcome is to add essential training as a priority to the overall training program. This approach addresses a continual dedication to firefighter safety and services provided to the community and public.

**Goal:** Work with the Emergency Medical Service Committee to explore options to improve the overall medical response to the community.

**Action(s):** Work with the Medical Director and paramedic personnel to develop a comprehensive plan to move toward Paramedic Engine Companies or to utilize paramedic personnel in a more aggressive manner to improve skills and abilities on the scene of medical emergencies.

**Outcome(s):**

- As the number of medical alarms continues to rise, having the capacity to utilize the paramedic abilities to their full capabilities should have an impact on overall patient care. Further, this improvement will enhance the advanced life support capabilities of

the Fire Department and impact critical care delivery in situations such as heart attack, strokes, and significant trauma incidents.

**Goal:** Participate in a state-wide initiative to work with the Pro-Board System to enhance certifications for all firefighter ranks.

**Action(s):** By cooperating and working with the majority of career departments in the State of Montana, the goal is to improve the overall ability to focus on national recognition for a number of certifications related to firefighting, management, and specialty skills and knowledge. This program may be in cooperation with the state fire school or as an independent consortium of career departments.

**Outcome(s):**

- The expected outcome is the ability to internally meet the requirements of the national Pro-Board certification requirements. Such certifications would have a direct impact on the level of training and professionalism provided to department personnel.

### 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:** Utilize the newly purchased "Fire Safety Inflatable House" at community and school events.

**Action(s):** Incorporate the fire safety inflatable house in community events and target the younger population about fire safety. Explore options to fund the overtime cost of utilizing this prop in the elementary school system and National Fire Prevention Week activities.

**Outcome(s):**

- This prop has the ability to teach a fire safe foundation, especially to young children; therefore, being more aggressive in providing fire safety to the community.

### 911 COMMUNICATIONS CENTER DIVISION

**Goal:** The number one goal of the 911 Center is to continue to move forward with development and construction of the new 911 Center.

**Action(s):** Assist with the RFP process for construction of the 911 Center. The direct oversight of this project will be the responsibility of Public Works and CTA Architects.

**Outcome(s):**

- A qualified construction firm will be selected to build the facility, with an anticipated early 2019 completion date.

**Goal:** Replace the phone system associated with the 911 Communications Center.

**Action(s):** Submit a Supplemental Budget Request to use available reserve funds for the purchase of the new phone system that would be part of the new 911 Center.

**Outcome(s):**

- A new phone system implemented that meets or exceeds national standards associated with 911 Center responsibilities.

## HUMAN RESOURCES

**Goal:** Ensure compliance with changing healthcare reform laws.

Action(s): Review and monitor the healthcare landscape, and develop guidelines and an action plan to ensure compliance.

Outcome(s):

- The City of Billings will be in compliance with healthcare legislation.

**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.

**Goal:** Develop Library's strategic plan encapsulating FY2018-2021.

Action(s): Analyze Market Segmentation Analysis.

Outcome(s):

- Understanding gained of different markets within Yellowstone County.
- Areas of concern identified regarding public awareness, service promotions and/or offerings, and utilization of Library services and programming.
- Increased services and programming to underserved populations.

Action(s): Establish "coffee" sessions for the public with the Library Director to promote transparency and accessibility.

Outcome(s):

- Understanding gained of how the public views the Library.
- Established rapport with the community.
- Platform provided for public discourse with the Library Director.
- Implementation of feedback into the Library's strategic plan.

**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.

## 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 make changes where necessary to ensure efficiency in case management.

**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):** 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 which will allow the court to provide faster service to the public. Digitally archiving all paper records will ensure against loss by flood, fire, or natural disaster, as well as conserve physical space.

**Goal:** Asses 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 perspective of the 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 Police Department, 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):**

- Use marketing campaigns to bring awareness to volunteer opportunities.
- Explore places to expand volunteer involvement.
- Provide training opportunities to volunteers.

**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 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.).

**Outcome(s):**

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

**Goal:** Continue to assess beat boundaries and patrol areas.

**Action(s):** Identify patterns and changes in call loads (demand for service).

**Outcome(s):**

- Effectiveness of officer deployment maximized.

**Goal:** Re-energize Community Policing Program.

**Action(s):** Facilitate community and neighborhood policing programs.

**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 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.

**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 would be 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.

### SUPPORT SERVICES DIVISION

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

Action(s): With the implementation of LERMS (Law Enforcement Records Management System), Crime View software was replaced with 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):

- With the implementation of the MSP LERMS software, accident reports are customized based on the Montana Crash Report and can be completed by officers through field report writing and merged directly into LERMS.
- 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 effectiveness and utilization of patrol officers' availability by allowing them to do all of their routine paperwork while in the patrol car, rather than being required to

return to the Police Department. This allows more time "on patrol" to respond to citizen's needs.

- 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:** Enhance case review system.

Action(s): Continue weekly case presentations to the Deputy 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.

## PUBLIC WORKS

**Goal:** Review and revise as needed 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 with 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 within three years.

**Goal:** Evaluate benefits for leasing versus purchasing large equipment at the landfill.

Action(s): Complete a cost benefit analysis for leasing equipment at the landfill versus purchasing equipment, factoring in purchase price and operation and maintenance costs. This equipment includes compactors, dozers, and scrapers that are currently replaced on a three-year schedule.

Outcome(s):

- Improved use of the limited funds available for heavy equipment at the landfill.

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

Action(s):

- Design and 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:** Implement awareness campaign on the benefits of bagging all trash.

Action(s): Put signs on garbage trucks at the landfill, on utility bills, on the City website, and in the City Link. Also, partner with other organizations for awareness.

Outcome(s):

- Less litter and lower cost for cleanup.

**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:** Develop a long-range strategy to ensure Billings can provide sustainable water and wastewater to its residents for the next 20 years.

Action(s): Using the concepts of an integrated water system, evaluate the options Billings has for supply potable water and treating wastewater that is long-term cost effective and environmentally sustainable.

Outcome(s):

- Completed long-range, integrated water plan for the City Council and Mayor that will provide options and recommendations for providing water and wastewater services to Billings for 20 years or more.

**Goal:** Begin implementation of the Integrated Water Plan into long-term planning and infrastructure investment.

Action(s): Incorporate Integrated Water Plan recommendations into the Capital Improvement Plan for future fiscal years.

Outcome(s):

- Progression from historically separated water systems to the fully integrated water system of the future.

**Goal:** Continue implementation of cultural merger of two formerly separate utility divisions.

Action(s): Complete division team charter which includes mission, vision, values, and goals.

Outcome(s):

- Enhanced communication, motivated staff, unified work groups, and operational excellence for the Water Treatment Plant and the Water Reclamation Facility.

**Goal:** Develop residential on-street parking policies for loading zones and handicap parking.

Action: Review residential on-street parking policies from other communities, and develop parking policies for the City of Billings.

Outcome(s):

- Policies for on-street parking for handicap and loading zones for City Council approval.

**Goal:** Develop walking/biking plans for each school in Billings.

Action(s):

- Work with schools to determine where kids walk to/from and where current problems exist.
- Develop a plan to make improvements along routes if necessary.
- Work with schools to communicate routes to kids, so the routes are well used and drivers become more aware of the kids.

Outcome(s):

- Improved walking/biking routes for each school in Billings.

**Goal:** Revise and improve right-of-way construction standards, policies, and practices.

Action(s):

- Update construction standards for installations of infrastructure within the City of Billings for both city projects and private developments.
- Update policies and procedures regarding site and subdivision development.

Outcome(s):

- Improved quality of construction in the rights of way throughout the city.

**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 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.

Outcome(s):

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

**Goal:** Ensure each department operates within financial limitations while maintaining resources necessary to achieve current levels of service.

Action(s):

- Review all cost allocations, fees, and rates to ensure they are at an appropriate level to cover costs.
- Ensure reserves are adequate for the needs of each fund and maintain compliance with fiscal policies and legal requirements.

Outcome(s):

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

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

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

Outcome(s):

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

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

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

Outcome(s):

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

# **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  
FY18

	APPROVED BUDGET FY 18	APPROVED BUDGET FY 17	INCREASE (DECREASE)	ACTUAL FY 16	
FUND BALANCE - BEGINNING	\$ 28,672,238	\$ 27,190,807	\$ 1,481,431	\$ 24,879,911	
REVENUES:					
TAXES	\$ 15,832,390	\$ 14,655,056	\$ 1,177,334	\$ 14,696,044	
SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	
LICENSES & PERMITS	4,657,745	4,538,184	119,561	4,715,138	
INTER-GOVERNMENTAL	11,062,540	10,629,035	433,505	10,711,834	
CHARGES FOR SERVICE	3,926,741	3,612,209	314,532	4,039,776	
FINES & FORFEITS	1,657,113	1,657,113	\$ -	1,453,106	
INVESTMENT EARNINGS	148,000	130,240	17,760	179,484	
INTERFUND TRANSFERS	2,504,840	4,045	2,500,795	28,648	
MISCELLANEOUS	\$ -	500	(500)	2,851	
<b>TOTAL REVENUES</b>	<b>\$ 39,789,369</b>	<b>\$ 35,226,382</b>	<b>\$ 4,562,987</b>	<b>\$ 35,826,881</b>	
EXPENDITURES:					
PERSONAL SERVICES	\$ 8,647,830	\$ 7,990,241	\$ 657,589	\$ 7,393,412	
OPERATION & MAINTENANCE	3,869,468	3,410,724	458,744	3,088,749	
CAPITAL	712,500	432,494	280,006	219,827	
INTERFUND TRANSFERS	27,658,790	25,282,788	2,376,002	22,813,997	
<b>TOTAL EXPENDITURES</b>	<b>\$ 40,888,588</b>	<b>\$ 37,116,247</b>	<b>\$ 3,772,341</b>	<b>\$ 33,515,985</b>	
FUND BALANCE - ENDING	\$ 27,573,019	\$ 25,300,942	\$ 2,272,077	\$ 27,190,807	

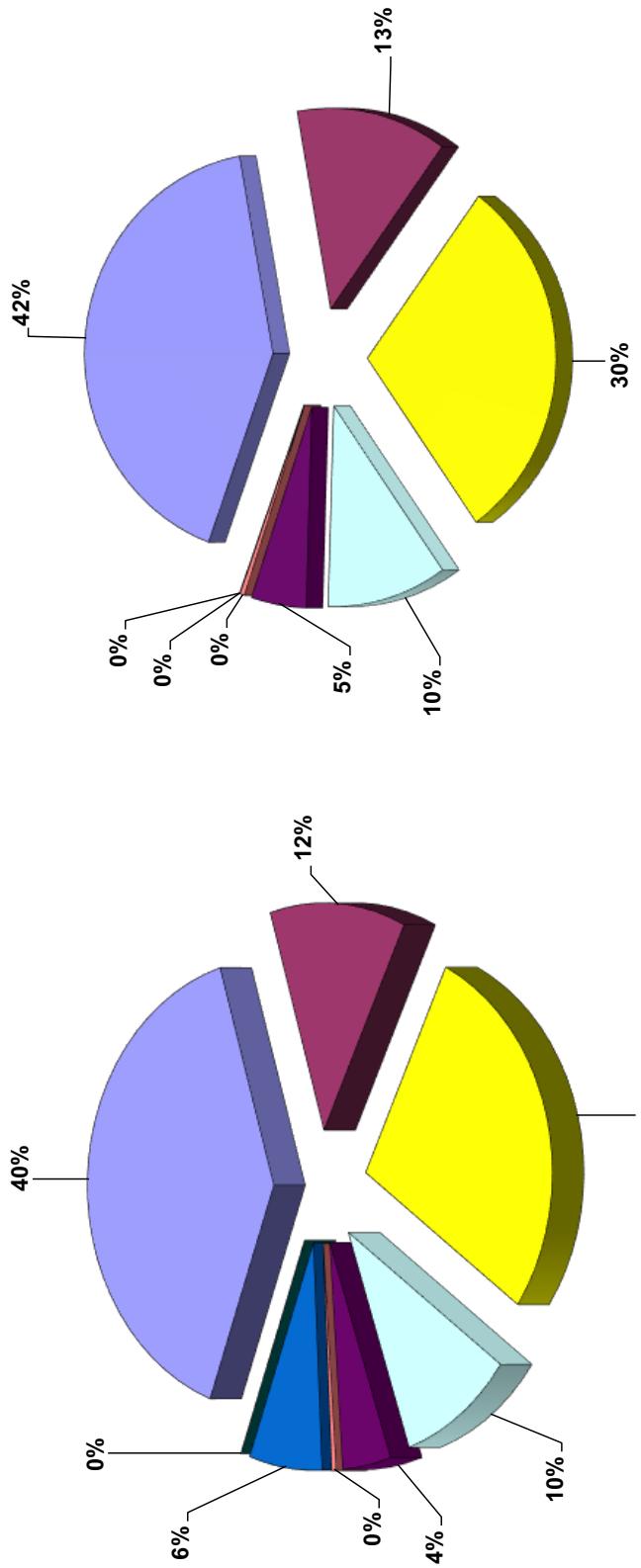
# General Fund

## Summary of Revenues

<u>FY 17</u>	
\$ 14,655,056	TAXES
4,538,184	LICENSES & PERMITS
10,629,035	INTER-GOVERNMENTAL
3,612,209	CHARGES FOR SERVICE
1,657,113	FINES & FORFEITS
130,240	INVESTMENT EARNINGS
4,045	INTERFUND TRANSFERS
500	OTHER
<u><u>\$ 35,226,382</u></u>	<u><u>TOTAL</u></u>

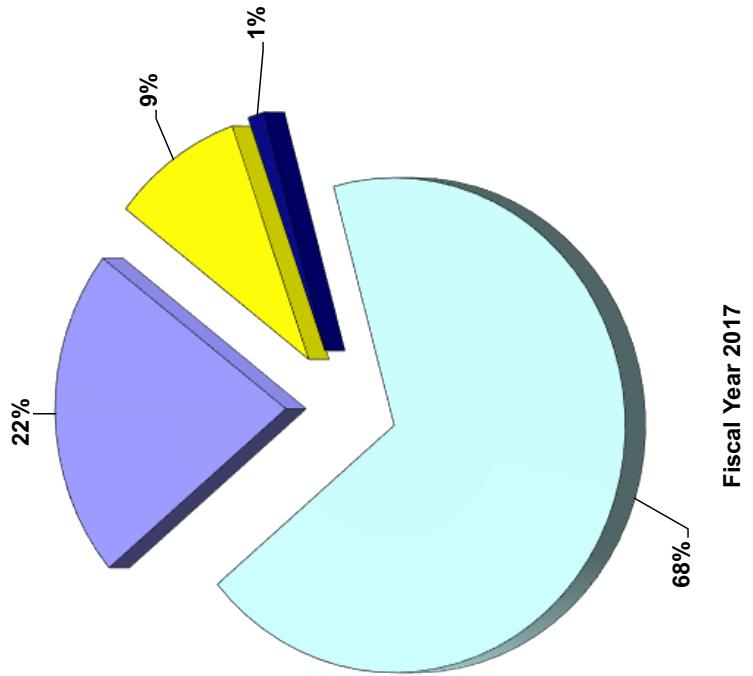
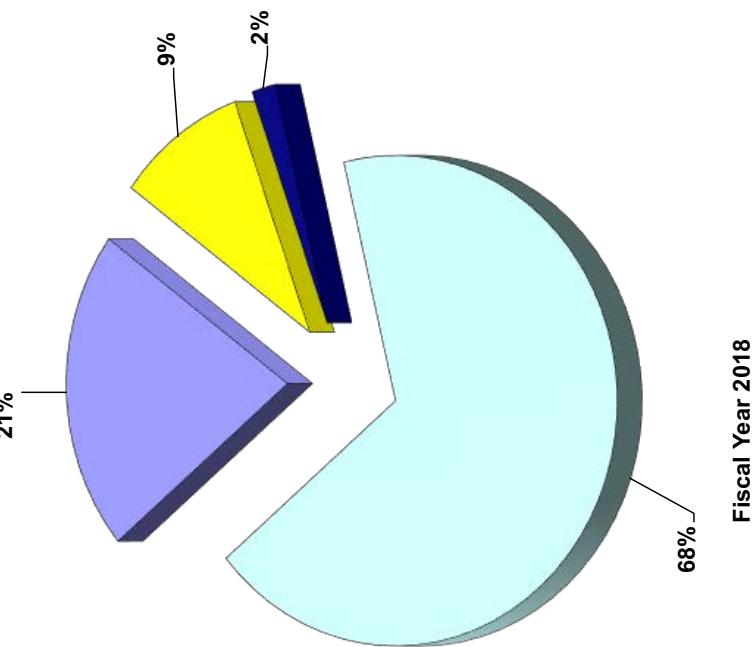
<u>FY 18</u>	
\$ 15,832,390	TAXES
4,657,745	LICENSES & PERMITS
11,062,540	INTER-GOVERNMENTAL
3,926,741	CHARGES FOR SERVICE
1,657,113	FINES & FORFEITS
148,000	INVESTMENT EARNINGS
2,504,840	INTERFUND TRANSFERS
<u><u>\$ 39,789,369</u></u>	<u><u>TOTAL</u></u>



# General Fund

## Summary of Expenditures

<u>FY18</u>	
\$ 8,647,830	PERSONAL SERVICES
3,869,468	OPERATION & MAINTENANCE
712,500	CAPITAL
<u>27,658,790</u>	<u>INTERFUND TRANSFERS</u>
<u>\$ 40,888,588</u>	<u>TOTAL</u>



**GENERAL OPERATING FUND  
OPERATING BUDGET**

FUND 010

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 23,135,031</b>	<b>\$ 24,879,912</b>	<b>\$ 23,395,281</b>	<b>\$ 27,190,807</b>	<b>\$ 29,403,013</b>
<b>REVENUES:</b>					
TAXES	\$ 14,600,053	\$ 14,696,044	\$ 14,655,056	\$ 15,617,287	\$ 15,832,390
SPECIAL ASSESSMENTS	10,635	-	-	-	-
LICENSES & PERMITS	4,579,156	4,715,138	4,538,184	5,752,600	4,657,745
INTER-GOVERNMENTAL	10,450,820	10,711,834	10,629,035	10,266,314	11,062,540
CHARGES FOR SERVICE	3,754,681	4,039,776	3,612,209	4,233,248	3,926,741
FINES & FORFEITS	1,579,858	1,453,106	1,657,113	1,563,449	1,657,113
INVESTMENT EARNINGS	103,772	179,483	130,240	-	148,000
INTERFUND TRANSFERS	50,482	28,648	4,045	-	2,504,840
MISCELLANEOUS	20,578	2,851	500	4,000	-
<b>TOTAL REVENUE</b>	<b>\$ 35,150,035</b>	<b>\$ 35,826,880</b>	<b>\$ 35,226,382</b>	<b>\$ 37,436,898</b>	<b>\$ 39,789,369</b>
<b>EXPENDITURES:</b>					
MAYOR AND CITY COUNCIL	\$ 206,077	\$ 194,688	\$ 273,038	\$ 183,615	\$ 295,862
CITY ADMINISTRATOR	619,277	617,987	676,622	644,279	871,534
HUMAN RESOURCES	651,250	648,724	691,952	665,345	713,747
CITY ATTORNEY	1,355,986	1,384,999	1,387,374	1,517,688	1,581,520
MUNICIPAL COURT	1,120,521	1,195,958	1,378,591	1,106,523	1,452,221
FINANCE	1,310,958	1,373,976	1,439,952	1,429,110	1,526,266
CODE ENFORCEMENT	320,216	318,707	462,155	449,727	540,257
PARKS, RECREATION AND PUBLIC LANDS	4,613,233	4,690,546	5,151,408	4,563,038	5,257,467
NON-DEPARTMENTAL	23,190,389	23,056,019	25,590,155	24,620,367	28,584,714
COUNCIL CONTINGENCY	17,247	34,381	65,000	45,000	65,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 33,405,154</b>	<b>\$ 33,515,985</b>	<b>\$ 37,116,247</b>	<b>\$ 35,224,692</b>	<b>\$ 40,888,588</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 24,879,912</b>	<b>\$ 27,190,807</b>	<b>\$ 21,505,416</b>	<b>\$ 29,403,013</b>	<b>\$ 28,303,794</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	9,952,000	10,638,000	10,763,712	10,215,161	11,857,691
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ 14,927,912</b>	<b>\$ 16,552,807</b>	<b>\$ 10,741,704</b>	<b>\$ 19,187,852</b>	<b>\$ 16,446,103</b>

# DEPARTMENTAL BUDGETS

## **GENERAL FUND DEPARTMENTAL BUDGETS**

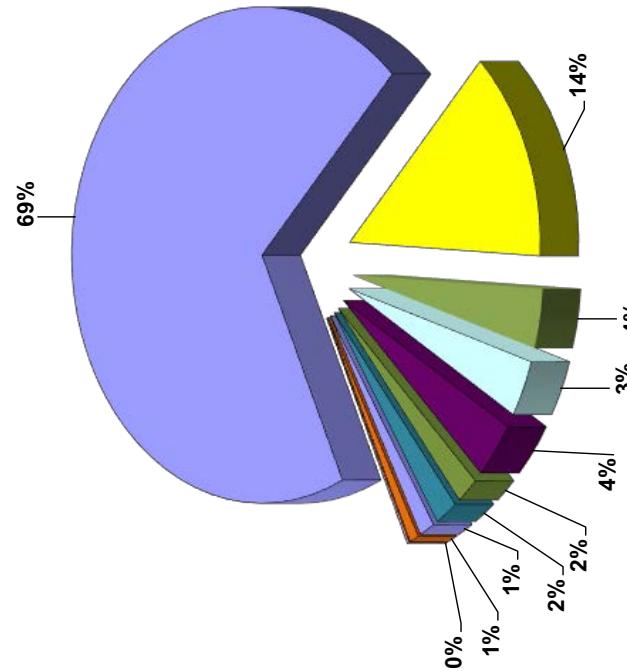
This section provides information about the City's General Fund individual department budgets, which are as follows:

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

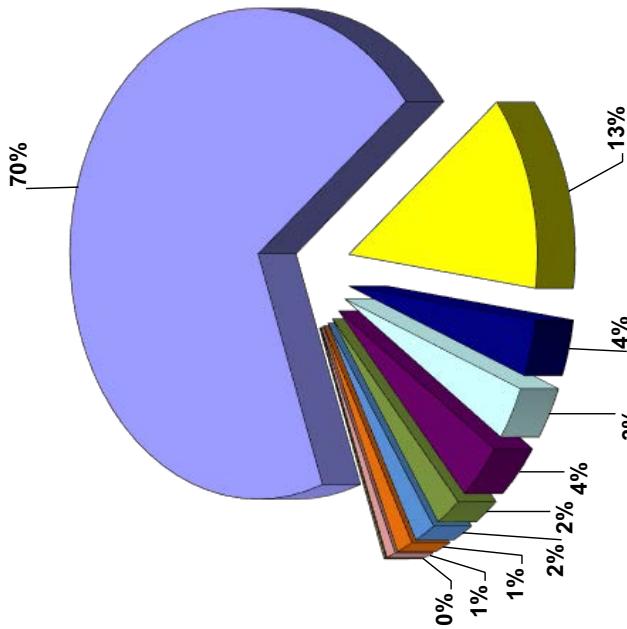
# General Fund

## Summary of Department Expenditures

<u>FY 18</u>		<u>FY 17</u>	
\$ 28,584,714	NON-DEPARTMENTAL	\$ 25,590,155	
5,257,467	PARKS, RECREATION AND PUBLIC LANDS	5,151,408	
1,526,266	FINANCE	1,439,952	
1,452,221	MUNICIPAL COURT	1,378,591	
1,581,520	CITY ATTORNEY	1,387,374	
871,534	CITY ADMINISTRATOR	676,622	
713,747	HUMAN RESOURCES	691,952	
540,257	CODE ENFORCEMENT	462,155	
295,862	MAYOR AND CITY COUNCIL	273,038	
65,000	COUNCIL CONTINGENCY	65,000	
	<u>TOTAL</u>		<u>\$ 37,116,247</u>

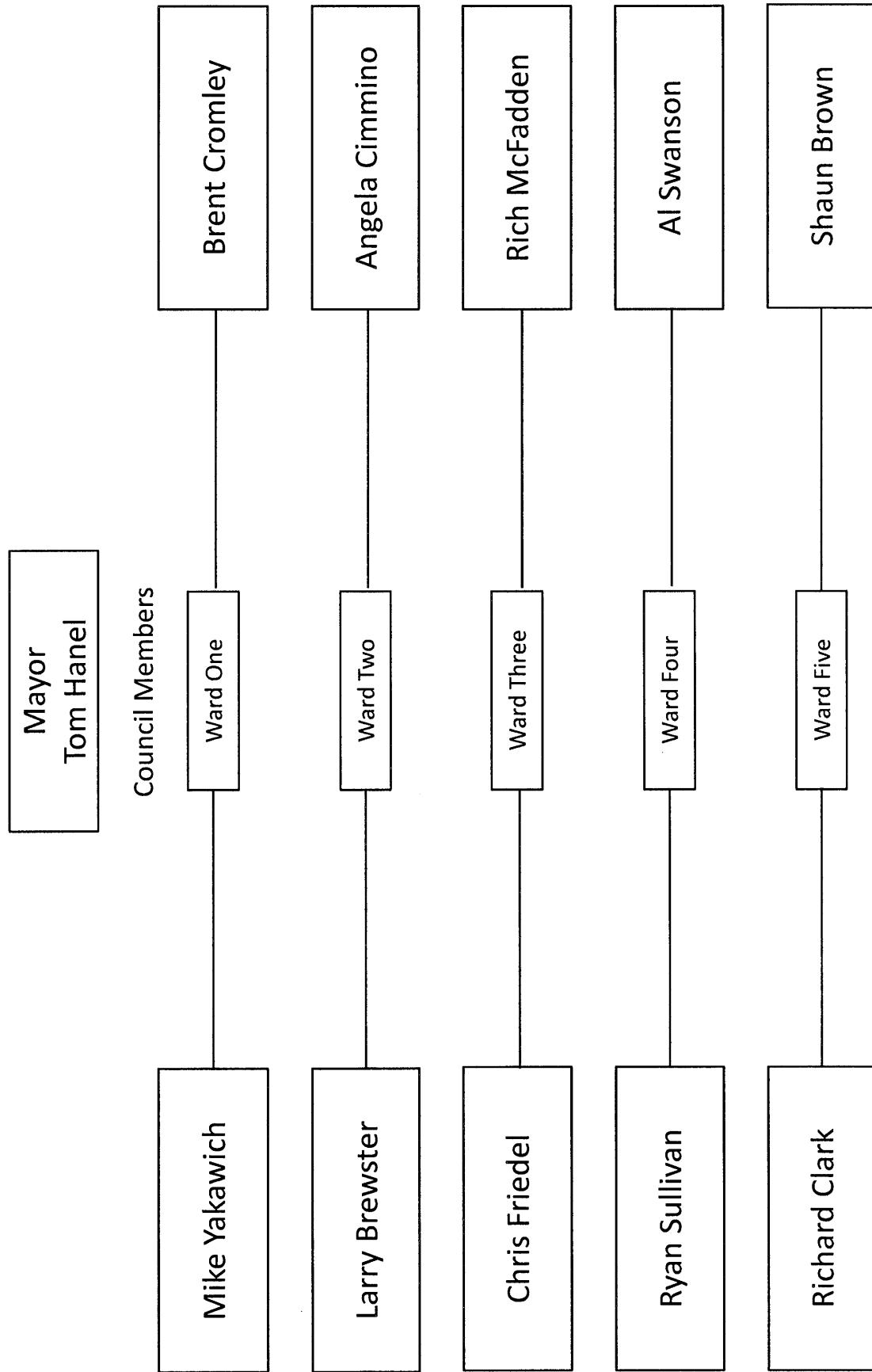


Fiscal Year 2017



Fiscal Year 2018

City of Billings, Montana  
Official Roster



**MAYOR AND CITY COUNCIL  
OPERATING BUDGET**

FUND 010-1100

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 143,720	\$ 128,092	\$ 199,194	\$ 116,808	\$ 208,918
OPERATIONS AND MAINTENANCE	<u>62,603</u>	<u>66,596</u>	<u>73,844</u>	<u>66,807</u>	<u>86,944</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 206,323</b>	<b>\$ 194,688</b>	<b>\$ 273,038</b>	<b>\$ 183,615</b>	<b>\$ 295,862</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
MAYOR	0.5	0.5	0.5	0.5
COUNCIL MEMBERS	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
<b>TOTAL</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>

**MAYOR & CITY COUNCIL DEPARTMENT BUDGET NARRATIVE**

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

**Expenditures**

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

**Capital**

None

**CITY ADMINISTRATOR  
OPERATING BUDGET**

FUND 010-1300

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY17	FY17	FY18
PERSONAL SERVICES OPERATIONS AND MAINTENANCE	\$ 526,428 92,849	\$ 512,279 105,707	\$ 542,757 133,865	\$ 542,757 101,522	\$ 599,854 271,680
<b>TOTAL EXPENDITURES</b>	<b>\$ 619,277</b>	<b>\$ 617,986</b>	<b>\$ 676,622</b>	<b>\$ 644,279</b>	<b>\$ 871,534</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY17	FY18
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	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</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 010-1700

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 455,643	\$ 476,855	\$ 494,168	\$ 494,168	\$ 506,004
OPERATIONS AND MAINTENANCE	<u>195,608</u>	<u>171,869</u>	<u>197,784</u>	<u>171,177</u>	<u>207,743</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 651,251</b>	<b>\$ 648,724</b>	<b>\$ 691,952</b>	<b>\$ 665,345</b>	<b>\$ 713,747</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
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 010-1600

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 960,028	\$ 969,270	\$ 1,011,967	\$ 971,688	\$ 1,184,666
OPERATIONS AND MAINTENANCE	230,732	175,624	191,614	365,000	208,336
CAPITAL	-	57,743	-	-	-
TRANSFERS	165,227	182,363	183,793	181,000	188,518
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,355,987</b>	<b>\$ 1,385,000</b>	<b>\$ 1,387,374</b>	<b>\$ 1,517,688</b>	<b>\$ 1,581,520</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
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	4.0	3.8
CIVIL DEPUTY CITY ATTORNEY	1.0	1.0	1.0	1.0
VICTIM WITNESS SPECIALIST	-	-	-	1.0
LEGAL SECRETARY	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	2.0	2.0	2.0	2.0
<b>TOTAL</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.8</b>

**CITY ATTORNEY BUDGET NARRATIVE**

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

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

**Expenditures**

In FY 2018 the legal department added an additional position to comply with CI-116, "Marsy's Law".

**Capital**

None

**MUNICIPAL COURT  
OPERATING BUDGET**

FUND 010-1200

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 822,979	\$ 898,142	\$ 1,014,248	\$ 855,360	\$ 1,094,322
OPERATIONS AND MAINTENANCE	297,542	297,816	334,343	251,163	327,899
TRANSFERS	—	—	30,000	—	30,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,120,521</b>	<b>\$ 1,195,958</b>	<b>\$ 1,378,591</b>	<b>\$ 1,106,523</b>	<b>\$ 1,452,221</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
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
ADMININSTRATIVE 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	1.0	2.0
COLLECTION CLERK	1.0	1.0	1.0	1.0
<b>SUBTOTAL MUNICIPAL COURT</b>	<b>15.5</b>	<b>15.5</b>	<b>15.5</b>	<b>16.5</b>
<b>GRANT POSITION:</b>				
MENTAL HEALTH COORD	1.0	1.0	0.8	0.8
DUI COORD	1.0	1.0	1.0	1.0
TREATMENT COURT SUPPORT SPEC	1.0	1.0	1.0	1.0
DRUG COURT COORD	1.0	1.0	1.0	1.0
<b>TOTAL MUNICIPAL COURT</b>	<b>19.5</b>	<b>19.5</b>	<b>19.3</b>	<b>20.3</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 bailiff/clerks. The Receipts and Records budget funds the Municipal Court Administrator, seven full-time account clerks, a courtroom/collection clerk, and two civil infractions/filing clerks.

**Expenditures**

No significant changes.

**Capital**

None

**FINANCE  
OPERATING BUDGET**

FUND 010-1500

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ 861,764	\$ 914,038	\$ 963,183	\$ 960,762	\$ 1,014,818
OPERATIONS AND MAINTENANCE	<u>449,194</u>	<u>459,936</u>	<u>476,769</u>	<u>468,348</u>	<u>511,448</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,310,958</u></b>	<b><u>\$ 1,373,974</u></b>	<b><u>\$ 1,439,952</u></b>	<b><u>\$ 1,429,110</u></b>	<b><u>\$ 1,526,266</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
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 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. The Division is also discussing and coordinating with the Public Works Department on supporting the Engineering Division for right-of-way code enforcement in the future and working with Public Works on abatements.

The Division achieves code compliance through notification to property owners, and if necessary, through citation and involuntary abatement of nuisance property conditions. Calls for service have increased 15% over the past 3 years (2014-2016). Involuntary seasonal Nuisance Weed Abatement is done through an operating agreement with the Parks, Recreation and Public Lands Department. In FY 2017, the Division added 1 full time officer to focus on nuisance properties and abandoned buildings and increased its part-time Clerk to a full-time position.

### **Expenditures**

The Division has requested expenditure increases to allow for social media outreach, additional training for 4 full-time officers and 1 full-time clerk, and to fund its Nuisance Abatement line item to allow court-ordered abatements to proceed without quarterly budget amendments. Some revenue to off-set expenses may be captured through the nuisance abatement process based on placing liens on properties abated. These increases in expenditures have been recommended for approval by the City Administrator.

### **Capital**

None

**CODE ENFORCEMENT  
OPERATING BUDGET**

FUND 010-4300

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ 254,333	\$ 256,938	\$ 357,225	\$ 344,797	\$ 386,000
OPERATIONS AND MAINTENANCE	61,774	57,714	75,780	75,780	146,590
CAPITAL	-	-	25,000	25,000	-
TRANSFERS	<u>4,110</u>	<u>4,056</u>	<u>4,150</u>	<u>4,150</u>	<u>7,667</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 320,217</u></b>	<b><u>\$ 318,708</u></b>	<b><u>\$ 462,155</u></b>	<b><u>\$ 449,727</u></b>	<b><u>\$ 540,257</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
CODE ENFORCEMENT CLERK	0.5	0.5	1.0	1.0
ADMINISTRATIVE SUPPORT I	0.3	0.3	0.3	0.3
CODE ENFORCEMENT OFFICER II	-	-	1.0	1.0
COMMERCIAL CODE ENFORCEMENT OFF				
CODE ENFORCEMENT OFFICER	<u>2.8</u>	<u>2.8</u>	<u>2.8</u>	<u>2.8</u>
<b>TOTAL</b>	<b><u>3.6</u></b>	<b><u>3.6</u></b>	<b><u>5.1</u></b>	<b><u>5.1</u></b>

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

### **Administration**

Administration is responsible for budget oversight, payroll, long-term planning, department communication, capital projects, community outreach, and general administration.

### **Parks**

The Parks Division provides management and maintenance of parkland consisting of approximately 2,580 acres of developed, undeveloped, natural areas, green space, and greenway parks throughout Billings. The Division also 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. Today, park facilities include 6 neighborhood centers, a professional baseball stadium, 2 outdoor pools, 4 spray grounds, 2 wading pools, 41 playgrounds, 29 picnic shelters, 1 skate park, 19 tennis courts, 29 basketball courts, 25 restrooms, 37 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. Over 2 million visitors use Billings Community and Regional Parks each 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 ordinances regarding tree care and maintenance within Billings. Responsibilities include planning, developing, and implementing Urban Forestry and Natural Resources programs development and management of grants, contracts, and in-house projects in developed parks, natural area park lands, public open space and other public facilities and 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 9,425 park trees are managed and maintained each year.

### **Recreation**

Throughout the year, the Recreation Division offers over 120 recreation programs for people of all ages. Of these programs, 95% recover all direct costs through fees and are provided directly to, or through, partnerships with other organizations. There is also a program to assist low to moderate income families with reduced pool passes and program scholarships. The division has 7 full-time employees and hires over 200 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, swimming/wading pools, 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 also issues 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 60% 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, genealogical information, and general information. In addition, staff assists another 150+ families a year with the burial of their loved ones. Staff works with community organizations to hold community Memorial Day events in the cemetery.

### **Expenditures**

No significant changes.

### **Capital**

Capital projects for FY 18 include building new operations and pool building at Rose Park Pool.

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

FUND 010-5100

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ 3,049,284	\$ 3,168,988	\$ 3,309,499	\$ 3,164,344	\$ 3,552,308
OPERATIONS AND MAINTENANCE	1,262,483	1,191,057	1,330,825	1,095,104	1,329,487
CAPITAL	9,800	46,880	207,494	-	12,500
TRANSFERS	<u>291,665</u>	<u>283,622</u>	<u>303,590</u>	<u>303,590</u>	<u>363,172</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 4,613,232</u></b>	<b><u>\$ 4,690,547</u></b>	<b><u>\$ 5,151,408</u></b>	<b><u>\$ 4,563,038</u></b>	<b><u>\$ 5,257,467</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
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 PROGRAM SUPERVISOR	-	-	-	-
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
OFFICE ASSISTANT	-	-	-	-
FACILITIES MAINT SUPPORT II	1.0	1.0	1.0	1.0
COMMUNITY CENTER SUPERVISOR	1.0	1.0	1.0	1.0
SENIOR SERVICES SPECIALIST	-	-	-	-
CEMETERY SUPERINTENDENT	1.0	1.0	1.0	1.0
EQUIPMENT OPER./MAINT. WORKER	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
<b>TOTAL</b>	<b><u>29.0</u></b>	<b><u>29.0</u></b>	<b><u>29.0</u></b>	<b><u>30.0</u></b>

FUND 010-1400

**NON-DEPARTMENTAL**

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 71,295	\$ 68,809	\$ 98,000	\$ 45,000	\$ 100,941
OPERATIONS AND MAINTENANCE	437,962	561,049	530,900	485,775	714,341
CAPITAL	65,046	115,205	200,000	-	700,000
TRANSFERS	<u>22,616,086</u>	<u>22,310,956</u>	<u>24,761,255</u>	<u>24,620,367</u>	<u>27,069,433</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 23,190,389</u></b>	<b><u>\$ 23,056,019</u></b>	<b><u>\$ 25,590,155</u></b>	<b><u>\$ 25,151,142</u></b>	<b><u>\$ 28,584,715</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 010-1110

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
OPERATIONS AND MAINTENANCE	\$ -	\$ 1,381	\$ 65,000	\$ 45,000	\$ 65,000
TRANSFERS	<u>17,000</u>	<u>33,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 17,000</u></b>	<b><u>\$ 34,381</u></b>	<b><u>\$ 65,000</u></b>	<b><u>\$ 45,000</u></b>	<b><u>\$ 65,000</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**

No significant changes.

**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 18**

	PUBLIC SAFETY	SOUTH INCREMENT	EAST TAX INCREMENT	NORTH 27th STREET INCREMENT	GAS TAX	
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 1,600,000</b>	<b>\$ 6,974,424</b>	<b>\$ 1,407,991</b>	<b>\$ 3,534,597</b>	<b>\$ 1,705,744</b>	
<b>REVENUE:</b>						
TAXES	\$ 12,680,422	\$ 2,381,086	\$ 724,100	\$ 3,231,156	\$ -	-
SPECIAL ASSESSMENTS	-	-	-	-	-	-
LICENSES & PERMITS	23,000	-	-	-	-	-
INTER-GOVERNMENTAL	2,593,456	256,000	146,000	212,000	2,364,867	-
CHARGES FOR SERVICE	1,426,371	-	-	-	-	-
FINES & FORFEITS	2,400	-	-	-	-	-
INVESTMENT EARNINGS	-	24,000	4,600	5,300	20,000	-
CONTRIBUTIONS / DONATIONS	-	-	-	-	-	-
INTERFUND TRANSFERS	26,022,737	-	-	-	-	1,500,000
DEBT PROCEEDS	-	-	3,500,000	-	-	-
MISCELLANEOUS	33,772	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 42,782,158</b>	<b>\$ 2,661,086</b>	<b>\$ 4,374,700</b>	<b>\$ 3,448,456</b>	<b>\$ 3,884,867</b>	
<b>EXPENDITURES:</b>						
PERSONAL SERVICES	\$ 34,734,068	\$ -	\$ -	\$ -	\$ -	\$ 67,549
OPERATION & MAINTENANCE	5,543,210	289,681	334,114	1,763,081	-	272,930
CAPITAL	1,349,432	2,200,000	3,500,000	-	-	4,070,000
DEBT SERVICE	236,503	648,500	211,100	930,872	-	-
INTERFUND TRANSFERS	1,025,910	-	-	323,329	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,889,123</b>	<b>\$ 3,138,181</b>	<b>\$ 4,045,214</b>	<b>\$ 3,017,282</b>	<b>\$ 4,410,479</b>	
<b>FUND BALANCE ENDING</b>	<b>\$ 1,493,035</b>	<b>\$ 6,497,329</b>	<b>\$ 1,737,477</b>	<b>\$ 3,965,771</b>	<b>\$ 1,180,132</b>	

**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 18**

	BUILDING INSPECTION	STREET & TRAFFIC	FIRE PROGRAMS	EOC 9-1-1	CITY COUNTY PLANNING	CITY ATTORNEY GRANTS	MUNICIPAL COURT GRANTS
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 2,663,130</b>	<b>\$ 3,987,446</b>	<b>\$ 241,853</b>	<b>\$ 7,180,410</b>	<b>\$ 420,414</b>	<b>\$ 627</b>	<b>\$ 144,381</b>
<b>REVENUE:</b>							
TAXES	\$ -	\$ -	\$ -	\$ -	\$ 470,000	\$ -	\$ -
SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LICENSES & PERMITS	1,353,550	-	-	-	27,400	-	-
INTER-GOVERNMENTAL	-	641,873	22,084	984,000	781,969	70,385	606,714
CHARGES FOR SERVICE	-	7,608,500	-	-	247,936	-	-
FINES & FORFEITS	-	-	-	-	-	60,000	-
INVESTMENT EARNINGS	14,000	20,000	500	39,000	1,200	-	-
CONTRIBUTIONS / DONATIONS	-	-	6,000	-	-	-	-
INTERFUND TRANSFERS	-	-	-	-	-	188,518	30,000
DEBT PROCEEDS	-	-	-	-	-	-	-
MISCELLANEOUS	-	10,000	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,367,550</b>	<b>\$ 8,280,373</b>	<b>\$ 28,584</b>	<b>\$ 1,023,000</b>	<b>\$ 1,528,505</b>	<b>\$ 318,903</b>	<b>\$ 636,714</b>
<b>EXPENDITURES:</b>							
PERSONAL SERVICES	\$ 1,332,734	\$ 4,043,044	\$ 24,000	\$ 32,449	\$ 1,010,167	\$ 315,998	\$ 229,402
OPERATION & MAINTENANCE	609,256	3,125,958	98,908	894,665	660,891	2,905	377,312
CAPITAL	-	1,770,626	-	6,029,687	-	-	-
DEBT SERVICE	-	-	-	-	-	-	-
INTERFUND TRANSFERS	-	207,502	-	-	4,441	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,941,990</b>	<b>\$ 9,147,130</b>	<b>\$ 122,908</b>	<b>\$ 6,956,801</b>	<b>\$ 1,675,499</b>	<b>\$ 318,903</b>	<b>\$ 606,714</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 2,088,690</b>	<b>\$ 3,120,689</b>	<b>\$ 147,529</b>	<b>\$ 1,246,609</b>	<b>\$ 273,420</b>	<b>\$ 627</b>	<b>\$ 174,381</b>

**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 18**

	POLICE PROGRAMS	CITY COUNTY LIBRARY	COMMUNITY DEVELOPMENT GRANTS	PARK PROGRAMS	DOWNTOWN REVOLVING LOAN PGM	CEMETARY IMPROV- MENT	ANIMAL CONTROL DONATIONS
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 1,595,568</b>	<b>\$ 1,841,828</b>	<b>\$ 702,163</b>	<b>\$ 2,178,346</b>	<b>\$ 768,256</b>	<b>\$ 162,672</b>	<b>\$ 38,201</b>
<b>REVENUE:</b>							
TAXES							
SPECIAL ASSESSMENTS	\$ -	\$ 1,096,330	\$ -	\$ -	\$ -	\$ -	\$ -
LICENSES & PERMITS	-	-	-	-	-	-	-
INTER-GOVERNMENTAL	498,103	1,314,932	1,234,036	-	-	-	-
CHARGES FOR SERVICE	152,059	13,325	20,000	-	-	14,000	-
FINES & FORFEITS	1,000	74,850	-	-	-	-	-
INVESTMENT EARNINGS	430	7,200	-	-	16,805	32,420	920
CONTRIBUTIONS / DONATIONS	355,000	59,000	-	-	127,000	-	203
INTERFUND TRANSFERS	-	986,696	60,000	-	5,000	-	500
DEBT PROCEEDS	-	-	-	-	-	-	-
MISCELLANEOUS	-	48,667	250,000	-	50,000	172,392	-
<b>TOTAL REVENUE</b>	<b>\$ 1,006,592</b>	<b>\$ 3,601,000</b>	<b>\$ 1,564,036</b>	<b>\$ 198,805</b>	<b>\$ 204,812</b>	<b>\$ 14,920</b>	<b>\$ 703</b>
<b>EXPENDITURES:</b>							
PERSONAL SERVICES							
OPERATION & MAINTENANCE	\$ 648,777	\$ 2,328,853	\$ 381,996	\$ -	\$ -	\$ -	\$ -
CAPITAL	521,797	1,308,816	931,440	546,997	554,987	25,000	6,000
DEBT SERVICE	-	-	-	-	-	-	-
INTERFUND TRANSFERS	-	20,495	-	-	19,000	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,170,574</b>	<b>\$ 3,658,164</b>	<b>\$ 1,313,436</b>	<b>\$ 565,997</b>	<b>\$ 554,987</b>	<b>\$ 25,000</b>	<b>\$ 6,000</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 1,431,586</b>	<b>\$ 1,784,664</b>	<b>\$ 952,763</b>	<b>\$ 1,811,154</b>	<b>\$ 418,081</b>	<b>\$ 152,592</b>	<b>\$ 32,904</b>

**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 18**

	STREET MAINTENANCE DISTRICTS	STREET LIGHT MAINT DISTRICTS	STORM SEWER	PARK MAINT. DISTRICTS	PARK DISTRICT 1	ARTERIAL STREET FEES	AMEND PARK	BALLFIELD STADIUM DONATIONS	ROAD MAINTENANCE DISTRICT
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 3,700,745</b>	<b>\$ 1,547,725</b>	<b>\$ 3,776,164</b>	<b>\$ 394,229</b>	<b>\$ 4,010,228</b>	<b>\$ 2,181,686</b>	<b>\$ 190,643</b>	<b>\$ 507,823</b>	<b>\$ 5,750</b>
<b>REVENUE:</b>									
TAXES	\$ 7,833,000	\$ 2,300,000	\$ 4,075,000	\$ 1,002,975	\$ 2,040,000	\$ 3,970,000	\$ -	\$ -	\$ -
SPECIAL ASSESSMENTS	-	-	10,000	-	-	-	-	-	2,875
LICENSES & PERMITS	-	-	-	-	-	-	-	-	-
INTER-GOVERNMENTAL	-	-	-	-	-	-	-	-	-
CHARGES FOR SERVICE	-	-	-	-	-	-	-	-	-
FINES & FORFEITS	-	-	-	-	-	-	-	-	-
INVESTMENT EARNINGS	10,400	6,000	36,000	200	13,000	15,000	1,910	2,700	-
CONTRIBUTIONS / DONATIONS	-	-	-	-	-	-	-	-	-
INTERFUND TRANSFERS	-	-	-	-	-	-	-	-	-
DEBT PROCEEDS	-	-	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	1,452	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 7,843,400</b>	<b>\$ 2,306,000</b>	<b>\$ 4,122,452</b>	<b>\$ 1,003,175</b>	<b>\$ 2,053,000</b>	<b>\$ 3,985,000</b>	<b>\$ 103,910</b>	<b>\$ 93,000</b>	<b>\$ 2,875</b>
<b>EXPENDITURES:</b>									
PERSONAL SERVICES	\$ 6,540,258	\$ 2,533,814	\$ 1,409,052	\$ 1,114,055	\$ 308,462	\$ -	\$ -	\$ -	\$ -
OPERATION & MAINTENANCE	-	-	2,605,000	-	461,982	122,378	181,315	130,638	17
CAPITAL	-	-	-	-	1,190,000	6,005,229	-	-	-
DEBT SERVICE	-	-	-	-	-	-	-	-	-
INTERFUND TRANSFERS	1,500,000	-	1,015,000	-	1,860,000	-	-	1,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,040,258</b>	<b>\$ 2,533,814</b>	<b>\$ 5,029,052</b>	<b>\$ 1,114,055</b>	<b>\$ 3,820,444</b>	<b>\$ 6,127,667</b>	<b>\$ 182,315</b>	<b>\$ 130,638</b>	<b>\$ 17</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 3,503,887</b>	<b>\$ 1,319,911</b>	<b>\$ 2,869,564</b>	<b>\$ 283,349</b>	<b>\$ 2,242,784</b>	<b>\$ 39,079</b>	<b>\$ 112,238</b>	<b>\$ 470,185</b>	<b>\$ 8,608</b>

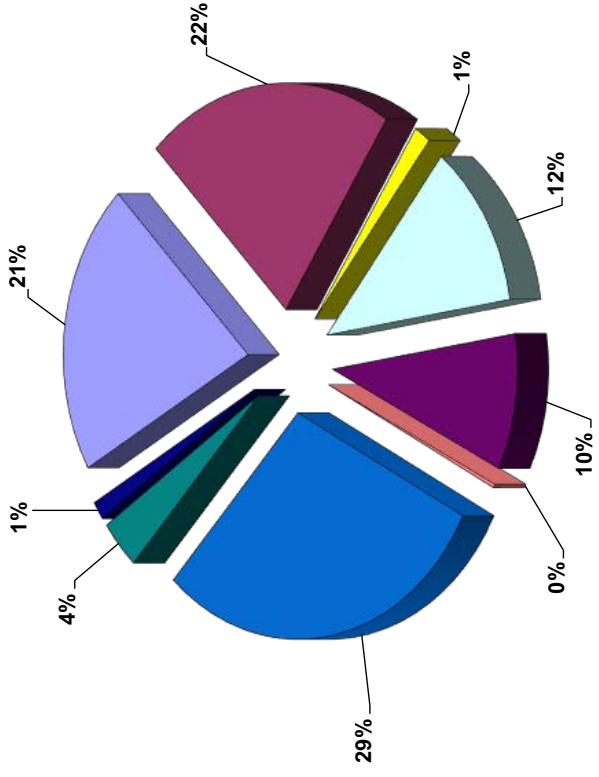
**SPECIAL REVENUE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 18**

	APPROVED BUDGET FY 18	APPROVED BUDGET FY 17	INCREASE (DECREASE)	ACTUAL FY 16	
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 53,463,044</b>	<b>\$ 45,331,199</b>	<b>\$ 8,131,845</b>	<b>\$ 56,467,170</b>	
<b>REVENUE:</b>					
TAXES	\$ 20,583,094	\$ 20,292,850	\$ 290,244	\$ 20,263,274	
SPECIAL ASSESSMENTS	21,223,850	20,888,630	335,220	20,664,645	
LICENSES & PERMITS	1,413,950	1,694,950	(281,000)	2,163,975	
INTER-GOVERNMENTAL	11,726,419	11,476,267	250,152	12,766,163	
CHARGES FOR SERVICE	9,584,191	8,925,652	658,539	9,178,172	
FINES & FORFEITS	138,250	333,050	(194,800)	450,653	
INVESTMENT EARNINGS	271,788	234,052	37,736	305,397	
CONTRIBUTIONS / DONATIONS	607,800	2,150,953	(1,543,153)	1,564,111	
INTERFUND TRANSFERS	28,822,951	26,500,048	2,322,903	24,036,393	
DEBT PROCEEDS	3,500,000	-	3,500,000	4,935,000	
MISCELLANEOUS	566,283	441,281	125,002	1,557,666	
<b>TOTAL REVENUE</b>	<b>\$ 98,438,576</b>	<b>\$ 92,937,733</b>	<b>\$ 5,500,843</b>	<b>\$ 97,885,449</b>	
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 45,457,499	\$ 43,685,537	\$ 1,771,962	\$ 39,866,858	
OPERATION & MAINTENANCE	30,361,457	29,593,431	768,026	30,335,532	
CAPITAL	28,719,974	18,233,656	10,486,318	18,767,376	
DEBT SERVICE	2,045,975	1,965,205	80,770	1,625,091	
INTERFUND TRANSFERS	5,957,677	4,252,907	1,704,770	4,372,141	
<b>TOTAL EXPENDITURES</b>	<b>\$ 112,542,582</b>	<b>\$ 97,730,736</b>	<b>\$ 14,811,846</b>	<b>\$ 94,966,998</b>	
<b>FUND BALANCE ENDING</b>	<b>\$ 39,359,038</b>	<b>\$ 40,538,196</b>	<b>\$ (1,179,158)</b>	<b>\$ 59,385,621</b>	

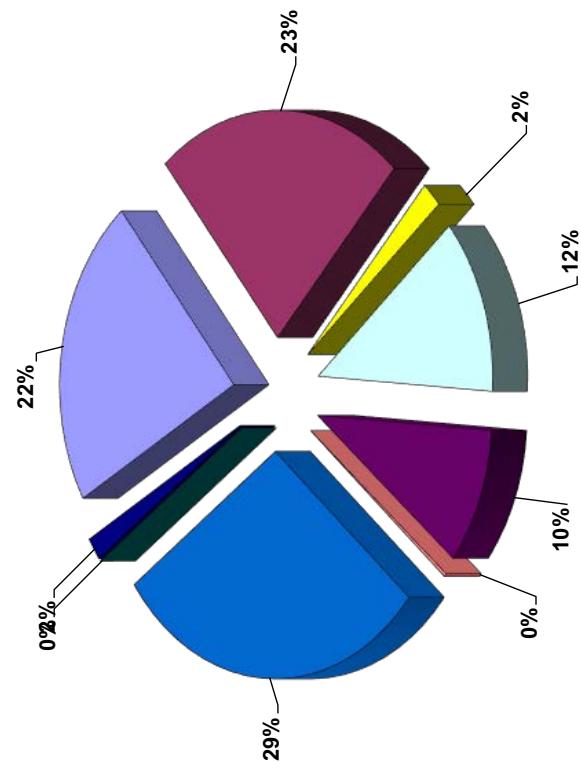
# Special Revenue Funds

## Summary of Revenues

	FY18	FY17
TAXES	\$20,583,094	\$20,292,850
SPECIAL ASSESSMENTS	21,223,850	20,888,630
LICENSES & PERMITS	1,413,950	1,694,950
INTER-GOVERNMENTAL	11,726,419	11,476,267
CHARGES FOR SERVICE	9,584,191	8,925,652
INVESTMENT EARNINGS	271,788	234,052
INTERFUND TRANSFERS	28,822,951	26,500,048
DEBT PROCEEDS	3,500,000	-
OTHER	1,312,333	2,925,284
<u>TOTAL</u>	<u>\$98,438,576</u>	<u>\$92,937,733</u>



Fiscal Year 2018



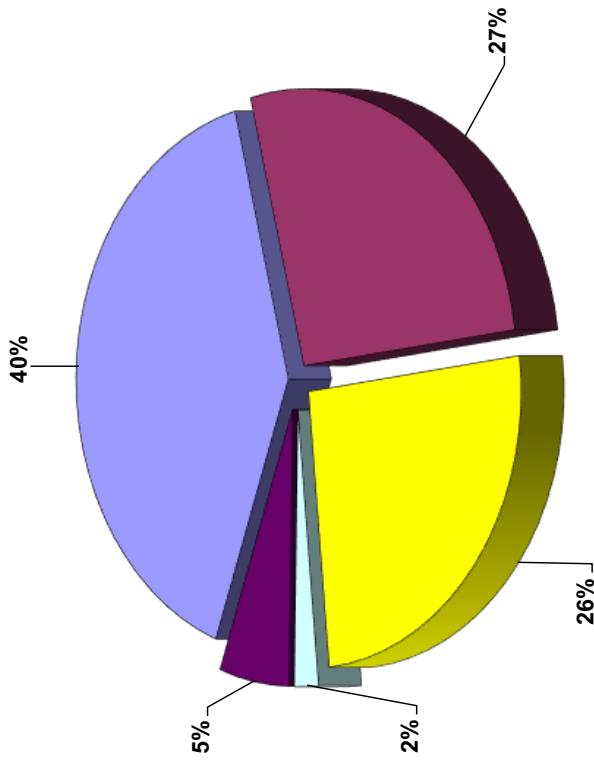
Fiscal Year 2017

# Special Revenue Funds

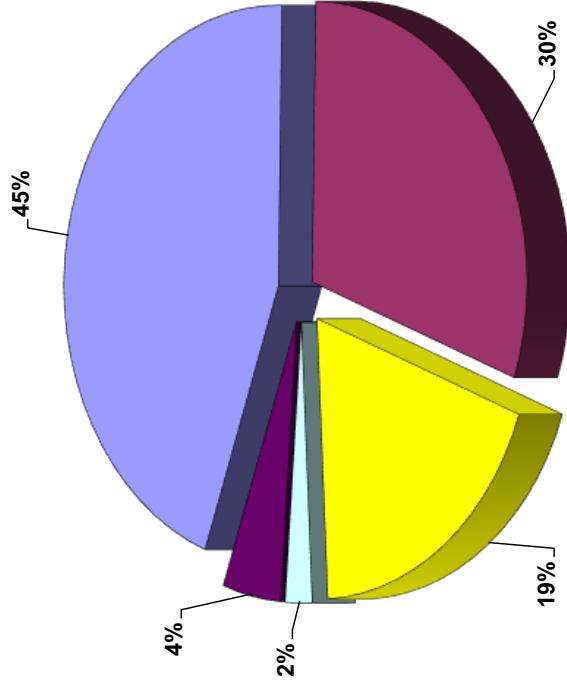
## Summary of Expenditures

<u>FY 18</u>	
\$ 45,457,499	PERSONAL SERVICES
30,361,457	OPERATION & MAINTENANCE
28,719,974	CAPITAL
2,045,975	DEBT SERVICE
5,957,677	INTERFUND TRANSFERS
<u>\$ 112,542,582</u>	<u>TOTAL</u>

<u>FY 17</u>	
\$ 43,685,537	PERSONAL SERVICES
29,593,431	OPERATION & MAINTENANCE
18,233,656	CAPITAL
1,965,205	DEBT SERVICE
4,252,907	INTERFUND TRANSFERS
<u>\$ 97,730,736</u>	<u>TOTAL</u>



Fiscal Year 2018



Fiscal Year 2017

**PUBLIC SAFETY FUND  
OPERATING BUDGET**

FUND 150

	ACTUAL FY 15	ACTUAL FY 16	APPROVED FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 1,600,000</b>	<b>\$ 1,677,865</b>	<b>\$ 1,600,000</b>	<b>\$ 1,442,703</b>	<b>\$ 1,600,000</b>
<b>REVENUE:</b>					
TAXES-levy 1	\$ 3,938,990	\$ 3,984,798	\$ 4,119,929	\$ 4,154,656	\$ 4,480,422
TAXES-levy 2	7,473,400	8,409,513	8,200,000	8,019,391	8,200,000
LICENSES & PERMITS	31,514	41,965	33,050	36,523	23,000
INTER-GOVERNMENTAL	2,546,205	2,591,364	2,553,125	2,513,176	2,593,456
CHARGES FOR SERVICE	1,448,703	1,545,011	1,493,759	1,459,470	1,426,371
FINES & FORFEITS	9,188	2,400	3,400	2,800	2,400
INVESTMENT EARNINGS	20,978	5,046	7,880	-	-
INTERFUND TRANSFERS-GENERAL FD	21,666,153	21,305,976	23,782,668	23,126,400	26,022,737
MISCELLANEOUS	38,715	33,697	25,129	112,290	33,772
<b>TOTAL REVENUE</b>	<b>\$ 37,173,846</b>	<b>\$ 37,919,770</b>	<b>\$ 40,218,940</b>	<b>\$ 39,424,706</b>	<b>\$ 42,782,158</b>
<b>EXPENDITURES:</b>					
<b>POLICE:</b>					
ADMINISTRATION	\$ 1,347,695	\$ 1,531,126	\$ 1,827,956	\$ 1,720,503	\$ 1,993,235
OPERATIONS	14,115,268	14,544,407	14,705,544	14,507,565	15,168,399
INVESTIGATIONS	2,752,272	2,345,672	2,891,460	2,699,829	2,648,573
SUPPORT SERV.	1,796,899	1,873,720	1,788,644	1,884,850	1,836,745
ANIMAL CONTROL	863,700	819,146	919,885	867,007	950,003
<b>TOTAL POLICE</b>	<b>\$ 20,875,834</b>	<b>\$ 21,114,071</b>	<b>\$ 22,133,489</b>	<b>\$ 21,679,754</b>	<b>\$ 22,596,955</b>
<b>FIRE:</b>					
ADMINISTRATION	\$ 1,279,716	\$ 1,283,845	\$ 1,449,748	\$ 1,411,613	\$ 1,292,589
PREVENTION/INVESTIGATIONS	593,564	622,382	703,629	676,758	683,983
TRAINING	172,034	240,337	348,444	337,167	347,620
EQUIPMENT/MAINTENANCE	1,011,241	1,166,327	918,009	900,149	1,370,772
SUPPRESSION	10,634,621	11,075,228	11,699,777	11,250,013	13,518,130
9-1-1 EMERGENCY OP CENTER	2,446,927	2,526,019	2,998,757	2,883,017	2,936,247
COMMUNICATIONS EQUIPMENT	50,192	69,453	74,222	72,263	83,092
BUFSA - DIRECT COSTS	31,852	57,270	56,675	56,675	59,735
<b>TOTAL FIRE</b>	<b>\$ 16,220,147</b>	<b>\$ 17,040,861</b>	<b>\$ 18,249,261</b>	<b>\$ 17,587,655</b>	<b>\$ 20,292,168</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 37,095,981</b>	<b>\$ 38,154,932</b>	<b>\$ 40,382,750</b>	<b>\$ 39,267,409</b>	<b>\$ 42,889,123</b>
<b>FUND BALANCE-ENDING</b>	<b>\$ 1,677,865</b>	<b>\$ 1,442,703</b>	<b>\$ 1,436,190</b>	<b>\$ 1,600,000</b>	<b>\$ 1,493,035</b>
<b>LESS:</b>					
RESTRICTED	1,677,865	1,442,703	1,436,190	1,600,000	1,493,035
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

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

The Fire Department is comprised of seven Divisions and ten separate facilities. The 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 three Deputy Fire Marshals (5 FTE). Their responsibilities include fire and arson investigations, fire code enforcement, building and fire protection system plans review, subdivision and site plans review, final construction inspections, licensing and complaint inspections, address assignments, code research and review, 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).

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 BUFSAs (Billings Urban Fire Service Area).

### **Revenues**

Department generated revenue is \$1,818,971.

### **Expenditures**

Included in the FY 2018 budget is the expenditure for the replacement of the Self-Contained Breathing Apparatus (SCBA) System. Also included in the year's budget is the final payment of the Fire/Union Wage judgement 10-year loan.

### **Capital**

SBR's approved in FY 2018 include Fire Station facility improvements such as the replacement of the roof at Fire Station #3 and mitigation of water damage at Fire Stations #1 and #2.

**FIRE DEPARTMENT  
OPERATING BUDGET**

FUND 150-2200

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ 13,769,972	\$ 14,305,407	\$ 15,715,238	\$ 15,053,102	\$ 16,411,635
OPERATIONS AND MAINTENANCE	1,410,141	1,554,930	1,613,933	1,613,933	1,794,922
CAPITAL	66,492	328,798	72,100	72,100	1,349,432
DEBT SERVICE	473,355	473,355	473,005	473,535	236,503
TRANSFERS	<u>500,187</u>	<u>378,372</u>	<u>374,985</u>	<u>374,985</u>	<u>499,676</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 16,220,147</u></b>	<b><u>\$ 17,040,862</u></b>	<b><u>\$ 18,249,261</u></b>	<b><u>\$ 17,587,655</u></b>	<b><u>\$ 20,292,168</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
FIRE CHIEF	1.0	1.0	1.0	1.0
ASSISTANT FIRE CHIEF	1.0	1.0	1.0	1.0
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
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	0.6	0.3	0.3	0.3
FIREFIGHTER	10.0	10.0	13.0	17.0
FIREFIGHTER (PROBATIONARY)	-	-	-	6.0
FIREFIGHTER 1	3.0	3.0	7.0	6.0
FIREFIGHTER 2	28.0	28.0	26.0	17.0
FIREFIGHTER 3	-	-	-	-
COMMUNICATIONS CNTR MANAGER	1.0	1.0	1.0	1.0
EMERGENCY SERV. DISPATCHER III	20.5	20.5	18.5	19.5
EMERGENCY SERV. DISPATCHER II	2.0	2.0	6.0	3.0
EMERGENCY SERV. DISPATCHER I	1.0	1.0	2.0	4.0
EMERGENCY SERV OPERATOR-TRAIN	3.0	3.0	2.0	3.0
EMERGENCY SERVICES OPERATOR	1.0	1.0	3.0	2.0
EMERG.SERV.DISPATCH SHIFT SUPR.	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
<b>TOTAL</b>	<b><u>147.1</u></b>	<b><u>146.8</u></b>	<b><u>156.8</u></b>	<b><u>156.8</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 (Public Safety Fund) have increased by approximately \$428,000 largely due to increases in payroll and payroll related line items.

### **Capital**

No significant changes.

**POLICE DEPARTMENT  
OPERATING BUDGET**

FUND 150-2100

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ 15,903,463	\$ 16,346,042	\$ 17,742,400	\$ 17,288,665	\$ 18,322,433
OPERATIONS AND MAINTENANCE	4,180,567	4,180,171	3,619,587	3,619,587	3,748,288
CAPITAL	27,207	-	171,705	171,705	-
DEBT SERVICE	92,696	-	-	-	-
TRANSFERS	671,901	587,857	599,797	599,797	526,234
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,875,834</b>	<b>\$ 21,114,070</b>	<b>\$ 22,133,489</b>	<b>\$ 21,679,754</b>	<b>\$ 22,596,955</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
CHIEF OF POLICE	1.0	1.0	1.0	1.0
DEPUTY CHIEF OF POLICE	2.0	2.0	1.0	-
ASST CHIEF OF POLICE	-	-	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/MKTG 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	5.0
POLICE SERGEANT	15.0	15.0	15.0	16.0
POLICE OFFICER	114.0	114.0	120.0	120.0
PROPERTY EVIDENCE TECHNICIAN	2.0	2.0	2.0	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
ASST ANIMAL SHELTER ATTEND	-	-	-	-
ADMINISTRATIVE SUPPORT I	1.0	1.0	1.0	1.0
<b>SUBTOTAL PUBLIC SAFETY</b>	<b>170.3</b>	<b>170.3</b>	<b>176.3</b>	<b>177.3</b>
<b>GRANT POSITIONS:</b>				
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
POLICE OFFICER-DOWNTOWN BEAT	2.0	2.0	2.0	2.0
PC/COMPUTER FORENSIC EXAMINER	1.0	1.0	1.0	1.0
<b>TOTAL POLICE/POLICE GRANTS</b>	<b>174.3</b>	<b>174.3</b>	<b>180.3</b>	<b>181.3</b>

**SOUTH TAX INCREMENT OPERATING FUND  
OPERATING BUDGET**

FUND 198 & 199

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 4,199,687</b>	<b>\$ 3,956,185</b>	<b>\$ 2,713,754</b>	<b>\$ 8,813,652</b>	<b>\$ 6,974,424</b>
<b>REVENUE:</b>					
TAXES	\$ 1,526,445	\$ 2,453,981	\$ 2,345,370	\$ 2,567,630	\$ 2,381,086
INTERGOVERNMENTAL	256,218	256,218	256,000	249,810	256,000
INVESTMENT EARNINGS	11,547	24,541	17,758	8,000	24,000
PROCEEDS FROM DEBT	490,676	4,935,000	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,284,886</b>	<b>\$ 7,669,740</b>	<b>\$ 2,619,128</b>	<b>\$ 2,825,440</b>	<b>\$ 2,661,086</b>
<b>EXPENDITURES:</b>					
OPERATION AND MAINTENANCE	\$ 508,174	\$ 266,060	\$ 398,121	\$ 280,000	\$ 289,681
CAPITAL	1,876,071	2,343,904	700,000	4,067,668	2,200,000
PRINCIPAL	-	-	125,000	125,000	300,000
INTEREST	-	119,565	192,000	192,000	348,500
BOND ISSUANCE COSTS	119,143	82,744	-	-	-
TRANSFER TO OTHER FUNDS	25,000	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,528,388</b>	<b>\$ 2,812,273</b>	<b>\$ 1,415,121</b>	<b>\$ 4,664,668</b>	<b>\$ 3,138,181</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 3,956,185</b>	<b>\$ 8,813,652</b>	<b>\$ 3,917,761</b>	<b>\$ 6,974,424</b>	<b>\$ 6,497,329</b>
LESS:					
RESTRICTED	3,956,185	8,813,652	3,917,761	6,974,424	6,497,329
<b>UNASSIGNED</b>	<b>\$ -</b>				

**SOUTH TAX INCREMENT OPERATING FUND BUDGET NARRATIVE**

The Tax Increment Fund is used to account for the South Tax Increment District.

**Revenues**

Revenues include property taxes paid by the South district property owners and earnings on cash and investments.

**Expenditures**

Expenditures are for development incentives within the South district and costs allocated for the administration of the district.

**Capital**

Capital projects will include the Midland Road reconstruction design.

**EAST TAX INCREMENT OPERATING FUND  
OPERATING BUDGET**

FUND 201

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 902,424</b>	<b>\$ 3,664,401</b>	<b>\$ 1,040,995</b>	<b>\$ 1,209,726</b>	<b>\$ 1,407,991</b>
<b>REVENUE:</b>					
TAXES	\$ 506,685	\$ 642,750	\$ 623,880	\$ 629,785	\$ 724,100
INTERGOVERNMENTAL	146,654	146,654	146,000	146,000	146,000
TAX INCREMENT BOND PROCEEDS	3,165,000	-	-	-	3,500,000
INVESTMENT EARNINGS	2,605	11,242	8,776	-	4,600
<b>TOTAL REVENUE</b>	<b>\$ 3,820,944</b>	<b>\$ 800,646</b>	<b>\$ 778,656</b>	<b>\$ 775,785</b>	<b>\$ 4,374,700</b>
<b>EXPENDITURES:</b>					
OPERATIONS AND MAINTENANCE					
CHARGE FOR SERVICES	\$ 7,848	\$ 12,803	\$ 12,220	\$ 12,220	\$ 24,168
EBURD OPERATING AGREEMENT	138,000	177,000	179,834	179,800	139,946
DEVELOPMENT INCENTIVES	519,457	197,705	182,000	180,000	170,000
DEBT SERVICE	78,680	63,104	205,500	205,500	211,100
BOND SALE FEES	34,928	34,763	-	-	-
CAPITAL	280,054	2,769,946	-	-	3,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,058,967</b>	<b>\$ 3,255,321</b>	<b>\$ 579,554</b>	<b>\$ 577,520</b>	<b>\$ 4,045,214</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 3,664,401</b>	<b>\$ 1,209,726</b>	<b>\$ 1,240,097</b>	<b>\$ 1,407,991</b>	<b>\$ 1,737,477</b>
<b>LESS:</b>					
<b>RESTRICTED</b>	<b>3,664,401</b>	<b>1,209,726</b>	<b>1,240,097</b>	<b>1,407,991</b>	<b>1,737,477</b>
<b>UNASSIGNED</b>	<b>\$ -</b>				

**EAST TAX INCREMENT OPERATING FUND BUDGET NARRATIVE**

The Tax Increment Fund is used to account for the East Tax Increment District.

**Revenues**

Revenues include property taxes as paid by the East district property owners and earnings on cash and investments.

**Expenditures**

Expenditures are for development incentives within the East district, debt service costs for the bonds that have been sold, and costs allocated for the administration of the district.

**Capital**

Capital expenditures will be for sidewalks, curbs, gutters, and sewer within the District.

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

FUND 203

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 3,557,780</b>	<b>\$ 2,844,374</b>	<b>\$ 3,606,721</b>	<b>\$ 2,666,760</b>	<b>\$ 2,700,936</b>
<b>REVENUE:</b>					
TAXES	1,906,175	3,312,605	3,531,750	3,070,586	3,231,156
INTERGOVERNMENTAL	249,202	211,821	212,000	212,000	212,000
INVESTMENT EARNINGS	9,104	12,959	7,500	-	5,300
CONTRIBUTIONS/DONATIONS	32,931	-	-	-	-
DEBT PROCEEDS	1,626,520	-	-	-	-
INTERFUND TRANSER	4,507	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,828,439</b>	<b>\$ 3,537,385</b>	<b>\$ 3,751,250</b>	<b>\$ 3,282,586</b>	<b>\$ 3,448,456</b>
<b>EXPENDITURES:</b>					
OPERATION AND MAINTENANCE:					
CHARGE FOR SERVICES	\$ 89,108	\$ 86,258	\$ 85,985	\$ 78,985	\$ 111,175
DBP DEVELOPMENT INCENTIVES O&M	961,001	1,506,322	1,326,000	1,400,000	1,380,604
DBP OPERATING AGREEMENT	232,875	258,301	263,400	263,400	271,302
DEBT SERVICE	800,029	949,149	949,700	949,700	950,872
CAPITAL	2,358,832	814,969	-	34,200	-
INTERFUND TRANSERS	100,000	100,000	522,125	522,125	323,329
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,541,845</b>	<b>\$ 3,714,999</b>	<b>\$ 3,147,210</b>	<b>\$ 3,248,410</b>	<b>\$ 3,037,282</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 2,844,374</b>	<b>\$ 2,666,760</b>	<b>\$ 4,210,761</b>	<b>\$ 2,700,936</b>	<b>\$ 3,112,110</b>
LESS: RESTRICTED	2,844,374	2,666,760	4,210,761	2,700,936	3,112,110
<b>UNASSIGNED</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**

No significant changes.

**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. It also serves to continue to improve the city's street network. Funding for this activity primarily is derived from the city's share of Gas Tax proceeds and a transfer from the Street Maintenance District Fund for maintenance.

### **Revenues**

The FY 2018 revenues are estimated at \$3,384,867. FY 2018 is seeing a decrease in developer contributions that were budgeted in FY 2017 for the Grand Avenue Project. As a result, revenues are showing an overall decrease of \$1,486,482 from the FY 2017 budget.

### **Expenditures**

Operating and maintenance expenditures are budgeted at \$340,479 for FY 2018, which is an increase of \$21,372 from the FY 2017 budget. This increase is due to an increase in cost allocation charges.

### **Capital**

Capital expenses for FY 2018 total \$3,570,000 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, improvements on Central Avenue from 32nd Street West to Shiloh Road and Kyle Lane school walking path.

**GAS TAX FUND  
OPERATING BUDGET**

FUND 205

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY17	ESTIMATE FY17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 3,572,717</b>	<b>\$ 4,307,897</b>	<b>\$ 1,316,179</b>	<b>\$ 3,958,808</b>	<b>\$ 1,705,744</b>
<b>REVENUE:</b>					
STATE GAS TAX	\$ 1,771,687	\$ 1,763,741	\$ 1,765,000	\$ 1,766,830	\$ 2,270,000
STATE REIMBURSEMENTS	2,500	-	-	-	-
COUNTY CONTRACT SERVICE	81,661	90,607	88,349	84,000	94,867
GRANTS	-	-	-	-	-
CHARGE FOR SERVICES	-	-	-	-	-
INTEREST ON INVESTMENTS	15,491	30,352	18,000	24,000	20,000
CONTRIBUTIONS/DONATIONS	-	-	1,500,000	1,455,000	-
TRANSFERS:					
STREET MAINT DISTRICTS	1,900,000	1,500,000	1,500,000	1,500,000	1,500,000
STORM SEWER	-	-	-	-	-
GENERAL FUND	-	-	-	-	-
STATE REIMBURSEMENTS	-	-	-	-	-
SALE OF FIXED ASSETS	35,500	76,258	-	-	-
MISCELLANEOUS	5,530	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,812,369</b>	<b>\$ 3,460,958</b>	<b>\$ 4,871,349</b>	<b>\$ 4,829,830</b>	<b>\$ 3,884,867</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 52,866	\$ 61,278	\$ 62,610	\$ 63,148	\$ 67,549
OPERATION & MAINTENANCE	2,327,193	2,332,362	256,497	236,947	272,930
CAPITAL PROJECTS	697,130	1,416,407	4,700,000	6,782,799	4,070,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,077,189</b>	<b>\$ 3,810,047</b>	<b>\$ 5,019,107</b>	<b>\$ 7,082,894</b>	<b>\$ 4,410,479</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 4,307,897</b>	<b>\$ 3,958,808</b>	<b>\$ 1,168,421</b>	<b>\$ 1,705,744</b>	<b>\$ 1,180,132</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	4,307,897	3,958,808	1,168,421	1,705,744	1,180,132
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**BUILDING INSPECTION FUND  
OPERATING BUDGET**

FUND 209

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 1,573,707</b>	<b>\$ 2,200,500</b>	<b>\$ 2,639,201</b>	<b>\$ 2,530,009</b>	<b>\$ 2,663,130</b>
<b>REVENUE:</b>					
LICENSES & PERMITS	\$ 2,336,145	\$ 2,078,615	\$ 1,619,900	\$ 2,020,816	\$ 1,353,550
INTEREST ON INVESTMENTS	6,412	14,445	9,691	2,000	14,000
MISCELLANEOUS	7,355	4,860	2,500	2,500	-
<b>TOTAL REVENUE</b>	<b>\$ 2,349,912</b>	<b>\$ 2,097,920</b>	<b>\$ 1,632,091</b>	<b>\$ 2,025,316</b>	<b>\$ 1,367,550</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 1,216,196	\$ 1,191,899	\$ 1,254,238	\$ 1,171,195	\$ 1,332,734
OPERATIONS & MAINT.	488,863	559,072	585,136	550,000	609,256
CAPITAL	18,060	17,440	171,000	171,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,723,119</b>	<b>\$ 1,768,411</b>	<b>\$ 2,010,374</b>	<b>\$ 1,892,195</b>	<b>\$ 1,941,990</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 2,200,500</b>	<b>\$ 2,530,009</b>	<b>\$ 2,260,918</b>	<b>\$ 2,663,130</b>	<b>\$ 2,088,690</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	2,200,500	2,530,009	2,260,918	2,663,130	2,088,690
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**BUILDING INSPECTION FUND BUDGET NARRATIVE**

The Building Division is responsible for issuing permits, performing plan reviews, and conducting field inspections for commercial and residential development within the City of Billings. The Division acts as an information source to both the construction community and the general public for building codes and how they relate to construction. The sole source of funding is obtained through permit fees.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

FUND 209

## BUILDING INSPECTION FUND

## OPERATING BUDGET

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ 1,216,196	\$ 1,191,899	\$ 1,254,238	\$ 1,171,195	\$ 1,332,734
OPERATIONS AND MAINTENANCE	488,863	559,072	585,136	550,000	609,256
CAPITAL	18,060	17,440	171,000	171,000	-
<b>TOTAL EXPENDTURES</b>	<b>\$ 1,723,119</b>	<b>\$ 1,768,411</b>	<b>\$ 2,010,374</b>	<b>\$ 1,892,195</b>	<b>\$ 1,941,990</b>

## STAFFING AUTHORIZATION

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
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. COMBINATION INSPECTOR	-	-	-	-
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	2.0	3.0	3.0
ELECTRICAL INSPECTOR I	-	-	1.0	1.0
ELECTRICAL INSPECTOR II	1.0	1.0	1.0	1.0
COMBINATION INSPECTOR III	4.0	4.0	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	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>14.6</b>	<b>14.6</b>	<b>15.6</b>	<b>15.6</b>

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

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

### **Revenues**

FY 2018 revenues are estimated at \$8,280,373, an increase of \$618,873 over FY 2017. The increase is primarily due to an increase in charge for services.

### **Expenditures**

FY 2018 budgeted operating and maintenance expenditures for Street-Traffic are \$7,169,002. This is an increase of 2% from the FY 2017 budget. This increase is primarily due to an increase in property and liability insurance, along with increases in personnel expenses. One additional electrician is included in the FY 2018 budget.

### **Capital**

The capital budget for FY 2018 totals \$1,770,626. The major capital items for FY 2018 include a mobile snow melting facility, as well as the replacements of a vehicle, two dump trucks with slide in sanders, two dump truck sanders, three snow plow upgrades, and a street sweeper.

**STREET AND TRAFFIC FUND  
OPERATING BUDGET**

FUND 211

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 4,066,890</b>	<b>\$ 4,139,143</b>	<b>\$ 3,229,746</b>	<b>\$ 4,277,887</b>	<b>\$ 3,987,446</b>
<b>REVENUE:</b>					
STATE REIMBURSEMENTS	\$ 638,680	\$ 656,078	\$ 674,000	\$ 676,184	\$ 641,873
STATE FEES	32,575	-	-	-	-
FIRE SERVICES FEES	11,000	11,000	11,000	11,000	11,000
STREET LIGHT	360,959	233,139	200,000	190,000	235,000
STREET MAINTENANCE	5,049,930	5,660,000	5,890,000	5,890,000	6,450,000
STORM SEWER MAINT.	660,673	919,328	720,000	800,000	770,000
BBWA LATERAL MAINT.	-	4,500	4,500	4,500	4,500
UTILITY CHG FOR SERVICES	100,206	120,230	110,000	130,000	130,000
ENGINEERING CHG FOR SERVICE	32,111	-	5,000	-	3,000
INTERDEPARTMENTAL CHGS	46,411	30,605	25,000	5,000	5,000
INVESTMENT EARNINGS	12,558	24,669	12,000	15,000	20,000
MISCELLANEOUS	83,251	61,507	10,000	26,318	10,000
TRANSFER-GEN FUND	-	7,244	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 7,028,354</b>	<b>\$ 7,728,300</b>	<b>\$ 7,661,500</b>	<b>\$ 7,748,002</b>	<b>\$ 8,280,373</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 3,344,262	\$ 3,398,358	\$ 3,734,762	\$ 3,694,853	\$ 4,043,044
OPERATIONS AND MAINTENANCE	2,884,147	2,721,339	3,310,282	2,932,521	3,125,958
CAPITAL	510,190	1,262,357	825,662	1,203,567	1,770,626
TRANSFERS	217,502	207,502	207,502	207,502	207,502
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,956,101</b>	<b>\$ 7,589,556</b>	<b>\$ 8,078,208</b>	<b>\$ 8,038,443</b>	<b>\$ 9,147,130</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 4,139,143</b>	<b>\$ 4,277,887</b>	<b>\$ 2,813,038</b>	<b>\$ 3,987,446</b>	<b>\$ 3,120,689</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	4,139,143	4,277,887	2,813,038	3,987,446	3,120,689
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**STREET AND TRAFFIC FUND  
OPERATING BUDGET**

FUND 211

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ 3,344,262	\$ 3,398,358	\$ 3,734,762	\$ 3,395,498	\$ 4,043,044
OPERATIONS AND MAINTENANCE	2,884,147	2,721,339	3,310,282	2,900,000	3,125,958
CAPITAL	510,190	1,262,357	825,662	820,000	1,770,626
TRANSFERS	<u>217,502</u>	<u>207,502</u>	<u>207,502</u>	<u>207,502</u>	<u>207,502</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 6,956,101</u></b>	<b><u>\$ 7,589,556</u></b>	<b><u>\$ 8,078,208</u></b>	<b><u>\$ 7,323,000</u></b>	<b><u>\$ 9,147,130</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
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	26.0	25.0	25.0	29.0
MAINTENANCE	4.0	7.0	7.0	4.0
TRAFFIC INSPECTOR II	1.0	1.0	1.0	1.0
SIGN FABRICATOR/EQUIP OPERATOR/MAINT.	1.0	1.0	1.0	-
ADMINISTRATIVE SUPPORT III	1.0	1.0	1.0	1.0
ELECTRICIAN III	3.0	3.0	3.0	2.0
ELECTRICIAN II	-	-	-	-
ELECTRICIAN I	-	-	-	2.0
ARBORIST	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>TOTAL</b>	<b><u>45.0</u></b>	<b><u>47.0</u></b>	<b><u>47.0</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 response 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**

Funding to the Regional HazMat Teams will be reduced by 50% in FY 2018.

### **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 219-224

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 199,657</b>	<b>\$ 229,862</b>	<b>\$ 139,629</b>	<b>\$ 202,186</b>	<b>\$ 241,853</b>
<b>REVENUE:</b>					
INTER-GOVERNMENTAL-STATE	\$ 44,167	\$ 44,167	\$ 44,167	\$ 44,167	\$ 22,084
INTER-GOVERNMENTAL-FEDERAL	-	322,118	-	30,000	-
INVESTMENT EARNINGS	835	1,312	464	500	500
HAZARD MAT CHARGE FOR SERVICE	20,126	3,682	-	-	-
CONTRIBUTIONS / DONATIONS	84,880	13,081	5,000	60,000	6,000
INTERFUND TRANSFERS	-	9,081	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 150,008</b>	<b>\$ 393,441</b>	<b>\$ 49,631</b>	<b>\$ 134,667</b>	<b>\$ 28,584</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 11,608	\$ 12,965	\$ 24,000	\$ 15,000	\$ 24,000
OPERATION & MAINTENANCE	61,543	350,004	110,093	80,000	98,908
CAPITAL	46,652	58,148	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 119,803</b>	<b>\$ 421,117</b>	<b>\$ 134,093</b>	<b>\$ 95,000</b>	<b>\$ 122,908</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 229,862</b>	<b>\$ 202,186</b>	<b>\$ 55,167</b>	<b>\$ 241,853</b>	<b>\$ 147,529</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	229,862	202,186	55,167	241,853	147,529
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

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

### **Revenues**

Revenues to support this PSAP (Public Safety Answering Point) are collected and distributed by the State of Montana quarterly in three parts: Basic, Enhanced, and Wireless 9-1-1. Revenues plus interest for FY 2018 are estimated to be \$1,005,000.

### **Expenditures**

The O&M budget includes \$32,449 for 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 \$303,588. New World CAD (Computer Aided Dispatching) system and 24-hr recorder maintenance agreements, 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 \$404,675.

Internal charges from the City's IT Department to support the computer network for the Joint City/County 9-1-1 Center is \$186,402.

The FY 2018 O&M items identified above also include \$27,500 paid to Yellowstone County for GIS related service, plus the \$85,000 contingency in the event of a failure in the 9-1-1 Center or its equipment.

### **Capital**

In addition to the construction of a new 9-1-1 Center, other capital expenditures in FY 2018 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 225, 226

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 6,018,737</b>	<b>\$ 6,586,658</b>	<b>\$ 7,010,158</b>	<b>\$ 6,870,986</b>	<b>\$ 7,180,410</b>
<b>REVENUE:</b>					
STATE SHARED REVENUE					
MISCELLANEOUS	\$ 1,070,820	\$ 1,083,192	\$ 1,194,756	\$ 1,109,075	\$ 984,000
INTEREST ON INVESTMENTS	203	185	-	220	\$ -
	<u>20,409</u>	<u>41,786</u>	<u>22,644</u>	<u>14,240</u>	<u>39,000</u>
<b>TOTAL REVENUE</b>	<b>\$ 1,091,432</b>	<b>\$ 1,125,163</b>	<b>\$ 1,217,400</b>	<b>\$ 1,123,535</b>	<b>\$ 1,023,000</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 17,959	\$ 26,407	\$ 30,179	\$ 32,000	\$ 32,449
OPERATION & MAINTENANCE	505,552	473,920	913,320	432,111	\$ 894,665
CAPITAL	-	<u>340,508</u>	<u>710,000</u>	<u>350,000</u>	<u>6,029,687</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 523,511</b>	<b>\$ 840,835</b>	<b>\$ 1,653,499</b>	<b>\$ 814,111</b>	<b>\$ 6,956,801</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 6,586,658</b>	<b>\$ 6,870,986</b>	<b>\$ 6,574,059</b>	<b>\$ 7,180,410</b>	<b>\$ 1,246,609</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	6,586,658	6,870,986	6,574,059	7,180,410	1,246,609
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
PUBLIC SAFETY TECHNICIAN	-	-	-	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), with the TIF District 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 slated to be underway in FY 2018 include updating the Billings Urban Area Transportation Plan, completing a Travel Demand Survey and establishing a Billings Urban Area Transportation Model, conducting a Downtown Traffic, Pedestrian and Bicycle Circulation Study, 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 ten boards and commissions for the City and County, and maintains representation on other community boards, commissions and organizations.

### **Revenues**

The Division enters FY 2018 with an estimated \$420,400 in fund balance. Revenues are shown to increase about \$66,000 from FY 2017 due to estimated increases in property tax revenue, steady development activity, and the use of Federal Transportation Planning funding.

### **Expenditures**

Expenditures appear to increase about \$250,000 in FY 2018. This is due primarily to increases in personnel costs in FY 2018 and significant vacancy savings in personnel costs in FY 2017. A significant influence on expenditures annually are transportation planning projects that often start in one City fiscal year and end in another. There were some minor increases and some slight decreases in operations and maintenance, so much of those costs remained relatively flat. While the Division appears to be reserve spending by about \$145,000 from FY 2017 to FY 2018, 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 result in a higher reserve fund balance by year end. This is evident when looking at the FY 2017 budget beginning balance versus the FY 2017 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 nine staff in FY 2018, the same as was budgeted for FY 2017.

### **Capital**

None

**CITY-COUNTY PLANNING FUND  
OPERATING BUDGET**

FUND 238, 239, 240

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 391,576</b>	<b>\$ 381,770</b>	<b>\$ 364,841</b>	<b>\$ 381,299</b>	<b>\$ 420,414</b>
<b>REVENUE:</b>					
CITY-COUNTY PLANNING:					
COUNTY PROPERTY TAX	\$ 456,583	\$ 463,404	\$ 440,000	\$ 460,000	\$ 470,000
LICENSES & PERMITS	30,802	32,195	30,000	25,000	27,400
FEDERAL/ LOCAL GRANTS	685,260	708,878	775,000	700,000	775,000
CHARGES FOR SERVICE	230,357	323,812	266,900	268,800	247,936
INTEREST ON INVESTMENTS	743	1,822	1,260	1,000	1,200
TRANSFERS IN	2,000	-	-	-	-
MISCELLANEOUS	335	37	1,500	-	-
<b>HISTORIC PRESERVATION GRANT</b>	<b>12,225</b>	<b>12,498</b>	<b>6,969</b>	<b>6,969</b>	<b>6,969</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,418,305</b>	<b>\$ 1,542,646</b>	<b>\$ 1,521,629</b>	<b>\$ 1,461,769</b>	<b>\$ 1,528,505</b>
<b>EXPENDITURES:</b>					
CITY-COUNTY PLANNING:					
PERSONAL SERVICES	\$ 945,430	\$ 936,158	\$ 988,661	\$ 909,752	\$ 1,010,167
OPERATION & MAINTENANCE	478,444	604,050	568,281	500,000	652,891
TRANSFERS	4,237	2,909	4,902	4,902	4,441
<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>\$ 1,428,111</b>	<b>\$ 1,543,117</b>	<b>\$ 1,569,844</b>	<b>\$ 1,422,654</b>	<b>\$ 1,675,499</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 381,770</b>	<b>\$ 381,299</b>	<b>\$ 316,626</b>	<b>\$ 420,414</b>	<b>\$ 273,420</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	381,770	381,299	316,626	420,414	273,420
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**CITY-COUNTY PLANNING FUND  
OPERATING BUDGET**

FUNDS 238, 239, 240

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 945,430	\$ 936,158	\$ 988,661	\$ 909,752	\$ 1,010,167
OPERATIONS AND MAINTENANCE	477,413	604,050	576,281	508,000	660,891
TRANSFERS	<u>5,268</u>	<u>2,909</u>	<u>4,902</u>	<u>4,902</u>	<u>4,441</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,428,111</b>	<b>\$ 1,543,117</b>	<b>\$ 1,569,844</b>	<b>\$ 1,422,654</b>	<b>\$ 1,675,499</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
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
BICYCLE AND PEDESTRIAN COORD	<u>0.8</u>	<u>0.8</u>	<u>0.8</u>	<u>0.8</u>
<b>TOTAL</b>	<b><u>10.1</u></b>	<b><u>10.1</u></b>	<b><u>10.1</u></b>	<b><u>10.1</u></b>

**CITY ATTORNEY GRANTS FUND  
OPERATING BUDGET**

FUNDS 241-243

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ (7,074)</b>	<b>\$ (5,367)</b>	<b>\$ 904</b>	<b>\$ 585</b>	<b>\$ 627</b>
<b>REVENUE:</b>					
INTER-GOVERNMENTAL-ATTORNEY VICTIM/WITNESS	\$ 30,542	\$ 31,043	\$ 30,542	\$ 30,542	\$ 30,385
INTER-GOVERNMENTAL-DOMESTIC VIOLENCE UNIT	44,130	39,060	40,000	40,000	40,000
FINES & FORFEITS	64,935	60,673	64,000	60,000	60,000
INTERFUND TRANSFERS-GENERAL FUND	165,227	182,362	183,793	181,000	188,518
<b>TOTAL REVENUE</b>	<b>\$ 304,834</b>	<b>\$ 313,138</b>	<b>\$ 318,335</b>	<b>\$ 311,542</b>	<b>\$ 318,903</b>
<b>EXPENDITURES:</b>					
GRANT-ATTORNEY VICTIM/WITNESS	\$ 95,039	\$ 99,704	\$ 101,256	\$ 101,500	\$ 108,961
GRANT-DOMESTIC VIOLENCE UNIT	122,419	119,095	126,791	120,000	115,482
SURCHARGE-DOMESTIC VIOLENCE	85,669	88,387	90,288	90,000	94,460
<b>TOTAL EXPENDITURES</b>	<b>\$ 303,127</b>	<b>\$ 307,186</b>	<b>\$ 318,335</b>	<b>\$ 311,500</b>	<b>\$ 318,903</b>
<b>FUND BALANCE ENDING</b>	<b>\$ (5,367)</b>	<b>\$ 585</b>	<b>\$ 904</b>	<b>\$ 627</b>	<b>\$ 627</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	627	627
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ (5,367)</b>	<b>\$ 585</b>	<b>\$ 904</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 241-243

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 298,864	\$ 304,492	\$ 316,535	\$ 309,500	\$ 315,998
OPERATION AND MAINTENANCE	<u>4,263</u>	<u>2,695</u>	<u>1,800</u>	<u>2,000</u>	<u>2,905</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 303,127</b>	<b>\$ 307,187</b>	<b>\$ 318,335</b>	<b>\$ 311,500</b>	<b>\$ 318,903</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
VICTIM WITNESS SPECIALIST	1.5	1.5	1.0	1.0
VICTIM WITNESS PRG COORDINATOR	0.8	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>3.3</u></b>

**MUNICIPAL COURT GRANTS  
OPERATING BUDGET**

FUNDS 245-248, 737-738

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<u>\$ 10,627</u>	<u>\$ 16,894</u>	<u>\$ 17,219</u>	<u>\$ 13,381</u>	<u>\$ 144,381</u>
<b>REVENUE:</b>					
INTER-GOVERNMENTAL CHARGES FOR SERVICE	\$ 535,578	\$ 455,347	\$ 580,339	\$ 480,000	\$ 606,714
CONTRIBUTIONS/DONATIONS	2,565	325	-	-	-
INTERFUND TRANSFERS-GENERAL FUND	1,100	6	-	-	-
	<u>_____ -</u>	<u>_____ -</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<b>TOTAL REVENUE</b>	<u>\$ 539,243</u>	<u>\$ 455,678</u>	<u>\$ 610,339</u>	<u>\$ 510,000</u>	<u>\$ 636,714</u>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES OPERATION & MAINTENANCE	\$ 193,302	\$ 186,920	\$ 225,366	\$ 159,000	\$ 229,402
	<u>339,674</u>	<u>272,271</u>	<u>357,120</u>	<u>220,000</u>	<u>377,312</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 532,976</u>	<u>\$ 459,191</u>	<u>\$ 582,486</u>	<u>\$ 379,000</u>	<u>\$ 606,714</u>
<b>FUND BALANCE ENDING</b>	<u>\$ 16,894</u>	<u>\$ 13,381</u>	<u>\$ 45,072</u>	<u>\$ 144,381</u>	<u>\$ 174,381</u>
<b>LESS:</b>					
RESTRICTED	<u>16,894</u>	<u>13,381</u>	<u>45,072</u>	<u>144,381</u>	<u>174,381</u>
<b>UNASSIGNED</b>	<u>\$ _____ -</u>				

**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 2017 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 2015 the H.I.D.T.A award was \$196,001, in 2016 the H.I.D.T.A award to PD was \$218,740, and in 2017 the H.I.D.T.A. award is \$221,450 (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 249-259,708-710, 717-720

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b><u>MONTANA BOARD OF CRIME CONTROL (FUND 249)</u></b>					
FUND BALANCE BEGINNING	\$ -	\$ 129	\$ -	\$ 129	\$ 129
<b>REVENUE:</b>					
INTER-GOVERNMENTAL	\$ 16,674	\$ 14,082	\$ 19,022	\$ 19,022	\$ 18,893
<b>TOTAL REVENUE</b>	<b>\$ 16,674</b>	<b>\$ 14,082</b>	<b>\$ 19,022</b>	<b>\$ 19,022</b>	<b>\$ 18,893</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 10,326	\$ 7,667	\$ 12,225	\$ 4,022	\$ 2,972
OPERATION & MAINTENANCE	6,219	6,415	7,045	15,000	16,050
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,545</b>	<b>\$ 14,082</b>	<b>\$ 19,270</b>	<b>\$ 19,022</b>	<b>\$ 19,022</b>
FUND BALANCE ENDING	\$ 129	\$ 129	\$ (248)	\$ 129	\$ -
<b><u>INTERNET CRIMES AGAINST CHILDREN-LOCAL DONATION (FUND 252)</u></b>					
FUND BALANCE BEGINNING	\$ 347,880	\$ 549,387	\$ 592,152	\$ 650,436	\$ 864,636
<b>REVENUE:</b>					
INTER-GOVERNMENTAL	\$ 6,996	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS / DONATIONS	342,764	352,184	352,183	365,000	345,000
<b>TOTAL REVENUE</b>	<b>\$ 349,760</b>	<b>\$ 352,184</b>	<b>\$ 352,183</b>	<b>\$ 365,000</b>	<b>\$ 345,000</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ -	\$ -	\$ 269,195	\$ -	\$ 263,785
OPERATION & MAINTENANCE	148,253	251,135	88,398	150,800	81,215
<b>TOTAL EXPENDITURES</b>	<b>\$ 148,253</b>	<b>\$ 251,135</b>	<b>\$ 357,593</b>	<b>\$ 150,800</b>	<b>\$ 345,000</b>
FUND BALANCE ENDING	\$ 549,387	\$ 650,436	\$ 586,742	\$ 864,636	\$ 864,636
<b><u>INTERNET CRIMES AGAINST CHILDREN (FUND 251)</u></b>					
FUND BALANCE BEGINNING	\$ -	\$ (7,384)	\$ -	\$ (7,285)	\$ -
REVENUE-INTER-GOVERNMENTAL	\$ 286,958	\$ 227,278	\$ 130,362	\$ 154,127	\$ 200,259
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 98,125	\$ 114,230	\$ 100,013	\$ 101,842	\$ 104,259
OPERATION & MAINTENANCE	196,217	112,949	31,000	45,000	96,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 294,342</b>	<b>\$ 227,179</b>	<b>\$ 131,013</b>	<b>\$ 146,842</b>	<b>\$ 200,259</b>
FUND BALANCE ENDING	\$ (7,384)	\$ (7,285)	\$ (651)	\$ -	\$ -

POLICE PROGRAMS (PAGE 2 OF 5)  
OPERATING BUDGET

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>TRAFFIC SAFETY (FUND 254)</b>					
FUND BALANCE BEGINNING	\$ -	\$ 3,817	\$ 3,817	\$ 9,408	\$ 9,408
REVENUE-INTER-GOVERNMENTAL	\$ 6,799	\$ 11,260	\$ 8,000	\$ 7,650	\$ 9,000
EXPENDITURES:					
PERSONAL SERVICES	\$ 2,982	\$ 5,669	\$ 8,166	\$ 7,650	\$ 9,000
TOTAL EXPENDITURES	\$ 2,982	\$ 5,669	\$ 8,166	\$ 7,650	\$ 9,000
FUND BALANCE ENDING	\$ 3,817	\$ 9,408	\$ 3,651	\$ 9,408	\$ 9,408
<hr/>					
<b>JUSTICE ASSISTANCE GRANTS (FUND 250)</b>					
FUND BALANCE BEGINNING	\$ (1,979)	\$ (5,672)	\$ -	\$ (33,460)	\$ -
REVENUE-INTER-GOVERNMENTAL	\$ 84,388	\$ 54,758	\$ 64,000	\$ 93,460	\$ 55,000
EXPENDITURES:					
OPERATION & MAINTENANCE	\$ 83,061	\$ 82,546	\$ 64,000	\$ 60,000	\$ 55,000
CAPITAL	\$ 5,020	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 88,081	\$ 82,546	\$ 64,000	\$ 60,000	\$ 55,000
FUND BALANCE ENDING	\$ (5,672)	\$ (33,460)	\$ -	\$ -	\$ -
<hr/>					
<b>HIDTA-ONDACP (FUND 255)</b>					
FUND BALANCE BEGINNING	\$ -	\$ (25,100)	\$ -	\$ (28,336)	\$ -
REVENUE-INTER-GOVERNMENTAL	\$ 203,962	\$ 202,733	\$ 197,145	\$ 216,336	\$ 214,951
EXPENDITURES:					
PERSONAL SERVICES	\$ 136,084	\$ 122,842	\$ 132,149	\$ 125,000	\$ 120,702
OPERATION & MAINTENANCE	\$ 92,978	\$ 83,127	\$ 66,600	\$ 63,000	\$ 94,249
TOTAL EXPENDITURES	\$ 229,062	\$ 205,969	\$ 198,749	\$ 188,000	\$ 214,951
FUND BALANCE ENDING	\$ (25,100)	\$ (28,336)	\$ (1,604)	\$ -	\$ -
<hr/>					

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

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b><u>DOWNTOWN CENTRAL BEAT OFFICER (FUND 256)</u></b>					
FUND BALANCE BEGINNING	\$ (79,500)	\$ (14,353)	\$ -	\$ (14,353)	\$ -
<b>REVENUE-CHARGES FOR SERVICE</b>					
CHARGES FOR SERVICE	\$ 133,167	\$ 169,325	\$ 141,868	\$ 87,353	\$ 148,059
<b>TOTAL REVENUE</b>	<b>\$ 133,167</b>	<b>\$ 169,325</b>	<b>\$ 141,868</b>	<b>\$ 87,353</b>	<b>\$ 148,059</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 68,020	\$ 169,325	\$ 141,868	\$ 73,000	\$ 148,059
<b>TOTAL EXPENDITURES</b>	<b>\$ 68,020</b>	<b>\$ 169,325</b>	<b>\$ 141,868</b>	<b>\$ 73,000</b>	<b>\$ 148,059</b>
FUND BALANCE ENDING	\$ (14,353)	\$ (14,353)	\$ -	\$ -	\$ -

<b><u>POLICE DONATIONS (FUNDS 259, 709, 719, 720)</u></b>					
FUND BALANCE BEGINNING	\$ 37,295	\$ 87,156	\$ 86,434	\$ 94,487	\$ 111,499
<b>REVENUE:</b>					
CHARGES FOR SERVICE	\$ 6,562	\$ 6,912	\$ 6,000	\$ 6,912	\$ 4,000
INVESTMENT EARNINGS	148	560	151	100	430
CONTRIBUTIONS / DONATIONS	49,465	9,015	8,000	60,000	10,000
<b>TOTAL REVENUE</b>	<b>\$ 56,175</b>	<b>\$ 16,487</b>	<b>\$ 14,151</b>	<b>\$ 67,012</b>	<b>\$ 14,430</b>
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE	\$ 6,314	\$ 4,949	\$ 4,800	\$ 50,000	\$ 4,800
CAPITAL	-	4,207	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,314</b>	<b>\$ 9,156</b>	<b>\$ 4,800</b>	<b>\$ 50,000</b>	<b>\$ 4,800</b>
FUND BALANCE ENDING	\$ 87,156	\$ 94,487	\$ 95,785	\$ 111,499	\$ 121,129

<b><u>SOCIAL HOST RESTITUTION (FUND 708)</u></b>					
FUND BALANCE BEGINNING	\$ 8,868	\$ 9,491	\$ 10,231	\$ 6,846	\$ 3,446
REVENUE-FINES & FORFEITS	\$ 2,295	\$ 1,125	\$ 800	\$ 1,200	\$ 1,000
EXPENDITURES-OPERATION & MAINTENANCE	\$ 1,672	\$ 3,770	\$ 800	\$ 4,600	\$ 4,000
FUND BALANCE ENDING	\$ 9,491	\$ 6,846	\$ 10,231	\$ 3,446	\$ 446

**POLICE PROGRAMS (PAGE 4 OF 5)**

**OPERATING BUDGET**

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
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**HOMELAND SECURITY (FUND 258)**

FUND BALANCE BEGINNING	\$ 23,508	\$ 23,508	\$ -	\$ 23,508	\$ 7,508
<b>REVENUE:</b>					
INTER-GOVERNMENTAL	\$ 136,858	\$ 8,803	\$ -	\$ 4,000	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 136,858</b>	<b>\$ 8,803</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE	\$ 6,918	\$ 8,803	\$ -	\$ 20,000	\$ -
CAPITAL	129,940	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,858</b>	<b>\$ 8,803</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>
FUND BALANCE ENDING	\$ 23,508	\$ 23,508	\$ -	\$ 7,508	\$ 7,508

**POLICE DRUG FORFEITURES (Funds 717 & 718)**

FUND BALANCE BEGINNING	\$ 484,883	\$ 539,242	\$ 582,700	\$ 678,942	\$ 598,942
<b>REVENUE:</b>					
FINES & FORFEITS	\$ 340,134	\$ 365,788	\$ 190,000	\$ 120,000	\$ -
INVESTMENT EARNINGS	1,592	3,692	2,371	-	-
<b>TOTAL REVENUE</b>	<b>\$ 341,726</b>	<b>\$ 369,480</b>	<b>\$ 192,371</b>	<b>\$ 120,000</b>	<b>\$ -</b>
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE	\$ 215,672	\$ 217,711	\$ 194,150	\$ 200,000	\$ 170,483
CAPITAL	3,505	12,069	6,000	-	-
DEBT SERVICE	68,190	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 287,367</b>	<b>\$ 229,780</b>	<b>\$ 200,150</b>	<b>\$ 200,000</b>	<b>\$ 170,483</b>
FUND BALANCE ENDING	\$ 539,242	\$ 678,942	\$ 574,921	\$ 598,942	\$ 428,459

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

**TOTAL OPERATING BUDGET**

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 821,185</b>	<b>\$ 1,160,221</b>	<b>\$ 1,275,334</b>	<b>\$ 1,380,322</b>	<b>\$ 1,595,568</b>
<b>REVENUE:</b>					
INTER-GOVERNMENTAL	\$ 742,405	\$ 518,914	\$ 418,529	\$ 494,595	\$ 498,103
CHARGES FOR SERVICE	139,729	176,237	147,868	94,265	152,059
FINES & FORFEITS	342,429	366,913	190,800	121,200	1,000
INVESTMENT EARNINGS	1,740	4,252	2,522	100	430
CONTRIBUTIONS / DONATIONS	392,229	361,199	360,183	425,000	355,000
<b>TOTAL REVENUE</b>	<b>\$ 1,618,532</b>	<b>\$ 1,427,515</b>	<b>\$ 1,119,902</b>	<b>\$ 1,135,160</b>	<b>\$ 1,006,592</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 315,537	\$ 419,733	\$ 663,616	\$ 311,514	\$ 648,777
OPERATION & MAINTENANCE	757,304	771,405	456,793	608,400	521,797
CAPITAL	138,465	16,276	6,000	-	-
DEBT SERVICE	68,190	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,279,496</b>	<b>\$ 1,207,414</b>	<b>\$ 1,126,409</b>	<b>\$ 919,914</b>	<b>\$ 1,170,574</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 1,160,221</b>	<b>\$ 1,380,322</b>	<b>\$ 1,268,827</b>	<b>\$ 1,595,568</b>	<b>\$ 1,431,586</b>
<b>LESS:</b>					
RESTRICTED	1,160,221	1,380,322	1,268,827	1,595,568	1,431,586
<b>UNASSIGNED</b>	<b>\$ -</b>				

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

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

### **Revenues**

The FY 2018 requested revenues are \$3,601,000 representing an increase of \$100,232, or 2.9%, from the FY 2017 estimated revenues. The increase is due to a projected increase in tax revenue.

### **Expenditures**

The FY 2018 requested budget represents an increase of \$134,782 from FY 2017 largely due to increases in personal services and other uncontrollable costs; otherwise there are no other significant changes.

Supplemental Budget Requests include:

- Increase in MTLibrary2Go \$12,660
- Increase in the Montana Shared Catalog \$ 7,000
- Digital signage software update \$ 3,000

### **Capital**

None

**CITY-COUNTY LIBRARY FUND  
OPERATING BUDGET**

FUND 260-261, 263

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 2,573,779</b>	<b>\$ 1,917,802</b>	<b>\$ 2,006,692</b>	<b>\$ 1,864,442</b>	<b>\$ 1,841,828</b>
<b>REVENUE:</b>					
CITY TAXES	\$ 995,699	\$ 996,223	\$ 1,031,921	\$ 1,050,000	\$ 1,096,330
COUNTY PROPERTY TAX	861,281	862,431	840,000	840,000	835,000
STATE GRANTS/AID	51,688	51,601	51,633	51,629	51,633
STATE REIMBURSEMENTS	396,762	407,570	409,797	409,797	428,299
CHARGES FOR SERVICE	13,391	13,832	13,725	13,350	13,325
FINES & FORFEITURES	82,115	81,340	74,850	75,798	74,850
INTEREST ON INVESTMENTS	7,374	(729)	6,954	6,954	7,200
DONATIONS/CONTRIBUTIONS	91,506	69,761	71,770	67,770	59,000
TRANSFER FR GENERAL FUND	948,160	901,504	920,587	950,000	986,696
SALE OF SURPLUS EQUIP	-	4,769	-	-	300
MISCELLANEOUS	29,417	221,204	32,200	35,470	48,367
<b>TOTAL REVENUE</b>	<b>\$ 3,477,393</b>	<b>\$ 3,609,506</b>	<b>\$ 3,453,437</b>	<b>\$ 3,500,768</b>	<b>\$ 3,601,000</b>
<b>EXPENDITURES:</b>					
ADMINISTRATION	\$ 624,164	\$ 594,445	\$ 605,446	\$ 628,184	\$ 613,193
FACILITIES	526,691	559,377	591,112	595,936	623,532
CIRCULATION	502,143	537,740	567,591	565,021	586,291
REFERENCE	292,576	363,685	389,154	409,443	407,274
YOUTH SERVICES	193,194	192,955	199,163	198,960	205,104
TECHNICAL PROCESS	221,675	232,539	245,763	242,024	252,925
OUTREACH SERVICES	199,932	189,443	202,137	200,602	221,438
SYSTEM ADMINISTRATION	231,256	277,712	352,988	343,472	400,262
LIBRARY RESOURCES	280,212	305,124	308,294	307,894	322,630
LIBRARY BOARD	1,903	-	3,370	-	5,020
DON-LOST/DAMAGED BOOKS	-	1,798	-	2,600	-
GRANT EXPENDITURES	1,900	-	1,650	1,650	-
INTERFUND TRANSFERS	1,057,724	408,048	27,596	27,596	20,495
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,133,370</b>	<b>\$ 3,662,866</b>	<b>\$ 3,494,264</b>	<b>\$ 3,523,382</b>	<b>\$ 3,658,164</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 1,917,802</b>	<b>\$ 1,864,442</b>	<b>\$ 1,965,865</b>	<b>\$ 1,841,828</b>	<b>\$ 1,784,664</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,016,435	988,154	1,041,908	976,169	945,872
COMMITTED	901,367	876,288	923,957	865,659	838,792
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

## CITY-COUNTY LIBRARY FUND

## OPERATING BUDGET

FUND 260-261, 263

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 2,022,218	\$ 2,131,258	\$ 2,245,098	\$ 2,319,067	\$ 2,328,853
OPERATIONS AND MAINTENANCE	1,025,400	1,123,560	1,221,570	1,176,719	1,308,816
CAPITAL	-	-	-	-	-
TRANSFERS	<u>1,085,752</u>	<u>408,048</u>	<u>27,596</u>	<u>27,596</u>	<u>20,495</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 4,133,370</u></b>	<b><u>\$ 3,662,866</u></b>	<b><u>\$ 3,494,264</u></b>	<b><u>\$ 3,523,382</u></b>	<b><u>\$ 3,658,164</u></b>

## STAFFING AUTHORIZATION

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
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	10.0	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	7.9	7.8	7.8	7.8
FACILITIES MAINT SUPPORT II	2.0	2.0	2.0	2.0
FACILITIES MAINT SUPPORT I	0.8	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>31.7</u></b>	<b><u>31.8</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 expanded economic opportunities for lower income households and 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 \$875,000.

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 \$484,926; of which a total of \$313,909 is managed through the City, and indirect project expenditures for VISTA members are estimated at \$171,017 to support member benefits (health care, education awards, etc.). VISTA funding accounts for 36% 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)

FUNDS 265-299

## OPERATING BUDGET

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b><u>COMMUNITY DEV BLOCK GRANTS(FUNDS 2900-2990)</u></b>					
<b>FUND BALANCE BEGINNING</b>	<b>\$ 36,228</b>	<b>\$ 36,770</b>	<b>\$ (80,280)</b>	<b>\$ 72,465</b>	<b>\$ 357,482</b>
<b>REVENUE:</b>					
HUD GRANTS	\$ 338,614	\$ 722,648	\$ 581,942	\$ 550,000	\$ 580,000
INTEREST ON LOANS	48	21	-	-	-
PROGRAM INCOME	151,369	253,568	70,000	90,000	100,000
TRANSFER FROM GENERAL FUND	4,500	-	-	-	-
SALE OF FIXED ASSETS	-	-	50,000	232,282	50,000
INNERFUND TRANSFERS	-	-	-	17,735	-
MISCELLANEOUS	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 494,531</b>	<b>\$ 976,237</b>	<b>\$ 701,942</b>	<b>\$ 890,017</b>	<b>\$ 730,000</b>
<b>EXPENDITURES:</b>					
PROJECTS	\$ 276,253	\$ 754,822	\$ 402,917	\$ 415,000	\$ 389,085
ADMINISTRATION	118,856	119,611	116,388	115,000	116,000
REHAB ADMINISTRATION	98,880	66,109	62,637	75,000	74,915
<b>TOTAL EXPENDITURES</b>	<b>\$ 493,989</b>	<b>\$ 940,542</b>	<b>\$ 581,942</b>	<b>\$ 605,000</b>	<b>\$ 580,000</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 36,770</b>	<b>\$ 72,465</b>	<b>\$ 39,720</b>	<b>\$ 357,482</b>	<b>\$ 507,482</b>

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

<b>FUND BALANCE BEGINNING</b>	<b>\$ 225,639</b>	<b>\$ (161,416)</b>	<b>\$ (70,671)</b>	<b>\$ 67,144</b>	<b>\$ 130,144</b>
<b>REVENUE:</b>					
HUD GRANTS	\$ 358,121	\$ 338,774	\$ 294,209	\$ 435,000	\$ 295,600
HUD GRANTS-REPROGRAMMED	180,942	122,867	1,528	230,000	44,527
PROGRAM INCOME	-	27,975	100,000	100,000	100,000
<b>TOTAL REVENUE</b>	<b>\$ 539,063</b>	<b>\$ 489,616</b>	<b>\$ 395,737</b>	<b>\$ 765,000</b>	<b>\$ 440,127</b>
<b>EXPENDITURES:</b>					
AFFORDABLE HOUSING PROJ	\$ 782,157	\$ 182,756	\$ 182,633	\$ 600,000	\$ 248,048
ADMINISTRATION	29,140	-	-	-	10,324
FIRST TIME HOME BUYER ADM	114,821	78,300	111,576	102,000	81,155
<b>TOTAL EXPENDITURES</b>	<b>\$ 926,118</b>	<b>\$ 261,056</b>	<b>\$ 294,209</b>	<b>\$ 702,000</b>	<b>\$ 339,527</b>
<b>PRIOR PERIOD ADJUSTMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE ENDING</b>	<b>\$ (161,416)</b>	<b>\$ 67,144</b>	<b>\$ 30,857</b>	<b>\$ 130,144</b>	<b>\$ 230,744</b>

COMMUNITY DEVELOPMENT GRANT FUNDS (PAGE 2 OF 5)  
OPERATING BUDGET

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b><u>VISTA ADMINISTRATION (FUND 2650)</u></b>					
FUND BALANCE BEGINNING	\$ 17,752	\$ 38,096	\$ 42,654	\$ 40,295	\$ 46,587
REVENUE					
GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
CHARGES FOR SERVICE	\$ 38,367	\$ 28,955	\$ 20,000	\$ 40,000	\$ 20,000
<b>TOTAL REVENUE</b>	<b>\$ 38,367</b>	<b>\$ 28,955</b>	<b>\$ 20,000</b>	<b>\$ 40,000</b>	<b>\$ 20,000</b>
EXPENDITURES-OPERATIONS & MAINTENANCE	\$ 18,023	\$ 26,756	\$ 20,000	\$ 33,708	\$ 20,000
FUND BALANCE ENDING	\$ 38,096	\$ 40,295	\$ 42,654	\$ 46,587	\$ 46,587

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

FUND BALANCE BEGINNING	\$ 4,551	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485
REVENUE:					
CONTRIBUTIONS	\$ 1,603	\$ -	\$ 1,500	\$ -	\$ -
INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 1,603</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>
EXPENDITURES-OPERATIONS & MAINTENANCE	\$ 2,669	\$ -	\$ 1,500	\$ -	\$ -
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 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
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BPAIH & MAYOR'S COMMITTEE DONATIONS/TRAINING (FUND 2730)

FUND BALANCE BEGINNING	\$ 3,196	\$ 2,732	\$ 1,890	\$ 1,890	\$ -
REVENUE:					
CONTRIBUTIONS	4,515	1,250	-	-	-
TOTAL REVENUE	\$ 4,515	\$ 1,250	\$ -	\$ -	\$ -
EXPENDITURES-OPERATIONS & MAINTENANCE:					
HOMELESS-TRAINING	4,979	2,092	-	1,890	-
TOTAL EXPENDITURES	\$ 4,979	\$ 2,092	\$ -	\$ 1,890	\$ -
FUND BALANCE ENDING	\$ 2,732	\$ 1,890	\$ 1,890	\$ -	\$ -

COMMUNITY DEVELOPMENT RENT (FUND 2740)

FUND BALANCE BEGINNING	\$ (4,763)	\$ (50,776)	\$ 224	\$ 1,625	\$ 1,625
REVENUE-TRANSFERS (RENT)	\$ -	\$ 109,195	\$ 58,000	\$ 58,000	\$ 60,000
EXPENDITURES-OPERATIONS & MAINTENANCE	\$ 46,013	\$ 56,794	\$ 58,000	\$ 58,000	\$ 60,000
FUND BALANCE ENDING	\$ (50,776)	\$ 1,625	\$ 224	\$ 1,625	\$ 1,625

GRANT WRITING/ ENVIRON REVIEW (FUND 2780)

FUND BALANCE BEGINNING	\$ 4,908	\$ 408	\$ 408	\$ 408	\$ 408
REVENUE					
INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
CHARGE FOR SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES-TRANSFER	\$ 4,500	\$ -	\$ -	\$ -	\$ -
FUND BALANCE ENDING	\$ 408	\$ 408	\$ 408	\$ 408	\$ 408

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

## OPERATING BUDGET

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b><u>NEIGHBORHOOD STABILIZATION PROGRAM (FUND 2660)</u></b>					
FUND BALANCE BEGINNING	\$ 44,560	\$ 45,550	\$ 44,550	\$ 39,845	\$ 39,845
<b>REVENUE-HOUSING &amp; ECON REC ACT 2008</b>					
TRANSFER IN	\$ 1,773	\$ -	\$ -	\$ -	\$ -
SALE OF FIXED ASSETS	90,242	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 92,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
MAINTENANCE	\$ 5,205	\$ 5,705	\$ -	\$ -	\$ -
CAPITAL	85,820	-	-	-	-
<b>EXPENDITURES-CAPITAL</b>	<b>\$ 91,025</b>	<b>\$ 5,705</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FUND BALANCE ENDING	\$ 45,550	\$ 39,845	\$ 44,550	\$ 39,845	\$ 39,845

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

FUND BALANCE BEGINNING	\$ 50,000	\$ 50,000	\$ 135,320	\$ 108,002	\$ 108,002
MISCELLANEOUS	\$ -	\$ 138,002	\$ -	\$ -	\$ -
EXPENDITURES-PROJECTS	\$ -	\$ 80,000	\$ -	\$ -	\$ -
FUND BALANCE ENDING	\$ 50,000	\$ 108,002	\$ 135,320	\$ 108,002	\$ 108,002

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

FUND BALANCE BEGINNING	\$ -	\$ 30,438	\$ 30,438	\$ 14,585	\$ 14,585
REVENUE-CORP NAT COMMUNITY SERVICE	\$ 275,622	\$ 328,910	\$ 343,910	\$ 290,000	\$ 313,909
EXPENDITURES-OPERATIONS & MAINTENANCE	\$ 245,184	\$ 344,763	\$ 344,371	\$ 290,000	\$ 313,909
FUND BALANCE ENDING	\$ 30,438	\$ 14,585	\$ 29,977	\$ 14,585	\$ 14,585

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

## OPERATING BUDGET

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>TOTAL OF COMMUNITY DEVELOPMENT GRANT FUNDS</b>					
FUND BALANCE BEGINNING	\$ 382,071	\$ (4,713)	\$ 108,018	\$ 349,744	\$ 702,163
<b>REVENUE:</b>					
INTER-GOVERNMENTAL	\$ 972,357	\$ 1,390,332	\$ 1,391,589	\$ 1,505,000	\$ 1,234,036
CHARGE FOR SERVICES	38,367	28,955	20,000	40,000	20,000
INTEREST ON INVESTMENTS	48	21	-	-	-
CONTRIBUTIONS / DONATIONS	6,118	1,250	1,500	-	-
SALE OF FIXED ASSETS	90,242	-	50,000	232,282	50,000
MISCELLANEOUS	332,311	542,412	-	190,000	200,000
TRANSFERS	6,273	109,195	58,000	75,735	60,000
<b>TOTAL REVENUE</b>	<b>\$ 1,445,716</b>	<b>\$ 2,072,165</b>	<b>\$ 1,521,089</b>	<b>\$ 2,043,017</b>	<b>\$ 1,564,036</b>
<b>EXPENDITURES:</b>					
PROJECTS	1,063,389	1,019,670	585,550	1,016,890	637,133
ADMINISTRATION	262,817	197,911	227,964	217,000	207,479
REHAB ADMINISTRATION	98,880	66,109	62,637	75,000	74,915
OPERATIONS & MAINTENANCE	407,414	434,018	423,871	381,708	393,909
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,832,500</b>	<b>\$ 1,717,708</b>	<b>\$ 1,300,022</b>	<b>\$ 1,690,598</b>	<b>\$ 1,313,436</b>
FUND BALANCE ENDING	(4,713)	349,744	329,085	702,163	952,763
FUND BALANCE - ENDING	\$ (4,713)	\$ 349,744	\$ 329,085	\$ 702,163	\$ 952,763
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	(4,713)	349,744	329,085	702,163	952,763
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**COMMUNITY DEVELOPMENT GRANTS FUND  
OPERATING BUDGET**

FUNDS 266-299

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY18
PERSONAL SERVICES	\$ 384,067	\$ 343,007	\$ 393,598	\$ 345,000	\$ 381,996
OPERATIONS AND MAINTENANCE	1,358,113	1,374,701	906,424	1,345,628	931,440
CAPITAL	85,820	-	-	-	-
TRANSFERS	4,500	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,832,500</b>	<b>\$ 1,717,708</b>	<b>\$ 1,300,022</b>	<b>\$ 1,690,628</b>	<b>\$ 1,313,436</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY18
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	-	1.5	1.5	1.5
ADMINISTRATIVE SUPPORT I	1.0	-	-	-
<b>TOTAL</b>	<b>4.0</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</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, parkland sales, 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 Dehler Park and Amend Park. The majority of the fund balance in this account is due to cash-in-lieu of parkland dedication payments being made to the City.

### **Revenues**

Increased revenues are anticipated from cash-in-lieu of parkland for FY 2018.

### **Expenditures**

Major expenditures in FY 2018 include a Master Plan for Cottonwood Park.

### **Capital**

None

**PARKS PROGRAMS  
OPERATING BUDGET**

FUND 769-773, 775, 777

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 2,213,643</b>	<b>\$ 2,414,396</b>	<b>\$ 2,472,590</b>	<b>\$ 2,486,346</b>	<b>\$ 2,178,346</b>
<b>REVENUE:</b>					
<b>PARK ACQUISITION &amp; IMPROVEMENTS</b>					
INVESTMENT EARNINGS	\$ 7,272	\$ 14,580	\$ 11,597	\$ 13,000	\$ 16,805
INTER-GOVERNMENTAL	-	-	-	-	-
CONTRIBUTIONS-MISC	56,785	74,787	92,000	92,000	48,000
DOG RACE REVENUE	-	-	3,000	-	-
DOG PARK DONATIONS	-	-	-	-	-
TRANSFER	56,000	20,000	-	-	5,000
PAY IN LIEU PARK DEDICATION	122,411	-	50,000	35,000	50,000
SWORDS PARK-LAND RENTAL	-	-	-	-	-
SALE OF LAND	9,939	-	100,000	-	50,000
DEHLER PARK SCOREBOARD	30,000	20,000	20,000	20,000	20,000
KIWANIS-LICENSE PLATES	3,456	3,152	3,000	3,000	2,000
TRASH FOR TREES	5,993	17,092	9,000	6,000	7,000
<b>TOTAL REVENUE</b>	<b>\$ 291,856</b>	<b>\$ 149,611</b>	<b>\$ 288,597</b>	<b>\$ 169,000</b>	<b>\$ 198,805</b>
<b>EXPENDITURES:</b>					
<b>PARK ACQUISITION &amp; IMPROVEMENTS</b>					
OPERATIONS & MAINTENANCE	\$ 59,599	\$ 48,370	\$ 544,943	\$ 450,000	\$ 534,997
DOG RACE	-	-	-	-	-
DEHLER PARK SCOREBOARD	-	-	-	-	-
DEBT SERVICE	19,917	19,918	20,000	20,000	19,000
KIWANIS-LICENSE PLATES	-	-	5,000	-	-
TRASH FOR TREES	11,587	9,373	10,000	7,000	12,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 91,103</b>	<b>\$ 77,661</b>	<b>\$ 579,943</b>	<b>\$ 477,000</b>	<b>\$ 565,997</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 2,414,396</b>	<b>\$ 2,486,346</b>	<b>\$ 2,181,244</b>	<b>\$ 2,178,346</b>	<b>\$ 1,811,154</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	2,414,396	2,486,346	2,181,244	2,178,346	1,811,154
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**DOWNTOWN REVOLVING LOAN PROGRAM  
OPERATING BUDGET**

FUND 723

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 936,980</b>	<b>\$ 1,341,795</b>	<b>\$ 1,130,795</b>	<b>\$ 1,617,059</b>	<b>\$ 768,256</b>
<b>REVENUE:</b>					
INVESTMENT EARNINGS:					
INTEREST ON LOANS	\$ 62,539	\$ 36,441	\$ 50,000	\$ 17,793	\$ 25,020
INTEREST ON INVESTMENTS	4,024	7,650	5,580	7,359	7,400
MISCELLANEOUS-REPAYMENT OF LOANS	<u>581,854</u>	<u>423,904</u>	<u>220,000</u>	<u>205,821</u>	<u>172,392</u>
<b>TOTAL REVENUE</b>	<b>\$ 648,417</b>	<b>\$ 467,995</b>	<b>\$ 275,580</b>	<b>\$ 230,973</b>	<b>\$ 204,812</b>
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE:					
CHARGES FOR SERVICE	\$ 53,602	\$ 52,731	\$ 49,053	\$ 51,026	\$ 54,987
LOANS	<u>190,000</u>	<u>140,000</u>	<u>400,000</u>	<u>1,028,750</u>	<u>500,000</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 243,602</b>	<b>\$ 192,731</b>	<b>\$ 449,053</b>	<b>\$ 1,079,776</b>	<b>\$ 554,987</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 1,341,795</b>	<b>\$ 1,617,059</b>	<b>\$ 957,322</b>	<b>\$ 768,256</b>	<b>\$ 418,081</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,341,795	1,617,059	957,322	768,256	418,081
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**DOWNTOWN REVOLVING LOAN PROGRAM BUDGET NARRATIVE**

The program provides loans up to \$250,000 for qualified projects in the downtown area. The City entered into agreements with seven local banks to provide \$3.2 million of funding for the downtown revolving loan program. Interest is adjusted annually based on the inter-creditor agreement with the banks. Interest rates on the loans between the City and end-borrowers adjust annually based on the terms of the inter-creditor agreement with the banks at the time of the loan. Current loan rates to end-borrowers are 2.25%.

**Revenues**

A similar number of loans are planned in FY 2018.

**Expenditures**

A similar number of loans are planned in FY 2018.

**Capital**

None

**CEMETERY IMPROVEMENTS FUND  
OPERATING BUDGET**

FUND 702

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE - BEGINNING</b>	<u>\$ 258,039</u>	<u>\$ 156,124</u>	<u>\$ 157,524</u>	<u>\$ 164,472</u>	<u>\$ 162,672</u>
<b>REVENUE:</b>					
SALE OF LOTS	\$ 10,741	\$ 15,245	\$ 14,000	\$ 14,000	\$ 14,000
INTEREST ON INVESTMENTS	<u>500</u>	<u>990</u>	<u>632</u>	<u>200</u>	<u>920</u>
<b>TOTAL REVENUE</b>	<u>\$ 11,241</u>	<u>\$ 16,235</u>	<u>\$ 14,632</u>	<u>\$ 14,200</u>	<u>\$ 14,920</u>
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE	\$ 113,156	\$ 7,887	\$ 20,000	\$ 16,000	\$ 25,000
<b>TOTAL EXPENDITURES</b>	<u>\$ 113,156</u>	<u>\$ 7,887</u>	<u>\$ 20,000</u>	<u>\$ 16,000</u>	<u>\$ 25,000</u>
<b>FUND BALANCE - ENDING</b>	<b>\$ 156,124</b>	<b>\$ 164,472</b>	<b>\$ 152,156</b>	<b>\$ 162,672</b>	<b>\$ 152,592</b>
LESS:					
RESTRICTED	<u>156,124</u>	<u>164,472</u>	<u>152,156</u>	<u>162,672</u>	<u>152,592</u>
UNASSIGNED	<u>\$ -</u>				

**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. 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 712,713,715,716

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<u>\$ 34,944</u>	<u>\$ 35,415</u>	<u>\$ 33,990</u>	<u>\$ 37,737</u>	<u>\$ 38,212</u>
<b>REVENUE:</b>					
INTEREST ON INVESTMENTS	\$ 111	\$ 232	\$ 149	\$ 75	\$ 203
DONATIONS:					
BUILDING IMPROVEMENTS	-	-	-	-	-
GENERAL	<u>360</u>	<u>2,090</u>	<u>6,500</u>	<u>400</u>	<u>500</u>
<b>TOTAL REVENUE</b>	<u>\$ 471</u>	<u>\$ 2,322</u>	<u>\$ 6,649</u>	<u>\$ 475</u>	<u>\$ 703</u>
<b>EXPENDITURES:</b>					
OPERATION AND MAINTENANCE					
SPAY & NEUTER	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION	-	-	-	-	-
GENERAL	-	-	6,000	-	6,000
GENERAL-CAPITAL	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ 6,000</u>
<b>FUND BALANCE ENDING</b>	<u>\$ 35,415</u>	<u>\$ 37,737</u>	<u>\$ 34,639</u>	<u>\$ 38,212</u>	<u>\$ 32,915</u>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	<u>35,415</u>	<u>37,737</u>	<u>34,639</u>	<u>38,212</u>	<u>32,915</u>
ASSIGNED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**ANIMAL CONTROL DONATIONS BUDGET NARRATIVE**

These funds are used to account for donations to Animal Control.

**Revenues**

With the privatization of the Animal Shelter in 2009, projected revenues for the Animal Control building improvements, spay/neuter, education, and general donation accounts are not expected this fiscal year. Although revenues for these donation accounts are not expected, the accounts have been left open in case a donation is received.

**Expenditures**

Expenditures will be used for spay and neuter relief, education, animal health and welfare, facility improvements, and other projects and initiatives to benefit animals.

**Capital**

None

## **STREET MAINTENANCE DISTRICT FUNDS BUDGET NARRATIVE**

The street maintenance special assessment districts provide funding to maintain quality streets, 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 2018 revenues are estimated at \$7,843,400, an increase of \$361,200 over the FY 2017 budget amount. This increase is primarily 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 2018 operation and maintenance expenditures total \$8,040,258, an increase of \$135,003 over the FY 2017 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 801 & 802

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 3,112,694</b>	<b>\$ 3,279,360</b>	<b>\$ 3,311,930</b>	<b>\$ 3,535,536</b>	<b>\$ 3,700,745</b>
<b>REVENUE:</b>					
SPECIAL ASSESSMENTS	\$ 7,198,383	\$ 7,486,484	\$ 7,476,000	\$ 7,636,000	\$ 7,833,000
INTEREST ON INVESTMENTS	7,826	23,796	6,200	9,464	10,400
<b>TOTAL REVENUE</b>	<b>\$ 7,206,209</b>	<b>\$ 7,510,280</b>	<b>\$ 7,482,200</b>	<b>\$ 7,645,464</b>	<b>\$ 7,843,400</b>
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE	\$ 5,139,543	\$ 5,754,104	\$ 6,405,255	\$ 5,980,255	\$ 6,540,258
TRANSFER TO GAS TAX FUND	1,900,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,039,543</b>	<b>\$ 7,254,104</b>	<b>\$ 7,905,255</b>	<b>\$ 7,480,255</b>	<b>\$ 8,040,258</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 3,279,360</b>	<b>\$ 3,535,536</b>	<b>\$ 2,888,875</b>	<b>\$ 3,700,745</b>	<b>\$ 3,503,887</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	3,279,360	3,535,536	2,888,875	3,700,745	3,503,887
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**STREET LIGHT MAINTENANCE DISTRICTS FUND  
OPERATING BUDGET**

FUND 810

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 1,184,881</b>	<b>\$ 1,197,699</b>	<b>\$ 1,196,704</b>	<b>\$ 1,420,447</b>	<b>\$ 1,547,725</b>
<b>REVENUE:</b>					
INTEREST EARNINGS	\$ 3,007	\$ 8,235	\$ 3,000	\$ 4,452	\$ 6,000
SPECIAL ASSESSMENTS	2,328,366	2,444,420	2,634,000	2,400,000	2,300,000
REFUNDS/REIMBURSEMENTS	27,217	139	-	23,000	
TRANSFER FROM EQUIP REPL	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,358,590</b>	<b>\$ 2,452,794</b>	<b>\$ 2,637,000</b>	<b>\$ 2,427,452</b>	<b>\$ 2,306,000</b>
<b>EXPENDITURES:</b>					
OPERATIONS & MAINTENANCE	\$ 2,345,772	\$ 2,230,046	\$ 2,606,674	\$ 2,300,174	\$ 2,533,814
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,345,772</b>	<b>\$ 2,230,046</b>	<b>\$ 2,606,674</b>	<b>\$ 2,300,174</b>	<b>\$ 2,533,814</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 1,197,699</b>	<b>\$ 1,420,447</b>	<b>\$ 1,227,030</b>	<b>\$ 1,547,725</b>	<b>\$ 1,319,911</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,197,699	1,420,447	1,227,030	1,547,725	1,319,911
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**STREET LIGHT MAINTENANCE BUDGET NARRATIVE**

The Street Light Maintenance Fund is used to pay light bills, assessments, administration, and maintenance on City-owned and Northwestern Energy owned street light districts. These funds are provided from assessments on 194 separate Special Improvement Light Maintenance Districts (SILMDs). Currently there are 119 NorthWestern Energy (NWE) districts, 65 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 2018 revenues are budgeted at \$2,306,000, which is a decrease of \$331,000 from the FY 2017 budget. This decrease is due to reduction in assessments required to cover the cost of the installation for new meter services required by NorthWestern Energy in FY 2017.

**Expenditures**

FY 2018 expenditures are estimated at \$2,533,814, which is a decrease of \$72,860. This decrease is due to the reduction in assessments required to cover the cost of the installation for new meter services required by NorthWestern Energy in FY 2017. The decrease was partially offset by an increase 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 \$4,122,452 for FY 2018, an increase of \$215,198. 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 2018 operating expenditures are budgeted at \$1,409,052, an increase of \$85,939. This increase is primarily due to an increase in the Street-Traffic and Engineering charge for services.

### **Capital**

Capital expenditures for FY 2018 total \$2,605,000. Projects for FY 2018 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 840 & 207

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 5,438,901</b>	<b>\$ 5,775,374</b>	<b>\$ 3,647,904</b>	<b>\$ 5,260,411</b>	<b>\$ 3,776,164</b>
<b>REVENUE:</b>					
SPECIAL ASSESSMENTS	\$ 3,703,159	\$ 3,887,331	\$ 3,875,002	\$ 3,975,000	\$ 4,075,000
INTEREST ON INVESTMENTS	15,648	35,382	18,800	22,962	36,000
LICENSES & PERMITS	6,800	11,200	12,000	8,000	10,000
OTHER	22,352	104,913	1,452	162,532	1,452
TRANSFER FROM STORM SEWER	422,875	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 4,170,834</b>	<b>\$ 4,038,826</b>	<b>\$ 3,907,254</b>	<b>\$ 4,168,494</b>	<b>\$ 4,122,452</b>
<b>EXPENDITURES:</b>					
OPERATIONS & MAINTENANCE	\$ 1,321,869	\$ 1,537,455	\$ 1,323,113	\$ 1,515,313	\$ 1,409,052
CAPITAL	2,183,267	2,001,203	2,565,000	3,122,428	2,605,000
TRANSFERS TO BOND AND INTEREST	329,225	1,015,131	1,015,000	1,015,000	1,015,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,834,361</b>	<b>\$ 4,553,789</b>	<b>\$ 4,903,113</b>	<b>\$ 5,652,741</b>	<b>\$ 5,029,052</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 5,775,374</b>	<b>\$ 5,260,411</b>	<b>\$ 2,652,045</b>	<b>\$ 3,776,164</b>	<b>\$ 2,869,564</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	5,775,374	5,260,411	2,652,045	3,776,164	2,869,564
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**PARK MAINTENANCE DISTRICTS FUNDS**

**OPERATING BUDGET**

FUND 872

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE</b>	<b>\$ 285,039</b>	<b>\$ 515,301</b>	<b>\$ 615,911</b>	<b>\$ 509,239</b>	<b>\$ 394,229</b>
<b>REVENUE:</b>					
SPECIAL ASSESSMENTS	\$ 1,031,393	\$ 1,037,410	\$ 1,075,754	\$ 983,000	\$ 1,002,975
INTEREST EARNINGS	595	1,231	-	-	200
MISCELLANEOUS	196	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,032,184</b>	<b>\$ 1,038,641</b>	<b>\$ 1,075,754</b>	<b>\$ 983,000</b>	<b>\$ 1,003,175</b>
<b>EXPENDITURES:</b>					
OPERATIONS & MAINTENANCE	\$ 801,922	\$ 1,044,703	\$ 1,120,201	\$ 1,088,000	\$ 1,114,055
CAPITAL	-	-	-	10,010	-
TRANSFER TO EQUIP REPLACE	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 801,922</b>	<b>\$ 1,044,703</b>	<b>\$ 1,120,201</b>	<b>\$ 1,098,010</b>	<b>\$ 1,114,055</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 515,301</b>	<b>\$ 509,239</b>	<b>\$ 571,464</b>	<b>\$ 394,229</b>	<b>\$ 283,349</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	515,301	509,239	571,464	394,229	283,349
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**PARK MAINTENANCE DISTRICTS BUDGET NARRATIVE**

The Park Maintenance District Division manages and maintains 36 developed community and neighborhood parks throughout Billings. Management and maintenance includes irrigation systems and water services, turf management and maintenance, weed management, playground inspections and maintenance, trash removal and pickup, tree and shrub care, and other services. In FY 17 new parkland was added in four Park Maintenance Districts. More parkland will be added in FY 18 as well.

**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 increased because of increased maintenance costs due to the expansion of several park district areas, greater irrigation water use, and completion of needed deferred maintenance items.

**Capital**

None

**PARK DISTRICT 1  
OPERATING BUDGET**

FUND 873

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE</b>	<b>\$ 1,322,218</b>	<b>\$ 2,591,791</b>	<b>\$ 2,374,891</b>	<b>\$ 2,666,728</b>	<b>\$ 4,010,228</b>
<b>REVENUE:</b>					
SPECIAL ASSESSMENTS	\$ 1,896,823	\$ 2,001,342	\$ 2,040,000	\$ 1,900,000	\$ 2,040,000
STATE GRANTS	-	75,000	-	-	-
TRANSFER IN REVENUE	-	-	-	-	-
MISCELLANEOUS	3,150	17,700	-	-	-
INTEREST EARNINGS	5,614	15,072	8,200	8,500	13,000
<b>TOTAL REVENUE</b>	<b>\$ 1,905,587</b>	<b>\$ 2,109,114</b>	<b>\$ 2,048,200</b>	<b>\$ 1,908,500</b>	<b>\$ 2,053,000</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 230,451	\$ 229,341	\$ 289,236	\$ 260,000	\$ 308,462
OPERATIONS & MAINTENANCE	302,497	301,107	459,297	305,000	461,982
CAPITAL	103,066	1,333,729	3,578,964	-	1,190,000
TRANSFER TO ROSE PARK	-	170,000	-	-	1,860,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 636,014</b>	<b>\$ 2,034,177</b>	<b>\$ 4,327,497</b>	<b>\$ 565,000</b>	<b>\$ 3,820,444</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 2,591,791</b>	<b>\$ 2,666,728</b>	<b>\$ 95,594</b>	<b>\$ 4,010,228</b>	<b>\$ 2,242,784</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	2,591,791	2,666,728	95,594	4,010,228	2,242,784
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**PARK DISTRICT 1 BUDGET NARRATIVE**

Through the establishment and funding of the city-wide park maintenance district, deferred maintenance items in General Fund-Parks will be fixed and repaired; thus, improving the quality and enjoyment of these facilities for the public.

**Revenues**

Revenue comes from assessments to property owners within the city limits of Billings.

**Expenditures**

Expenditures are more than revenues because several FY 16 and FY 17 repair and maintenance projects that are underway will not be completed until FY 18. Those projects anticipated expenditures were budgeted in FY 16 and FY 17, but were not spent, and therefore were rebudgeted in FY 18.

**Capital**

Capital projects for FY18 include building a new operations and pool building at Rose Park pool.

PARK DISTRICT 1  
STAFFING AUTHORIZATION

FUND 873

STAFFING AUTHORIZATION

POSITION	ACTUAL FY15	ACTUAL FY16	BUDGET FY17	APPROVED FY18
VOLUNTEER PROGRAM COORD	1.0	1.0	1.0	1.0
EQUIPMENT OPER./MAINT.WORKER	1.0	1.0	1.0	1.0
ARBORIST	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

## **ARTERIAL STREET FEES FUND BUDGET NARRATIVE**

The Arterial Street Fund is managed by the Public Works Department and complements other funds for the construction and reconstruction of arterial streets within the city. It also allows for lower assessments to property owners on arterial street segments included in Special Improvement Districts.

### **Revenues**

FY 2018 revenues are estimated at \$3,985,000, an increase of \$190,000 from the FY 2017 budget amount. This is primarily the result of a small 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 2018 total \$122,378. This amount is an increase of \$15,434 from FY 2017 due to increases in cost allocation charges.

### **Capital**

Capital expenditures in the FY 2018 budget total \$6,005,229. Projects for FY 2018 include improvement of Central Avenue (32<sup>nd</sup> Street West to Shiloh), 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, as well as 24<sup>th</sup> Street West and King Avenue intersection improvements and the local share match of the Zimmerman Trail project.

**ARTERIAL STREET FEES FUND  
OPERATING BUDGET**

FUND 845

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 2,854,977</b>	<b>\$ 5,467,299</b>	<b>\$ 1,286,837</b>	<b>\$ 4,566,003</b>	<b>\$ 2,181,686</b>
<b>REVENUE:</b>					
SPECIAL ASSESSMENTS	\$ 3,632,724	\$ 3,804,783	\$ 3,785,000	\$ 3,874,999	\$ 3,970,000
INTEREST ON INVESTMENTS	12,701	32,336	10,000	17,267	15,000
LOCAL CONTRIBUTIONS	3,200	386,550	-	-	-
MISCELLANEOUS	16,805	-	-	-	-
GRANTS-DOT	-	648	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,665,430</b>	<b>\$ 4,224,317</b>	<b>\$ 3,795,000</b>	<b>\$ 3,892,266</b>	<b>\$ 3,985,000</b>
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE	\$ 317,995	\$ 234,143	\$ 106,944	\$ 111,744	\$ 122,378
CAPITAL	735,113	4,891,470	4,716,865	6,164,839	6,005,229
DEBT SERVICE (INTERFUND)	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,053,108</b>	<b>\$ 5,125,613</b>	<b>\$ 4,823,809</b>	<b>\$ 6,276,583</b>	<b>\$ 6,127,607</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 5,467,299</b>	<b>\$ 4,566,003</b>	<b>\$ 258,028</b>	<b>\$ 2,181,686</b>	<b>\$ 39,079</b>
<b>FUND BALANCE ENDING</b>					
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	5,467,299	4,566,003	258,028	2,181,686	39,079
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**AMEND PARK FUND  
OPERATING BUDGET**

FUND 758

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 200,997</b>	<b>\$ 201,158</b>	<b>\$ 202,058</b>	<b>\$ 193,033</b>	<b>\$ 190,643</b>
<b>REVENUE:</b>					
PARK SERVICES	\$ 980	\$ 6,180	\$ 900	\$ 50,000	\$ 102,000
INTEREST ON INVESTMENTS	642	1,246	931	200	1,910
<b>TOTAL REVENUE</b>	<b>\$ 1,622</b>	<b>\$ 7,426</b>	<b>\$ 1,831</b>	<b>\$ 50,200</b>	<b>\$ 103,910</b>
<b>EXPENDITURES:</b>					
OPERATIONS & MAINT.	\$ 847	\$ 14,260	\$ 51,219	\$ 51,590	\$ 182,315
TRANSFER-GENERAL FUND	614	1,291	1,000	1,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,461</b>	<b>\$ 15,551</b>	<b>\$ 52,219</b>	<b>\$ 52,590</b>	<b>\$ 182,315</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 201,158</b>	<b>\$ 193,033</b>	<b>\$ 151,670</b>	<b>\$ 190,643</b>	<b>\$ 112,238</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	201,158	193,033	151,670	190,643	112,238
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**AMEND PARK FUND BUDGET NARRATIVE**

This fund was established to support Amend Park. The earnings are transferred to the General Fund and are used to help maintain Amend Park.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

**BALLFIELD / STADIUM DONATION FOR CAPITAL MAINTENANCE FUND  
OPERATING BUDGET**

FUNDS 767, 768

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 374,256</b>	<b>\$ 433,935</b>	<b>\$ 460,935</b>	<b>\$ 481,371</b>	<b>\$ 507,823</b>
<b>REVENUE:</b>					
<b>PARK REPAIRS AND MAINTENANCE</b>					
INTEREST ON INVESTMENTS	\$ 1,350	\$ 2,733	\$ 1,986	\$ 200	\$ 2,700
LEASE - MUSTANGS	15,000	45,000	30,000	30,000	60,000
TRANSFERS	-	-	25,000	25,000	30,000
CONTRIBUTIONS	50,000	100	500	-	300
<b>TOTAL REVENUE</b>	<b>\$ 66,350</b>	<b>\$ 47,833</b>	<b>\$ 57,486</b>	<b>\$ 55,200</b>	<b>\$ 93,000</b>
<b>EXPENDITURES:</b>					
<b>PARK REPAIRS AND MAINTENANCE</b>					
OPERATIONS & MAINTENANCE	\$ 6,671	\$ 397	\$ 125,696	\$ 28,748	\$ 130,638
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,671</b>	<b>\$ 397</b>	<b>\$ 125,696</b>	<b>\$ 28,748</b>	<b>\$ 130,638</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 433,935</b>	<b>\$ 481,371</b>	<b>\$ 392,725</b>	<b>\$ 507,823</b>	<b>\$ 470,185</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	374,256	481,371	392,725	507,823	470,185
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**BALLFIELD/STADIUM DONATION BUDGET NARRATIVE**

This fund is for maintenance of the Dehler Park ballfield / stadium.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

**ROAD MAINTENANCE FUND  
OPERATING BUDGET**

FUND 806

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	\$ -	\$ -	\$ 2,500	\$ 2,875	\$ 5,750
<b>REVENUE:</b>					
SPECIAL ASSESSMENTS	\$ -	\$ 2,875	\$ 2,875	\$ 2,875	\$ 2,875
<b>TOTAL REVENUE</b>					
<b>EXPENDITURES:</b>					
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ 17
<b>FUND BALANCE ENDING</b>	\$ -	\$ 2,875	\$ 5,375	\$ 5,750	\$ 8,608
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	2,875	5,375	5,750	8,608
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**ROAD MAINTENANCE BUDGET NARRATIVE**

The Road Maintenance Fund will be used to maintain an alternate road out of the Briarwood subdivision. This will be maintained for emergency vehicles in the event that the primary entrance is not usable. The revenues are provided from assessment of 28 property owners who border the area at \$55.28 each.

**Revenues**

FY 2018 revenues are budgeted at \$2,875.

**Expenditures**

FY 2018 expenditures are estimated at \$17.

**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 2007A Baseball Field & Stadium Fund** accounts for the payment of \$10.7 million of general obligation bonds issued for the baseball field and stadium. Revenue from tax collection will be used to repay this debt.
- The **Series 2007B Baseball Field & Stadium Fund** accounts for the payment of \$1.8 million of general obligation bonds issued for the baseball field and stadium. Revenue from various donations will be used to repay this debt.
- The **Series 2015 Baseball Field Refunding 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 18

	SPECIAL IMPROVEMENT DISTRICTS	SERIES 2010 PARKS	SERIES STREET IMPROVEMENTS	STORM SEWER	SIDEWALK & CURB DISTRICTS	
FUND BALANCE - BEGINNING	\$ 4,750,115	\$ 141,569	\$ 351,116	\$ 1,786,673	\$ 302,969	
REVENUE:						
TAXES	\$ 1,332,000	\$ 111,717	\$ 333,351	\$ -	\$ -	
SPECIAL ASSESSMENTS	2,300	210	680	1,000	338,000	
INVESTMENT EARNINGS	-	-	-	-	200	
DONATIONS	-	-	-	-	-	
INTERFUND TRANSFERS	-	-	-	1,015,000	-	
DEBT PROCEEDS	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 1,334,300</b>	<b>\$ 111,927</b>	<b>\$ 334,031</b>	<b>\$ 1,016,000</b>	<b>\$ 338,200</b>	
EXPENDITURES:						
OPERATION & MAINTENANCE	\$ 3,300	\$ 6,022	\$ 3,286	\$ 6,184	\$ 1,750	
DEBT SERVICE	1,619,300	120,738	342,250	1,002,994	361,100	
INTERFUND TRANSFERS	2,500,000	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,122,600</b>	<b>\$ 126,760</b>	<b>\$ 345,536</b>	<b>\$ 1,009,178</b>	<b>\$ 362,850</b>	
FUND BALANCE ENDING	<b>\$ 1,961,815</b>	<b>\$ 126,736</b>	<b>\$ 339,611</b>	<b>\$ 1,793,495</b>	<b>\$ 278,319</b>	

DEBT SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 18

	SERIES 2007A BASEBALL FIELD & STADIUM	SERIES 2007B BASEBALL FIELD & STADIUM	SERIES 2015 BASEBALL FIELD REFUNDING	SERIES 2012 LIBRARY
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 772,858</b>	<b>\$ 364,326</b>	<b>\$ 6,789,807</b>	<b>\$ 1,117,003</b>
<b>REVENUE:</b>				
TAXES	\$ -	\$ -	\$ 695,533	\$ 886,534
SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -
INVESTMENT EARNINGS	\$ -	\$ 500	\$ 572,500	\$ 2,300
DONATIONS	\$ -	\$ 205,000	\$ -	\$ 300,000
INTERFUND TRANSFERS	\$ 6,510,200	\$ -	\$ -	\$ -
DEBT PROCEEDS	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 6,510,200</b>	<b>\$ 205,500</b>	<b>\$ 1,268,033</b>	<b>\$ 1,188,834</b>
<b>EXPENDITURES:</b>				
OPERATION & MAINTENANCE	\$ 4,700	\$ 4,918	\$ 8,750	\$ 350
DEBT SERVICE	\$ 7,097,000	\$ 192,850	\$ 572,500	\$ 1,218,752
INTERFUND TRANSFERS	\$ -	\$ -	\$ 6,510,200	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,101,700</b>	<b>\$ 197,768</b>	<b>\$ 7,091,450</b>	<b>\$ 1,219,102</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 181,358</b>	<b>\$ 372,058</b>	<b>\$ 966,390</b>	<b>\$ 1,086,735</b>

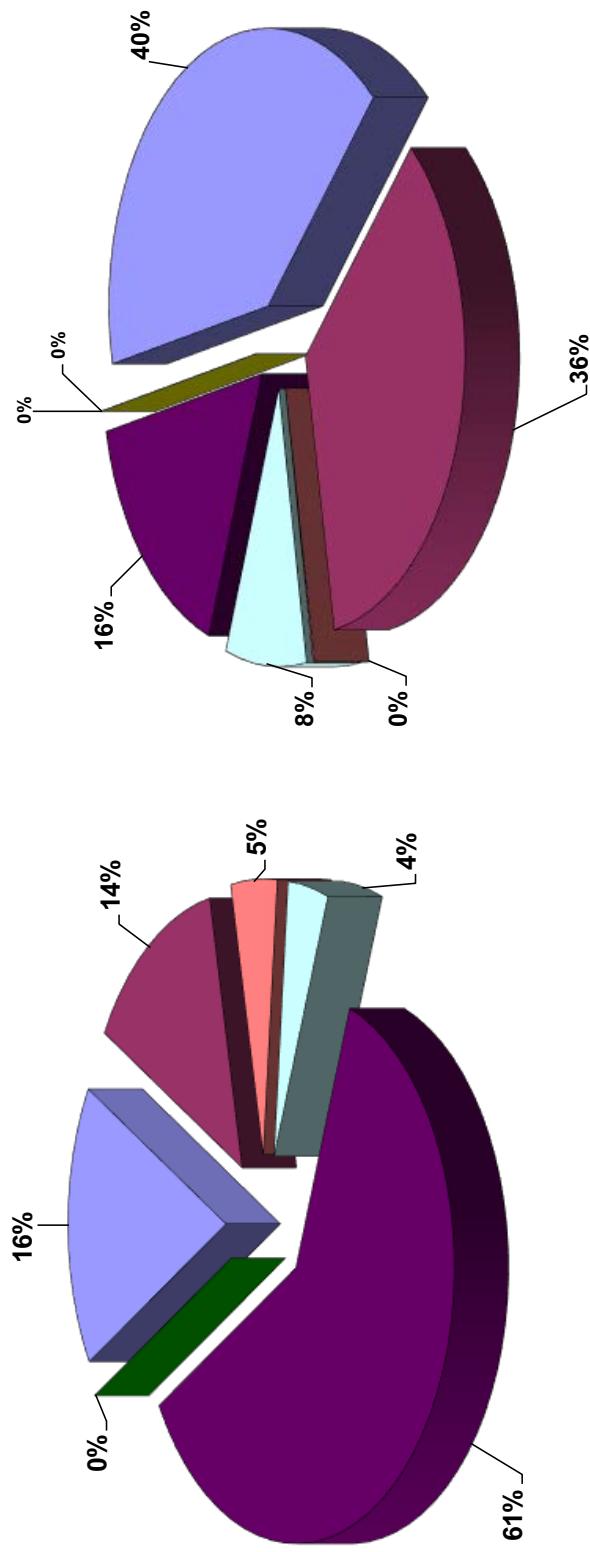
DEBT SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 18

	APPROVED BUDGET FY 18	APPROVED BUDGET FY 17	INCREASE (DECREASE)	ACTUAL FY 16	
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 16,376,436</b>	<b>\$ 9,277,193</b>	<b>\$ 7,099,243</b>	<b>\$ 16,312,534</b>	
<b>REVENUE:</b>					
TAXES	\$ 2,027,135	\$ 2,484,812	\$ (457,677)	\$ 2,326,422	
SPECIAL ASSESSMENTS	1,670,000	2,220,000	(550,000)	1,850,320	
INVESTMENT EARNINGS	579,690	7,685	572,005	15,060	
DONATIONS	505,000	510,000	(5,000)	505,231	
INTERFUND TRANSFERS	7,525,200	1,015,000	6,510,200	1,019,026	
DEBT PROCEEDS	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 12,307,026</b>	<b>\$ 6,237,497</b>	<b>\$ 6,069,528</b>	<b>\$ 5,716,059</b>	
<b>EXPENDITURES:</b>					
OPERATION & MAINTENANCE	\$ 39,260	\$ 36,963	\$ 2,297	\$ 8,204	
DEBT SERVICE	12,527,484	5,882,912	6,644,572	5,268,076	
INTERFUND TRANSFERS	9,010,200	25,000	8,985,200	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 21,576,944</b>	<b>\$ 5,944,875</b>	<b>\$ 15,632,069</b>	<b>\$ 5,276,280</b>	
<b>FUND BALANCE ENDING</b>	<b>\$ 7,106,517</b>	<b>\$ 9,569,815</b>	<b>\$ (2,463,298)</b>	<b>\$ 16,752,313</b>	

# Debt Service Funds

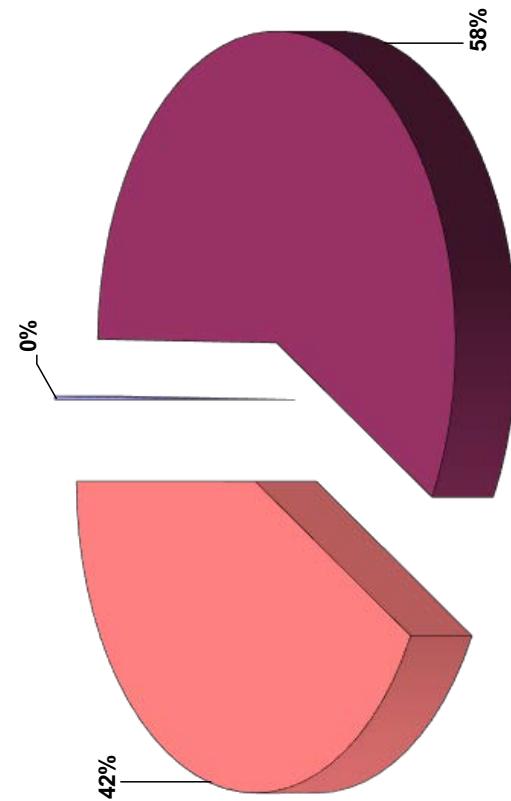
## Summary of Revenues

	FY 18	FY 17
TAXES	\$ 2,027,135	\$ 2,484,812
SPECIAL ASSESSMENTS	1,670,000	2,220,000
INVESTMENT EARNINGS	579,690	7,685
DONATIONS	505,000	510,000
INTERFUND TRANSFERS	7,525,200	1,015,000
DEBT PROCEEDS	-	-
MISCELLANEOUS	-	-
<b>TOTAL</b>	<b>\$ 12,307,025</b>	<b>\$ 6,237,497</b>

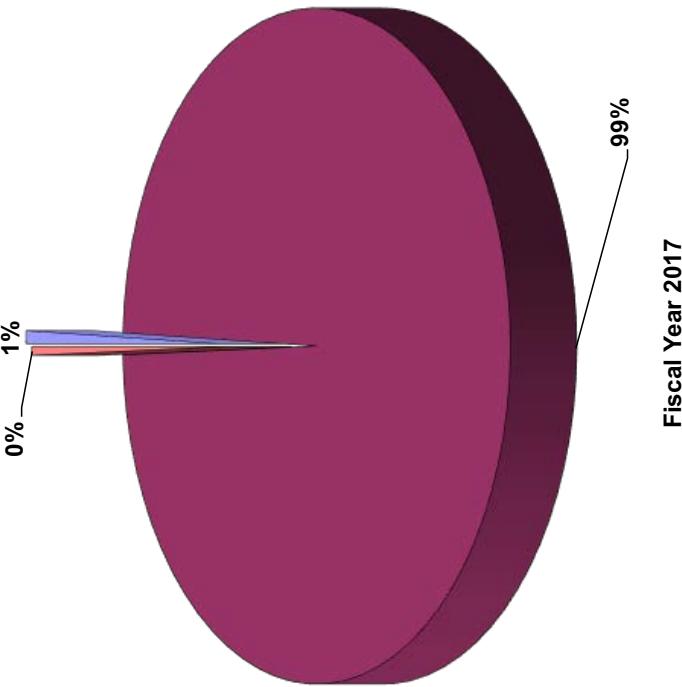


## Debt Service Funds Summary of Expenditures

	FY18	FY17
OPERATION & MAINTENANCE	\$ 39,260	\$ 36,963
DEBT SERVICE	\$ 12,527,484	\$ 5,882,912
INTERFUND TRANSFERS	\$ 9,010,200	\$ 25,000
<b>TOTAL</b>	<b>\$ 21,576,944</b>	<b>\$ 5,944,875</b>



Fiscal Year 2018



Fiscal Year 2017

**SPECIAL IMPROVEMENT DISTRICTS FUNDS  
OPERATING BUDGET**

FUND 230, & 820-833

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 5,243,733</b>	<b>\$ 5,143,321</b>	<b>\$ 5,044,921</b>	<b>\$ 5,035,115</b>	<b>\$ 4,750,115</b>
<b>REVENUES:</b>					
SPECIAL ASSESSMENTS	\$ 2,094,987	\$ 1,492,433	\$ 1,850,000	\$ 1,357,000	\$ 1,332,000
INTEREST ON INVESTMENTS	2,456	4,551	2,000	1,000	2,300
DEBT PROCEEDS RESERVE	-	-	-	-	-
BOND SALE PROCEEDS	4,679,324	-	-	-	-
TRANSFER	-	3,269	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 6,776,767</b>	<b>\$ 1,500,253</b>	<b>\$ 1,852,000</b>	<b>\$ 1,358,000</b>	<b>\$ 1,334,300</b>
<b>EXPENDITURES:</b>					
ARBITRAGE COST	\$ -	\$ -	\$ -	\$ -	\$ -
PRINCIPAL	\$ 6,326,075	\$ 1,332,069	\$ 1,585,000	\$ 1,400,000	\$ 1,320,000
INTEREST AND FISCAL CHARGES	542,745	272,990	265,000	240,000	299,300
TRANSFER	959	-	25,000	-	2,500,000
PAYING AGENT FEE	7,400	3,400	5,000	3,000	3,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,877,179</b>	<b>\$ 1,608,459</b>	<b>\$ 1,880,000</b>	<b>\$ 1,643,000</b>	<b>\$ 4,122,600</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 5,143,321</b>	<b>\$ 5,035,115</b>	<b>\$ 5,016,921</b>	<b>\$ 4,750,115</b>	<b>\$ 1,961,815</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	5,143,321	5,035,115	5,016,921	4,750,115	1,961,815
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**SPECIAL IMPROVEMENT DISTRICTS FUNDS**

When a new Special Improvement District (SID) is created, the City sells bonds to cover the construction cost of improvements. That construction cost is covered in the capital project funds. In the following years, the benefiting citizens are billed for that year's portion of the (SID) costs. When the money comes in, the City calls the bonds that were issued to fund the construction. Included in the fund balance is the SID Revolving Fund. This fund is available to "loan" money to SIDs for which tax payments are not received timely enough to make the bond payments when due.

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>
2018	110,000	10,738	120,738
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>\$ 445,000</u>	<u>\$ 25,688</u>	<u>\$ 470,688</u>

### **Revenues and Expenditures**

Revenues are dependent upon required debt payments.

**SERIES 2010 PARKS FUND  
OPERATING BUDGET**

FUND 311

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 125,738</b>	<b>\$ 135,168</b>	<b>\$ 136,662</b>	<b>\$ 137,884</b>	<b>\$ 141,569</b>
<b>REVENUE:</b>					
PROPERTY TAXES	\$ 135,807	\$ 130,107	\$ 139,256	\$ 129,500	\$ 111,717
INTEREST ON INVESTMENTS	348	382	148	100	210
<b>TOTAL REVENUE</b>	<b>\$ 136,155</b>	<b>\$ 130,489</b>	<b>\$ 139,404</b>	<b>\$ 129,600</b>	<b>\$ 111,927</b>
<b>EXPENDITURES:</b>					
PRINCIPAL					
SERIES 2010	\$ 105,000	\$ 105,000	\$ 110,000	\$ 110,000	\$ 110,000
INTEREST					
SERIES 2010	17,325	15,225	13,075	13,075	10,738
OPERATION & MAINTENCE	350	3,617	350	350	3,650
CHARGE FOR SERVICES	4,050	3,931	2,490	2,490	2,372
<b>TOTAL EXPENDITURES</b>	<b>\$ 126,725</b>	<b>\$ 127,773</b>	<b>\$ 125,915</b>	<b>\$ 125,915</b>	<b>\$ 126,760</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 135,168</b>	<b>\$ 137,884</b>	<b>\$ 150,151</b>	<b>\$ 141,569</b>	<b>\$ 126,736</b>
NONSPENDABLE	-	-	-	-	-
RESTRICTED	135,168	137,884	150,151	141,569	126,736
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

## **SERIES 2004A STREET IMPROVEMENT BUDGET NARRATIVE**

This debt service fund is for the construction of Alkali Creek Road, South Billings Boulevard from Laurel Road to King Ave East, and the Arlene Corridor as proposed in the Capital Improvement Plan.

Principal payments are due July 1st of the following fiscal year; therefore, revenue needs to be budgeted the fiscal year prior to the actual principal payment. In 2013, the City did an advanced refunding on the bonds.

Below is the debt service schedule for the Refunded Series.

<b><u>FISCAL YEAR</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
2018	270,000	69,150	339,150
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
	<hr/> <u>\$ 2,440,000</u>	<hr/> <u>\$ 306,300</u>	<hr/> <u>\$ 2,746,300</u>

### **Revenues and Expenditures**

Revenues are dependent upon required debt payments.

**2004A SERIES STREET IMPROVEMENTS  
OPERATING BUDGET**

FUND 313

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
FUND BALANCE BEGINNING	\$ 334,149	\$ 372,233	\$ 387,817	\$ 391,233	\$ 348,016
<b>REVENUE:</b>					
PROPERTY TAXES	\$ 376,728	\$ 358,539	\$ 382,537	\$ 300,000	\$ 333,351
BOND SALE PROCEEDS	-	-	-	-	-
INTEREST ON INVESTMENTS	1,087	970	537	500	680
<b>TOTAL REVENUE</b>	<b>\$ 377,815</b>	<b>\$ 359,509</b>	<b>\$ 383,074</b>	<b>\$ 300,500</b>	<b>\$ 334,031</b>
<b>EXPENDITURES:</b>					
PRINCIPAL 2012 REFUNDING	\$ 245,000	\$ 250,000	\$ 260,000	\$ 260,000	\$ 270,000
INTEREST AND FISCAL CHARGES	-	-	3,100	3,100	3,100
INTEREST 2012 REFUNDING	92,175	84,917	77,100	77,100	69,150
FISCAL AGENT FEES	276	276	300	300	300
COST ALLOCATION PLAN	2,280	5,316	3,217	3,217	2,986
<b>TOTAL EXPENDITURES</b>	<b>\$ 339,731</b>	<b>\$ 340,509</b>	<b>\$ 343,717</b>	<b>\$ 343,717</b>	<b>\$ 345,536</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 372,233</b>	<b>\$ 391,233</b>	<b>\$ 427,174</b>	<b>\$ 348,016</b>	<b>\$ 336,511</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	372,233	391,233	427,174	348,016	336,511
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

## STORM SEWER DEBT FUND BUDGET NARRATIVE

The City issued \$4,270,000 in FY 14 for the Shiloh Conservation Area. The bonds financed construction of a storm water facility on Shiloh Road. In FY 15, bonds were issued for improvements in the East End Industrial Area. The Storm Sewer Bonds are supported by storm sewer assessments.

Below is the debt service schedule for the bonds.

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2018	530,000	472,994	1,002,994
2019	545,000	458,669	1,003,669
2020	560,000	442,094	1,002,094
2021	575,000	425,069	1,000,069
2022	590,000	405,594	995,594
2023	615,000	381,319	996,319
2024	640,000	359,394	999,394
2025	655,000	340,044	995,044
2026	680,000	317,919	997,919
2027	700,000	294,425	994,425
2028	730,000	267,669	997,669
2029	755,000	236,807	991,807
2030	785,000	203,507	988,507
2031	820,000	168,782	988,782
2032	860,000	132,407	992,407
2033	895,000	96,613	991,613
2034	930,000	61,575	991,575
2035	635,000	32,991	667,991
2036	660,000	11,138	671,138
	<u>\$ 13,160,000</u>	<u>\$ 5,109,010</u>	<u>\$ 16,929,881</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 335-336

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 518,978</b>	<b>\$ 1,256,892</b>	<b>\$ 1,015,053</b>	<b>\$ 1,723,444</b>	<b>\$ 1,786,673</b>
<b>REVENUE:</b>					
INTEREST ON INVESTMENTS	\$ 327	\$ 1,411	\$ 697	\$ 500	\$ 1,000
TRANS.STORM SEW. OPER.	<u>1,010,681</u>	<u>1,015,131</u>	<u>1,015,000</u>	<u>1,015,000</u>	<u>1,015,000</u>
<b>TOTAL REVENUE</b>	<b>\$ 1,011,008</b>	<b>\$ 1,016,542</b>	<b>\$ 1,015,697</b>	<b>\$ 1,015,500</b>	<b>\$ 1,016,000</b>
<b>EXPENDITURES:</b>					
PRINCIPAL					
2013 STORM SEWER	\$ 100,000	\$ 160,000	\$ 165,000	\$ 165,000	\$ 170,000
2015 STORM SEWER	-	-	300,000	300,000	360,000
INTEREST					
2013 STORM SEWER	171,150	167,550	162,375	162,375	157,350
2015 STORM SEWER	-	218,686	322,245	322,245	315,644
FISCAL AGENT FEES	300	300	700	700	700
OPERATION AND MAINTENANCE	-	-	-	-	2,600
COST ALLOCATION PLAN	<u>1,644</u>	<u>3,454</u>	<u>1,951</u>	<u>1,951</u>	<u>2,884</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 273,094</b>	<b>\$ 549,990</b>	<b>\$ 952,271</b>	<b>\$ 952,271</b>	<b>\$ 1,009,178</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 1,256,892</b>	<b>\$ 1,723,444</b>	<b>\$ 1,078,479</b>	<b>\$ 1,786,673</b>	<b>\$ 1,793,495</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,256,892	1,723,444	1,078,479	1,786,673	1,793,495
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**SIDEWALK AND CURB DISTRICTS FUND  
OPERATING BUDGET**

FUND 850-869 & 880-899

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 267,493</b>	<b>\$ 328,619</b>	<b>\$ 329,819</b>	<b>\$ 291,319</b>	<b>\$ 302,969</b>
<b>REVENUE:</b>					
SPECIAL ASSESSMENTS	\$ 406,315	\$ 357,887	\$ 370,000	\$ 404,000	\$ 338,000
INTEREST ON INVESTMENTS	337	485	200	200	200
TRANSFER	1,432	626	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 408,084</b>	<b>\$ 358,998</b>	<b>\$ 370,200</b>	<b>\$ 404,200</b>	<b>\$ 338,200</b>
<b>EXPENDITURES:</b>					
PRINCIPAL	\$ 268,000	\$ 309,000	\$ 310,000	\$ 304,000	\$ 275,000
INTEREST AND FISCAL CHAR	75,858	86,248	90,000	87,500	86,100
FEES	3,100	1,050	4,000	1,050	1,750
TRANSFERS OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 346,958</b>	<b>\$ 396,298</b>	<b>\$ 404,000</b>	<b>\$ 392,550</b>	<b>\$ 362,850</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 328,619</b>	<b>\$ 291,319</b>	<b>\$ 296,019</b>	<b>\$ 302,969</b>	<b>\$ 278,319</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	328,619	291,319	296,019	302,969	278,319
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**SIDEWALK AND CURB DISTRICTS FUND BUDGET NARRATIVE**

These bonds are issued to finance the repair and/or replacement of sidewalks throughout the community. The City orders the repair work and finances the improvements through the bond issues. The debt service is provided through special assessments on the effected properties.

**Revenues and Expenditures**

Expenditures are dependent upon debt service required payments and actual assessment collections.

## **SERIES 2007A BASEBALL FIELD & STADIUM FUND BUDGET NARRATIVE**

The series A bonds debt service fund is for the \$10.7 million of G.O. bonds sold to build the new baseball field and stadium. 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. On July 1, 2017, this debt will be retired with the bond proceeds from the Series 2015 Refunding Bonds.

Below is the debt service schedule for the Series 2007A Series Baseball Field & Stadium Fund.

<b><u>FISCAL YEAR</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
2018	510,000	292,194	802,194
2019	530,000	270,094	800,094
2020	550,000	247,144	797,144
2021	575,000	223,238	798,238
2022	600,000	197,894	797,894
2023	625,000	171,097	796,097
2024	650,000	143,206	793,206
2025	680,000	114,113	794,113
2026	710,000	83,706	793,706
2027	740,000	51,525	791,525
2028	<u>775,000</u>	<u>17,438</u>	<u>792,438</u>
	<u>\$6,945,000</u>	<u>\$1,811,647</u>	<u>\$8,756,647</u>

### **Revenues and Expenditures**

Revenues are dependent upon required debt service payments.

**SERIES 2007A BASEBALL FIELD & STADIUM FUND  
OPERATING BUDGET**

FUND 314

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 773,428</b>	<b>\$ 830,627</b>	<b>\$ 868,460</b>	<b>\$ 877,993</b>	<b>\$ 772,858</b>
<b>REVENUE:</b>					
PROPERTY TAXES	\$ 868,528	\$ 861,196	\$ 919,431	\$ 710,000	\$ -
INTERFUND TRANSFERS	-	-	-	-	6,510,200
INTEREST ON INVESTMENTS	2,446	2,207	1,127	350	-
<b>TOTAL REVENUE</b>	<b>\$ 870,974</b>	<b>\$ 863,403</b>	<b>\$ 920,558</b>	<b>\$ 710,350</b>	<b>\$ 6,510,200</b>
<b>EXPENDITURES:</b>					
PRINCIPAL	\$ 450,000	\$ 470,000	\$ 490,000	\$ 490,000	\$ 6,945,000
INTEREST	357,069	337,519	315,285	315,285	152,000
PAYING AGENT FEE	3,850	1,100	1,200	1,200	1,200
FISCAL CHARGES	2,856	7,418	8,090	9,000	3,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 813,775</b>	<b>\$ 816,037</b>	<b>\$ 814,575</b>	<b>\$ 815,485</b>	<b>\$ 7,101,700</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 830,627</b>	<b>\$ 877,993</b>	<b>\$ 974,443</b>	<b>\$ 772,858</b>	<b>\$ 181,358</b>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	830,627	877,993	974,443	772,858	181,358
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

## **SERIES 2007B BASEBALL FIELD & STADIUM FUND BUDGET NARRATIVE**

The series B bonds debt service fund is for the \$1.8 million of G.O. bonds sold to build the new baseball field and stadium. The yearly donations are as follows:

Jon Dehler	\$100,000
First Interstate BancSystem Foundation	\$35,000
Wendy's of Montana Foundation	\$35,000
First Interstate Bank	\$15,000
Wendy's of Montana	\$15,000
Bresnan Communications	\$5,000
SFH II LLC	\$5,000

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 issued bonds for the refunding of the Series 2007B bonds.

Below is the debt service schedule for the Series 2007B Series Baseball Field Stadium Fund.

<b><u>FISCAL YEAR</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
2018	<u>190,000</u>	<u>2,850</u>	<u>192,850</u>
	<u>\$190,000</u>	<u>\$2,850</u>	<u>\$192,850</u>

**SERIES 2007B BASEBALL FIELD & STADIUM FUND  
OPERATING BUDGET**

FUND 315

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<u>\$ 340,749</u>	<u>\$ 350,391</u>	<u>\$ 352,391</u>	<u>\$ 354,576</u>	<u>\$ 364,326</u>
<b>REVENUE:</b>					
TAXES	\$ 14	\$ 607	\$ -	\$ -	\$ -
DONATIONS	205,000	205,231	210,000	205,000	205,000
INTEREST ON INVESTMENTS	<u>723</u>	<u>1,486</u>	<u>779</u>	<u>350</u>	<u>500</u>
<b>TOTAL REVENUE</b>	<u>\$ 205,737</u>	<u>\$ 207,324</u>	<u>\$ 210,779</u>	<u>\$ 205,350</u>	<u>\$ 205,500</u>
<b>EXPENDITURES:</b>					
PRINCIPAL	\$ 175,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 190,000
INTEREST AND FISCAL CHARGES	19,425	14,025	13,357	10,500	2,850
OPERATION & MAINTENANCE	1,596	4,040	-	-	4,818
PAYING AGENT FEES	<u>74</u>	<u>74</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 196,095</u>	<u>\$ 203,139</u>	<u>\$ 198,457</u>	<u>\$ 195,600</u>	<u>\$ 197,768</u>
<b>FUND BALANCE ENDING</b>	<u>\$ 350,391</u>	<u>\$ 354,576</u>	<u>\$ 364,713</u>	<u>\$ 364,326</u>	<u>\$ 372,058</u>
LESS:					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	350,391	354,576	364,713	364,326	372,058
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<u>\$ -</u>				

## **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>
2018		201,050	201,050
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	730,000	12,775	742,775
	<b><u>\$6,270,000</u></b>	<b><u>\$1,383,375</u></b>	<b><u>\$7,653,375</u></b>

### **Revenues and Expenditures**

Revenues are dependent upon required debt service payments.

**SERIES 2015 REFUNDING BASEBALL FIELD & STADIUM FUND  
OPERATING BUDGET**

FUND 312

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>6,789,973</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>6,789,807</u>
<b>REVENUE:</b>					
PROPERTY TAXES	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>695,533</u>
BOND PROCEEDS	<u>6,899,775</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>
INTERFUND TRANSFERS	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>
INTEREST ON INVESTMENTS	<u>  </u> <u>-</u>	<u>  </u> <u>1</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>572,500</u>
<b>TOTAL REVENUE</b>	<u>\$</u> <u>6,899,775</u>	<u>\$</u> <u>  </u> <u>1</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>1,268,033</u>
<b>EXPENDITURES:</b>					
PRINCIPAL	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>
INTEREST	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>572,500</u>
TRANSFER OUT	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>6,510,200</u>
PAYING AGENT FEE	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>1,050</u>
FISCAL CHARGES	<u>109,802</u>	<u>  </u> <u>167</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>7,700</u>
<b>TOTAL EXPENDITURES</b>	<u>\$</u> <u>109,802</u>	<u>\$</u> <u>  </u> <u>167</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>7,091,450</u>
<b>FUND BALANCE ENDING</b>	<u>\$</u> <u>6,789,973</u>	<u>\$</u> <u>6,789,807</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>966,390</u>
<b>LESS:</b>					
NONSPENDABLE	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>
RESTRICTED	<u>6,789,973</u>	<u>6,789,807</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>966,390</u>
COMMITTED	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>
ASSIGNED	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>	<u>  </u> <u>-</u>
<b>UNASSIGNED</b>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>	<u>\$</u> <u>  </u> <u>-</u>

## **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>
2018	795,000	415,775	1,210,775
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	860,000	13,975	873,975
	<b><u>\$12,345,000</u></b>	<b><u>\$3,493,100</u></b>	<b><u>\$15,838,100</u></b>

### **Revenues and Expenditures**

Revenues are dependent upon required debt service payments.

**2012 SERIES LIBRARY  
OPERATING BUDGET**

FUND 304

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 1,056,821</b>	<b>\$ 1,105,310</b>	<b>\$ 1,142,070</b>	<b>\$ 1,150,943</b>	<b>\$ 1,117,003</b>
<b>REVENUE:</b>					
PROPERTY TAXES	\$ 978,325	\$ 975,973	\$ 1,043,588	\$ 890,000	\$ 886,534
DONATIONS	300,000	300,000	300,000	300,000	300,000
INTEREST ON INVESTMENTS	3,360	3,568	2,197	2,000	2,300
<b>TOTAL REVENUE</b>	<b>\$ 1,281,685</b>	<b>\$ 1,279,541</b>	<b>\$ 1,345,785</b>	<b>\$ 1,192,000</b>	<b>\$ 1,188,834</b>
<b>EXPENDITURES:</b>					
PRINCIPAL	\$ 765,000	\$ 775,000	\$ 785,000	\$ 785,000	\$ 795,000
INTEREST AND FISCAL CHARGES	467,846	458,558	440,590	440,590	423,752
FISCAL AGENT FEES	350	350	350	350	350
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,233,196</b>	<b>\$ 1,233,908</b>	<b>\$ 1,225,940</b>	<b>\$ 1,225,940</b>	<b>\$ 1,219,102</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 1,105,310</b>	<b>\$ 1,150,943</b>	<b>\$ 1,261,915</b>	<b>\$ 1,117,003</b>	<b>\$ 1,086,735</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	1,105,310	1,150,943	1,261,915	1,117,003	1,086,735
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

# **CAPITAL PROJECT FUNDS**

## CAPITAL PROJECT FUNDS

The capital projects funds account for financial resources to be used for the acquisition or construction of major capital facilities and the construction of public improvements that are financed through assessments to individual property owners. The City's capital projects funds and their purposes are:

- The **Urban Renewal Property Acquisition Fund** is used to account for the local urban renewal projects.
- The **Sidewalk and Curb District Fund** accounts for the construction of sidewalks and curbs.
- The **Special Improvement Districts Fund** accounts for the construction of streets, water, and wastewater trunk lines.
- The **Capital Replacement Fund** is used for equipment replacement for all governmental fund departments.
- The **Dog Park Construction Fund** accounts for the construction of the dog park in the Billings' Heights.
- The **Rose Park Pool Construction Fund** will be used to reconstruct the bathrooms and concession area that was damaged by fire in March 2016.

CAPITAL PROJECT FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 18

	URBAN RENEWAL PROP. ACQUIST.	SIDEWALK AND CURB DISTRICTS	SPECIAL IMPROVEMENT DISTRICTS	CAPITAL REPLACEMENT	DOG PARK CONSTRUCTION FUND	ROSE PARK POOL CONSTRUCTION
FUND BALANCE - BEGINNING	\$ 267,344	\$ -	\$ -	\$ 5,666,368	\$ 4,100	\$ -
REVENUE:						
INVESTMENT EARNINGS	\$ 440	\$ -	\$ -	\$ 27,000	\$ 2,000	\$ -
DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ 1,157,900	\$ -	\$ 1,860,000
DEBT PROCEEDS	\$ -	\$ 467,000	\$ 1,785,000	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 1,101	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 440</b>	<b>\$ 467,000</b>	<b>\$ 1,785,000</b>	<b>\$ 1,186,001</b>	<b>\$ 2,000</b>	<b>\$ 1,860,000</b>
EXPENDITURES:						
OPERATION & MAINTENANCE	\$ 9,764	\$ 12,000	\$ 60,000	\$ 1,885	\$ -	\$ -
CAPITAL	\$ 50,000	\$ 455,000	\$ 1,725,000	\$ 569,420	\$ 2,000	\$ 1,860,000
DEBT SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 59,764</b>	<b>\$ 467,000</b>	<b>\$ 1,785,000</b>	<b>\$ 571,305</b>	<b>\$ 2,000</b>	<b>\$ 1,860,000</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 208,020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,231,064</b>	<b>\$ 4,100</b>	<b>\$ -</b>

**CAPITAL PROJECT FUNDS**  
**SUMMARY**  
**OPERATING BUDGET**  
**FY 18**

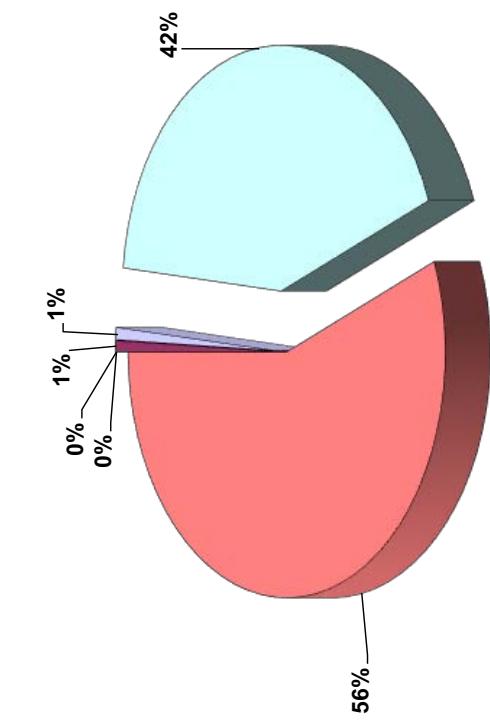
	<b>APPROVED BUDGET FY 18</b>	<b>APPROVED BUDGET FY 17</b>	<b>INCREASE (DECREASE)</b>	<b>ACTUAL FY 16</b>
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 5,887,812</b>	<b>\$ 5,214,477</b>	<b>\$ 673,335</b>	<b>\$ 10,284,921</b>
<b>REVENUE:</b>				
INVESTMENT EARNINGS	\$ 27,440	\$ 17,871	\$ 9,569	\$ 30,207
DONATIONS	2,000	20,000	(18,000)	36,679
INTERFUND TRANSFERS	3,017,900	1,066,235	1,951,665	1,530,961
DEBT PROCEEDS	2,252,000	1,405,000	847,000	445,233
MISCELLANEOUS	1,101	-	1,101	4,212
<b>TOTAL REVENUE</b>	<b>\$ 5,300,441</b>	<b>\$ 2,509,106</b>	<b>\$ 2,791,335</b>	<b>\$ 2,047,292</b>
<b>EXPENDITURES:</b>				
OPERATION & MAINTENANCE	\$ 83,649	\$ 62,771	\$ 20,878	\$ 211,844
CAPITAL	4,661,420	1,982,558	2,678,862	6,965,317
DEBT SERVICE	-	-	-	13,500
INTERFUND TRANSFERS	-	-	-	3,895
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,745,069</b>	<b>\$ 2,045,329</b>	<b>\$ 2,699,740</b>	<b>\$ 7,194,556</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 6,443,184</b>	<b>\$ 5,678,254</b>	<b>\$ 764,930</b>	<b>\$ 5,137,657</b>

# Capital Project Funds

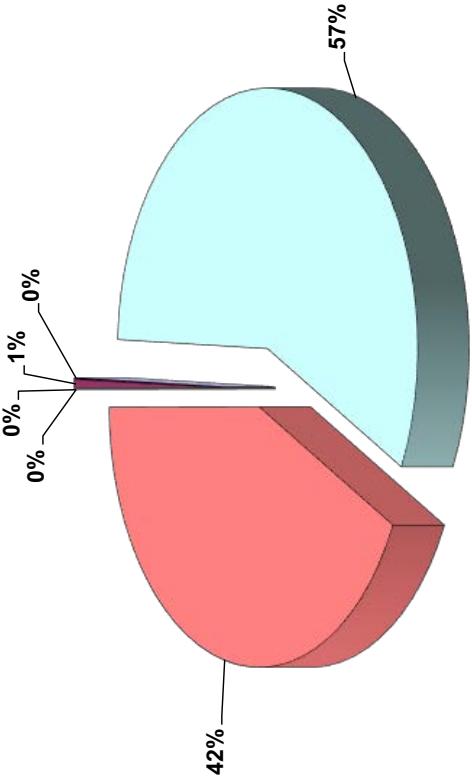
## Summary of Revenues

	FY18	FY17
INTER-GOVERNMENTAL	-	\$ 17,871
INVESTMENT EARNINGS	27,440	20,000
DONATIONS	2,000	1,066,235
INTERFUND TRANSFERS	3,017,900	1,405,000
DEBT PROCEEDS	2,252,000	-
MISCELLANEOUS	1,101	\$ 2,509,106
TOTAL	\$ 5,300,441	<hr/> <hr/>

	FY17
INTER-GOVERNMENTAL	-
INVESTMENT EARNINGS	\$ 17,871
DONATIONS	20,000
INTERFUND TRANSFERS	1,066,235
DEBT PROCEEDS	1,405,000
MISCELLANEOUS	-
TOTAL	\$ 2,509,106



Fiscal Year 2018

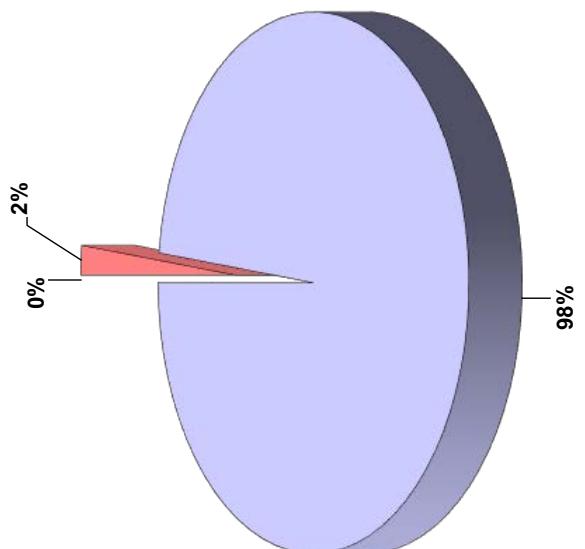
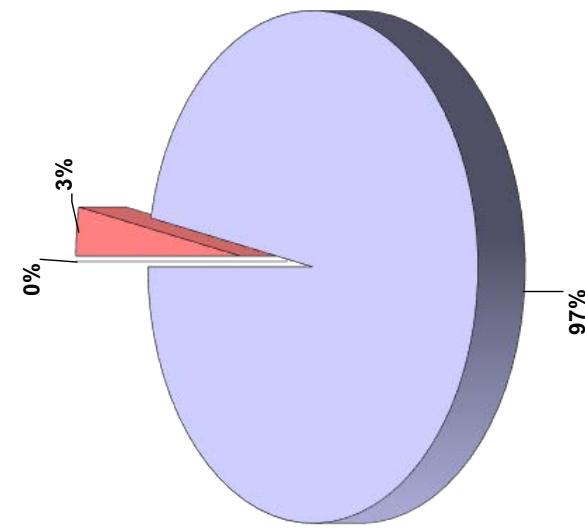


Fiscal Year 2018

# Capital Project Funds

## Summary of Expenditures

	FY 18	FY 17
OPERATION & MAINTENANCE	\$ 83,649	\$ 62,771
CAPITAL TRANSFERS	\$ 4,661,420	\$ 1,982,558
<u>TOTAL</u>	<u>\$ 4,745,069</u>	<u>\$ 2,045,329</u>



**URBAN RENEWAL PROPERTY ACQUISITION FUND  
OPERATING BUDGET**

FUND 428

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 261,312</b>	<b>\$ 265,213</b>	<b>\$ 260,413</b>	<b>\$ 262,655</b>	<b>\$ 267,347</b>
<b>REVENUE:</b>					
INTEREST ON INVESTMENTS	\$ 455	\$ 477	\$ 195	\$ 200	\$ 440
MISCELLANEOUS	-	-	-	6,992	-
SALE OF PROPERTY	10,220	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 10,675</b>	<b>\$ 477</b>	<b>\$ 195</b>	<b>\$ 7,192</b>	<b>\$ 440</b>
<b>EXPENDITURES:</b>					
OPERATIONS & MAINTENANCE	\$ 6,774	\$ 3,035	\$ 15,749	\$ 2,500	\$ 9,764
LAND & IMPROVEMENTS	-	-	75,000	-	50,000
TRANSFER OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,774</b>	<b>\$ 3,035</b>	<b>\$ 90,749</b>	<b>\$ 2,500</b>	<b>\$ 59,764</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 265,213</b>	<b>\$ 262,655</b>	<b>\$ 169,859</b>	<b>\$ 267,347</b>	<b>\$ 208,023</b>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	261,312	262,655	169,859	267,347	208,023
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<b>\$ -</b>				

**URBAN RENEWAL PROPERTY ACQUISITION FUND BUDGET NARRATIVE**

This fund is used to account for Tax Increment assets primarily related to property on South 27th Street. As the City sells property previously acquired through the Tax Increment Program the funds are deposited in Fund 428, making them available for additional Tax Increment-related activities or for on-going operating and maintenance costs associated with the property previously acquired, such as snow removal and weed control.

**Revenues**

No significant changes.

**Expenditures**

No significant changes.

**Capital**

None

**SIDEWALK AND CURB DISTRICTS FUND  
OPERATING BUDGET**

FUNDS 434

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<u>\$ (363,576)</u>	<u>\$ 106,894</u>	<u>\$ -</u>	<u>\$ (203,823)</u>	<u>\$ -</u>
<b>REVENUE:</b>					
INTEREST EARNINGS	\$ -	\$ 148	\$ -	\$ -	\$ -
PRIVATE CONTRIBUTIONS	15,784	-	-	-	-
SALE OF BONDS	<u>705,000</u>	<u>-</u>	<u>466,000</u>	<u>787,855</u>	<u>467,000</u>
<b>TOTAL REVENUE</b>	<u>\$ 720,784</u>	<u>\$ 148</u>	<u>\$ 466,000</u>	<u>\$ 787,855</u>	<u>\$ 467,000</u>
<b>EXPENDITURES:</b>					
OPERATIONS & MAINTENANCE	\$ 178,313	\$ 163,946	\$ -	\$ 20,000	\$ 12,000
FEES	16,500	-	12,000	-	-
CONST-SIDEWALK BY CITY	55,028	146,293	454,000	564,032	455,000
TRANSFER OTHER FUNDS	<u>473</u>	<u>626</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 250,314</u>	<u>\$ 310,865</u>	<u>\$ 466,000</u>	<u>\$ 584,032</u>	<u>\$ 467,000</u>
<b>FUND BALANCE ENDING</b>	<u>\$ 106,894</u>	<u>\$ (203,823)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>LESS:</b>					
NONSPENDABLE	-	-	-	-	-
RESTRICTED	-	-	-	-	-
COMMITTED	-	-	-	-	-
ASSIGNED	-	-	-	-	-
<b>UNASSIGNED</b>	<u>\$ (363,576)</u>	<u>\$ (203,823)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**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 2018 and are for the payment of bond fees associated with the sale of bonds.

**Capital**

FY 2018 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 2018 total \$60,000 and are for bond issuance costs associated with the sale of bonds.

### **Capital**

FY 2018 SID projects are budgeted at \$1,725,000 for construction of anticipated SID projects.

**SPECIAL IMPROVEMENT DISTRICT FUNDS  
OPERATING BUDGET**

FUND 450

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE BEGINNING</b>	<b>\$ 152,419</b>	<b>\$ 193,006</b>	<b>\$ -</b>	<b>\$ (71,300)</b>	<b>\$ -</b>
<b>REVENUE:</b>					
PRIVATE CONTRIBUTIONS	\$ 301,380	\$ -	\$ -	\$ -	\$ -
SALE OF BONDS	<u>-</u>	<u>440,000</u>	<u>939,000</u>	<u>501,536</u>	<u>1,785,000</u>
<b>TOTAL REVENUE</b>	<b>\$ 301,380</b>	<b>\$ 440,000</b>	<b>\$ 939,000</b>	<b>\$ 501,536</b>	<b>\$ 1,785,000</b>
<b>EXPENDITURES:</b>					
BOND ISSUANCE COSTS	\$ -	\$ 13,500	\$ 32,000	\$ 15,000	\$ 60,000
REFUNDS	<u>-</u>	<u>3,166</u>	<u>-</u>	<u>-</u>	<u>-</u>
CONST-ROADS/STREET/PARKING	260,793	684,371	907,000	415,236	1,725,000
TRANSFER OTHER FUNDS	<u>-</u>	<u>3,269</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 260,793</b>	<b>\$ 704,306</b>	<b>\$ 939,000</b>	<b>\$ 430,236</b>	<b>\$ 1,785,000</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 193,006</b>	<b>\$ (71,300)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
LESS:					
NONSPENDABLE	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
RESTRICTED	193,006	(71,300)	<u>-</u>	<u>-</u>	<u>-</u>
COMMITTED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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 640

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 4,960,666</b>	<b>\$ 4,631,326</b>	<b>\$ 4,949,927</b>	<b>\$ 5,054,343</b>	<b>\$ 5,616,368</b>
<b>REVENUES:</b>					
TRANSFERS IN	\$ 1,198,200	\$ 989,293	\$ 966,235	\$ 966,235	\$ 1,157,900
INTEREST EARNINGS	15,132	29,536	17,676	20,000	27,000
REFUNDS/REIMBURSEMENTS	4,525	4,212	-	-	1,101
SALE OF EQUIPMENT	48,867	5,233	-	5,370	-
<b>TOTAL REVENUE</b>	<b>\$ 1,266,724</b>	<b>\$ 1,028,274</b>	<b>\$ 983,911</b>	<b>\$ 991,605</b>	<b>\$ 1,186,001</b>
<b>EXPENDITURES:</b>					
CHARGE FOR SERVICES	\$ 1,476	\$ 1,944	\$ 3,022	\$ 3,022	\$ 1,885
CAPITAL	1,594,588	603,313	426,558	426,558	569,420
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,596,064</b>	<b>\$ 605,257</b>	<b>\$ 429,580</b>	<b>\$ 429,580</b>	<b>\$ 571,305</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 4,631,326</b>	<b>\$ 5,054,343</b>	<b>\$ 5,504,258</b>	<b>\$ 5,616,368</b>	<b>\$ 6,231,064</b>
LESS:					
COMMITTED	4,631,326	5,054,343	5,504,258	5,616,368	6,231,064
<b>UNASSIGNED</b>	<b>\$ -</b>				

**CAPITAL REPLACEMENT FUND BUDGET NARRATIVE**

This fund is used for equipment replacement for all governmental fund departments. The equipment budgeted in FY 2018 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.

**Revenues**

No significant changes.

**Capital**

Equipment is scheduled to be replaced in FY 2018 in the amount of \$569,420, which is an increase from FY 2017.

**DOG PARK CONSTRUCTION FUND  
OPERATING BUDGET**

FUND 499

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE - BEGINNING</b>	<u>\$ 4,037</u>	<u>\$ 4,137</u>	<u>\$ 4,137</u>	<u>\$ 4,100</u>	<u>\$ 4,100</u>
<b>REVENUES:</b>					
LOCAL CONTRIBUTIONS	<u>100</u>	<u>101</u>	<u>20,000</u>	<u>200</u>	<u>2,000</u>
<b>TOTAL REVENUE</b>	<u>\$ 100</u>	<u>\$ 101</u>	<u>\$ 20,000</u>	<u>\$ 200</u>	<u>\$ 2,000</u>
<b>EXPENDITURES:</b>					
CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ 138</u>	<u>\$ 20,000</u>	<u>\$ 200</u>	<u>\$ 2,000</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ 138</u>	<u>\$ 20,000</u>	<u>\$ 200</u>	<u>\$ 2,000</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 4,137</u>	<u>\$ 4,100</u>	<u>\$ 4,137</u>	<u>\$ 4,100</u>	<u>\$ 4,100</u>
<b>LESS:</b>					
RESTRICTED	<u>4,137</u>	<u>4,100</u>	<u>4,137</u>	<u>4,100</u>	<u>4,100</u>
<b>UNASSIGNED</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**DOG PARK CONSTRUCTION FUND BUDGET NARRATIVE**

The Dog Park construction occurred in FY12 and FY13. Donations were received and fundraisers were conducted to raise the necessary funding.

**Revenues**

Estimated contributions for FY 2018 are \$2,000.

**Expenditures**

Estimated Dog Park expenditures for FY 2018 are \$2,000.

**ROSE PARK POOL CONSTRUCTION FUND  
OPERATING BUDGET**

FUND 424

	ACTUAL 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>FUND BALANCE - BEGINNING</b>	\$ -	\$ -	\$ -	\$ 91,667	\$ -
<b>REVENUES:</b>					
LOCAL CONTRIBUTIONS	\$ -	\$ 1	\$ -	\$ -	\$ -
INTERFUND TRANSFERS	\$ -	\$ 170,000	\$ 100,000	\$ 180,801	\$ 1,860,000
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 170,001</b>	<b>\$ 100,000</b>	<b>\$ 180,801</b>	<b>\$ 1,860,000</b>
<b>EXPENDITURES:</b>					
CAPITAL OUTLAY	\$ -	\$ 78,334	\$ 100,000	\$ 272,468	\$ 1,860,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 78,334</b>	<b>\$ 100,000</b>	<b>\$ 272,468</b>	<b>\$ 1,860,000</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 91,667</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LESS:</b>					
NONSPENDABLE	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED	\$ -	\$ 91,667	\$ -	\$ -	\$ -
COMMITTED	\$ -	\$ -	\$ -	\$ -	\$ -
ASSIGNED	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UNASSIGNED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**ROSE PARK POOL CONSTRUCTION FUND BUDGET NARRATIVE**

The Rose Park Construction Fund will be used to rebuild the bathrooms and concession stands at Rose Park that were damaged by fire in March of 2016.

**Revenues**

Estimated transfer revenues for FY 2018 are \$1,860,000.

**Expenditures**

Estimated capital outlay expenditures for FY 2018 are \$1,860,000.

# 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 18

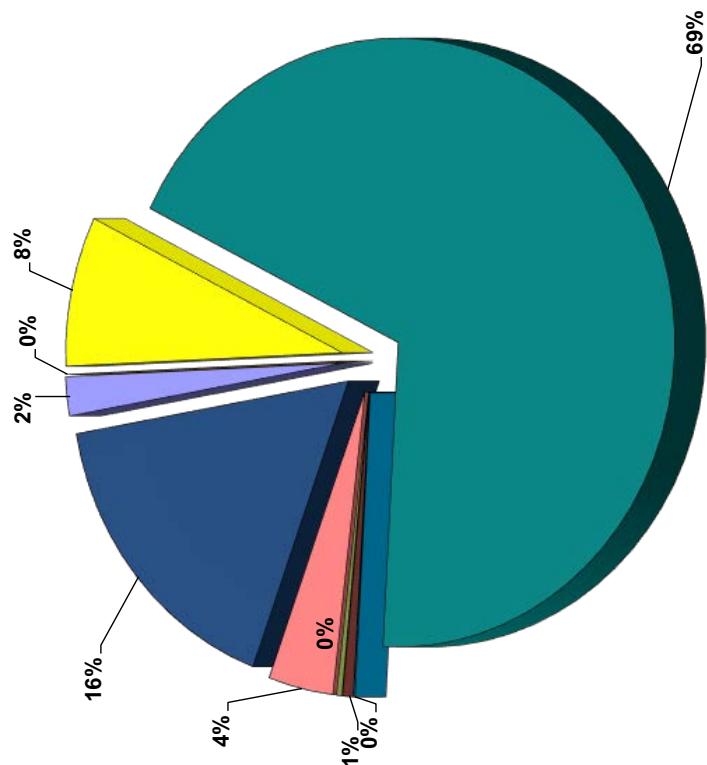
WORKING CAPITAL -BEGINNING	WATER	WASTE-WATER	PARKING	SOLID WASTE	AIRPORT	TRANSIT	
<b>\$ 31,466,410</b>	<b>\$ 17,979,055</b>	<b>\$ 356,677</b>	<b>\$ 7,510,445</b>	<b>\$ 10,545,894</b>	<b>\$ 2,937,404</b>		
<b>REVENUE:</b>							
TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,192,285
INTER-GOVERNMENTAL CHARGES FOR SERVICE	24,792,200	19,695,030	1,547,825	13,841,500	12,175,853		3,452,559
FINES & FORFEITS	-	-	72,500	-	-		705,620
INVESTMENT EARNINGS	239,200	165,000	3,300	105,000	121,240		7,000
DONATIONS	-	-	-	-	700,000		-
INTERFUND TRANSFERS	-	-	323,329	-	-		-
DEBT PROCEEDS	4,000,000	-	-	-	-		-
MISCELLANEOUS	7,200	-	48	17,500,000	84,743		10,650
<b>TOTAL REVENUE</b>	<b>\$ 29,038,600</b>	<b>\$ 19,860,030</b>	<b>\$ 1,947,002</b>	<b>\$ 31,446,500</b>	<b>\$ 18,080,776</b>	<b>\$ 6,368,114</b>	
<b>EXPENSES:</b>							
PERSONAL SERVICES	\$ 5,143,087	\$ 4,057,853	\$ 773,412	\$ 5,182,268	\$ 4,555,970	\$ 3,907,846	
OPERATION & MAINTENANCE	9,050,883	5,010,118	710,506	5,398,121	4,804,475	1,410,785	
CAPITAL	31,059,817	10,969,363	232,329	20,085,473	8,051,858	1,257,830	
DEBT SERVICE	2,900,000	5,329,000	255,480	628,500	1,600,056	-	
<b>TOTAL EXPENSES</b>	<b>\$ 48,153,787</b>	<b>\$ 25,366,334</b>	<b>\$ 1,971,727</b>	<b>\$ 31,294,362</b>	<b>\$ 19,012,359</b>	<b>\$ 6,576,461</b>	
WORKING CAPITAL NOT BUDGETED							
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 12,351,223</b>	<b>\$ 12,472,751</b>	<b>\$ 331,952</b>	<b>\$ 7,662,583</b>	<b>\$ 9,614,311</b>	<b>\$ 2,729,057</b>	
LESS OPERATING RESERVE	3,832,000	1,632,000	237,000	4,655,000	1,344,000	904,000	
LESS BOND/LOAN RESERVE REQUIREMENTS	1,515,000	1,445,000	10,000	1,257,000	2,674,044	-	
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 7,004,223</b>	<b>\$ 9,395,751</b>	<b>\$ 84,952</b>	<b>\$ 1,750,583</b>	<b>\$ 5,596,267</b>	<b>\$ 1,825,057</b>	

ENTERPRISE FUNDS SUMMARY OPERATING BUDGET FY 18				
	APPROVED BUDGET FY 18	APPROVED BUDGET FY 17	INCREASE (DECREASE)	ACTUAL FY 16
<b>WORKING CAPITAL -BEGINNING</b>	<b>\$ 70,795,885</b>	<b>\$ 63,240,765</b>	<b>\$ 7,555,120</b>	<b>\$ 75,937,686</b>
<b>REVENUE:</b>				
TAXES	\$ 2,192,285	\$ 1,963,424	\$ 228,861	\$ 1,981,384
INTER-GOVERNMENTAL CHARGES FOR SERVICE	8,451,499	8,087,682	363,817	6,564,230
FINES & FORFEITS	72,758,028	69,652,886	3,105,142	72,606,252
72,500	81,000	(8,500)	84,692	
INVESTMENT EARNINGS	640,740	454,944	185,796	723,315
DONATIONS	700,000	-	700,000	16,908
INTERFUND TRANSFERS	323,329	522,125	(198,796)	103,000
DEBT PROCEEDS	4,000,000	69,000,000	(65,000,000)	-
MISCELLANEOUS	17,602,641	39,898	17,562,743	372,566
<b>TOTAL REVENUE</b>	<b>\$ 106,741,022</b>	<b>\$ 149,801,959</b>	<b>\$ (43,060,937)</b>	<b>\$ 82,452,347</b>
<b>EXPENSES:</b>				
PERSONAL SERVICES	\$ 23,620,436	\$ 22,706,298	\$ 914,138	\$ 21,567,337
OPERATION & MAINTENANCE	26,384,888	22,883,732	3,501,156	21,858,989
CAPITAL	71,656,670	105,757,670	(34,101,000)	25,917,550
DEBT SERVICE	10,713,036	10,590,719	122,317	1,712,407
<b>TOTAL EXPENSES</b>	<b>\$ 132,375,030</b>	<b>\$ 161,938,419</b>	<b>\$ (29,563,389)</b>	<b>\$ 71,056,283</b>
WORKING CAPITAL NOT BUDGETED				(1,267,037)
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 45,161,877</b>	<b>\$ 51,104,305</b>	<b>\$ (5,942,428)</b>	<b>\$ 86,066,713</b>
LESS OPERATING RESERVE	12,604,000	11,801,001	802,999	11,555,870
LESS BOND/LOAN RESERVE REQUIREMENTS	6,901,044	10,245,044	(3,344,000)	5,494,906
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 25,656,833</b>	<b>\$ 29,058,260</b>	<b>\$ (3,401,427)</b>	<b>\$ 69,015,937</b>

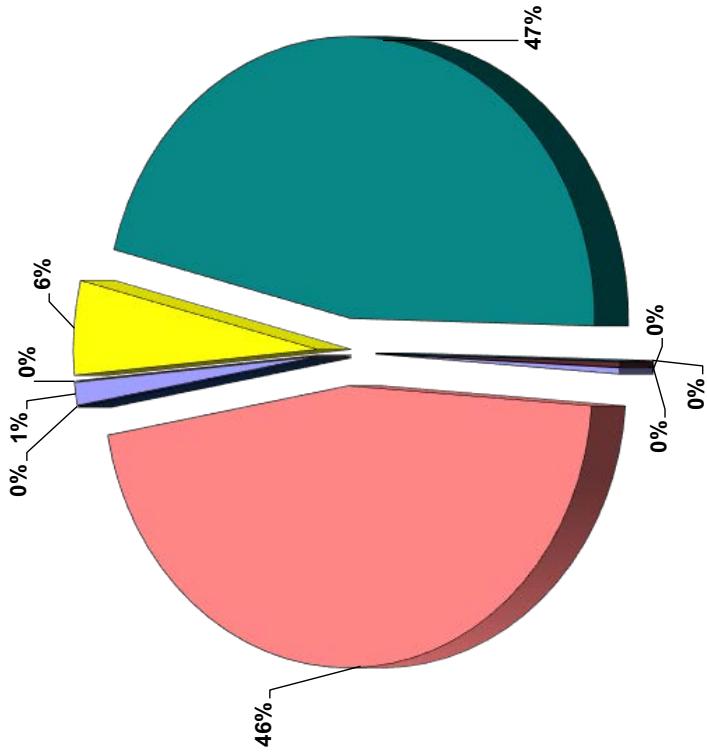
# Enterprise Funds

## Summary of Revenues

	FY 18	FY 17
TAXES	\$ 2,192,285	\$ 1,963,424
SPECIAL ASSESSMENTS	-	-
INTER-GOVERNMENTAL	8,451,499	8,087,682
CHARGES FOR SERVICE	72,758,028	69,652,886
FINES & FORFEITS	72,500	81,000
INVESTMENT EARNINGS	640,740	454,944
INTERFUND TRANSFERS	323,329	522,125
DEBT PROCEEDS	4,000,000	69,000,000
MISCELLANEOUS	39,898	39,898
<b>TOTAL</b>	<b>\$ 106,041,022</b>	<b>\$ 149,801,959</b>



Fiscal Year 2018

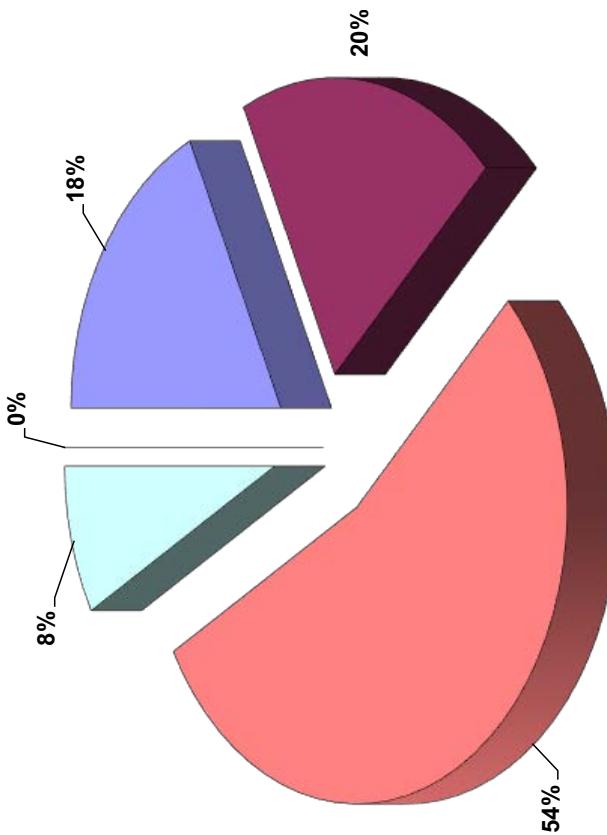


Fiscal Year 2017

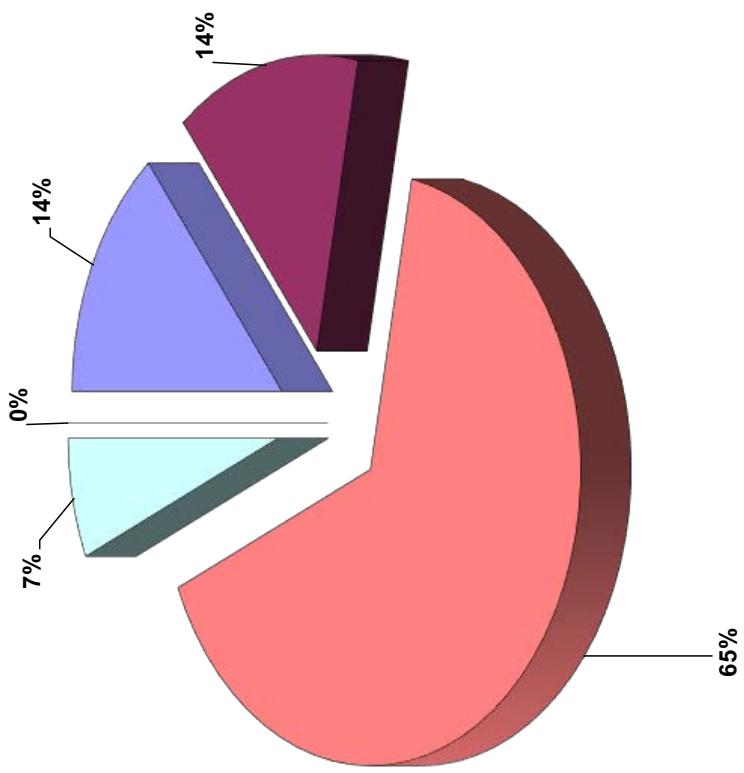
# Enterprise Funds

## Summary of Expenses

	FY 18	FY 17
PERSONAL SERVICES	\$ 23,620,436	\$ 22,706,298
OPERATION & MAINTENANCE	26,384,888	22,883,732
CAPITAL	71,656,670	105,757,670
DEBT SERVICE	10,713,036	10,590,719
INTERFUND TRANSFERS	-	\$ 161,938,419
TOTAL	<u>\$ 132,375,030</u>	<u>\$ 161,938,419</u>



Fiscal Year 2018



Fiscal Year 2017

## **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 109,000 residents.

### **Revenues**

Budgeted water revenues for FY 2018 are \$29,038,600, which is an increase of \$784,600 over FY 2017 budgeted revenues. The increase is primarily the result of a rate increase in FY 2017, as well as additional System Development Fees.

### **Expenses**

FY 2018 operating expenses for water are budgeted at \$14,193,970, an increase of 11% over FY 2017 budgeted expenses. This increase is primarily the result of an increase in the Water Insurance Program, personnel expenses, electricity expenses for the Water Treatment Plant, as well as an increase in cost allocation plan charges.

### **Capital**

Capital expenses for FY 2018 total \$31,059,817. This total includes I-structure intake screening improvements, Integrated Water Plan implementation, electrical replacements, replacement of Voelker Pump Station pump, 48<sup>th</sup> Street West trunk main, land purchase for Zone 3 and SW water storage, Lead Service Line Replacement Project, Logan Reservoir, a liner installation at Leavens Storage Reservoir, reservoir pressure zone adjustments, Zone 4 N Reservoir and Fox Pump Station remodel, along with various water rehab projects, Water Master Plan update, Water/Sewer Compensation Agreements, Water Treatment Plant drought and flood control plan, as well as a number of other miscellaneous repairs, upgrades, and equipment replacements.

**WATER FUND  
OPERATING BUDGET**

FUNDS 502,503,505,507,416,870

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 31,089,026</b>	<b>\$ 31,122,376</b>	<b>\$ 22,516,877</b>	<b>\$ 36,468,453</b>	<b>\$ 31,466,410</b>
<b>REVENUES:</b>					
WATER SALES	\$ 21,107,366	\$ 22,360,023	\$ 20,813,400	\$ 21,007,000	\$ 21,359,600
FIRE HYDRANT CHARGES	338,995	302,753	290,000	300,000	310,000
WATER SERVICE LINE INS.	454,839	456,965	430,000	435,000	440,000
OTHER CHARGES FOR SERV.	592,924	633,838	456,200	496,900	475,600
FRANCHISE FEE REVENUE	924,896	1,039,687	905,000	930,000	945,000
LATE PAYMENT CHARGES	44,772	51,037	45,000	45,000	45,000
SYSTEM DEVELOPMENT FEE	1,128,463	1,274,337	1,100,000	1,020,000	1,200,000
STATE FEE	59,377	60,648	60,000	60,960	62,000
CONTRIBUTIONS-DONATIONS	11,549	-	-	-	-
MISCELLANEOUS	87,631	83,027	7,200	73,824	7,200
GRANT REVENUE	-	-	-	-	-
SALE OF EQUIPMENT/LAND	31,962	4,736	-	250	-
SRF LOAN REVENUE	-	-	4,000,000	-	4,000,000
INTEREST ON INVESTMENTS	134,091	231,164	147,200	89,103	194,200
<b>TOTAL REVENUE</b>	<b>\$ 24,916,865</b>	<b>\$ 26,498,215</b>	<b>\$ 28,254,000</b>	<b>\$ 24,458,037</b>	<b>\$ 29,038,600</b>
<b>EXPENSES:</b>					
ADMINISTRATION	\$ 1,544,219	\$ 1,893,279	\$ 2,229,417	\$ 1,872,943	\$ 2,516,566
COMMERCIAL & METER	2,262,929	2,249,431	2,531,197	2,484,583	2,809,084
TREATMENT PLANT	4,762,546	4,972,684	5,208,107	5,181,227	5,695,691
TRANSMISSION & DISTRIBUT.	1,909,986	1,948,765	2,384,251	2,309,829	2,422,629
ENVIRONMENTAL AFFAIRS	113,565	117,058	-	-	-
REPLACEMENT EXPEND.	16,449,590	10,404,394	20,066,925	14,489,498	31,059,817
WATER SERVCE INS. PROG	348,022	297,120	350,000	350,000	750,000
BOND PRINCIPAL	-	-	2,050,000	2,000,000	2,080,000
BOND INTEREST **	588,623	692,824	842,000	772,000	820,000
<b>TOTAL EXPENSES</b>	<b>\$ 27,979,480</b>	<b>\$ 22,575,555</b>	<b>\$ 35,661,897</b>	<b>\$ 29,460,080</b>	<b>\$ 48,153,787</b>
W.C. CHANGES NOT BUDGETED	3,095,965	1,423,417	-	-	-
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 31,122,376</b>	<b>\$ 36,468,453</b>	<b>\$ 15,108,980</b>	<b>\$ 31,466,410</b>	<b>\$ 12,351,223</b>
LESS OPERATING RESERVE	3,380,000	3,380,000	3,430,000	3,293,000	3,832,000
LESS SRF LOAN RESERVE	1,386,571	1,386,571	1,446,000	1,386,571	1,515,000
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 26,355,805</b>	<b>\$ 31,701,882</b>	<b>\$ 10,232,980</b>	<b>\$ 26,786,839</b>	<b>\$ 7,004,223</b>

\*\* Interest Expenses of \$129,902 and \$102,633 were capitalized in the CAFR in years FY15 and FY16 respectively.

**WATER FUND  
OPERATING BUDGET**  
FUNDS 502,503,505,507,416,870

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 4,495,265	\$ 4,625,365	\$ 4,880,029	\$ 4,761,762	\$ 5,143,087
OPERATIONS AND MAINTENANCE	6,446,002	6,852,972	7,822,943	7,436,820	9,050,883
CAPITAL	16,449,590	10,404,394	20,066,925	14,489,498	31,059,817
DEBT SERVICE	<u>588,623</u>	<u>692,824</u>	<u>2,892,000</u>	<u>2,772,000</u>	<u>2,900,000</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 27,979,480</u></b>	<b><u>\$ 22,575,555</u></b>	<b><u>\$ 35,661,897</u></b>	<b><u>\$ 29,460,080</u></b>	<b><u>\$ 48,153,787</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
ADMINISTRATIVE SUPPORT II	0.6	0.6	0.6	0.6
CONTROL SYS PROG ANALYST II	1.0	1.0	1.0	1.0
COMMERCIAL & METER SUPT	0.7	-	-	-
UTILITY BILLING SUPERVISOR	0.5	0.6	0.6	0.6
SR. ACCOUNT CLERK	1.0	1.2	1.2	1.2
ACCOUNT CLERK II	2.0	2.4	2.4	2.4
BILLINGS SERV COORD	-	-	0.6	0.6
FIELD SERVICE MGR	1.0	1.0	1.0	1.0
FIELD SERVICE REP.	8.0	8.0	8.0	8.0
METER READER	1.0	-	-	-
METER MAINTENANCE REP	1.0	1.0	1.0	1.0
INVENTORY CONT. SPEC. II	0.7	0.7	0.8	0.8
MECHANIC I	0.7	0.7	0.8	0.6
FACILITIES MAINT SUPPORT I	1.7	1.0	2.0	1.5
FACILITIES MAINT MECH.	0.7	1.0	-	-
D&C SUPERINTENDANT	0.6	0.6	0.6	0.6
SYSTEMS MAINT SUPERVISOR	2.4	2.4	2.4	2.4
EQUIP. OPER/MAINT WORKER	9.6	8.4	9.0	9.0
SR. EQUIP OPER MAINT WKR	2.4	2.4	2.4	2.4
MAINTENANCE WORKER	-	1.8	0.6	0.6
ENGINEER II	0.6	0.6	0.6	0.6
ELECTRICAL MAIN SUPERVISOR	1.0	0.5	0.5	0.5
ELECTRICIAN I	-	0.5	0.5	-
ELECTRICIAN II	0.5	0.5	0.5	-
ELECTRICIAN III	1.5	2.5	2.0	3.0
ELEC CONTROL SYS SPECIALIST	-	0.5	0.5	0.5

FUNDS 502,503,505,507,416,870

## WATER FUND

## STAFFING AUTHORIZATION - Continued

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
ENGINEERING INSPECTOR II	1.2	1.2	1.2	1.2
UTILITY SYSTEM ENGINEER	-	-	0.5	0.5
DRAFTING TECHNICIAN	0.6	0.6	0.6	0.6
ENVIRONMENTAL ENGINEER	0.3	0.5	-	-
CHIEF CHEMIST	1.0	1.0	0.8	0.8
CHEMIST	3.0	3.0	3.0	3.0
WATER TREATMENT PLANT MGR	-	-	1.0	1.0
WATER TREATMENT SUPT.	1.0	1.0	-	-
PLANT MECHANIC SUPERVISOR	1.0	1.0	1.0	1.0
PUD PLANT OPER SUPERVISOR	1.0	1.0	1.0	1.0
TREATMENT PLANT TECHNICIAN I	2.0	1.0	3.0	4.0
TREATMENT PLANT TECHNICIAN II	11.0	1.0	-	-
TREATMENT PLANT TECHNICIAN III	-	9.0	9.0	8.0
COMPLIANCE COORDINATOR	-	0.5	-	-
ENVIRONMENTAL COORD	0.2	0.5	-	-
<b>TOTAL</b>	<b>61.5</b>	<b>61.2</b>	<b>60.6</b>	<b>59.9</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 wastewater treatment plant.
- The installation, maintenance, and repair of the City's wastewater mains and manholes.
- Providing customer service for over 109,000 residents.

### **Revenues**

Budgeted wastewater revenues for FY 2018 are \$19,860,030, which is a decrease of \$63,937,940 over FY 2017 budgeted revenues. This decrease is primarily the result of a decrease in programmed bond revenue to fund the construction of wastewater treatment plant improvements required to meet new Federal regulations. This decrease is offset by a slight increase in wastewater rates for FY 2018.

### **Expenses**

Budgeted operating expenses for FY 2018 are \$9,067,971, which is an increase of \$789,032 compared to the FY 2017 budget. This increase is primarily the result of an increase in building and maintenance costs for wastewater treatment plant improvements, as well as increased property and liability insurance and cost allocation plan charges.

### **Capital**

Capital expenses for FY 2018 total \$10,969,363. This total includes electrical replacements for wastewater treatment plant, sewer rehab projects, wastewater treatment plant upgrades, Sewer Compensation Agreements, AFT equipment and building upgrades, wastewater contingency, as well as a number of other miscellaneous repairs, upgrades and equipment replacements.

**WASTEWATER FUND  
OPERATING BUDGET**

FUNDS 512,513,518,519,421

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 20,783,802</b>	<b>\$ 23,786,427</b>	<b>\$ 21,077,568</b>	<b>\$ 25,418,986</b>	<b>\$ 17,979,055</b>
<b>REVENUES:</b>					
WASTEWATER CHARGES	\$ 16,397,500	\$ 16,888,041	\$ 16,536,500	\$ 16,757,300	\$ 17,309,300
PERMITS	54,646	53,268	75,000	77,000	78,000
OTHER CHARGES FOR SERV.	100,839	141,152	308,470	308,470	322,730
FRANCHISE FEE REVENUE	703,156	738,233	700,000	700,000	730,000
LATE PAYMENT CHARGES	46,304	43,597	40,000	40,000	40,000
SYSTEM DEVELOPMENT FEE	1,083,042	1,121,571	1,000,000	1,000,000	1,210,000
STATE FEE	40,917	35,478	45,000	45,000	45,000
GRANT REVENUE	4,326	-	-	-	-
MISCELLANEOUS	231,271	74,644	-	175,875	-
SALE OF EQUIPMENT	-	2,366	-	-	-
BOND REVENUE	-	-	65,000,000	63,104,000	-
INTEREST ON INVESTMENTS	80,927	168,470	93,000	60,522	125,000
					0
<b>TOTAL REVENUE</b>	<b>\$ 18,742,928</b>	<b>\$ 19,266,820</b>	<b>\$ 83,797,970</b>	<b>\$ 82,268,167</b>	<b>\$ 19,860,030</b>
<b>EXPENSES:</b>					
ADMINISTRATION	\$ 1,476,925	\$ 1,625,971	\$ 1,662,211	\$ 1,586,521	\$ 1,784,636
COMMERCIAL	611,351	615,232	623,989	641,670	670,737
TREATMENT PLANT	4,091,463	4,488,859	4,085,349	4,208,807	4,631,483
COLLECTION SYSTEM	1,472,334	1,403,410	1,424,610	1,400,530	1,498,510
ENVIRONMENTAL AFFAIRS	114,127	128,912	482,780	449,164	482,605
REPLACEMENT EXPEND.	6,407,489	7,877,705	72,553,743	76,093,365	10,969,363
CONSTRUCTION	-	-	-	-	-
BOND PRINCIPAL	-	-	4,000,000	3,790,000	3,791,000
BOND INTEREST	** 439,513	393,871	1,840,000	1,538,041	1,538,000
<b>TOTAL EXPENSES</b>	<b>\$ 14,613,202</b>	<b>\$ 16,533,960</b>	<b>\$ 86,672,682</b>	<b>\$ 89,708,098</b>	<b>\$ 25,366,334</b>
W.C. CHANGES NOT BUDGETED	(1,127,101)	(1,100,301)	-	-	-
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 23,786,427</b>	<b>\$ 25,418,986</b>	<b>\$ 18,202,856</b>	<b>\$ 17,979,055</b>	<b>\$ 12,472,751</b>
LESS OPERATING RESERVE	1,480,000	1,440,000	1,490,000	1,447,000	1,632,000
LESS SRF LOAN RESERVE	1,446,435	1,444,291	6,125,000	1,443,000	1,445,000
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 20,859,992</b>	<b>\$ 22,534,695</b>	<b>\$ 10,587,856</b>	<b>\$ 15,089,055</b>	<b>\$ 9,395,751</b>

\*\* Interest Expenses of \$38,695 and \$56,689 were capitalized in the CAFR in years FY15 and FY16 respectively.

**WASTEWATER FUND  
OPERATING BUDGET**

FUND 512,513,518,421

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 3,270,658	\$ 3,441,732	\$ 3,743,115	\$ 3,717,708	\$ 4,057,853
OPERATIONS AND MAINTENANCE	4,495,542	4,820,652	4,535,824	4,568,984	5,010,118
CAPITAL	6,407,489	7,877,705	72,553,743	76,093,365	10,969,363
DEBT SERVICE	<u>439,513</u>	<u>393,871</u>	<u>5,840,000</u>	<u>5,328,041</u>	<u>5,329,000</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 14,613,202</u></b>	<b><u>\$ 16,533,960</u></b>	<b><u>\$ 86,672,682</u></b>	<b><u>\$ 89,708,098</u></b>	<b><u>\$ 25,366,334</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
ADMINISTRATIVE SUPPORT II	0.4	0.4	0.4	0.4
COMMERCIAL& METER SUPT	0.3	-	-	-
UTILITY BILLING SUPERVISOR	0.5	0.4	0.4	0.4
SR. ACCOUNT CLERK	1.0	0.8	0.8	0.8
ACCOUNT CLERK II	2.0	1.6	1.6	1.6
BILLINGS SERVICE COORD	-	-	0.4	0.4
MECHANIC I	0.3	0.3	0.3	0.4
FACILITIES MAINT SUPPORT I	1.3	-	-	0.5
FACILITIES MAINT SUPPORT II	-	1.0	1.0	1.0
MAINTENANCE WORKER	-	1.2	0.4	0.4
FACILITIES MAINT MECH.	0.3	-	-	-
D&C SUPERINTENDENT	0.4	0.4	0.4	0.4
EQUIP OPER/MAINT WORKER	6.4	5.6	6.0	6.0
SYSTEMS MAINT SUPERVISOR	1.6	1.6	1.6	1.6
ENGINEER II	0.4	0.4	0.4	0.4
CONTROL SYS PROG ANALYST II	-	1.0	1.0	1.0
ELECTRICAL CNTRL SYS SPEC	1.0	0.5	0.5	0.5
ELECTRICIAN I	1.0	0.5	0.5	-
ELECTRICIAN II	-	-	0.5	-
ELECTRICIAN III	1.5	2.5	2.0	3.0
ENG INSPECTOR II	0.8	0.8	0.8	0.8
UTILITY SYSTEM ENGINEER	-	-	0.5	0.5
DRAFTING TECHNICIAN	0.4	0.4	0.4	0.4
INVENTORY CONT SPEC II	0.3	0.3	0.3	0.3

FUND 512,513,518,421

## WASTEWATER FUND

## STAFFING AUTHORIZATION - Continued

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
ENVIRONMENTAL ENGINEER	0.7	0.5	1.0	1.0
CHIEF CHEMIST	1.0	1.0	0.3	0.3
ELECTRICAL MAINT SUPERVISOR	1.0	0.5	0.5	0.5
LAB TECHNICIAN	2.0	2.0	2.0	2.0
WASTEWATER TREATMENT MGR	1.0	1.0	1.0	1.0
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
ELECTRICIAN II-A	0.5	0.5	-	-
ENVIRONMETNAL COORD I	-	0.5	1.0	1.0
ENVIRONMENTAL COMPL COORD	0.8	0.5	2.0	2.0
TREATMENT PLANT TECH III	3.0	4.0	4.0	5.0
TREATMENT PLANT TECHNICIAN I	1.0	-	1.0	1.0
TREATMENT PLANT TECHNICIAN II	8.0	8.0	7.0	6.0
<b>TOTAL</b>	<b>42.5</b>	<b>41.8</b>	<b>43.5</b>	<b>44.1</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: 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 to 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 rate increases were not included in the FY 2017 budget. The monthly leased garage parking increased 5% and the on-street metered parking increased 50%. Monthly leased garage parking will increase another 4.762% beginning July 1, 2017. The installation of 150 new credit card smart meters will increase 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 2018 are \$1,947,002, which appears to be a decrease when comparing it to the FY 2017 figures. Removing the additional TIF revenue for the Parking Garage Restoration Project results in a revenue increase of \$81,098. Revenues include a TIF transfer of \$223,329 to cover the final phase of the Parking Garage Restoration Project for Park I, II and III.

### **Expenditures**

Budgeted expenses for FY 2018 are \$1,971,727, which is a decrease of \$134,224. The decrease is primarily the result of a lower cost estimate for the final phase of the Parking Garage Restoration Project compared to the previous two years.

### **Capital**

Phase III: Mechanical, electrical, and miscellaneous repairs for parking structures I, II, and III, \$232,329.

**PARKING FUND  
OPERATING BUDGET**

FUND 521

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 656,690</b>	<b>\$ 344,825</b>	<b>\$ 89,683</b>	<b>\$ 321,675</b>	<b>\$ 356,677</b>
<b>REVENUES:</b>					
PARKING METER INCOME	\$ 331,063	\$ 333,286	\$ 311,925	\$ 340,696	\$ 342,275
VIOLATIONS	94,445	84,692	81,000	74,544	72,500
SURFACE LOTS	43,104	37,312	35,480	41,580	40,150
PARK 1 - GARAGE	248,650	235,070	243,812	254,910	264,000
PARK 1 - STORE RENTAL	49,424	75,791	81,828	82,341	84,300
PARK 2	475,539	476,785	476,350	449,828	504,600
PARK 3	145,293	144,086	143,400	131,898	136,450
EMPIRE PARKING GARAGE	118,237	169,664	165,590	169,814	176,050
INVESTMENT EARNINGS	2,331	3,866	3,142	2,986	3,300
SALE OF CAPITAL	-	16,908	-	-	-
TIF TRANSFER	100,000	100,000	522,125	522,125	323,329
MISC. REVENUE	16,506	12,785	48	1,864	48
<b>TOTAL REVENUE</b>	<b>\$ 1,624,592</b>	<b>\$ 1,690,245</b>	<b>\$ 2,064,700</b>	<b>\$ 2,072,586</b>	<b>\$ 1,947,002</b>
<b>EXPENSES:</b>					
ADMINISTRATION	\$ 302,149	\$ 225,672	\$ 210,513	\$ 208,330	\$ 234,278
ENFORCEMENT	240,201	220,111	231,231	225,074	232,315
METER COLLECT. & MAINT.	151,981	216,715	208,403	200,611	232,127
SURFACE LOTS	26,795	12,988	20,402	16,035	20,444
PARK 1 - GARAGE	157,550	114,774	140,823	119,589	140,116
PARK 1 - STORE RENTAL	27,384	17,074	19,450	16,241	18,435
PARK 2	346,104	296,604	297,713	297,821	316,001
PARK 3	189,525	145,884	155,293	150,653	160,264
EMPIRE PARKING GARAGE	148,341	143,114	132,517	115,971	129,938
DEBT SERVICE-PRINCIPAL	-	-	130,093	133,666	135,651
DEBT SERVICE-INTEREST	127,693	127,874	125,688	122,115	119,829
CONSTRUCTION & CAPITAL	80,360	57,245	433,825	431,478	232,329
<b>TOTAL EXPENSES</b>	<b>\$ 1,798,083</b>	<b>\$ 1,578,055</b>	<b>\$ 2,105,951</b>	<b>\$ 2,037,584</b>	<b>\$ 1,971,727</b>
WORKING CAP. CHANGES NOT BUDGETED	(138,374)	(135,340)	\$ -	\$ -	\$ -
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 344,825</b>	<b>\$ 321,675</b>	<b>\$ 48,432</b>	<b>\$ 356,677</b>	<b>\$ 331,952</b>
LESS OPERATING RESERVE	254,405	222,870	227,000	213,000	237,000
LESS GARAGE CAPITAL RESERVE	-	-	-	-	10,000
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 90,420</b>	<b>\$ 98,805</b>	<b>\$ (178,568)</b>	<b>\$ 143,677</b>	<b>\$ 84,952</b>

**PARKING FUND  
OPERATING BUDGET**

FUND 521

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY17	FY17	FY18
PERSONAL SERVICES	\$ 646,747	\$ 712,514	\$ 717,052	\$ 700,000	\$ 773,412
OPERATIONS AND MAINTENANCE	943,283	680,422	699,293	650,325	710,506
CAPITAL	80,360	57,245	433,825	431,478	232,329
DEBT SERVICE	127,693	127,874	255,781	255,781	255,480
TRANSFERS	—	—	—	—	—
<b>TOTAL EXPENSES</b>	<b>\$ 1,798,083</b>	<b>\$ 1,578,055</b>	<b>\$ 2,105,951</b>	<b>\$ 2,037,584</b>	<b>\$ 1,971,727</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY17	FY18
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	1.5	2.0	2.0
PARKING ENFORCEMENT OFFICERS	3.0	3.0	3.0	3.0
ADMINISTRATIVE SUPPORT II	-	-	1.0	1.0
ADMINISTRATIVE SUPPORT I	1.0	1.0	—	—
<b>TOTAL</b>	<b>12.0</b>	<b>12.0</b>	<b>12.5</b>	<b>12.5</b>

## **SOLID WASTE FUND BUDGET NARRATIVE**

The Solid Waste Division provides trash collection for residential and commercial operations within the Billings city limits. The Division also operates and manages the Billings Regional Landfill, which provides environmentally safe disposal service for the City of Billings, Yellowstone County, and several bordering counties. Solid Waste is funded through fees charged for services provided.

### **Revenues**

The Solid Waste Division revenues are budgeted at \$31,446,500 for FY 2018, an increase of \$18,404,500 from the FY 2017 budget. The increase in revenue is primarily from budgeted bond revenue of \$17,500,000 for a landfill capital project, and the remaining portion of the increase is the result of 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.

### **Expenditures**

The expenses for FY 2018 are budgeted at \$10,580,389. This is an increase of \$532,389 from FY 2017 and is primarily the result of a scheduled cost of living adjustment for personnel combined with an increase in cost allocation plan charges.

### **Capital**

The capital budget for FY 2018 totals \$20,085,473. The major capital items include a Landfill Reconfiguration plan, a CNG Fueling Station backup compressor, Master Plan update and a Collections Space Study, as well as the replacement of six solid waste collection trucks, a dozer, and three vehicles that were identified in the FY 2018 Equipment Replacement Plan.

**SOLID WASTE FUND  
OPERATING BUDGET**

FUNDS 541,542,544,545

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 8,215,055</b>	<b>\$ 9,521,543</b>	<b>\$ 7,421,504</b>	<b>\$ 10,725,931</b>	<b>\$ 7,510,445</b>
<b>REVENUES:</b>					
GARBAGE COLLECTION-RES	\$ 4,041,486	\$ 4,480,517	\$ 4,750,000	\$ 4,751,390	\$ 4,890,000
GARBAGE COLLECTION-COMM	3,361,420	3,487,412	3,400,000	3,452,169	3,550,000
COLLECTION-BILLED	669,306	745,061	922,000	945,000	951,000
LANDFILL CHARGES	4,981,159	4,566,474	3,176,000	4,025,250	3,701,000
MISC CHARGE FOR SERVICES	63,392	52,438	91,000	88,114	91,500
FRANCHISE FEES	657,718	632,290	615,000	630,000	658,000
SPECIAL ASSESSMENTS	39	-	-	-	-
INTEREST ON INVSTMNT/LOAN:	80,580	151,121	88,000	82,130	105,000
SALE OF SURPLUS EQUIP/LANE	26,638	18,605	-	1,092	-
BOND REVENUE	-	-	-	-	17,500,000
REFUNDS/REIMBURSEMENTS	87,085	85,971	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 13,968,823</b>	<b>\$ 14,219,889</b>	<b>\$ 13,042,000</b>	<b>\$ 13,975,145</b>	<b>\$ 31,446,500</b>
<b>EXPENSES:</b>					
ADMINISTRATION	\$ 1,624,264	\$ 1,657,041	\$ 1,636,998	\$ 1,642,683	\$ 1,816,580
COLLECTION	7,533,376	8,516,474	7,798,941	9,418,701	7,914,845
LANDFILL	3,666,671	2,788,722	4,803,119	6,129,247	21,562,937
<b>TOTAL EXPENSES</b>	<b>\$ 12,824,311</b>	<b>\$ 12,962,237</b>	<b>\$ 14,239,058</b>	<b>\$ 17,190,631</b>	<b>\$ 31,294,362</b>
WORKING CAP. CHANGES NOT BUDGETED	161,976	(53,264)	-	-	-
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 9,521,543</b>	<b>\$ 10,725,931</b>	<b>\$ 6,224,446</b>	<b>\$ 7,510,445</b>	<b>\$ 7,662,583</b>
LESS OPERATING RESERVE	4,242,060	4,328,000	4,328,000	4,421,000	4,655,000
LESS DEBT RESERVE	-	-	-	-	1,257,000
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 5,279,483</b>	<b>\$ 6,397,931</b>	<b>\$ 1,896,446</b>	<b>\$ 3,089,445</b>	<b>\$ 1,750,583</b>

**SOLID WASTE FUND  
OPERATING BUDGET**

FUNDS 541,542,544

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 4,687,139	\$ 4,732,200	\$ 4,858,660	\$ 4,906,730	\$ 5,182,268
OPERATIONS AND MAINTENANCE	5,365,845	5,194,659	5,189,340	5,139,250	5,398,121
CAPITAL	2,767,327	3,035,378	4,191,058	7,144,651	20,085,473
DEBT SERVICE	-	-	-	-	628,500
TRANSFERS	<u>4,000</u>	-	-	-	-
<b>TOTAL EXPENSES</b>	<b><u>\$ 12,824,311</u></b>	<b><u>\$ 12,962,237</u></b>	<b><u>\$ 14,239,058</u></b>	<b><u>\$ 17,190,631</u></b>	<b><u>\$ 31,294,362</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
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	6.0
ADMINISTRATIVE SUPPORT III	1.0	1.0	1.0	1.0
EQUIP. OPER / MAINT. WORKER	39.0	39.0	39.0	45.0
MAINTENANCE WORKER	9.0	9.0	9.0	3.0
ADMINISTRATIVE SUPPORT I	1.0	-	-	-
FACILITIES MAINT SUPPORT I	0.5	0.5	0.5	0.5
LANDFILL ATTENDANTS	2.0	2.0	2.0	2.0
SR. ACCOUNT CLERK /				
SOLID WASTE INSPECT.	1.0	-	-	-
ENVIRONMENTAL COMPLIANCE				
COORDINATOR	<u>1.0</u>	-	-	-
<b>TOTAL</b>	<b><u>66.5</u></b>	<b><u>63.5</u></b>	<b><u>63.5</u></b>	<b><u>63.5</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**

Budgeted FY 2018 Airport revenues total \$18,080,776, which is an increase of \$1,126,699 over FY 2017. The increase is primarily the result of new source revenues related to a U.S. Department of Transportation grant of \$750,000 through the Small Community Air Service Development Program (SCASDP) and the related matching community contributions of \$700,000. The purpose of the grant is to assist the community of Billings, Montana (Community) with its efforts to address local air service needs. The Community designated the City of Billings, Montana, as the legal sponsor to administer the SCASDP grant. The Airport is responsible for paying allowed costs from Community contributions, obtaining reimbursements from the grantor, and complying with grantor reporting requirements.

### **Expenses**

The Airport's Personal Services FY 2018 budget is \$3,553 less than the FY 2017 budget. The Airport eliminated a Superintendent position and reduced overtime budgets to offset the scheduled cost of living adjustment and health insurance increases. The Airport's Operations and Maintenance FY 2018 budget is \$40,031 greater than that of FY 2017. This is primarily the result of fuel and utility cost increases.

### **Capital**

The FY 2018 capital projects include the following:

1. AIP grant projects total \$4,670,000 (90% funded by the FAA). This total includes Terminal Building expansion design costs (\$4,000,000), "Old" East Taxilane improvements (\$330,000), Executive Hangar ramp area repaving (\$100,000), Cold War era hangars located in the Airport Business Park demolition/removal (\$100,000), and SCBA equipment replacement (\$140,000).
2. Passenger Facility Charge (PFC) funded projects budgeted for FY 2018 total \$1,501,636. The projects include a new Airline lavatory waste facility with triturator (\$150,000) and two 22' snowplows to replace existing units (\$1,351,636).
3. Projects funded with Airport operating revenues total \$1,880,222. The major capital projects include the construction of a new warehouse building (\$500,000), reroofing the Operations Building (\$350,000), replacing the exterior wall coverings of the Operations Building (\$300,000), and reroofing a portion of the Terminal Building (\$160,000). Other projects include miscellaneous building repairs and a repaving project (\$570,222).

### **Air Service Development**

This expense category consists of marketing and other costs to develop new air service.

### **Debt Service**

No significant changes.

**AIRPORT FUND  
OPERATING BUDGET**

FUNDS 561-569 & 405-409

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 10,641,108</b>	<b>\$ 8,999,647</b>	<b>\$ 9,598,635</b>	<b>\$ 10,279,419</b>	<b>\$ 10,545,894</b>
<b>REVENUES:</b>					
CHARGE FOR SERVICES	\$ 9,422,204	\$ 9,996,927	\$ 10,073,775	\$ 10,219,132	\$ 10,157,312
FEDERAL/STATE GRANT REVENUE	2,624,035	3,164,971	5,065,064	7,067,413	4,998,940
PFC REVENUE	275,761	49,268	960,000	740,042	1,147,041
CFC REVENUE	766,335	843,795	801,000	862,958	871,500
CONTRIBUTIONS	-	-	-	-	700,000
INVESTMENT INTEREST	35,434	67,333	34,238	49,969	121,240
SALE OF EQUIPMENT/LAND	10,695	8,554	-	-	-
REFUNDS/REIMBURSEMENTS	107,544	105,022	20,000	143,993	84,743
<b>TOTAL REVENUE</b>	<b>\$ 13,242,008</b>	<b>\$ 14,235,870</b>	<b>\$ 16,954,077</b>	<b>\$ 19,083,507</b>	<b>\$ 18,080,776</b>
<b>EXPENSES:</b>					
ADMINISTRATION	\$ 1,562,035	\$ 1,652,423	\$ 1,837,536	\$ 1,538,883	\$ 1,856,743
BUILDING MAINTENANCE	1,793,364	1,777,985	1,876,229	1,853,026	2,006,403
AIRFIELD MAINTENANCE	1,382,411	1,313,110	1,502,024	1,349,910	1,352,731
AIRPORT POLICE	705,405	689,611	773,006	750,838	819,182
AIRCRAFT RESCUE FIREFIGHTING	1,017,287	986,660	1,135,331	1,036,753	1,101,565
BUSINESS PARK	164,712	193,240	215,240	213,626	193,383
CAR RENTAL FUELING	430,202	334,010	320,500	364,526	373,834
CAR WASH FACILITY O&M	143,312	161,736	214,101	199,476	206,604
AIRPORT AIP GRANT PROJECTS	2,381,162	3,630,310	5,500,000	7,694,765	4,670,000
AIRPORT SCASDP GRANT PROJECTS	-	-	-	-	1,450,000
AIRPORT PFC PROJECTS	597,593	2,503	700,000	1,046,044	1,501,636
AIRPORT CFC PROJECTS	763,144	1,391	42,000	32,170	-
CAPITAL OUTLAY	2,140,813	362,344	1,216,534	1,134,077	1,880,222
DEBT SERVICE-PRINCIPAL	-	-	1,198,045	1,198,045	1,241,964
DEBT SERVICE-INTEREST	536,767	497,838	404,893	404,893	358,092
<b>TOTAL EXPENSES</b>	<b>\$ 13,618,207</b>	<b>\$ 11,603,161</b>	<b>\$ 16,935,439</b>	<b>\$ 18,817,032</b>	<b>\$ 19,012,359</b>
WORKING CAPITAL CHANGES NOT BUDGETED:	(1,265,262)	(1,352,937)	-	-	-
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 8,999,647</b>	<b>\$ 10,279,419</b>	<b>\$ 9,617,273</b>	<b>\$ 10,545,894</b>	<b>\$ 9,614,311</b>
LESS OPERATING RESERVE	1,350,000	1,315,000	1,338,000	1,338,000	1,344,000
LESS REVENUE BOND RESERVE	2,674,044	2,664,044	2,674,044	2,644,044	2,644,044
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 4,975,603</b>	<b>\$ 6,300,375</b>	<b>\$ 5,605,229</b>	<b>\$ 6,563,850</b>	<b>\$ 5,626,267</b>

**AIRPORT FUND  
OPERATING BUDGET**

FUND 561-569 & 405-409

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 4,003,851	\$ 4,158,661	\$ 4,559,523	\$ 4,279,272	\$ 4,555,970
OPERATIONS AND MAINTENANCE	3,194,877	2,950,114	3,314,444	3,027,766	3,354,475
O&M - AIR SERVICE DEVELOPMEMT	-	-	-	-	1,450,000
CAPITAL	5,882,712	3,996,548	7,458,534	9,907,056	8,051,858
DEBT SERVICE	<u>536,767</u>	<u>497,838</u>	<u>1,602,938</u>	<u>1,602,938</u>	<u>1,600,056</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 13,618,207</u></b>	<b><u>\$ 11,603,161</u></b>	<b><u>\$ 16,935,439</u></b>	<b><u>\$ 18,817,032</u></b>	<b><u>\$ 19,012,359</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
AVIATION & TRANSIT DIRECTOR	1.0	1.0	0.7	0.6
ASSISTANT AVIATION DIRECTOR	1.0	1.0	0.9	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	1.0	-
ARFF/AIRFIELD MAINT. WORKER	15.0	15.0	15.0	14.0
EQUIPMENT OPER/MAINT. WORKER	-	-	-	1.0
ARFF/ELECTRICIAN II	2.0	2.0	1.0	1.0
AIRPORT FACILITIES SUPERVISOR	1.0	1.0	1.0	1.0
FACILITIES MAINT. MECHANIC	2.0	2.0	3.0	3.0
BLDG MAINT WORKER	-	1.0	-	-
FACILITIES MAINT SUPPORT I	12.0	11.0	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>56.0</u></b>	<b><u>55.6</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 \$6,372,116 for FY 2018, an increase of \$682,904 from the FY 2017 budget. The increase is the result of additional tax revenues, FTA capital grant proceeds, and the renewal of a state grant, which provides funding to support transportation to the elderly and persons with disabilities.

### **Expenses**

Total FY 2018 budgeted operating expenses reflect a less than 1% increase over FY 2017. Transit reduced personal services by \$40,073, which is the result of vacancy savings. The increase in operating and maintenance costs of \$88,897 is primarily due to increased internal charges and fuel costs.

### **Capital**

Transit's FY 2018 capital expenditure budget is \$1,257,830 and consists of seven paratransit vans, one 35' low floor bus, and reroofing the office/bus building. These projects are eligible for federal grant funding of 80% of allowed costs.

**TRANSIT FUND  
OPERATING BUDGET**

FUNDS 571,572,411,412,204

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 2,959,504</b>	<b>\$ 1,981,915</b>	<b>\$ 2,536,498</b>	<b>\$ 2,623,638</b>	<b>\$ 2,937,404</b>
<b>REVENUES:</b>					
STATE AND FEDERAL GRANTS	\$ 1,474,710	\$ 2,624,577	\$ 1,950,367	\$ 2,206,011	\$ 1,992,299
FTA CAPITAL GRANT	209,164	342,623	637,840	901,003	1,006,264
TAX REVENUE	1,864,515	1,981,384	1,963,424	2,079,942	2,192,285
INTER GOVERNMENTAL	420,603	432,059	434,411	451,992	453,996
OPERATING REVENUES	620,353	611,615	686,156	705,193	705,620
INTEREST ON INVESTMENTS	7,554	6,727	4,364	8,000	7,000
MISCELLANEOUS	66,538	66,399	650	700	650
SALE SURPLUS EQUIP	16,376	-	12,000	20,000	10,000
<b>TOTAL REVENUE</b>	<b>\$ 4,679,813</b>	<b>\$ 6,065,384</b>	<b>\$ 5,689,212</b>	<b>\$ 6,372,841</b>	<b>\$ 6,368,114</b>
<b>EXPENSES:</b>					
ADMINISTRATION	\$ 556,197	\$ 595,684	\$ 639,161	\$ 499,390	\$ 563,070
OPERATIONS/DRIVERS	1,818,131	1,753,295	2,019,629	1,846,771	1,996,019
OPERATIONS/NON-DRIVERS	639,871	507,387	476,782	471,353	560,616
MAINTENANCE	999,384	711,618	835,595	835,410	849,744
MARKETING	31,571	27,335	43,930	40,000	43,930
PARATRANSIT	1,192,639	1,224,126	1,236,310	1,295,810	1,289,957
DOWNTOWN TRANSFER CNTR	14,323	9,324	18,400	9,600	15,295
CAPITAL-LOCAL	-	-	256,285	-	-
CAPITAL-FEDERAL	242,935	536,832	797,300	1,060,741	1,257,830
O & M - LOCAL	-	9,448	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 5,495,051</b>	<b>\$ 5,375,049</b>	<b>\$ 6,323,392</b>	<b>\$ 6,059,075</b>	<b>\$ 6,576,461</b>
WORKING CAP. CHANGES NOT BUDGETED	(162,351)	(48,612)	-	-	-
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 1,981,915</b>	<b>\$ 2,623,638</b>	<b>\$ 1,902,318</b>	<b>\$ 2,937,404</b>	<b>\$ 2,729,057</b>
<b>LESS OPERATING RESERVE</b>	<b>935,000</b>	<b>870,000</b>	<b>896,000</b>	<b>896,000</b>	<b>904,000</b>
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 1,046,915</b>	<b>\$ 1,753,638</b>	<b>\$ 1,006,318</b>	<b>\$ 2,041,404</b>	<b>\$ 1,825,057</b>

**TRANSIT FUND  
OPERATING BUDGET**

FUND 571,572,411,412,204

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ 3,612,158	\$ 3,700,358	\$ 3,947,919	\$ 3,772,838	\$ 3,907,846
OPERATIONS AND MAINTENANCE	1,639,958	1,128,411	1,321,888	1,225,496	1,410,785
CAPITAL	242,935	546,280	1,053,585	1,060,741	1,257,830
<b>TOTAL EXPENSES</b>	<b><u>\$ 5,495,051</u></b>	<b><u>\$ 5,375,049</u></b>	<b><u>\$ 6,323,392</u></b>	<b><u>\$ 6,059,075</u></b>	<b><u>\$ 6,576,461</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
AVIATION & TRANSIT DIRECTOR	-	-	0.1	0.4
ASSISTANT AVIATION DIRECTOR	-	-	0.3	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
ADMINISTRATIVE SUPPORT I	1.0	1.0	1.0	1.0
VEHICLE SERVICE TECHNICIAN	1.0	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
TRANSIT SERVICES DISPATCHER	<u>3.0</u>	<u>3.0</u>	<u>2.0</u>	<u>2.0</u>
<b>TOTAL</b>	<b><u>55.3</u></b>	<b><u>55.3</u></b>	<b><u>55.7</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 18

	FLEET SERVICES	CENTRAL SERVICES	INFORMATION TECHNOLOGY	CITY HEALTH BENEFITS	CENTRAL TELEPHONE	RADIO COMMUNICATIONS	PROPERTY INSURANCE	FACILITIES MANAGEMENT
WORKING CAPITAL - BEGINNING	\$ 1,186,632	\$ 142,198	\$ 767,422	\$ 3,462,903	\$ 458,123	\$ 358,256	\$ 1,864,052	\$ 566,045
WORKING CAPITAL - ENDING								
<b>REVENUE:</b>								
SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LICENSES & PERMITS	-	-	-	-	-	-	-	-
INTER-GOVERNMENTAL CHARGES FOR SERVICE	-	-	-	-	-	-	-	-
INVESTMENT EARNINGS	1,764,041	102,959	2,384,505	12,602,453	404,221	340,017	2,089,635	541,106
INTERFUND TRANSFERS	3,700	850	5,600	38,000	2,400	2,000	15,000	5,100
MISCELLANEOUS	-	-	-	-	-	-	-	532,057
<b>TOTAL REVENUE</b>	<b>\$ 1,782,741</b>	<b>\$ 103,809</b>	<b>\$ 2,390,105</b>	<b>\$ 12,640,453</b>	<b>\$ 406,621</b>	<b>\$ 342,017</b>	<b>\$ 2,104,635</b>	<b>\$ 1,752,856</b>
<b>EXPENSES:</b>								
PERSONAL SERVICES	\$ 1,415,777	\$ 283,972	\$ 89,217	\$ 1,787,853	\$ 11,311,900	\$ 108,725	\$ 266,837	\$ 101,221
OPERATION & MAINTENANCE	-	-	-	587,310	1,673,116	262,421	-	2,090,113
CAPITAL	-	-	-	109,000	-	35,000	-	-
DEBT SERVICE	-	-	-	-	-	-	-	95,900
INTERFUND TRANSFERS	95,770	-	-	-	-	-	-	532,056
<b>TOTAL EXPENSES</b>	<b>\$ 1,795,519</b>	<b>\$ 89,217</b>	<b>\$ 2,484,163</b>	<b>\$ 12,985,016</b>	<b>\$ 406,146</b>	<b>\$ 266,837</b>	<b>\$ 2,191,334</b>	<b>\$ 1,662,527</b>
WORKING CAPITAL-ENDING	<b>\$ 1,173,854</b>	<b>\$ 156,790</b>	<b>\$ 673,364</b>	<b>\$ 3,118,340</b>	<b>\$ 458,598</b>	<b>\$ 433,446</b>	<b>\$ 1,777,353</b>	<b>\$ 656,374</b>
WORKING CAPITAL NOT BUDGETED	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
LESS RESERVED/DESIGNATED	<b>628,907</b>	<b>-</b>	<b>593,791</b>	<b>-</b>	<b>29,692</b>	<b>-</b>	<b>701,227</b>	<b>133,002</b>
UNDESIGNATED WORKING CAPITAL BALANCE ENDING	<b>\$ 594,947</b>	<b>\$ 156,790</b>	<b>\$ 79,573</b>	<b>\$ 3,118,340</b>	<b>\$ 428,906</b>	<b>\$ 433,446</b>	<b>\$ 1,076,126</b>	<b>\$ 523,372</b>

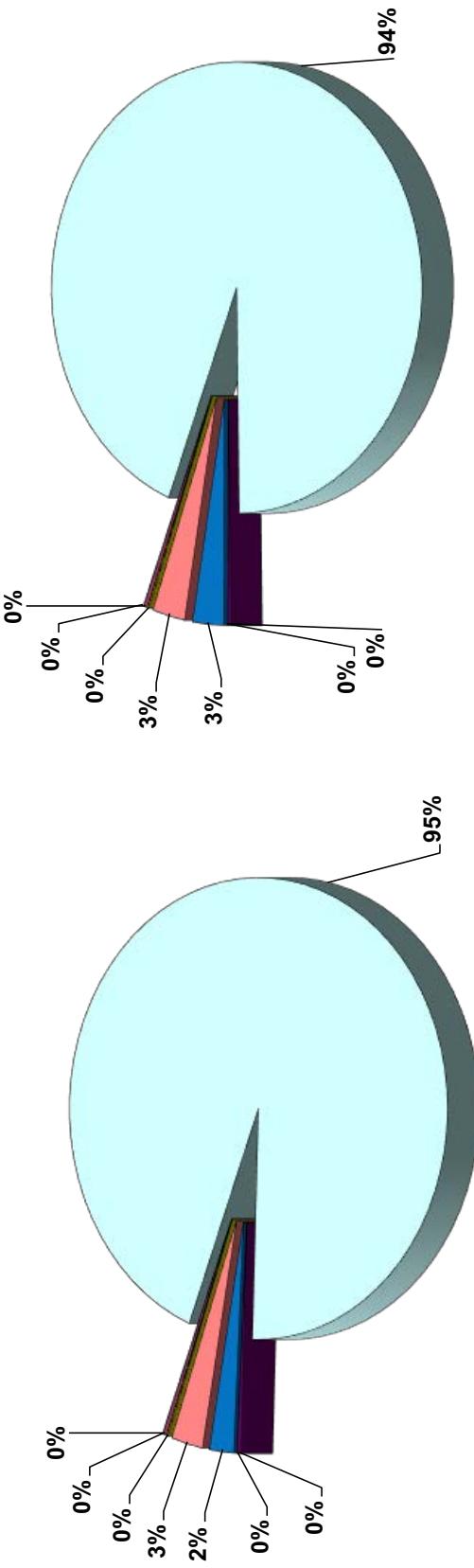
INTERNAL SERVICE FUNDS  
SUMMARY  
OPERATING BUDGET  
FY 18

	PUBLIC WORKS ADMINISTRATION	PUBLIC WORKS ENGINEERING	APPROVED BUDGET FY 18	APPROVED BUDGET FY 17	INCREASE (DECREASE)	ACTUAL FY 16
WORKING CAPITAL - BEGINNING	\$ 201,588	\$ 104,017	\$ 9,111,246	\$ 11,842,272	\$ (2,731,026)	\$ 13,798,868
REVENUE:						
SPECIAL ASSESSMENTS	\$ -	\$ 24,000	\$ 24,000	\$ 23,500	\$ 500	\$ 24,083
LICENSES & PERMITS	-	79,500	79,500	79,000	500	\$ -
INTER-GOVERNMENTAL CHARGES FOR SERVICE	-	-	-	-	-	\$ 37,278
INVESTMENT EARNINGS	1,270,687	2,865,790	24,365,414	22,649,772	1,715,642	\$ 22,138,548
INTERFUND TRANSFERS	2,000	5,000	79,650	60,006	19,644	\$ 98,121
MISCELLANEOUS	-	-	532,057	652,057	(120,000)	\$ 614,715
			689,593	679,598	9,995	\$ 63,436
TOTAL REVENUE	\$ 1,272,687	\$ 2,974,290	\$ 25,770,214	\$ 24,143,933	\$ 1,626,281	\$ 22,976,181
EXPENSES:						
PERSONAL SERVICES	\$ 1,028,797	\$ 2,136,715	\$ 18,327,024	\$ 17,531,847	\$ 795,177	\$ 17,384,636
OPERATION & MAINTENANCE	283,279	616,971	6,744,871	6,563,105	181,766	5,527,251
CAPITAL	-	45,000	284,900	359,708	(74,808)	283,206
DEBT SERVICE	-	-	532,056	532,056	-	532,056
INTERFUND TRANSFERS	-	-	95,770	195,770	(100,000)	117,090
TOTAL EXPENSES	\$ 1,312,076	\$ 2,798,686	\$ 25,984,621	\$ 25,182,486	\$ 802,135	\$ 23,844,239
WORKING CAPITAL- ENDING	\$ 162,199	\$ 279,621	\$ 8,896,839	\$ 10,803,719	\$ (1,906,880)	\$ 12,930,810
WORKING CAPITAL NOT BUDGETED	-	-	50,000	50,000	-	(372,315)
LESS RESERVED/DESIGNATED	104,966	275,369	2,466,953	2,208,833	258,120	1,950,177
UNDESIGNATED WORKING CAPITAL BALANCE ENDING	\$ 57,233	\$ 4,252	\$ 6,479,886	\$ 8,644,886	\$ (2,165,000)	\$ 10,608,317

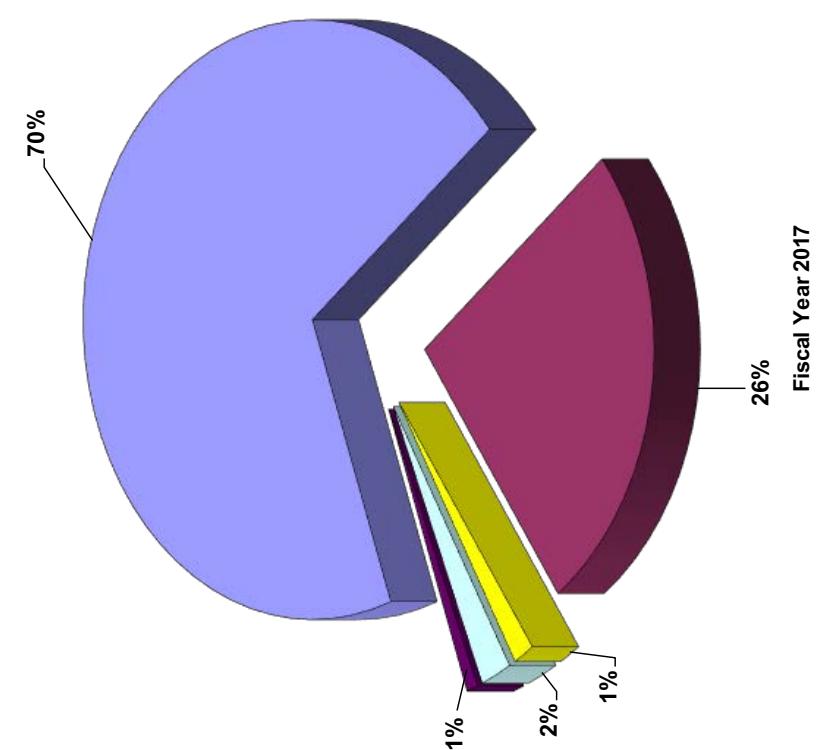
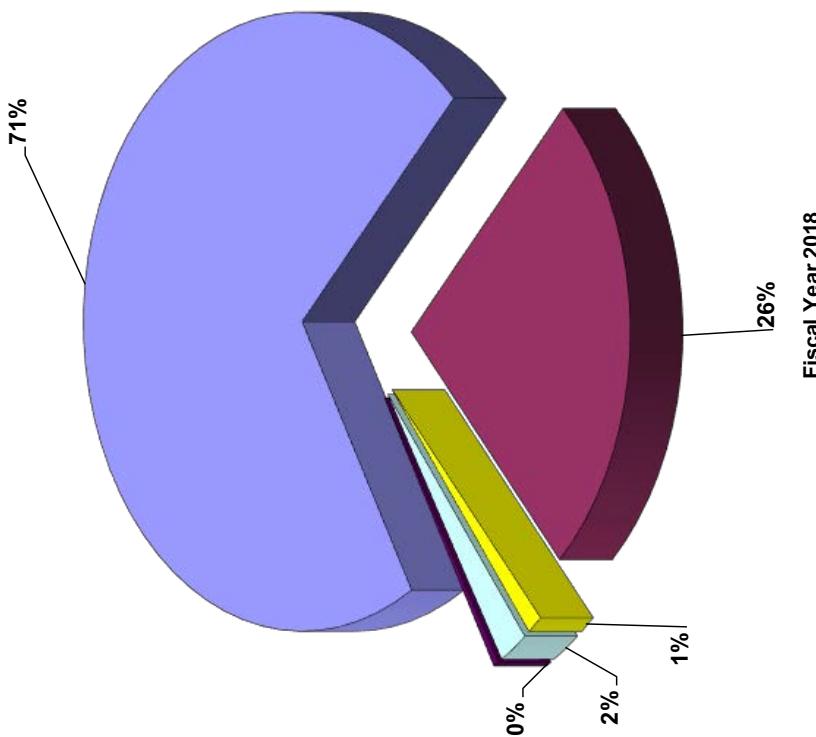
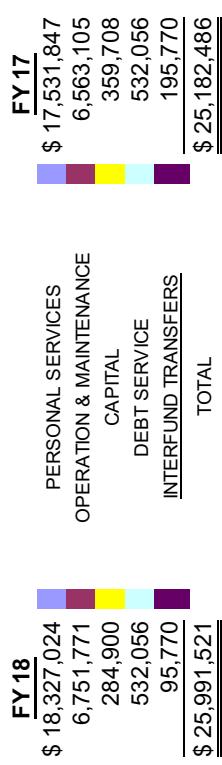
# Internal Service Fund

## Summary of Revenues

	FY 18	FY 17
SPECIAL ASSESSMENTS	\$ 24,000	\$ 23,500
LICENSES AND PERMITS	79,500	79,000
INTERGOVERNMENTAL	-	-
CHARGES FOR SERVICE	24,365,414	22,649,772
INVESTMENT EARNINGS	79,650	60,006
INTERFUND TRANSFERS	532,057	652,057
MISCELLANEOUS	689,593	679,598
<b>TOTAL</b>	<b>\$ 25,770,214</b>	<b>\$ 24,143,933</b>



# Internal Service Fund Summary of Expenses



## **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 2018 is \$1,782,741, an increase of \$70,222 from the prior year.

### **Expenses**

Total expenses for FY 2018 are \$1,795,519. Included within the expense total are: Personal Services, \$1,415,777; Cost allocation and interdepartmental charge for services, \$105,822; rent and transfer for debt service, \$145,535; liability insurance, \$16,090; and other O&M, \$112,295.

The FY 2018 budget represents an increase of \$50,972, primarily due to increases in Personal Services expenses.

### **Capital**

None

**FLEET SERVICES FUND  
OPERATING BUDGET**

FUND 601

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 1,160,635</b>	<b>\$ 1,141,047</b>	<b>\$ 1,178,227</b>	<b>\$ 1,200,987</b>	<b>\$ 1,186,632</b>
<b>REVENUES:</b>					
FLEET SERVICES	\$ 1,563,740	\$ 1,638,026	\$ 1,658,264	\$ 1,640,000	\$ 1,727,470
COURIER	33,502	34,449	35,555	35,555	36,571
INTEREST EARNINGS	3,133	7,256	3,700	1,000	3,700
MISCELLANEOUS	30,019	9,276	15,000	14,000	15,000
<b>TOTAL REVENUE</b>	<b>\$ 1,630,394</b>	<b>\$ 1,689,007</b>	<b>\$ 1,712,519</b>	<b>\$ 1,690,555</b>	<b>\$ 1,782,741</b>
<b>EXPENSES:</b>					
PERSONAL SERVICES	\$ 1,183,430	\$ 1,279,715	\$ 1,346,602	\$ 1,330,000	\$ 1,415,777
OPERATION & MAINTENANCE	332,045	270,953	279,611	255,000	283,972
CAPITAL	-	-	22,564	24,140	-
TRANSFERS OUT	103,325	103,346	95,770	95,770	95,770
<b>TOTAL EXPENSES</b>	<b>\$ 1,618,800</b>	<b>\$ 1,654,014</b>	<b>\$ 1,744,547</b>	<b>\$ 1,704,910</b>	<b>\$ 1,795,519</b>
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 1,172,229</b>	<b>\$ 1,176,040</b>	<b>\$ 1,146,199</b>	<b>\$ 1,186,632</b>	<b>\$ 1,173,854</b>
WORKING CAP. CHANGES NOT BUDGETED	31,182	(24,947)	-	-	-
LESS OPERATING RESERVE	\$ 560,726	\$ 573,747	\$ 601,699	\$ 586,450	\$ 628,907
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 580,321</b>	<b>\$ 627,240</b>	<b>\$ 544,500</b>	<b>\$ 600,182</b>	<b>\$ 544,947</b>

**FLEET SERVICES FUND  
OPERATING BUDGET**

FUND 601

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY 17	FY 17	FY 18
PERSONAL SERVICES	\$ 1,183,430	\$ 1,279,715	\$ 1,346,602	\$ 1,330,000	\$ 1,415,777
OPERATIONS AND MAINTENANCE	337,240	270,953	279,611	255,000	283,972
CAPITAL	-	-	22,564	24,140	-
TRANSFERS	<u>103,325</u>	<u>103,346</u>	<u>95,770</u>	<u>95,770</u>	<u>95,770</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 1,623,995</u></b>	<b><u>\$ 1,654,014</u></b>	<b><u>\$ 1,744,547</u></b>	<b><u>\$ 1,704,910</u></b>	<b><u>\$ 1,795,519</u></b>

**FLEET SERVICES FUND  
STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY 17	FY 18
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 605	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED	
	FY 15	FY 16	FY 17	FY 17	FY 18	
WORKING CAPITAL-BEGINNING	\$ 110,536	\$ 131,101	\$ 139,401	\$ 148,487	\$ 142,198	
<b>REVENUES:</b>						
MAIL SERVICE	\$ 54,954	\$ 51,944	\$ 55,100	\$ 53,456	\$ 55,514	
DUPLICATION	51,121	51,302	48,314	51,855	47,445	
INTEREST EARNINGS	409	895	612	400	850	
TOTAL REVENUE	\$ 106,484	\$ 104,141	\$ 104,026	\$ 105,711	\$ 103,809	
<b>EXPENSES:</b>						
MAIL SERVICE	\$ 54,964	\$ 52,852	\$ 55,100	\$ 52,000	\$ 55,514	
DUPLICATION	30,955	33,903	52,348	60,000	33,703	
TOTAL EXPENSES	\$ 85,919	\$ 86,755	\$ 107,448	\$ 112,000	\$ 89,217	
WORKING CAPITAL-ENDING	\$ 131,101	\$ 148,487	\$ 135,979	\$ 142,198	\$ 156,790	

#### 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 605

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
PERSONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATIONS AND MAINTENANCE	\$ 85,919	\$ 86,755	\$ 87,604	\$ 92,156	\$ 89,217
CAPITAL	- -	- -	19,844	19,844	- -
<b>TOTAL EXPENSES</b>	<b>\$ 85,919</b>	<b>\$ 86,755</b>	<b>\$ 107,448</b>	<b>\$ 112,000</b>	<b>\$ 89,217</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 \$2,390,105 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 2018 proposed budget is \$ 2,386,163. Overall, expenses are higher than last year mostly due to an increase in Personnel costs, higher technology replacement costs, and the addition of an IT Security Specialist position.

### **Capital**

IT has proposed a capital budget of \$99,000. Information Technology plans to upgrade two virtual host servers running mission critical Public Safety applications, one virtual host server running Innoprise Business applications, a new GIS core server, and server/storage hardware for the Veeam Backup systems.

**INFORMATION TECHNOLOGY FUND  
OPERATING BUDGET**

FUND 620

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL-BEGINNING</b>	<b>\$ 820,863</b>	<b>\$ 771,561</b>	<b>\$ 724,630</b>	<b>\$ 754,542</b>	<b>\$ 767,422</b>
<b>REVENUES:</b>					
CHARGE FOR SERVICES	\$ 2,137,223	\$ 2,181,539	\$ 2,236,241	\$ 2,236,241	\$ 2,384,505
INTEREST EARNINGS	2,939	6,322	4,449	300	5,600
OTHER	31,478	29,686	-	24	-
<b>TOTAL REVENUE</b>	<b>\$ 2,171,640</b>	<b>\$ 2,217,547</b>	<b>\$ 2,240,690</b>	<b>\$ 2,236,565</b>	<b>\$ 2,390,105</b>
<b>EXPENSES:</b>					
PERSONAL SERVICES	\$ 1,544,359	\$ 1,574,553	\$ 1,619,696	\$ 1,585,152	\$ 1,787,853
OPERATIONS & MAINTENANCE	395,880	430,494	492,702	485,000	587,310
CAPITAL	213,530	204,891	85,500	90,000	109,000
<b>TOTAL EXPENSES</b>	<b>\$ 2,153,769</b>	<b>\$ 2,209,938</b>	<b>\$ 2,197,898</b>	<b>\$ 2,160,152</b>	<b>\$ 2,484,163</b>
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 838,734</b>	<b>\$ 779,170</b>	<b>\$ 767,422</b>	<b>\$ 830,955</b>	<b>\$ 673,364</b>
WORKING CAP. CHANGES NOT BUDGETED	67,173	24,628	-	-	-
LESS OPERATING RESERVE	485,060	501,262	528,100	517,538	593,791
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 286,501</b>	<b>\$ 253,280</b>	<b>\$ 239,322</b>	<b>\$ 313,417</b>	<b>\$ 79,573</b>

**INFORMATION TECHNOLOGY FUND  
OPERATING BUDGET**

FUND 620

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY15	FY16	FY17	FY 18
CHIEF INFORMATION OFFICER	1.0	1.0	1.0	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
GIS TECHNICIAN	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.9</b>

## **CITY HEALTH BENEFITS BUDGET NARRATIVE**

The City of Billings provides health, life, dental, and vision benefits to its employees. The City self-insures for health and dental benefits and purchases insurance to cover life and vision claims. A recommended reserve was omitted from the budget as it is established by the City's Health Plan consultant on a calendar year basis.

### **Revenues**

In total, revenues show a decrease from the FY 2017 budget of approximately \$312,000.

### **Expenses**

Overall, expenses show an increase from the FY 2017 budget of approximately \$400,000. This is due to the increasing cost of claims. Within the past five years, the Health Insurance Committee eliminated the most costly plan and selected one medical provider through a Request for Proposal process. In addition, 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 627

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL - BEGINNING</b>	<b>\$ 5,215,432</b>	<b>\$ 6,671,121</b>	<b>\$ 5,675,679</b>	<b>\$ 5,554,183</b>	<b>\$ 3,462,903</b>
<b>REVENUES:</b>					
INVESTMENT EARNINGS	\$ 21,476	\$ 44,460	\$ 24,000	\$ 12,000	\$ 38,000
CHARGES FOR SERVICE:					
CITY CONTRIBUTION HEALTH	8,184,800	7,961,038	8,447,000	7,858,743	9,036,453
CITY CONTRIBUTION LIFE \$10,000	32,186	33,433	34,000	32,281	34,000
CITY CONTRIBUTION LIFE \$15,000	9,561	9,607	12,000	10,000	12,000
CITY CONTRIBUTION DENTAL	86,102	96,956	86,100	109,595	100,000
EMPLOYEE CONTRIBUTION LIFE	62,750	69,657	65,000	70,150	75,000
EMPLOYEE FLEX CONTRIB.	535,196	532,225	825,000	362,000	590,000
EMPLOYEE DENTAL CONTRIB	343,307	378,510	340,000	410,438	360,000
EMPLOYEE HEALTH CONTRIB.	1,145,654	907,455	1,200,000	820,000	1,200,000
RETIREE/COBRA CONTRIB	751,688	755,796	925,000	660,000	800,000
CLAIM OVERPAYMENTS	57,541	30,206	70,000	70,000	70,000
PRESCRIPTION DRUG REBATE	114,940	152,458	100,000	132,000	125,000
STOP LOSS REIMBURSEMENTS	15,277	209,260	200,000	190,000	200,000
OTHER	4,116	13,136	-	1,000	-
<b>TOTAL REVENUE</b>	<b>\$ 11,364,594</b>	<b>\$ 11,194,197</b>	<b>\$ 12,328,100</b>	<b>\$ 10,738,207</b>	<b>\$ 12,640,453</b>
<b>EXPENSES:</b>					
PERSONAL SERVICES:					
HEALTH CLAIMS	\$ 7,636,401	\$ 9,876,524	\$ 9,500,000	\$ 10,369,869	\$ 10,016,900
LIFE INSURANCE PREMIUMS	105,597	113,915	100,000	132,281	120,000
DENTAL CLAIMS	384,650	456,805	400,000	481,596	400,000
FLEX PLAN CLAIMS	535,196	532,226	825,000	362,681	725,000
HEALTH INCENTIVES	-	-	50,000	50,000	50,000
OPERATION AND MAINTENANCE:					
125K FLEX ADMIN. CHGS.	19,850	19,045	27,300	18,462	27,300
HEALTH/DENTAL ADMIN. CHGS.	281,440	291,557	314,150	301,442	323,575
ACA ADMIN. CHGS	-	16,872	-	31,404	-
STOP LOSS PREMIUM	531,768	560,177	658,350	582,946	697,851
H.S.A. ADMIN. FEES	7,690	8,635	8,000	8,526	8,000
WELLNESS EVENTS	10,276	9,156	10,000	16,290	10,000
CONSULTANT SERVICES	77,606	66,137	80,000	55,600	80,000
EMPLOYEE ASSIST. PROGRAM	45,103	68,350	200,000	111,915	150,000
CARE LINK SERVICES	40,201	43,702	65,000	48,215	65,000
AFFORDABLE CARE ACT FEE	108,864	78,338	140,000	46,268	100,000
COST ALLOCATION / OTHER	124,263	169,696	210,094	211,992	211,390
<b>TOTAL EXPENSES</b>	<b>\$ 9,908,905</b>	<b>\$ 12,311,135</b>	<b>\$ 12,587,894</b>	<b>\$ 12,829,487</b>	<b>\$ 12,985,016</b>
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 6,671,121</b>	<b>\$ 5,554,183</b>	<b>\$ 5,415,885</b>	<b>\$ 3,462,903</b>	<b>\$ 3,118,340</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, 513 landline phones, 61 Centrex phone lines, and 360 Smartphones/cell phones/Push-to-Talk radio/phones.

### **Revenues**

The Central Telephone Service is an internal support function with revenues of \$406,621 derived predominately from phone services, with additional revenue from Centrex lines and interest income.

### **Expenditures**

The proposed Central Telephone Service budget for FY 2018 operating costs is \$406,146. Overall expenses are more for FY 2018 due to increase personnel costs and Capital expenses.

### **Capital**

The FY 2018 Central Telephone Budget includes one capital expense for a new Uninterruptible Power Supply unit to service the power needs of the basement telephone/network room. This is budgeted at \$35,000 and was included as a part of the Technology Replacement Plan.

**CENTRAL TELEPHONE SERVICES FUND  
OPERATING BUDGET**

FUND 606

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL-BEGINNING</b>	<b>\$ 316,337</b>	<b>\$ 390,438</b>	<b>\$ 379,081</b>	<b>\$ 446,181</b>	<b>\$ 458,123</b>
<b>REVENUES:</b>					
CHARGE FOR SERVICES	\$ 355,579	\$ 372,200	\$ 374,703	\$ 374,704	\$ 404,221
STATE REIMBURSEMENTS	1,980	1,962	-	-	-
INTEREST EARNINGS	1,185	2,569	1,867	400	2,400
<b>TOTAL REVENUE</b>	<b>\$ 358,744</b>	<b>\$ 376,731</b>	<b>\$ 376,570</b>	<b>\$ 375,104</b>	<b>\$ 406,621</b>
<b>EXPENSES:</b>					
PERSONAL SERVICES	\$ 97,454	\$ 103,285	\$ 120,737	\$ 110,000	\$ 108,725
OPERATIONS & MAINTENANCE	173,034	203,178	236,645	253,162	262,421
CAPITAL	9,347	13,004	-	-	35,000
<b>TOTAL EXPENSES</b>	<b>\$ 279,835</b>	<b>\$ 319,467</b>	<b>\$ 357,382</b>	<b>\$ 363,162</b>	<b>\$ 406,146</b>
<b>WORKING CAPITAL-ENDING</b>	<b>\$ 395,246</b>	<b>\$ 447,702</b>	<b>\$ 398,269</b>	<b>\$ 458,123</b>	<b>\$ 458,598</b>
WORKING CAP. CHANGES NOT BUDGETED	4,808	1,521	-	-	-
LESS OPERATING RESERVE	21,639	24,517	28,591	29,053	29,692
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 368,799</b>	<b>\$ 421,664</b>	<b>\$ 369,679</b>	<b>\$ 429,070</b>	<b>\$ 428,906</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY15	ACTUAL FY16	BUDGET FY 17	APPROVED FY 18
TELECOMMUNICATIONS SYSTEM MANAGER	1.0	1.0	1.0	1.0
CHIEF INFORMATION OFFICER	-	-	-	0.1
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.1</b>

**RADIO COMMUNICATIONS FUND  
OPERATING BUDGET**

FUND 607

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
WORKING CAPITAL-BEGINNING	\$ 225,981	\$ 277,380	\$ 210,325	\$ 313,570	\$ 358,266
<b>REVENUES:</b>					
CHARGES FOR SERVICE	\$ 263,522	\$ 251,945	\$ 275,158	\$ 275,158	\$ 340,017
INTEREST EARNINGS	1,149	2,397	1,867	400	2,000
OTHER	13,310	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 277,981</b>	<b>\$ 254,342</b>	<b>\$ 277,025</b>	<b>\$ 275,558</b>	<b>\$ 342,017</b>
<b>EXPENSES</b>					
OPERATIONS & MAINTENANCE	\$ 226,582	\$ 218,152	\$ 260,682	\$ 230,862	\$ 266,837
<b>TOTAL EXPENSES</b>	<b>\$ 226,582</b>	<b>\$ 218,152</b>	<b>\$ 260,682</b>	<b>\$ 230,862</b>	<b>\$ 266,837</b>
<b>WORKING CAPITAL-ENDING</b>	<b>\$ 277,380</b>	<b>\$ 313,570</b>	<b>\$ 226,668</b>	<b>\$ 358,266</b>	<b>\$ 433,446</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**

No significant changes. An SBR request was approved 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 630

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL-BEGINNING</b>	<b>\$ 1,854,641</b>	<b>\$ 2,693,258</b>	<b>\$ 1,837,366</b>	<b>\$ 2,642,165</b>	<b>\$ 1,864,052</b>
<b>REVENUES:</b>					
CHARGE FOR SERVICES	\$ 2,457,852	\$ 1,868,048	\$ 1,325,859	\$ 1,325,859	\$ 2,089,635
INTEREST EARNINGS	9,166	19,983	14,211	500	15,000
TRANSFERS FROM PUBLIC SAFETY FUND	120,000	120,000	120,000	120,000	-
OTHER	-	1,747	-	3,000	-
<b>TOTAL REVENUE</b>	<b>\$ 2,587,018</b>	<b>\$ 2,009,778</b>	<b>\$ 1,460,070</b>	<b>\$ 1,449,359</b>	<b>\$ 2,104,635</b>
<b>EXPENSES:</b>					
PERSONAL SERVICES	\$ 92,167	\$ 95,814	\$ 97,450	\$ 95,500	\$ 101,221
OPERATIONS & MAINTENANCE	1,649,967	1,949,335	2,012,532	1,951,171	2,090,113
INTERFUND TRANSFERS	-	13,744	100,000	180,801	-
<b>TOTAL EXPENSES</b>	<b>\$ 1,742,134</b>	<b>\$ 2,058,893</b>	<b>\$ 2,209,982</b>	<b>\$ 2,227,472</b>	<b>\$ 2,191,334</b>
<b>WORKING CAPITAL - ENDING</b>	<b>\$ 2,699,525</b>	<b>\$ 2,644,143</b>	<b>\$ 1,087,454</b>	<b>\$ 1,864,052</b>	<b>\$ 1,777,353</b>
WORKING CAP. CHANGES NOT BUDGETED	6,267	1,978	-	-	-
LESS OPERATING RESERVE	557,483	658,846	707,194	712,791	701,227
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 2,135,775</b>	<b>\$ 1,983,319</b>	<b>\$ 380,260</b>	<b>\$ 1,151,261</b>	<b>\$ 1,076,126</b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
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 increased by approximately \$650,000 compared to FY 2017 due to a increase in Charge for Services.

**Expenses**

Expenses decreased approximately \$18,000 compared to FY 2017 due to a decrease in the cost of operations and maintenance.

## **FACILITIES MANAGEMENT BUDGET NARRATIVE**

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, mechanical maintenance, specifications, assessments and development, and implementation of projects as well as consulting to Fire, Police, Parks, Parking, and other City departments as requested. 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, act as the City's ADA Coordinator, and 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 "rent" to customer departments. City Hall revenues in FY 2018 are \$509,576, which is 2.7% below FY 2017, while revenues at the BOC will be \$674,593, which is up 1.5% over FY 2017. The debt service collected for the BOC is another \$532,056 annually.

### **Expenditures**

Expenditures in the proposed FY 2018 budget are \$1,548,627. City Hall expenses are \$408,219 and BOC expenses are \$971,630, which includes Debt Service of \$532,056. The lesser expenses in FY 2018 compared to FY 2017 are primarily due to the supplemental items decrease described below.

### **Capital**

Project work at the Billings Operations Center includes continuing the asphalt replacement and repairs, exterior lighting upgrades for energy efficiency, roof drain and snow break improvements, as well as upgrading access control system components at the BOC and at City Hall. Currently, Facilities is assisting with the Police budget item to expand the Evidence Facility, which will be a major project at the BOC.

The maintenance priority at City Hall includes updating controls on the HVAC systems by changing from mechanical to digital components as they require replacement and upgrades to the control systems.

**FACILITIES MANAGEMENT FUND  
OPERATING BUDGET**

FUND 650

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
WORKING CAPITAL-BEGINNING	\$ 500,446	\$ 535,027	\$ 795,004	\$ 610,565	\$ 1,000,439
<b>REVENUES:</b>					
CHARGE FOR SERVICES - ADMIN	\$ 24,780	\$ 22,600	\$ 25,849	\$ 25,849	\$ 31,530
RENTS - BOC	672,276	583,210	664,098	660,698	674,593
CHARGE FOR SERVICES - CITY HALL	466,332	546,590	523,591	523,591	509,576
GRANT INCOME	35,604	37,278	-	1,679	-
MISCELLANEOUS	819	4,362	-	-	-
INTEREST EARNINGS	2,617	6,445	4,100	1,000	5,100
TRANSFER IN	480,199	475,875	532,057	532,057	532,056
<b>TOTAL REVENUE</b>	<b>\$ 1,682,627</b>	<b>\$ 1,676,360</b>	<b>\$ 1,749,695</b>	<b>\$ 1,744,874</b>	<b>\$ 1,752,855</b>
<b>EXPENSES:</b>					
ADMINISTRATION	\$ 147,004	\$ 139,468	\$ 159,482	\$ 145,000	\$ 168,778
BOC	709,874	628,049	1,081,790	810,000	1,034,430
CITY HALL	407,542	398,911	457,721	400,000	459,319
<b>TOTAL EXPENSES</b>	<b>\$ 1,264,420</b>	<b>\$ 1,166,428</b>	<b>\$ 1,698,993</b>	<b>\$ 1,355,000</b>	<b>\$ 1,662,527</b>
WORKING CAPITAL-ENDING	\$ 535,027	\$ 610,565	\$ 845,706	\$ 1,000,439	\$ 1,090,767
WORKING CAP. CHANGES NOT BUDGETED	383,626	(434,394)	-	-	-
LESS OPERATING RESERVE	101,154	93,314	135,919	108,400	133,002
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 433,873</b>	<b>\$ 517,251</b>	<b>\$ 709,787</b>	<b>\$ 892,039</b>	<b>\$ 957,765</b>

**FACILITIES MANAGEMENT FUND  
OPERATING BUDGET**

FUND 650

	ACTUAL	ACTUAL	BUDGET	ESTIMATE	APPROVED
	FY 15	FY 16	FY17	FY17	FY18
<b>EXPENSES:</b>					
PERSONAL SERVICES	\$ 367,705	\$ 388,068	\$ 408,088	\$ 382,000	\$ 436,036
OPERATIONS AND MAINTENANCE	257,615	187,001	625,449	390,944	598,535
CAPITAL	107,044	59,303	133,400	50,000	95,900
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>\$ 1,264,420</u></b>	<b><u>\$ 1,166,428</u></b>	<b><u>\$ 1,698,993</u></b>	<b><u>\$ 1,355,000</u></b>	<b><u>\$ 1,662,527</u></b>

**STAFFING AUTHORIZATION**

POSITION	ACTUAL	ACTUAL	BUDGET	APPROVED
	FY 15	FY 16	FY17	FY18
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

### **Revenues**

Revenues are derived from charges for services to the Public Works divisions per a cost allocation plan. Revenues for FY 2018 total \$1,272,687. This is an increase of \$57,001 due to an increase in charge for services to other Public Works divisions.

### **Expenses**

Expenses for FY 2018 total \$1,312,076. This is an increase of \$56,011 due to an increase in cost allocations and personnel expenses.

### **Capital**

None

**PUBLIC WORKS ADMINISTRATION  
OPERATING BUDGET**

FUND 660

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
WORKING CAPITAL-BEGINNING	\$ 192,510	\$ 195,755	\$ 241,734	\$ 231,699	\$ 201,588
<b>REVENUES:</b>					
CHARGE FOR SERVICES	\$ 1,044,571	\$ 1,275,970	\$ 1,214,486	\$ 1,214,486	\$ 1,270,687
TRANSFERS	-	18,840	-	-	-
INTEREST EARNINGS	1,025	2,283	1,200	750	2,000
TOTAL REVENUE	\$ 1,045,596	\$ 1,297,093	\$ 1,215,686	\$ 1,215,236	\$ 1,272,687
<b>EXPENSES:</b>					
PERSONAL SERVICES	\$ 740,015	\$ 961,558	\$ 967,706	\$ 968,900	\$ 1,028,797
OPERATIONS & MAINTENANCE	278,354	269,581	288,359	276,447	283,279
CAPITAL	-	-	-	-	-
TOTAL EXPENSES	\$ 1,018,369	\$ 1,231,139	\$ 1,256,065	\$ 1,245,347	\$ 1,312,076
WORKING CAPITAL-ENDING	\$ 219,737	\$ 261,709	\$ 161,944	\$ 201,588	\$ 162,199
WORKING CAP. CHANGES NOT BUDGETED	23,982	30,010	-	-	-
LESS OPERATING RESERVE	81,470	98,491	100,485	99,628	104,966
AVAILABLE WORKING CAPITAL	\$ 114,285	\$ 133,208	\$ 58,521	\$ 101,960	\$ 57,233

**STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	APPROVED FY 18
DIRECTOR OF PUBLIC WORKS	1.0	1.0	1.0	1.0
DEPUTY DIRECTOR OF PUBLIC WORKS	2.0	2.0	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
SAFETY & TRAINING COORDINATOR	1.0	1.0	1.0	1.0
ACCOUNT CLERK II	-	1.0	1.0	2.0
ACCOUNTING SUPERVISOR	-	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT I	-	1.0	1.0	-
ADMINISTRATIVE SUPPORT III	2.0	1.0	1.0	1.0
SENIOR ACCOUNT/PERMIT CLERK	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>8.0</b>	<b>11.0</b>	<b>10.0</b>	<b>10.0</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 2018 budget is funded by permit fees and fees associated with SID's, CIP projects, and private contracts.

### **Revenues**

Revenues for FY 2018 total \$2,974,290. This is an increase of \$294,738 from the FY 2017 budget due to an increase in charge for services for project management.

### **Expenses**

The FY 2018 Engineering Division operating and maintenance expenditures budget of \$2,813,686 is an increase of \$150,491 over the FY 2017 budget. This increase is primarily due to an increase in building rent and property insurance along with some added personnel expenses.

### **Capital**

The capital budget for FY 2018 totals \$45,000. The capital items for FY 2018 include the replacement of a truck that was identified in the FY 2018 Equipment Replacement Plan and a Cannon photo copier identified in the FY 2018 Technology Replacement Plan.

**PUBLIC WORKS ENGINEERING  
OPERATING BUDGET**

FUND 670

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
<b>WORKING CAPITAL-BEGINNING</b>	<b>\$ 811,089</b>	<b>\$ 992,180</b>	<b>\$ 660,825</b>	<b>\$ 531,958</b>	<b>\$ 104,017</b>
<b>REVENUES:</b>					
SPECIAL ASSESSMENTS	\$ 24,091	\$ 24,083	\$ 23,500	\$ 24,000	\$ 24,000
LICENSES & PERMITS	77,215	84,010	79,000	61,100	79,500
CHARGE FOR SERVICES	2,451,899	2,038,152	2,572,552	2,272,552	2,865,790
INVESTMENT EARNINGS	2,813	5,511	4,000	2,317	5,000
MISCELLANEOUS	39,390	5,229	500	1,335	-
<b>TOTAL REVENUE</b>	<b>\$ 2,595,408</b>	<b>\$ 2,156,985</b>	<b>\$ 2,679,552</b>	<b>\$ 2,361,304</b>	<b>\$ 2,974,290</b>
<b>EXPENSES:</b>					
PERSONAL SERVICES	\$ 1,833,183	\$ 2,002,173	\$ 2,096,568	\$ 2,165,707	\$ 2,136,715
OPERATIONS & MAINTENANCE	538,805	580,137	566,627	529,283	616,971
CAPITAL	-	6,008	98,400	94,255	45,000
<b>TOTAL EXPENSES</b>	<b>\$ 2,371,988</b>	<b>\$ 2,588,318</b>	<b>\$ 2,761,595</b>	<b>\$ 2,789,245</b>	<b>\$ 2,798,686</b>
<b>WORKING CAPITAL-ENDING</b>	<b>\$ 1,034,509</b>	<b>\$ 560,847</b>	<b>\$ 578,782</b>	<b>\$ 104,017</b>	<b>\$ 279,621</b>
WORKING CAP. CHANGES NOT BUDGETED	42,329	28,889	-	-	-
LESS OPERATING RESERVE	237,199	258,231	266,320	269,499	275,369
<b>AVAILABLE WORKING CAPITAL</b>	<b>\$ 754,981</b>	<b>\$ 273,727</b>	<b>\$ 312,463</b>	<b>\$ (165,482)</b>	<b>\$ 4,252</b>

**PUBLIC WORKS ENGINEERING**  
**OPERATING BUDGET**

<b>POSITION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>APPROVED</b>
	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</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	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>23.0</b>	<b>23.0</b>	<b>23.0</b>	<b>23.0</b>

# **PERMANENT FUND**

PERMANENT FUND

## **PERMANENT FUND**

Permanent funds are used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the City's programs – that is, for the benefit of the government or its citizenry.

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

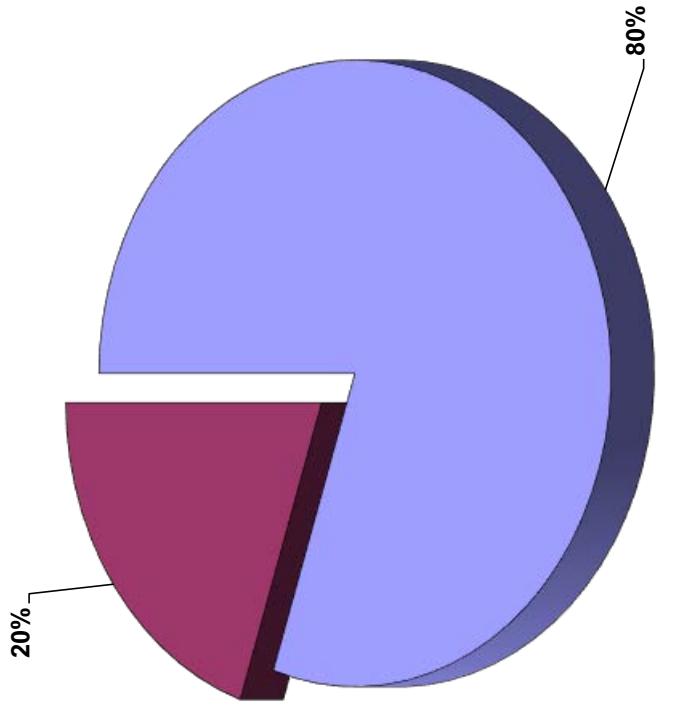
PERMANENT FUND  
SUMMARY  
OPERATING BUDGET  
FY18

	CEMETERY PERPETUAL CARE	APPROVED BUDGET FY 18	APPROVED BUDGET FY 17	INCREASE (DECREASE)	ACTUAL FY 16
<b>FUND BALANCE - BEGINNING</b>	<b>\$ 687,949</b>	<b>\$ 687,949</b>	<b>\$ 677,869</b>	<b>\$ 10,080</b>	<b>\$ 652,511</b>
<b>REVENUE:</b>					
CHARGES FOR SERVICE INVESTMENT EARNINGS	\$ 12,300 3,840	\$ 12,300 3,840	\$ 12,300 3,045	\$ - 795	\$ 12,964 2,106
<b>TOTAL REVENUE</b>	<b>\$ 16,140</b>	<b>\$ 16,140</b>	<b>\$ 15,345</b>	<b>\$ 795</b>	<b>\$ 15,070</b>
<b>EXPENDITURES:</b>					
INTERFUND TRANSFERS	\$ 3,840	\$ 3,840	\$ 3,045	\$ 795	\$ 2,012
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,840</b>	<b>\$ 3,840</b>	<b>\$ 3,045</b>	<b>\$ 795</b>	<b>\$ 2,012</b>
<b>FUND BALANCE ENDING</b>	<b>\$ 700,249</b>	<b>\$ 700,249</b>	<b>\$ 690,169</b>	<b>\$ 10,080</b>	<b>\$ 665,569</b>

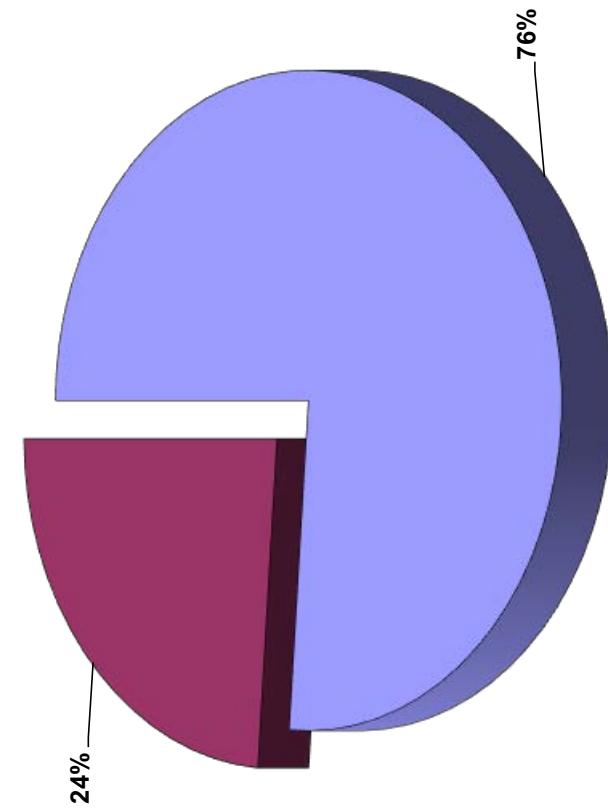
# Permanent Fund

## Summary of Revenues

	FY18	FY17
CHARGES FOR SERVICE	\$ 12,300	\$ 12,300
INVESTMENT EARNINGS	3,840	3,045
<b>TOTAL</b>	<b>\$ 16,140</b>	<b>\$ 15,345</b>



Fiscal Year 2017



Fiscal Year 2018

**CEMETERY PERPETUAL CARE FUND  
OPERATING BUDGET**

FUNDS 701 & 703

	ACTUAL FY 15	ACTUAL FY 16	BUDGET FY 17	ESTIMATE FY 17	APPROVED FY 18
FUND BALANCE BEGINNING	<u>\$ 652,511</u>	<u>\$ 665,569</u>	<u>\$ 677,869</u>	<u>\$ 677,894</u>	<u>\$ 687,949</u>
<b>REVENUE:</b>					
PERPETUAL CARE FEES	\$ 12,964	\$ 12,489	\$ 12,300	\$ 12,800	\$ 12,300
INTEREST ON INVESTMENTS	<u>2,106</u>	<u>4,194</u>	<u>3,045</u>	<u>300</u>	<u>3,840</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 15,070</u></b>	<b><u>\$ 16,683</u></b>	<b><u>\$ 15,345</u></b>	<b><u>\$ 13,100</u></b>	<b><u>\$ 16,140</u></b>
<b>EXPENDITURES:</b>					
TRANSFER-GENERAL FUND	\$ 2,012	\$ 4,358	\$ 3,045	\$ 3,045	\$ 3,840
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 2,012</u></b>	<b><u>\$ 4,358</u></b>	<b><u>\$ 3,045</u></b>	<b><u>\$ 3,045</u></b>	<b><u>\$ 3,840</u></b>
FUND BALANCE ENDING	<u>\$ 665,569</u>	<u>\$ 677,894</u>	<u>\$ 690,169</u>	<u>\$ 687,949</u>	<u>\$ 700,249</u>
<b>LESS:</b>					
NONSPENDABLE	665,569	677,894	690,169	687,949	700,249
RESTRICTED	-	-	-	-	-
COMMITTED	-	-	-	-	-
ASSIGNED	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>UNASSIGNED</b>	<b><u>\$ -</u></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 income generated from investments is transferred into the General Fund to be used for care of the cemetery.

**B.I.D.'S**

B.I.D.'S

## **BUSINESS IMPROVEMENT DISTRICTS**

- The Downtown Business Improvement District (DBID) is dedicated to improving the cleanliness, appearance, and perception of safety in Downtown Billings to further enhance and make Billings a vibrant destination for visitors, residents, owners, employees, and students. The BID is publicly-sanctioned, assessment financed, and property owner managed. The DBID narrative and budget are provided to the City by the Downtown Billings Partnership.
- The Tourism Business Improvement District's (TBID) purpose is to market the Billings region as a preferred travel destination. Visitors to lodging facilities are assessed a nightly fee to fund the District. The TBID narrative and budget are provided to the City by the Billings Chamber of Commerce.

## **Billings Business Improvement District #001 Work Plan FY 2018**

### **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
- Graffiti removal, street level

#### **Safe program**

- Expanded Safety BID
- Cooperative Safety Program, Downtown Resource Officers
- Resource Outreach Coordinator
- Crime Watch for Business

#### **Landscape/Beautification/Planter Maintenance**

#### **Kit of Parts**

- Street Furniture
- Kiosks

### **Hospitality**

- ✓ Loan A Bike
- ✓ Event Facilitation

### **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 BID Executive Director 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				
<b>Revenue</b>			<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Property Assessments		as per assmt formula	\$291,370.00	\$287,160.00	\$292,030.00	\$320,000.00
Other Income		variable	\$56,300.00	\$56,300.00	\$62,300.00	\$61,000.00
DBP Assistance		annual	\$25,000.00	\$25,000.00	\$25,000.00	\$35,000.00
Investment Income		variable	\$1,000.00	\$1,000.00	\$1,000.00	\$750.00
	Delinquent Assmts		\$ (29,137.00)	\$ (28,716.00)	-\$14,601.50	-\$16,000.00
	<b>Total Revenue</b>		<b>\$ 344,533.00</b>	<b>\$ 340,744.00</b>	<b>\$ 365,728.50</b>	<b>\$ 400,750.00</b>
<b>Expenses</b>						
BID Staffing			\$ 131,148.00	\$ 136,244.01	\$151,080.00	\$152,750.00
Capital Equipment/O&M			\$ 23,700.00	\$ 18,100.00	\$13,500.00	\$15,599.00
Special Projects			\$ 138,750.00	\$ 138,750.00	\$144,839.50	\$153,000.00
Overhead			\$ 34,035.00	\$ 30,650.00	\$38,150.00	\$59,400.00
Occupancy			\$ 16,900.00	\$ 17,000.00	\$18,159.00	\$20,000.00
	<b>Total Expense</b>		<b>\$ 344,533.00</b>	<b>\$ 340,744.01</b>	<b>\$ 365,728.50</b>	<b>\$ 400,749.00</b>

## **Downtown Billings Business Improvement District Assessment Formula FY18**

All Square Footage 19444782 \$ 0.045000  
Count of all Parcels 1055 \$ 3.00  
All Taxable Value 285048402 \$ 0.000320  
All Building sq. ft. 625474 \$ 0.022000

**Safe Zone 3 3.00%**  
**Safe Zone 2 11.50%**  
**Safe Zone 1 21.00%**  
**Clean Zone 100.00%**

# 2017-18 STRATEGIC GOALS

## FOCUS: GROW VISITATION AT MONTANA'S TRAILHEAD

*The Marketing Plan supports goals laid out in the Montana Office of Tourism and Business Development's Strategic Plan 2013-17 as outlined previously in this document.*

### GOAL #1

#### FOSTER VISITOR GROWTH AT MONTANA'S TRAILHEAD

Visit Billings, as a destination management organization (DMO), promotes Billings as a travel product. 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 outlets and tourism attractions. In turn, the business climate and local economy are stronger. This goal fully supports the mission of Visit Billings as the Billings Convention and Visitors Bureau and Billings Tourism Business Improvement District.

### GOAL #2

#### SUPPORT AIRPORT PROGRESSION

Major successes have been realized in air service for Billings in the past 12-18 months. Many of these gains have been in partnership with Visit Billings with guidance specifically from the Billings TBID Board of Directors. From major financial commitments for air service subsidies and grant efforts to regional Fly Billings marketing campaigns and improvements to passenger welcome areas, the organization has been a major proponent of stronger air service positioning and a better experience for the traveler. Supporting airport progression for Billings as a preferred travel destination will continue to be a major focus of FY18 efforts.

Logan Airport is a proven strength for Billings and the surrounding region. 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). In FY18, Visit Billings will work together with community partners including the Chamber of Commerce, Big Sky Economic Development and the City of Billings in efforts to establish this flight with Logan Airport officials. Visit Billings will assist by executing marketing and promotional strategies between DFW and BIL along with other destinations served by AA and its DFW facility.

As Billings works as a community to establish this new air carrier in the region, Visit Billings will also assist partners in fostering relationships with existing carriers serving the city including United, Delta, Alaska Air, Allegiant and CapeAir.

Furthermore, it can't be ignored, that meeting and sports planners consistently comment on the high cost to fly into Billings for their attendees. Visit Billings will continue to monitor and report these comments and will closely watch annual reports from Logan Airport regarding viable pricing between Billings and the city's competitive set.

### GOAL #3

#### INCREASE LEISURE VISITATION

From the regional resident to the international traveler, Billings is an attractive destination. Local amenities and gateway access to national historic 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 FY18. The current half-time Visit Billings Leisure Marketing Manager position will be adjusted to a full time equivalent (FTE) for the organization working alongside the organization's agency of record to grow visitation. Per TBID Board directives, Visit Billings staff will also expand the line-up of consumer shows. In order to offer attendees at such travel events a true Billings, Montana, experience, the team will research 360 degree, Virtual Reality and other experiential marketing options that will help build a brand experience instead of simply handing out collateral materials. Other strategies to support this goal will also focus on other innovative marketing mediums to reach new and/or existing travelers, while supporting their decision to choose Billings as their next vacation destination.

Simultaneously, Visit Billings staff will focus on increasing visitation outside of the high season by positioning leisure promotions, sports marketing, and meeting and convention recruitment efforts to help entice visitors to travel to Billings between October-April, which marks the "value season" in Billings. This is when tourism traffic and business slows due to weather, a lack of access to Yellowstone National Park (Beartooth Highway access to the northeast entrance of Yellowstone stops since the scenic byway isn't plowed/maintained except for high season) and limited use of more seasonal or regional attractions like Pompeys Pillar National Monument.

Efforts will be made to highlight the destination during the "value season" to niche markets including competitive running events, concerts, cultural opportunities, winter outdoor opportunities and more. Year round marketing that highlights a combination of desirable rates and quieter attractions supports the true mission of Visit Billings by generating room nights for lodging facilities year round.

### GOAL #4

#### POSITION BILLINGS AS A SPORTS EVENTS DESTINATION

Billings continues to be a strong community to compete and celebrate in. The destination is a trailhead to trophy celebrations for youth, high school, collegiate and amateur sporting events. Strong facility offerings combined with 5,000 sleeping rooms, hundreds of restaurants and plenty to do outside of a tournament bracket, help make Billings a

competitive sports destination, but there are commitments that must be made to help foster growth in this segment.

FY17 realized great gains in sports with the bid award of the 2017 and 2018 NAIA Division I Women's Basketball National Championships. The 2017 NAIA tournament was successful for Billings as a sports destination, stakeholders and for the business community. Thirty-two teams competed in 31 games in six days at Rimrock Auto Arena. In 2017, Billings also hosted the second of a two-year contract with the NCAA for the Association's DII West Region Cross Country Championships (2014 and 2016). Billings hosted this event at Amend Park. It was another major success of the organization's sports consultants' efforts stemming from 2012-2015. In April of 2017, Billings was also awarded the host community with Montana State University Billings' Athletics as the destination for the 2018 and 2020 NCAA DII West Region Cross Country Championships, which aligns the city well for a future bid effort regarding a national championship.

As the sports travel segment continues to grow in Billings, it's necessary for the stakeholders, the community and Visit Billings as a DMO to have a better understanding of the opportunities that are available to recruit new, and expand existing, sporting events. Visit Billings is currently working with community partners and sports industry experts to execute a sports facility feasibility study. Data submitted in such a report would better position Billings as a sports event destination and would assist with strategizing the sports market and department for the future. As of the creation of this document, grant funds were being pursued to assist in the financial obligations to execute the Yellowstone County Sports Facility Feasibly Study with the B.E.A.R. program and the State of Montana.

Meantime, Visit Billings staff will continue to work with local organizers for travel and youth events and also athletic directors on the high school and collegiate levels to mine future opportunities. Simultaneously, Billings continues to evolve into an attractive road race destination. Established races like the Montana Women's Run, Heart and Sole Race and Montana Marathon together with newer events like the 406 Duathlon Challenge, Warrior Run and the Yellowstone Kelly MountainMan Triathlon help get visitors excited about the opportunities that await them at Montana's Trailhead.

## GOAL #5

### THE VISITOR EXPERIENCE

Designing a quality visitor experience has been a highly strategic priority of Visit Billings since 2011. Facilitating visitors and meeting their expectations directly impact the future of tourism at Montana's Trailhead. According to ITRR, 76% of Montana travelers are repeat visitors. For the Visit Billings team, success is a visitor who leaves town looking at Billings in his/her rearview mirror and can't wait for the next trip. How frontline employees, and Billings residents in general, treat a visitor directly impacts that person's desire to return. Also, with today's technical offerings via social media and webpages, a positive experience can directly impact perception as one shares time spent with friends, family members and colleagues at the touch of the 'post' button.

Through the well-established Trailhead Tourism Ambassador (TTA) program, frontline employees and tourism partners are offered the opportunity to take part in training that will allow them to learn more about Billings as a destination and southeast Montana points of interest.

By being exposed to tourism attractions and learning about the importance of treating visitors well, tourism partners/supporters can positively impact the visitor experience and help grow the industry in a single visitor interaction. Additionally, meeting, convention and sports events servicing is a major component to help build a positive visitor experience. The Visit Billings staff works tirelessly to provide top notch customer service from site visit to event execution and every interaction or contact in between.

In FY18, staff will work to define the future of the TTA program as there are considerations currently underway to take the program beyond frontline employees to a citywide level. It's important for the business community and all tourism partners to understand the importance of a well-designed visitor experience at Montana's Trailhead.

## GOAL #6

### THE INTERNATIONAL MARKETPLACE

The U.S. Travel Association's Travel Trends Index (TTI) reported unexpectedly strong inbound international travel in early 2017 yet again solidified the importance of international visitors to the United States. Brand USA's economic impact in attracting international visitors has been extremely successful to the west region and quite helpful to visitor recruitment to states like Montana. 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 must 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 regions like Italy, Germany and the UK, but there is much work to be done.

As a destination, Billings aligns well with the goals of the international visitor with plans to experience the west and Montana. Visit Billings will work 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.

## GOAL #7

### MEETING & CONVENTION RECRUITMENT

Despite growing regional competition, Billings continues to increase this market. Sales efforts to accommodate group meetings of 400 or fewer attendees or major city-wide conventions like the Gold Wing Road Riders Association Wing Ding 38 that attract thousands of people will be the center of meeting and convention recruitment and sales missions. Growing an account base is a major priority for Billings as a destination. Working with the city's six (6) primary convention properties, sales efforts will result in more site visits to Billings, more sales proposals and, ultimately, increased bookings to fulfill the Visit Billings mission. It's important to grow this segment in partnership with all stakeholders and tourism partners. In Billings, nearly one quarter of the tourism industry is represented in state, regional and national meeting and convention attendance (Randall Travel Research, 2010). Targeted sales strategies for small market and large city-wide events will help secure business in this segment.

**TOURISM BUSINESS IMPROVEMENT  
DISTRICT BUDGET (TBID)**

**REVENUES TOTAL** **\$1,735,000**

Collections	\$1,735,000
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**MARKETING TOTAL** **\$1,252,475**

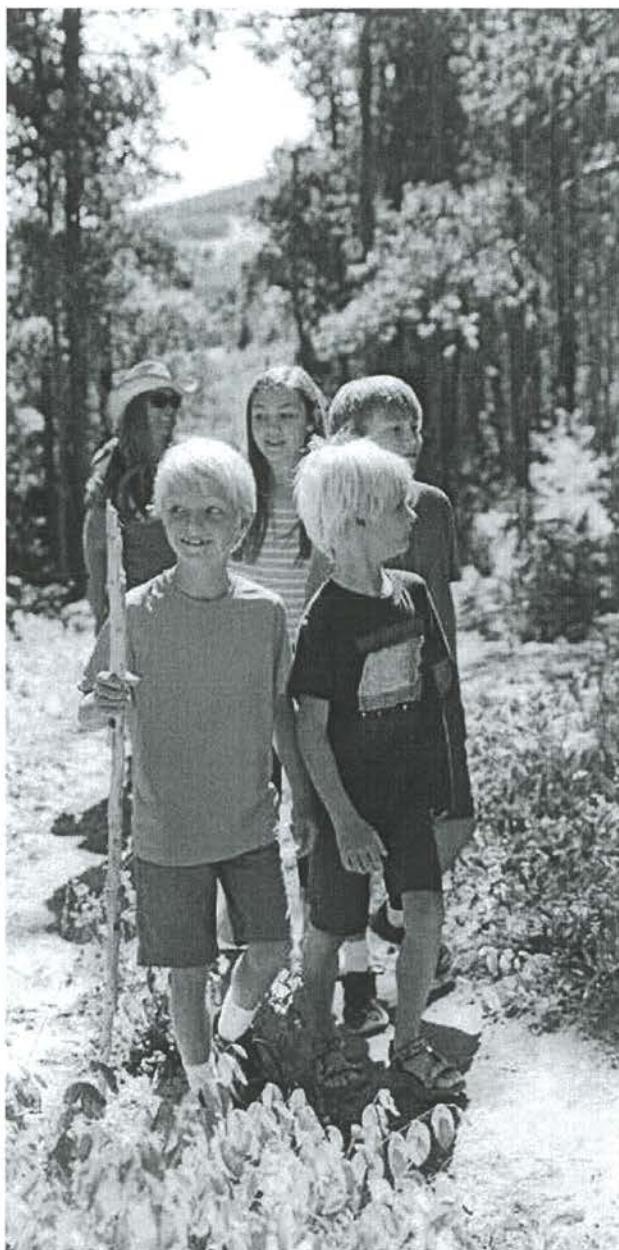
Advertising	\$576,875
Opportunity	\$270,000
Printed & Digital Materials	\$60,200
Sales & Servicing	\$135,000
Meetings/Convention/ Leisure Recruitment (Tradeshows)	\$52,250
Publicity & Research	\$123,750
Website	\$25,900
Film	\$1,000
Visitor Center	\$7,500

**ADMINISTRATIVE TOTAL** **\$482,525**

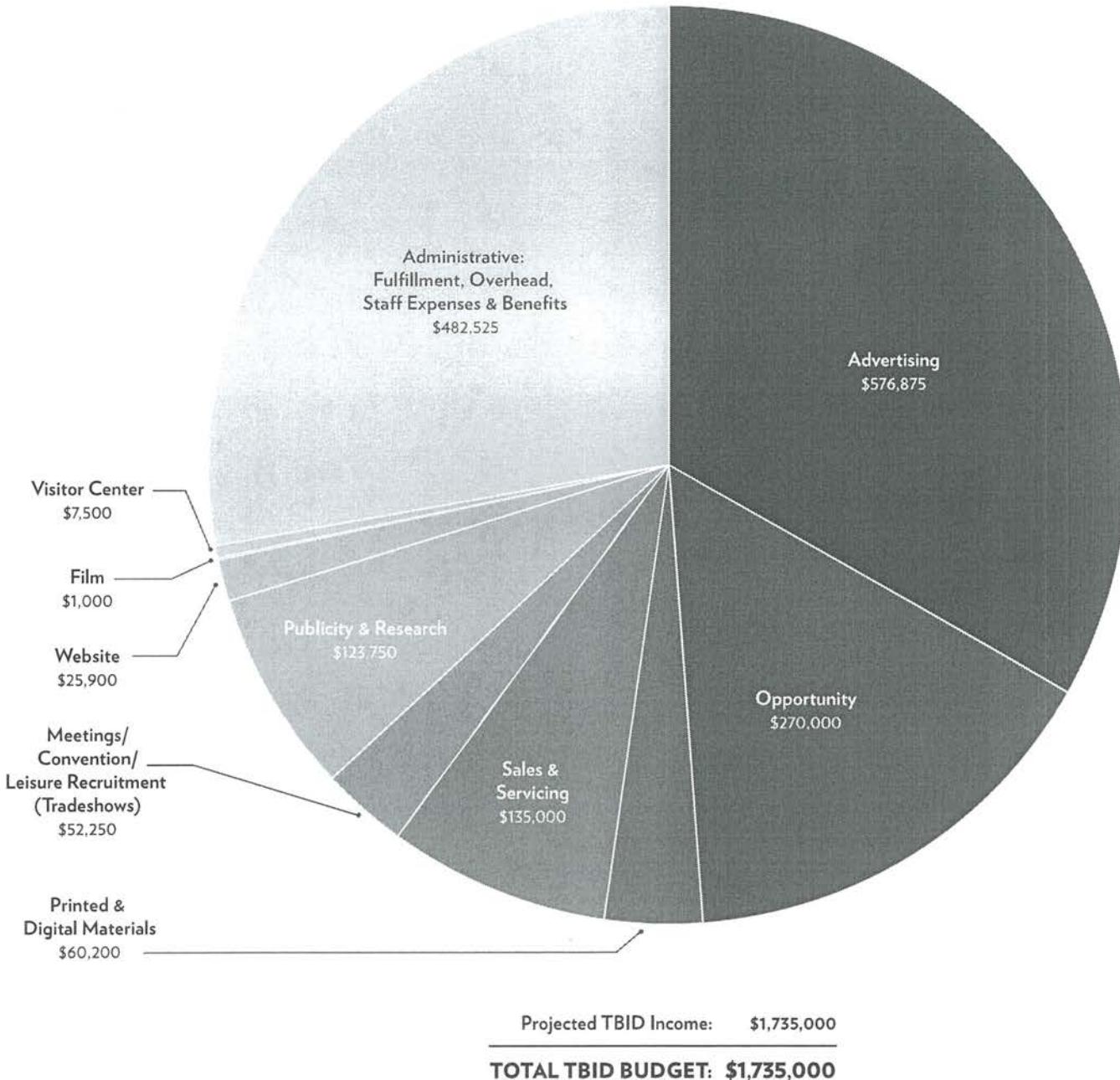
Fulfillment & Overhead	\$79,531
Staff Expenses & Benefits:	\$402,994

**TBID TOTAL EXPENSES** **\$1,735,000**

Applied TBID Reserves for American Airlines DFW/BIL Air Service Subsidy	\$200,000
Reserves Total as of June 30, 2018	\$25,000



## TOURISM BUSINESS IMPROVEMENT DISTRICT DOLLARS (TBID)



Applied TBID Reserves for American Airlines DFW/BIL Air Service Subsidy: \$200,000  
 TBID Reserves Total as of June 30, 2018 \$25,000

# **CAPITAL IMPROVEMENT PLAN**

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY CITY COUNCIL MARCH 27, 2017**

PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18	7/01/18 - 6/30/19	7/01/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	FY18-22 FUND TOTALS
				FY '18	FY '19	FY '20	FY '21	FY '22	
<b>Airport</b>									
BIL-031 & 032	New Freight and Cargo Facility	Construction of a multi-tenant cargo sort facility, which would be leased to the two largest air cargo haulers at the airport, meeting their needs and consolidating this activity to one area of the airport.							
	Airport User Fee		Approved Total	\$0	\$0	\$0	\$0	\$0	\$5,000,000
				\$0	\$0	\$0	\$0	\$0	\$5,000,000
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 Total	\$0	\$0	\$0	\$0	\$0	\$1,100,000
				\$0	\$0	\$0	\$0	\$0	\$1,100,000
BIL-029	Runway 10R shift to the west	Project will add 1000 feet of runway to the west and relocate the east end threshold to the west by 1000 feet so that more developable space can be opened up in the airfield.							
	FAA Grant		Approved Total	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$3,000,000
				\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$3,000,000

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY CITY COUNCIL MARCH 27, 2017**

PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18 FY '18	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	FY18-22 FUND TOTALS
BIL-nc#	Deicing Fluid Collection System	The past two 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 airports 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 Total	\$0	\$0	\$0	\$0	\$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 Total	\$0	\$0	\$500,000	\$0	\$0	\$500,000
	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 Total	\$0	\$0	\$0	\$150,000	\$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 Total	\$0	\$0	\$2,222,000	\$0	\$0	\$2,222,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18 FY '18	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	FY18-22 FUND TOTALS
	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.	Approved Total	\$0	\$0	\$0	\$2,777,000	\$0	\$2,777,000
	FAA Grant			\$0	\$0	\$0	\$2,777,000	\$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.	Approved Total	\$0	\$0	\$0	\$0	\$0	\$0
	Airport User Fee			\$0	\$0	\$500,000	\$0	\$0	\$500,000
	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.	Approved Total	\$0	\$0	\$500,000	\$0	\$0	\$500,000
	Airport User Fee			\$0	\$0	\$500,000	\$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.	Approved Total	\$160,000	\$0	\$0	\$0	\$0	\$160,000
	Airport User Fee			\$160,000	\$0	\$0	\$0	\$0	\$160,000
	Replace Terminal Roof - Atrium Area	20+ year old roof needs to be replaced on terminal atrium area behind ticketing.	Approved Total	\$0	\$155,000	\$0	\$0	\$0	\$155,000
	Airport User Fee			\$0	\$155,000	\$0	\$0	\$0	\$155,000

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18 FY '18	7/01/19 - 6/30/19 FY '19	7/01/20 - 6/30/20 FY '20	7/1/21 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	FY18-22 FUND TOTALS
	Pavement Condition Index Survey	Every 3 years the Airport must perform this pavement survey for the FAA to evaluate the condition of all airfield pavements.	Approved Total	\$0	\$77,000	\$0	\$0	\$0	\$77,000
	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.	Approved Total	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
	FAA Grant		Approved Total	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
	New Warehousing Building	Project would build a new warehouse facility for tenant use. Existing tenants are in need of additional warehousing space to lease.	Approved Total	\$500,000	\$0	\$0	\$0	\$0	\$500,000
	Airport User Fee		Approved Total	\$500,000	\$0	\$0	\$0	\$0	\$500,000
	Remodel Baggage Claim Restrooms	Update of Finishes for this Restroom.	Approved Total	\$60,000	\$0	\$0	\$0	\$0	\$60,000
	Airport User Fee		Approved Total	\$60,000	\$0	\$0	\$0	\$0	\$60,000
	Sidewalk Replacement Front of Terminal	Project would replace all bad section of concrete in front of Terminal and sidewalk leading to Terminal.	Approved Total	\$100,000	\$0	\$0	\$0	\$0	\$100,000
	Airport User Fee		Approved Total	\$100,000	\$0	\$0	\$0	\$0	\$100,000

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
**APPROVED BY CITY COUNCIL MARCH 27, 2017**

PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18 FY '18	7/01/18 - 6/30/19 FY '19	7/01/19 - 6/30/20 FY '20	7/01/20 - 6/30/21 FY '21	7/01/21 - 6/30/22 FY '22	FY 22 FUND TOTALS
	Repare AFM/ARFF Ops Center Staging	Project would remove and replace all of the asphalt surface area just East of the Operations Building which is the staging area for emergencies.	Approved Total	\$0	\$1,100,000	\$0	\$0	\$0	\$1,100,000
	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.	Approved Total	\$0	\$45,000,000	\$0	\$0	\$0	\$45,000,000
	Airport User Fee		Approved Total	\$0	\$45,000,000	\$0	\$0	\$0	\$45,000,000
	Install Passenger Loading Bridge	Once the Terminal Expansion project is underway, an additional passenger loading bridge will be needed.	Approved Total	\$0	\$700,000	\$0	\$0	\$0	\$700,000
	Passenger Facility Charge		Approved Total	\$0	\$700,000	\$0	\$0	\$0	\$700,000
	Fuel Farm Service Road Rehab - crackseal and chipseal	Project rehabilitates the asphalt on the Fuel Farm Service road.	Approved Total	\$0	\$0	\$150,000	\$0	\$0	\$150,000
	FAA Grant		Approved 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.	Approved Total	\$330,000	\$0	\$0	\$0	\$0	\$330,000
	FAA Grant		Approved Total	\$330,000	\$0	\$0	\$0	\$0	\$330,000

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18 FY '18	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	FY18-22 FUND TOTALS
	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 Total	\$0	\$0	\$0	\$1,111,000	\$0	\$0
	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.							\$1,111,000
	FAA Grant		Approved 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 Total	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
	Airport Office Building IP-9 Paint/Soffit	Airport Office Building is in need of a fresh coat of paint and the soffit material needs to be reattached.							
	Airport User Fee		Approved Total	\$50,000	\$0	\$0	\$0	\$0	\$50,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18 FY 18	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	FY18-22 FUND TOTALS
	Replace Terminal Roof A/C with Multistacks	The Terminal Building has a 300 ton rooftop A/C unit that is now 25 years old and parts are getting difficult to get. Project would replace this large unit with a series of Multistack Units that are significantly more energy efficient.							\$0
	Airport User Fee		Approved Total	\$0	\$200,000	\$0	\$0	\$0	\$200,000
	Ops Center Exterior Rehab (EFIS)	The exterior walls of the Airport Operations building have been damaged during 2 hail storms. This facility is 25 years old and when evaluated for repairs the EFIS coating was determined to be detaching from the wall structure. This is allowing moisture to get behind the exterior surface.							\$0
	Airport User Fee		Approved Total	\$300,000	\$0	\$0	\$0	\$0	\$300,000
	Access Control Point Upgrade	Rework the access control points for the airlines.							
	Airport User Fee		Approved Total	\$60,000	\$0	\$0	\$0	\$0	\$60,000
	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 Total	\$0	\$750,000	\$0	\$0	\$0	\$750,000

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	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.	Approved Total	\$0	\$0	\$0	\$0	\$8,000,000	\$8,000,000
	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.	Approved Total	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
	Airline Lavatory Waste Facility - Triturator	Commercial aircraft that park at the terminal must dump lavatory waste from the bathroom as part of the cleaning process of the aircraft. Currently, the airport does not have a lavatory station; therefore, each airline must contract with a company to store small amounts of waste and then pay to haul it away. This new site will allow airlines the ability to quickly dump at a central location.	Approved Total	\$0	\$0	\$0	\$0	\$150,000	\$150,000
	Passenger Facility Charge		Approved Total	\$150,000	\$0	\$0	\$0	\$0	\$0

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18 FY '18	7/01/18 - 6/30/19 FY '19	7/01/19 - 6/30/20 FY '20	7/01/20 - 6/30/21 FY '21	7/1/21 - 6/30/22 FY '22	FY 18-22 FUND TOTALS
	Re pave 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.	Approved Total	\$0	\$300,000 \$300,000	\$0	\$0	\$0	\$300,000 \$300,000
	Re pave 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.	Approved Total	\$0	\$0	\$0	\$0	\$2,000,000 \$2,000,000	\$2,000,000 \$2,000,000
	Re pave the Executive Hangar Parking Lot and Road Approach	The asphalt in this parking lot is over 35 years old, is in extremely poor condition and needs to be replaced.	Approved Total	\$50,000 \$50,000	\$0	\$0	\$0	\$0	\$50,000 \$50,000
	Replace Roof at the Airport Operations Center - Phase 1	The existing roof at the Airport Operations Center is 25 years old and in need of replacement. This roof was damaged during two recent hail storms, is leaking and causing damage to the interior of the building.	Approved Total	\$350,000 \$350,000	\$0	\$0	\$0	\$0	\$350,000 \$350,000

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	Terminal Flooring Project - Overlay Terrazzo tiles with Carpet	The current flooring at the front of the terminal (walkway areas) are terrazzo tiles. Over the years many of these tiles have cracked or are broken. The airport will install new flooring to remedy this problem.	Approved Total	\$50,000	\$0	\$0	\$0	\$0	\$50,000
	Airport User Fee			\$50,000	\$0	\$0	\$0	\$0	\$50,000
	Replace Roof at the Airport Operations Center - Phase 2	The existing roof at the Airport Operations Center is 25 years old and in need of replacement. This roof was damaged during two recent hail storms, is leaking and causing damage to the interior of the building.	Approved Total	\$0	\$180,000	\$0	\$0	\$0	\$180,000
	Airport User Fee			\$0	\$180,000	\$0	\$0	\$0	\$180,000
	Paving Project - Executive hangar ramp	The airport currently owns three aircraft hangars in the Executive area and rents/leases these back to tenants. These ramps are allowing water into the hangar and are in need of new asphalt.	Approved Total	\$100,000	\$0	\$0	\$0	\$0	\$100,000
	FAA Grant			\$100,000	\$0	\$0	\$0	\$0	\$100,000
	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.	Approved Total	\$0	\$250,000	\$0	\$0	\$0	\$250,000
	FAA Grant			\$0	\$250,000	\$0	\$0	\$0	\$250,000

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
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	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.	Approved Total	\$0	\$150,000	\$0	\$0	\$0	\$150,000
	Relocate Revolving Door 2 to the East	This project will remove revolving Door 2 that is currently in front of the screening area and relocate it to the west. This will open up the area in front of screening and allow for a better flow of passengers in front of the ticket counters.	Approved Total	\$0	\$0	\$0	\$0	\$0	\$1,000,000
	Develop new access road at the west end of the airport	This new access road/approach will assist with future development at the west end of the airport.	Approved Total	\$0	\$0	\$200,000	\$0	\$0	\$200,000
	SCEBA 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 17 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.	Approved Total	\$140,000	\$0	\$0	\$0	\$0	\$140,000
	FAA Grant		Approved Total	\$140,000	\$0	\$0	\$0	\$0	\$140,000

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
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				FY '18	FY '19	FY '18	FY '19	FY '20	FY '21	FY '22	FY '22	FY '22		
	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.	Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000	
	Passenger Facility Charge		Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000	
<b>Airport Funding Total Approved Projects</b>														
<b>Airport User Fee</b>														
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<b>CFC User Fee</b>														
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<b>FAA Grant</b>														
Approved														
<b>Passenger Facility Charge</b>														
Approved														
<b>FY '18</b>														
<b>FY '19</b>														
<b>FY '20</b>														
<b>FY '21</b>														
<b>FY '22</b>														

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN**  
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<b>Facilities Management</b>									
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.	Approved	\$0	\$275,000	\$0	\$0	\$0	\$275,000
			Total	\$0	\$275,000	\$0	\$0	\$0	\$275,000
FM3.02	Facilities Master Plan - Phase I 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 in FY23.	Approved	\$0	\$3,000,000	\$0	\$23,900,000	\$0	\$26,900,000
			Total	\$0	\$3,000,000	\$0	\$23,900,000	\$0	\$26,900,000
FM3.03	BOC - Concrete Aprons - Phase 4	Phase 4 of replacing asphalt at garage doors with concrete.	Approved	\$37,000	\$0	\$0	\$0	\$0	\$37,000
			Total	\$37,000	\$0	\$0	\$0	\$0	\$37,000
<b>Facilities Mgmt Funding Approved Projects</b>									
Facilities Management Revenues		Approved	FY '18 \$37,000	FY '19 \$3,275,000	FY '20 \$0	FY '21 \$0	FY '22 \$0	FY18-22 FUND \$27,212,000	
Total			\$37,000	\$3,275,000	\$0	\$23,900,000	\$0	\$27,212,000	

**CITY OF BILLINGS FY 2017 - FY 2021 CAPITAL IMPROVEMENT PLAN  
APPROVED BY CITY COUNCIL MARCH 27, 2017**

**CITY OF BILLINGS FY 2018 - FY 2022 CAPITAL IMPROVEMENT PLAN  
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				FY '18	FY '19	FY '20	FY '21	FY '22	
<b>MET Transit</b>									
	Roof Replacement over Office Area	Replaces 30 year old roof over the MET's Office area.	Approved Total	\$50,000	\$0	\$0	\$0	\$0	\$50,000
	Transit FTA Grant Total For Project			\$50,000	\$0	\$0	\$0	\$0	\$50,000
	Roof Replacement over Original Bus Bays - Phase 1	Replaces 35 year old roof over the MET's original Bus Bay area. Phase I, sections A, F, G, & H	Approved Total	\$122,000	\$0	\$0	\$0	\$0	\$122,000
	Transit FTA Grant Total For Project			\$122,000	\$0	\$0	\$0	\$0	\$122,000
	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.	Approved Total	\$0	\$0	\$0	\$0	\$0	\$0
	Transit FTA Grant Total For Project			\$0	\$0	\$0	\$0	\$0	\$0
	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	Approved	\$0	\$190,000	\$0	\$0	\$0	\$190,000
	Transit FTA Grant Total For Project			\$0	\$190,000	\$0	\$0	\$0	\$190,000
	Exterior Lighting Upgrade for MET Facilities	Project would replace the street lighting at the Metropole and Stewart Park Transfer center with LED lights which last longer, are brighter and economical to run. Project would also add new light poles near the MET's unleaded fuel tank for night time operations.	Approved	\$30,000	\$0	\$0	\$0	\$0	\$30,000
	Transit FTA Grant Total For Project			\$30,000	\$0	\$0	\$0	\$0	\$30,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/01/17 - 6/30/18		7/01/18 - 6/30/19		7/01/19 - 6/30/20		7/01/20 - 6/30/21		7/01/21 - 6/30/22		FY18-22 FUND TOTALS	
				FY '18	FY '19	FY '20	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22	
	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.	Approved	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000	\$300,000	
	Transit FTA Grant			\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000	\$300,000	
	Total For Project														
Transit Funding Total Approved Projects				Approved		\$202,000		\$190,000		\$0		\$300,000		FY17-21 FUND \$832,000	
Transit FTA Grant						\$202,000		\$190,000		\$0		\$300,000		\$160,000	
Total														\$832,000	

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18		7/1/18 - 6/30/19		7/1/19 - 6/30/20		7/1/20 - 6/30/21		7/1/21 - 6/30/22		FY18-22 FUND TOTALS	
				FY '18	FY '19	FY '20	FY '21	FY '22							
<b>Parking</b>															
PK001	Striping Parking lanes in Downtown	Re-Painting of all parallel and diagonal parking spaces in the CBD. Will be completed in two phases.	Approved		\$65,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000	
	Parking User Fee		Total		\$65,000	\$40,000	\$0	\$0	\$0	\$0	\$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.	Approved		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	
	Parking User Fee		Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	
	Parking Garage Repairs	Waterproofing and Miscellaneous Repairs necessary to maintain concrete and steel structures.	Approved		\$223,329	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$223,329	
	Parking User Fee		Total		\$223,329	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$223,329	
	Upgraded Parking Garage Gate Control Equipment	Gate control equipment in Park 1 will be in need of equipment upgrade. Current gate equipment is no longer manufactured and supported.	Approved		\$0	\$0	\$172,502	\$226,681	\$142,152	\$142,152	\$142,152	\$142,152	\$142,152	\$541,335	
	Parking User Fee		Total		\$0	\$0	\$172,502	\$226,681	\$142,152	\$142,152	\$142,152	\$142,152	\$142,152	\$541,335	
<b>Parking Funding Approved Projects</b>															
	Parking User Fee			FY '18	FY '19	FY '20	FY '21	FY '22							
	Total			\$288,329	\$40,000	\$172,502	\$286,681	\$286,681	\$172,502	\$286,681	\$172,502	\$286,681	\$172,502	\$286,681	

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18			7/1/18 - 6/30/19			7/1/19 - 6/30/20			7/1/20 - 6/30/21			7/1/21 - 6/30/22			FY18-22 FUND TOTALS	
				FY '18	FY '19	FY '20	FY '21	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22	
Planning	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 negotiations are moving forward to secure an easement on property owned by Western Sugar. Additional discussions are underway with other property owners, enhancing the corridor options.	Approved Approved Approved Total	\$0	\$0	\$0	\$0	\$1,298,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,298,000	\$0	
	TAP Private Contribution RTP			\$0	\$0	\$0	\$0	\$112,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$112,000	\$0	
				\$0	\$0	\$0	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000	\$0	
				\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	
	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.	Approved Approved Approved Total	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	
	RTP Private Contribution Billings TrailNet			\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	
				\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	FY18-22 FUND
				FY '18	FY '19	FY '20	FY '21	FY '22	TOTALS
	Downtown-Coulson Park Trail Connection	Extend trail from South 25th Street to 8th Ave. South to South 26th Street to Julian 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	Developer Match	Approved		\$0	\$0	\$0	\$602,500	\$0	\$602,500
	Private Contribution	Approved		\$0	\$0	\$0	\$87,500	\$0	\$97,500
		Total		\$0	\$0	\$0	\$150,000	\$0	\$150,000
	Rim Top Shared Use Pathway Phase I (Highway 3)	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. Phase I of a 10-foot wide shared use pathway that begins at the terminus of the existing trail at the North 27th/Airport Road Roundabout west for approximately 7,000 lineal feet. This point will be at the approximate convergence of the Myers and Monroe Trails from the Valley and be the site of a trailhead facility.							
MDT Safety	Approved			\$0	\$31,954	\$0	\$0	\$0	\$31,954
TAP	Approved			\$0	\$674,111	\$0	\$0	\$0	\$674,111
Billing's TrailNet	Approved			\$0	\$72,535	\$0	\$0	\$0	\$72,535
		Total		\$0	\$778,600	\$0	\$0	\$0	\$778,600

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	FY 18-22 FUND TOTALS
				FY '18	FY '19	FY '20	FY '21	FY '22	
	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. Potential analysis of BBWA Canal corridor for improvements in 2017 and 2018 may lead to opportunities in this area.	Approved Approved Approved Total	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$600,000 \$50,000 \$50,000 \$700,000	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$600,000 \$50,000 \$50,000 \$700,000
	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. Potential analysis of BBWA Canal corridor for improvements in 2017 and 2018 may also lead to opportunities in this area.	Approved Approved Approved Total	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$160,000 \$60,000 \$220,000 \$220,000	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$160,000 \$60,000 \$220,000
	Private Contribution Billings TrailNet								

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				FY '18	FY '19	FY '20	FY '21	FY '22	TOTALS
	6th Avenue North Bike Facilities	Provide a temporary Pilot Project for bicycle facilities along 6th Avenue North to facilitate a safe connection from the east end of Swords Park and the Heights into Downtown. The Pilot would enable the City to experiment with a facility for a year or so and then evaluate a future permanent solution. Careful monitoring of any planned pavement preservation, restriping or other work on 6th Avenue North in the next few years is critical for this project's success.		\$35,000 \$15,000	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$35,000 \$15,000
	Billing's TrailNet TIFD		Approved Approved Total	\$50,000	\$0	\$0	\$0	\$0	\$50,000
	Stagecoach Trail (Rimrock Road to Highway 3)	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 Private Contribution Federal Appropriations		Approved Approved Approved Total	\$0 \$0 \$0 \$0	\$1,500,000 \$1,000,000 \$650,000	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0	\$1,500,000 \$1,000,000 \$650,000
				\$0	\$3,150,000	\$0	\$0	\$0	\$3,150,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18		7/1/18 - 6/30/19		7/1/19 - 6/30/20		7/1/20 - 6/30/21		7/1/21 - 6/30/22		FY18-22 FUND TOTALS
				FY '18	FY '19	FY '20	FY '21	FY '22	FY '22	FY '22	FY '22	FY '22		
<b>Planning Funding Approved Projects</b>														
Developer Match	Approved		Approved	\$0	\$0	\$0	\$0	\$97,500	\$0	\$0	\$0	\$0	\$97,500	
Billings TrailNet	Approved		Approved	\$35,000	\$72,535	\$185,000	\$0	\$0	\$0	\$0	\$0	\$0	\$292,535	
Private Contribution	Approved		Approved	\$0	\$1,000,000	\$347,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$1,497,000	
Federal Appropriations	Approved		Approved	\$0	\$650,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$650,000	
RTP	Approved		Approved	\$0	\$0	\$240,000	\$0	\$0	\$0	\$0	\$0	\$0	\$240,000	
TIFD	Approved		Approved	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	
MDT Safety	Approved		Approved	\$0	\$31,954	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,954	
TAP	Approved		Approved	\$0	\$2,174,111	\$1,896,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,072,111	
Total				\$50,000	\$3,928,600	\$2,670,000	\$247,500	\$0	\$0	\$0	\$0	\$0	\$6,896,100	

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	FY 22 FUND TOTALS
				FY '18	FY '19	FY '20	FY '21	FY '22	
<b>PRPL</b>									
PRPL-A010	Cottonwood Park - Land Acquisition and Master Plan Development	Acquire 10 acres back from School District 1 and develop a park master plan.	Approved	\$0	\$0	\$0	\$0	\$0	\$0
	SD1		Approved	\$300,000	\$0	\$0	\$0	\$0	\$300,000
	Cast-in Lieu		Approved	\$0	\$0	\$0	\$0	\$0	\$0
	SD2		Total	\$300,000	\$0	\$0	\$0	\$0	\$300,000
<b>Poly Vista Sports Complex</b>									
		Upgrade existing sidewalks to restroom and concession buildings, provide accessible parking stalls to be ADA compliant.	Approved	\$0	\$75,000	\$0	\$0	\$0	\$75,000
			Total	\$0	\$75,000	\$0	\$0	\$0	\$75,000
<b>Restroom Remodel/Replacement</b>									
		Remodel/replace restroom facilities at Burlington, Centennial, Poly Vista and Coulson Parks.	Approved	\$325,000	\$0	\$0	\$0	\$0	\$325,000
			Total	\$325,000	\$0	\$0	\$0	\$0	\$325,000
<b>Athletic Courts at North and South Parks</b>									
		Resurface existing tennis and basketball courts at North and South Parks.	Approved	\$150,000	\$0	\$0	\$0	\$0	\$150,000
			Total	\$150,000	\$0	\$0	\$0	\$0	\$150,000
<b>Irrigation Automation at Poly Vista</b>									
		Gain operation efficiencies by upgrading existing irrigation systems to automatic systems.	Approved	\$0	\$300,000	\$0	\$0	\$0	\$300,000
			Total	\$0	\$300,000	\$0	\$0	\$0	\$300,000

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			Approved	FY '18	FY '19	FY '20	FY '21	FY '22	
	Aquatic Upgrades	Install public address systems at Rose and South Park Pools.							
	Parks District 1		Approved Total	\$25,000	\$0	\$0	\$0	\$0	\$25,000
	Restroom Remodel/Replacement	Remodel/replace existing restroom facilities at Edgerton, Arrowhead, Highland, South & Terry Parks.							
	Parks District 1		Approved Total	\$0	\$120,000	\$0	\$0	\$0	\$120,000
	Rose Park Aquatics Upgrades	Replace spray feature at Rose Pool.							
	Parks District 1		Approved Total	\$0	\$190,000	\$0	\$0	\$0	\$190,000
	Various Road and Parking Lot Repairs Phases I, II and III	Repair/re-pave roads and parking lots in various parks. Black Otter Trail repair/replacement evaluation FY 18 only.							
	Parks District 1		Approved Total	\$320,000	\$300,000	\$300,000	\$0	\$0	\$320,000
	Playground Replacement at Rose Park	Replace Rose Park playground for ages 2 to 5.							
	Parks District 1		Approved Total	\$270,000	\$0	\$0	\$0	\$0	\$270,000
	Various Park Irrigation Automation	Automate existing irrigation systems at Gorman, Pondersosa and Evergreen Parks.							
	Parks District 1		Approved Total	\$0	\$0	\$450,000	\$0	\$0	\$450,000

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				FY '18	FY '19	FY '20	FY '21	FY '22	FY '23	
	Rose Park Bathhouse Renovation	Renovate Rose Poco Bathhouse based on Programming study done in FY17.	Approved	\$1,360,000	\$0	\$0	\$0	\$0	\$0	\$1,360,000
			Total	\$1,360,000	\$0	\$0	\$0	\$0	\$0	\$1,360,000
	Various Park Irrigation Automation	Upgrade Grandview, Boulder and North Parks existing irrigation systems with automatic irrigation controls.	Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$700,000
			Total	\$0	\$0	\$0	\$0	\$0	\$0	\$700,000
	East and South Maintenance Shops Repair	Replace/repair roofs and downspouts on both buildings.	Approved	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
			Total	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
	Aquatics - Hawthorne and South Parks	Renovate Hawthorne Park aquatic facility and generate a bath house programming study to determine future renovation requirements at South Park.	Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200,000
			Total	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200,000
	Restroom Remodel/Replacement	Remodel/replace restroom facilities at Arrowhead and Hawthorne Parks.	Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
			Total	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
	Various Park Irrigation Automation	Upgrade and automate irrigation systems at Spring Creek, Heritage and Burlington Parks.	Approved	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
			Total	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000

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	Central Avenue (32nd St. W. to Shiloh Rd)	Reconstruction of Central Ave. This project also includes some work on 36th St. W. south of Central. Project will be split into two phases.	Approved Total	\$70,000 \$3,030,000 \$3,100,000	\$0 \$1,200,000 \$1,200,000	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$4,230,000 \$4,300,000	\$70,000
	Gas Tax Arterial Fee Fund									
	32nd St. West - King Ave. West to Gabel Road	Road reconstruction.	Approved Total	\$0 \$0	\$0 \$0	\$0 \$0	\$600,000 \$500,000	\$3,500,000 \$3,500,000	\$0 \$0	\$4,100,000
	Arterial Fee Fund									
	Wicks Lane (Main to Hawthorne)	Street reconstruction. Project also includes Bitterroot. Design portion only in this CIP.	Approved Total	\$0 \$0	\$0 \$0	\$0 \$0	\$300,000 \$300,000	\$300,000 \$300,000	\$0 \$0	\$300,000
	Arterial Fee Fund									
	24th St. West and King Avenue	Intersection improvements.	Approved Total	\$200,000 \$200,000	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$200,000
	Arterial Fee Fund									
	24th St West Signal Improvements	Upgrade of signals from King Avenue to Grand Avenue.	Approved Total	\$220,000 \$220,000	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$220,000
	Arterial Fee Fund									
	Central Ave. and 24th St. West Intersection	Intersection improvements.	Approved Total	\$400,000 \$400,000	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$400,000
	Arterial Fee Fund									

*Intersections*

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				FY '18	FY '19	FY '20	FY '21	FY '22	
ENG93	Intersection Capacity Improvements	Evaluate and construct improvements to selected intersection trouble areas.	Approved	\$0	\$350,000	\$350,000	\$350,000	\$350,000	\$1,400,000
	Arterial Fee Fund		Total	\$0	\$350,000	\$350,000	\$350,000	\$350,000	\$1,400,000
<hr/>									
	<i>Various</i>								
ENG98	PAVER Program	Annual Program responsible for crack sealing, overlay and chip seals of various streets throughout the City.	Approved	\$725,000	\$275,000	\$675,000	\$475,000	\$475,000	\$2,625,000
	Arterial Fee Fund		Approved	\$2,500,000	\$2,450,000	\$2,450,000	\$2,450,000	\$2,450,000	\$12,300,000
	Gas Tax		Total	\$3,225,000	\$2,725,000	\$3,125,000	\$2,925,000	\$2,925,000	\$14,925,000
	Travel Corridor Coordination	Engineering will be done within Public Works.	Approved	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$400,000
	Arterial Fee Fund		Total	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$400,000
	Total For Project								
	Traffic Signal Controller Upgrade		Approved	\$625,000	\$625,000	\$650,000	\$650,000	\$650,000	\$3,200,000
	Arterial Fee Fund		Total	\$625,000	\$625,000	\$650,000	\$650,000	\$650,000	\$3,200,000
	Total For Project								
<hr/>									
	<i>Storm Sewer Projects</i>								
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.	Approved	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
	Storm Drain		Total	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000

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ENG22	Misc. Curb, Gutter, & Sidewalk	Annual replacement and infill program of curb, gutter and sidewalk.				
	Sidewalk Bonds					
	Gas Tax					
	Storm Drain					
			Approved	\$400,000	\$400,000	\$400,000
			Approved	\$250,000	\$250,000	\$1,400,000
			Approved	\$75,000	\$75,000	\$375,000
			Total	\$725,000	\$725,000	\$3,775,000
ENG ADA	Annual ADA Replacement	Replace handicapped ramps In accordance with the signed agreement between the City of Billings and the Department of Justice.				
	Gas Tax					
			Approved	\$250,000	\$250,000	\$250,000
			Total	\$250,000	\$250,000	\$1,250,000
SID Ann	Annual SID Contribution	This project will provide SID funding for Public Works property that may be included in an SID for a given year.				
	Gas Tax					
	SID Bonds					
			Approved	\$250,000	\$250,000	\$250,000
			Approved	\$1,000,000	\$1,000,000	\$1,000,000
			Total	\$1,250,000	\$1,250,000	\$1,250,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	FY18-22 FUND TOTALS
	Monad and 19th/20th St. W. Intersection Reconstruction		Approved	\$0	\$0	\$500,000	\$3,000,000	\$0	\$3,500,000
Arterial Fee Fund Total For Project	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.	Approved	\$0	\$0	\$500,000	\$3,000,000	\$0	\$3,500,000
Arterial Fee Fund Total For Project	Kyle Lane School Walking Route		Approved	\$0	\$450,000	\$0	\$0	\$0	\$450,000
Gas Tax Total For Project	Snow Melt Facility	Snow melting system to melt some of the snow hauled from the City's streets. The unit will primarily be based at or near the wastewater treatment plant with a pad and will be able to utilize biogas produced from the plant. The unit is mobile and may be used in other areas of the City as needed using conventional fuels.	Approved	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Street Maintenance Fees Total For Project	Pedestrian Overpass on Main Street		Approved	\$900,000	\$0	\$0	\$0	\$0	\$900,000
TIFD Total For Project	Note: Funding to be resolved using TIFD funds and/or bonds.								\$3,500,000
			Approved	\$3,500,000	\$0	\$0	\$0	\$0	\$3,500,000

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ.	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	FY18-22 FUND
			STATUS	FY '18	FY '19	FY '20	FY '21	FY '22	
	East End TIFF Street Reconstruction	In the area from 10th Ave. N. to 13th Ave. N. and 1st Ave. N. to 6th Ave. N. Project includes sewer, storm, streets, curbs, gutters and lighting. Lighting will also be extended to N. 22nd St.	Approved	\$0	\$7,500,000	\$0	\$0	\$0	\$7,500,000

Note: Funding to be resolved using TIFD funds and/or bonds.

TIFD Total For Project

FY '18	FY '19	FY '20	FY '21	FY '22	FY18-22 FUND
<b>Public Works Engineering Funding Approved Projects</b>					
Approved	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Approved	\$3,570,000	\$3,200,000	\$3,250,000	\$3,250,000	\$16,520,000
Approved	\$2,265,000	\$1,965,000	\$1,965,000	\$1,965,000	\$10,125,000
Approved	\$900,000	\$0	\$0	\$0	\$900,000
Approved	\$1,500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,500,000
Approved	\$5,700,000	\$7,500,000	\$0	\$0	\$13,200,000
Approved	\$14,000,000	\$0	\$0	\$0	\$14,000,000
Approved	\$5,300,000	\$2,900,000	\$2,275,000	\$5,175,000	\$21,025,000
Approved	\$33,635,000	\$16,965,000	\$8,890,000	\$11,790,000	\$83,270,000

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				FY '18	FY '19	FY '19	FY '20	FY '21	FY '22	FY '21	FY '22	FY '22	FY '22	FY '22	FY '22
<b>Public Works Solid Waste</b>															
SW10	Phase 3 and 4 Closure	Construction of the landfill closure cap identified as Phases 3 and 4 Closure in the 2006 Master Plan.	Approved Total	\$0	\$150,000	\$1,350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	
	Landfill Reserves			\$0	\$150,000	\$1,350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	
	CNG Fueling Station	Purchase and installation of a second compressor.	Approved Total	\$240,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240,000	
	Landfill Reserves			\$240,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240,000	
	Landfill Master Plan Update	Update to the existing plan.	Approved Total	\$115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115,000	
	Landfill Reserves			\$115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115,000	
	Composting Facility	New composting facility at the landfill.	Approved Total	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	
	Landfill Reserves			\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	
	Landfill Reconfiguration for Drop Off	New configuration will limit all landfill traffic from entering the working portion of the landfill. The maintenance building project in the previous CIP in FY19 will be combined with this project. This project will be bonded.	Approved Total	\$17,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,000,000	
	Revenue Bond			\$17,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,000,000	
	Biogas Recovery System for CNG Fueling Station at Waste Water Treatment Plant	Utilize gas produced at the plant to fuel solid waste trucks.	Approved Total	\$0	\$200,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,700,000	
	Landfill Reserves			\$0	\$200,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,700,000	

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18		7/1/18 - 6/30/19		7/1/19 - 6/30/20		7/1/20 - 6/30/21		7/1/21 - 6/30/22		FY18-22 FUND TOTALS	
				FY '18	FY '19	FY '19	FY '20	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22
<b>Public Works Waste Water</b>															
PUD 302	Sanitary Sewer Main Replacement	Annual replacement program of sanitary sewer mains throughout the City.													
	Wastewater Revenues		Approved	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$20,000,000	
	New Wastewater Treatment Plant	New plant to meet the requirements for nitrogen and phosphorus removal. Cost shown include bond costs. Contingency funding has been added to FY18.													
	Wastewater Revenues		Approved	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	
	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	\$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	\$100,000	\$500,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	
	Lake Hills Lift Station Rehabilitation	Upgrade existing lift station.													
	Wastewater Revenues		Approved	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	
	Lloyd Mangrum Lift Station Rehabilitation	Upgrade existing lift station.													
	Wastewater Revenues		Approved	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18 FY '18	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	FY18-22 FUND TOTALS
	Intercom System at Waste Water Treatment Plant Campus	Construction of two new drying beds.	Approved	\$100,000	\$0	\$0	\$0	\$0	\$100,000
	Wastewater Revenues		Total	\$100,000	\$0	\$0	\$0	\$0	\$100,000
	New Drying Beds at Wastewater Treatment Plant	Construction of two new drying beds.	Approved	\$0	\$0	\$0	\$300,000	\$0	\$300,000
	Wastewater Revenues		Total	\$0	\$0	\$0	\$300,000	\$0	\$300,000
	Centrifuge Replacement	Replace two centrifuges at the waste water treatment plant.	Approved	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
	Wastewater Revenues		Total For Project	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
	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.	Approved	\$0	\$240,000	\$0	\$0	\$0	\$240,000
	Wastewater Revenues		Total For Project	\$0	\$240,000	\$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.	Approved	\$0	\$0	\$130,000	\$135,000	\$0	\$265,000
	Wastewater Revenues		Total For Project	\$0	\$0	\$130,000	\$135,000	\$0	\$265,000
	Wastewater Plant Acetate Feed System		Approved	\$0	\$0	\$0	\$0	\$427,000	\$427,000
	Wastewater Revenues		Total For Project	\$0	\$0	\$0	\$0	\$427,000	\$427,000
	Sahara Sands Lift Station Rehabilitation		Approved	\$0	\$0	\$0	\$150,000	\$0	\$150,000
	Wastewater Revenues		Total For Project	\$0	\$0	\$0	\$150,000	\$0	\$150,000

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				FY '18	FY '19	FY '19	FY '20	FY '21	FY '22	FY '21	FY '22	FY '22	FY '22	FY '22	FY '22		
	Replace Heat Exchangers #4, 2, and 3		Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Wastewater Revenues																
	Total For Project																
	Wastewater Plant Administration Building Upgrades		Approved	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000			
	Total For Project																
	AFT Equipment and Building Upgrades		Approved	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000			
	Wastewater Revenues																
	Total For Project																
	Wastewater Plant UV Third Channel		Approved	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450,000		
	Wastewater Revenues																
	Total For Project																
	Wastewater Plant Piping Upgrades	Includes primary influent, sludge, grease and scum upgrades.	Approved	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450,000		
	Wastewater Revenues																
	Total For Project																
	Wastewater Plant Gravity Thickener, Digester, and Sludge Building Upgrades		Approved	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000		
	Wastewater Revenues																
	Total For Project																
	Headworks and Wash Bay Upgrades		Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,700,000	
	Wastewater Revenues																
	Total For Project																
	New Biological Gas Scrubber	Purchase and Installation	Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	
	Wastewater Revenues																
	Total For Project																
	Fats, Oils and Grease Receiving Station	Design	Approved	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	
	Wastewater Revenues																
	Total For Project																

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PROJECT NUMBER	TITLE	SHORT DESCRIPTION	PROJ. STATUS	7/1/17 - 6/30/18		7/1/18 - 6/30/19		7/1/19 - 6/30/20		7/1/20 - 6/30/21		7/1/21 - 6/30/22		FY18-22 FUND TOTALS
				FY '18	FY '19	FY '19	FY '20	FY '21	FY '22	FY '22	FY '22	FY '22		
Public Works Waste Water Fundings Approved Projects														
Wastewater Revenues			Approved	\$9,400,000		\$6,640,000		\$8,080,000		\$6,035,000		\$6,427,000		
Total				\$9,400,000		\$6,640,000		\$8,080,000		\$6,035,000		\$6,427,000		

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				FY '18	FY '19	FY '20	FY '21	FY '22	FY '22	FY '22	FY '22	FY '22	FY '22	FY '22	
<b>Public Works Water</b>															
PUD 205	Water System Rehabilitation	Annual replacement program of water mains throughout the City.	Approved	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$20,000,000		
	Water Revenues		Total	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$20,000,000		
PUD 205	Electrical	Replace power lines, switches and transformers at Water Treatment Plant and pump stations.	Approved	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$3,250,000		
	Water Revenues		Total	\$650,000	\$650,000	\$650,000	\$650,000	\$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).	Approved	\$0	\$1,480,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,480,000		
	Water Revenues		Total	\$0	\$1,480,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,480,000		
	I Structure Intake Screening Improvements		Approved	\$3,584,340	\$0	\$2,900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,484,340		
	Water Revenues		Total	\$3,584,340	\$0	\$2,900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,484,340		
	High Service Pump 5KV Switchgear	Replacement of the switchgear and moving it to a separate outside enclosure.	Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Water Revenues		Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Replace Voelker Pump Station Pumps	Replace pumps #1 and #3 at Voelker Pump Station.	Approved	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000		
	Water Revenues		Total	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000		

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				FY '18	FY '19	FY '18	FY '19	FY '20	FY '21	FY '22	FY '22	FY '21	FY '22	FY '22	FY '22
	Water Compensation Agreements	Funding for compensation agreements with private developers for oversize and other city authorized costs.	Approved	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	
	Water Revenues		Total	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	
	48th St. W. Trunk Main	Construction and upsizing of a major water main.	Approved	\$3,430,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,430,000	
	Water Revenues		Total	\$3,430,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,430,000	
	Land Purchase for New Zone 3 Reservoir	Reservoir is anticipated to be located around 70th St. W.	Approved	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	
	Water Revenues		Total	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	
	Replace Staples Standpipe	Replace existing water storage just north of Stanford Drive under the firms.	Approved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Water Revenues		Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Neibauer Water Lines	New water mains on Neibauer.	Approved	\$0	\$0	\$0	\$0	\$1,651,650	\$0	\$0	\$0	\$0	\$0	\$1,651,650	
	Water Revenues		Total	\$0	\$0	\$0	\$0	\$1,651,650	\$0	\$0	\$0	\$0	\$0	\$1,651,650	
	Walter Pump Station	Two new pumps for the Walter Pump station.	Approved	\$0	\$0	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600,000	
	Water Revenues		Total	\$0	\$0	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600,000	
	Zone 3 - West End Storage	New reservoir.	Approved	\$0	\$0	\$0	\$0	\$8,190,770	\$0	\$0	\$0	\$0	\$0	\$8,190,770	
	Water Revenues		Total	\$0	\$0	\$0	\$0	\$8,190,770	\$0	\$0	\$0	\$0	\$0	\$8,190,770	

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			STATUS	FY '18	FY '19	FY '20	FY '21	FY '22		
	Integrated Water Plan Implementation		Approved Total	\$500,000	\$1,000,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$6,000,000
	Water Revenues									
	Christenson Pump Station	Pump station improvements.	Approved Total	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000
	Water Revenues									
	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.	Approved Total	\$0	\$360,000	\$0	\$0	\$0	\$0	\$360,000
	Water Revenues									
	Water Treatment Plant Drought and Flood Control Plan		Approved Total	\$175,000	\$0	\$0	\$0	\$0	\$0	\$175,000
	Water Revenues									
	Land Purchase for Zone 3 and Southwest Water Storage		Approved Total	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
	Water Revenues									
	Water Master Plan Update		Approved Total	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
	Water Revenues									
	Park Irrigation to Non-Potable Water	Project to switch several park's water systems to use non-city treated water.	Approved Total	\$250,000	\$250,000	\$250,000	\$0	\$0	\$0	\$750,000
	Water Revenues									

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				FY '18	FY '19	FY '20	FY '21	FY '22	FY '21	FY '22	FY '21	FY '22		
	Lead Service Line Replacement Project		Approved Total	\$1,800,000	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000	
	Water Revenues			\$1,800,000	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000	
	Redundant Water Line to Airport		Approved Total	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	
	Water Revenues			\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	
	Study for New Disposal Site for Sludge from the Water Treatment Process		Approved Total	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	
	Water Revenues			\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	
	Water System Security Monitoring Equipment		Approved Total	\$0	\$0	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$220,000	
	Water Revenues			\$0	\$0	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$220,000	
	Zone 6 Reservoir	New reservoir on top of the rims.	Approved Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,277,780	
	Water Revenues			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,277,780	
	Zone 6 Pumping Station		Approved Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,277,780	
	Water Revenues			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,277,780	
	Highway 3 Water Lines		Approved Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,393,535	
	Water Revenues			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,393,535	
<b>Public Works Water Funding Total <u>Approved</u> Projects</b>				<b>FY '18</b>	<b>FY '19</b>	<b>FY '20</b>	<b>FY '21</b>	<b>FY '22</b>	<b>FY '21</b>	<b>FY '22</b>	<b>FY '21</b>	<b>FY '22</b>	<b>FY18-22 FUND</b>	
Water Revenues				<b>Approved</b>	<b>\$16,899,840</b>	<b>\$10,040,000</b>	<b>\$13,020,000</b>	<b>\$18,592,420</b>	<b>\$14,965,945</b>	<b>\$18,592,420</b>	<b>\$14,965,945</b>	<b>\$14,965,945</b>	<b>\$73,518,205</b>	
				<b>Total</b>	<b>\$16,899,840</b>	<b>\$10,040,000</b>	<b>\$13,020,000</b>	<b>\$18,592,420</b>	<b>\$14,965,945</b>	<b>\$18,592,420</b>	<b>\$14,965,945</b>	<b>\$14,965,945</b>	<b>\$73,518,205</b>	

# NON-ROUTINE CAPITAL

## Non-Routine Capital Projects

### AIRPORT DIVISION

#### **Design Work to Expand Terminal Building Concourse Area**

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 involves engaging an architectural firm to prepare design plans and estimate project costs.

Project Cost/Funding Source(s): \$4,000,000 – 90% funded with AIP grant monies. Actual construction will begin in FY 2019.

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.

#### **Remove Hangers and Construct an Expanded Ramp Area on the North Side of the Airport**

Purpose of Project: To create additional aircraft ramp area on the north side of the airfield, the Airport plans to remove four old Cold War era hangars to make way for an expanded ramp area large enough to accommodate local and itinerant aircraft on the north side of the airport.

Project Cost/Funding Source(s): \$1,100,000 – 90% funded with AIP grants.

Additional/Increased Operating Costs: On-going costs will consist mainly of snow removal, which is currently being provided by Airport staff.

Anticipated Savings/Revenue Expected: The enlarged ramp area will allow larger aircraft access, which may result in additional fuel flowage and/or landing fees. Further, additional ground leases for aircraft hangers could result.

## **PUBLIC WORKS DEPARTMENT**

### **Replace Voelker Pump Station Pumps**

Purpose of Project: This project will fund the replacement of aging #1 and #3 pumps at the Voelker pump station.

Project Cost/Funding Source(s):	\$ 1,000,000 – Water Revenues
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **Electrical Upgrades**

Purpose of Project: This project will allow replacement of power lines, switches, and transformers at the Water Treatment Plant and pump station.

Project Cost/Funding Source(s):	\$ 650,000 – Water Revenues
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **L Structure Intake Screening Improvements**

Purpose of Project: The project will allow improvements to the Water Treatment Plant's primary L structure intake and intake screens.

Project Cost/Funding Source(s):	\$3,584,840 – Water Revenues
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **48<sup>th</sup> Street West Trunk Main**

Purpose of Project: These funds will allow additional construction and upsizing of this major water main.

Project Cost/Funding Source(s):	\$1,350,000 – Water Revenues
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **Integrated Water Plan Implementation**

Purpose of Project: Implementation of the integrated water plan to help plan and predict budget needs.

Project Cost/Funding Source(s):	\$ 500,000 – Water Revenues
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Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Water Treatment Plant Drought and Flood Control Plan**

Purpose of Project: These funds will help develop a drought and flood control plan.

Project Cost/Funding Source(s): \$ 175,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Land Purchase for Zone 3 and Southwest Water Storage**

Purpose of Project: This Project will allow the City to purchase the land necessary to maintain and operate needed water storage.

Project Cost/Funding Source(s): \$ 1,000,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Water Master Plan Update**

Purpose of Project: This periodical update to the City's Water Master Plan.

Project Cost/Funding Source(s): \$ 150,000 – Water 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 Costs/Funding Source(s): \$ 250,000 – Water Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

### **Lead Service Line Replacement Project**

Purpose of Project: This Project will allow the City to replace various lead service lines located around Billings.

Project Costs/Funding Source(s):	\$ 1,800,000 – Water Revenues
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **Study for the New Disposal Site for Sludge from the Water Treatment Process**

Purpose of Project: This project will create a plan for future disposal of sludge from the water treatment process.

Project Costs/Funding Source(s):	\$ 60,000 – Water Revenues
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **Wastewater Treatment Plant Contingency**

Purpose of Project: Any unforeseen plant upgrades that will be constructed to allow Public Works to meet state and federal requirements for nitrogen and phosphorus removal.

Project Costs/Funding Source(s):	\$ 3,000,000 – Revenue Bond
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **Sanitary Sewer Main Replacement**

Purpose of Project: Annual replacement program of sanitary sewer mains throughout the city.

Project Costs/Funding Source(s):	\$ 4,000,000 – Wastewater Revenues
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **Water/Sanitary Sewer Compensation Agreement**

Purpose of Project: Funding for compensation agreements with private developers for oversize and other city authorized costs.

Project Costs/Funding Source(s):	\$ 300,000 – Wastewater Revenues \$ 300,000 – Water Revenues
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

**Intercom System at Wastewater Treatment Plant**

Purpose of Project: New intercom system.

Project Costs/Funding Source(s): \$ 100,000 – Wastewater Revenues  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

**Electrical for the Wastewater Treatment Plant Campus**

Purpose of Project: Various annual electrical projects.

Project Costs/Funding Source(s): \$ 100,000 – Wastewater Revenues  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

**Wastewater Administration Building Upgrades**

Purpose of Project: This project will allow various upgrades to the Wastewater Administration building.

Project Costs/Funding Source(s): \$ 1,000,000 – Wastewater Revenues  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

**AFT Equipment and Building Upgrade**

Purpose of Project: Upgrades to the Air Floatation Thickener building and its equipment.

Project Costs/Funding Source(s): \$ 900,000 – Wastewater Revenues  
Additional/Increased Operating Costs: None  
Anticipated Savings/Revenue Expected: None

**Reroof and Insulate Distribution and Collection Shop**

Purpose of Project: Replace aging roof on Distribution and Collection building. Insulate shop to help save on utility costs.

Project Costs/Funding Source(s): \$ 70,000 – 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: This project will allow for 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

### **Central Avenue (32<sup>nd</sup> Street West to Shiloh Road)**

Purpose of Project: This project will fund the reconstruction of Central Avenue and will include some work of 36<sup>th</sup> Street West south of Central.

Project Costs/Funding Source(s):	\$ 3,030,000 – Arterial Fees
	\$ 70,000 – Gas Tax
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **Inner Belt Loop, Phase II**

Purpose of Project: This project will construct a new road from Alkali Creek Road to Highway 3.

Project Costs/Funding Source(s):	\$ 14,000,000 – Road Bonds
Additional/Increased Operating Costs:	None
Anticipated Savings/Revenue Expected:	None

### **Traffic Signal Controller Upgrade**

Purpose of Project: This project will allow the 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: This project will evaluate and improve coordination of many corridors in the city to provide more efficiency.

Project Costs/Funding Source(s):	\$ 100,000 – Arterial Fees
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Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

#### **24<sup>th</sup> Street West Signal Improvements**

Purpose of Project: Upgraded signals from King Avenue to Grand Avenue.

Project Cost/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: This project will fund intersection improvements on Central Avenue and 24<sup>th</sup> Street West.

Project Cost/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: This project will allow for construction on projects that are listed on the Storm Water Master Plan document. Projects will include, but are not limited to, Hilltop Road, Palisades Park Drive, 29<sup>th</sup> Street West, Canyon Creek Road, and the purchase of 2 new tracts of land.

Project Cost/Funding Source(s): \$ 1,700,000 – Storm Sewer

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

#### **Storm Sewer Inventory/Replacement**

Purpose of Project: This project will inventory storm infrastructure and develop a program for the replacement of localized infrastructure.

Project Costs/Funding Source(s): \$ 340,000 – Storm Sewer

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**Landfill Reconfiguration for Drop Off/Maintenance Building**

Purpose of Project: This project will reconfigure landfill drop off routes to better utilize landfill space and make upgrades to the landfill maintenance building.

Project Costs/Funding Source(s): \$ 17,000,000 – Solid Waste Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**CNG Fueling Station Backup Compressor**

Purpose of Project: This project will provide a needed backup compressor for the CNG fueling station.

Project Costs/Funding Source(s): \$ 240,000 – Solid Waste Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**Master Plan Update**

Purpose of Project: This project will allow City landfill to plan and budget for expansion and updates as needed.

Project Costs/Funding Source(s): \$ 115,000 – Solid Waste Revenues

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**Midland Road**

Purpose of Project: This project will reconstruct Midland Road from South Billings Boulevard to Mullowney Lane.

Project Costs/Funding Source(s): \$ 5,000,000 – TIFD

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**Pedestrian Overpass on Main Street**

Purpose of Project: This project will construct a pedestrian overpass near the Metra to ensure safety concerns with pedestrian crossing of Main Street.

Project Costs/Funding Source(s): \$ 5,000,000 – TIFD

Additional/Increased Operating Costs: None

Anticipated Savings/Revenue Expected: None

**Kyle Lane School Walking Route**

Purpose of Project: Construct a school walking path on Kyle Lane to improve safety.

Project Costs/Funding Source/Sources: \$ 250,000.00 – Gas Tax

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. The unit is primarily based at the Wastewater Treatment Plant utilizing biogas produced by the plant, but also can be mobile and used in other areas of the City.

Project Costs/Funding Source/Sources: \$ 900,000.00 – Street Maintenance Fees

Additional/Increased Operating Costs: Undetermined

Anticipated Savings/Revenue Expected: None

# **SUPPLEMENTAL INFORMATION**

SUPPLEMENTAL  
INFORMATION

## City of Billings - Statistical Information:

This section presents basic statistical information about the City of Billings over the past five years. It provides comparative information on various services the City performs for the community. It should be noted that the information is reported on an annual basis either by calendar year (CY) or by fiscal year (FY).

Activity	Report Period	2012	2013	2014	2015	2016
<b><i>Demographic:</i></b>						
Area in Square Miles	FY	42.0	42.0	42.0	42.5	43.0
Population**	CY	104,170	106,954	109,059	108,869	110,263
Per Capita Personal Income**	CY	38,488	41,546	42,417	42,606	46,052
Median Age**	CY	39.0	37.0	36.8	38.3	38.1
School Enrollment	FY	16,223	16,238	16,328	16,120	16,644
<b><i>Infrastructure:</i></b>						
Miles of Streets	CY	527.9	530	530	537.8	545.6
Miles of Alleys	CY	123.4	123.4	123.6	124.2	124.2
Miles of Highway/Interstate	CY	19	19	19	19	19
Street Light Maint. Dist.	FY	185	185	186	187	192
No. of Street Lights	FY	8,202	8,202	8,239	8,376	8,480
Miles of Storm Sewer	CY	149.2	149.2	213.8	232.0	219.0
No. of Fire Hydrants (per PUD)	FY	4,211	4,242	4,357	4,392	4,405
New Special Improvement Districts	CY	4	1	3	5	1
New Private Contract Projects	CY	17	23	23	15	14
<b><i>Fire Protection:</i></b>						
No. of Stations	CY	7	7	7	7	7
No. of Firefighters/Officers Dispatchers	FY	148	146	146.5	145.1	144.8
No. of Dispatched Calls	CY	11,228	11,194	11,989	N/A <sup>1</sup>	13,263
No. of Fire Inspections	CY	1,191	1,209	1,553	2,027	1,043
<b><i>Police Protection:</i></b>						
No. of Stations	CY	1	1	1	1	1
No. of Police Officers	FY	141	140	141	141.4	142
No. of Dispatched Calls	CY	63,915	66,510	66,111	68,817	78,484
No. of Arrests	CY	9,116	9,265	10,214	10,064	11,942
No. of Traffic Violations	CY	30,473	26,478	24,813	15,460	17,068
No. of Traffic Accidents	CY	3,524	3,329	3,988	3,845	2,518
<b><i>Animal Control:</i></b>						
No. of Animals Processed	CY	N/A	4,022	4,133	3,829	3,706
No. of Licenses Issued	CY	4,998	4,916	4,552	4,479	5,221
No. of Citations Issued	CY	454	528	905	868	996
No. of Complaints Received	CY	5,811	5,601	5,507	5,349	5,602

\*\* 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	2012	2013	2014	2015	2016
<b><i>Municipal Water:</i></b>						
No. of Consumers	FY	29,537	29,811	30,113	30,326	30,651
Average Daily Consumption	FY	23	23	21	21	22
Maximum Daily Capacity (millions of gallons)	FY	60	60	60	60	60
Miles of Water Mains	FY	465	467	468	476	468
<b><i>Municipal Wastewater:</i></b>						
No. of Customers	FY	32,586	32,951	33,357	33,894	34,292
Average Daily Treatment	FY	16	16	16	16	15
Maximum Daily Capacity (millions of gallons)	FY	26	26	26	26	26
Miles of Sanitary Sewers	FY	461	486	488	497	494.5
<b><i>Solid Waste:</i></b>						
No. of Residential Customers	FY	32,359	32,772	33,127	35,623	31,721
No. of Commercial Customers	FY	3,982	4,071	4,136	2,900	2,559
Total Customers		FY	36,341	36,843	37,263	38,523
No. of Landfill Trips	FY	164,667	166,777	165,729	146,635	140,007
<b><i>Building</i></b>						
Residential Permits	CY	452	517	510	553	461
Remodel/Addition Permits	CY	680	709	765	763	779
Commercial Permits	CY	72	97	68	87	73
Remodel/Addition Permits	CY	310	275	310	264	359
Total Number Permits		CY	1,514	1,598	1,653	1,667
New Residential Valuation	CY	\$ 104.7	\$ 165.7	\$ 124.1	\$ 144.8	\$ 86.7
Remodel/Addition Valuation	CY	6.9	6.5	7.8	6.8	9.6
New Commercial Valuation	CY	71.1	141.5	47.3	67.8	82.8
Remodel/Addition Valuation	CY	47.4	71.8	50.9	49.0	66.1
Total Permit Valuation		\$ 230.1	\$ 385.5	\$ 230.1	\$ 268.4	\$ 245.2
<b><i>Airport Activity:</i></b>						
No. of Enplanements	CY	451,442	394,942	428,578	428,940	431,499
Tons of Freight Handled	CY	26,397	27,915	30,514	34,225	32,899
Tons of Mail Handled	CY	3,504	3,385	3,362	1,377	941
No. of Crash/Fire Responses	CY	115	94	130	161	150
<b><i>Transit Activity:</i></b>						
No. of Miles Traveled	FY	838,312	884,328	853,576	802,087	824,278
Ridership	FY	676,307	662,790	671,804	597,288	568,140
Wheel Chair Ridership	FY	25,635	25,322	24,522	21,604	21,817
<b><i>Fleet Services:</i></b>						
Preventive Maintenance Orders	FY	1,950	2,050	2,038	2,205	2,025
Other Repair Orders	FY	5,030	4,970	5,539	5,420	5,213
Total Repair Orders		FY	6,980	7,020	7,577	7,625
Maintenance Hours Charged	FY	19,754	19,960	19,882	20,346	19,578
Fuel Consumption (Gallons)	FY	831,482	864,133	889,839	878,969	864,255

**City of Billings - Statistical Information: Continued**

Activity	Report Period	2012	2013	2014	2015	2016
<b><i>Municipal Cemetery:</i></b>						
No. of Spaces Occupied	FY	24,810	24,898	24,977	25,050	25,115
No. of Spaces Un-Occupied	FY	6,745	6,657	6,578	6,505	6,440
Total Spaces	FY	31,555	31,555	31,555	31,555	31,555
No. of Full Burials	FY	46	53	43	40	39
No. of Cremation Burials	FY	83	75	67	70	69
Total Burials	FY	129	128	110	110	108
<b><i>Municipal Parking Garages:</i></b>						
No. of Parking Garages	FY	3	3	4	4	4
No. of Available Spaces	FY	1,661	1,487	1,843	1,817	1,817
No. of Leased Spaces	FY	1,526	1,256	1,535	1,509	1,509
No. of Shopper Spaces	FY	135	231	308	308	308
<b><i>On-Street Parking:</i></b>						
No. of Parking Meters	FY	675	884	802	791	791
<b><i>Off-Street Parking Lots<sup>1</sup></i></b>						
No. of Parking Lots	FY	N/A	N/A	N/A	5	5
No. of Lot Meters (includes multi-space meter)	FY	N/A	N/A	N/A	111	111
No. of Leased Lot Spaces	FY	N/A	N/A	N/A	29	29
<b><i>City Parks:</i></b>						
Developed Acres	FY	1,183	1,183	1,183	1,183	1,201
Undeveloped Acres	FY	290	290	290	290	282
Natural Park Acres	FY	1,170	1,170	1,170	1,170	1,167
Total Park Acres	FY	2,580	2,580	2,580	2,580	2,650
<b><i>City/County Library:</i></b>						
No. of Volumes	FY	295,823	217,177	217,668	211,176	217,793
No. of Annual Circulations	FY	867,922	786,884	858,177	893,283	912,287
<b><i>City Recreation:</i></b>						
No. of Recreation Programs	FY	495	503	512	519	524
No. of Participants	FY	74,645	75,038	75,250	75,336	75,642
<b><i>Legal /Judicial:</i></b>						
Warrants Reviewed	FY	6,187	7,739	7,377	6,594	6,808
Appeals to Higher Court	FY	15	21	19	14	20
<b><i>Financial Acitiviy:</i></b>						
Investment Rate of Return	FY	0.70%	0.33%	0.39%	0.60%	0.80%
No. of New Businesses	FY	N/A <sup>2</sup>	N/A <sup>2</sup>	N/A <sup>2</sup>	N/A <sup>2</sup>	1,105
No. of Renewal Businesses	FY	N/A <sup>2</sup>	N/A <sup>2</sup>	N/A <sup>2</sup>	N/A <sup>2</sup>	5,422
Total Businesses	FY	N/A <sup>2</sup>	N/A <sup>2</sup>	N/A <sup>2</sup>	N/A <sup>2</sup>	6,527

<sup>1</sup> New statistic beginning in FY15.

<sup>2</sup> Business License module is not able to differentiate new and renewing licenses.

**CITY OF BILLINGS, MONTANA**  
**Principal Employers**  
**Current Year and Ten Years Ago**  
**(Unaudited)**

<b>Employer</b>	<b>2016</b>			<b>2007</b>		
	<b>Number of Employees<sup>1</sup></b>	<b>Rank</b>	<b>Percentage of Total City Employment<sup>2</sup></b>	<b>Number of Employees<sup>1</sup></b>	<b>Rank</b>	<b>Percentage of Total City Employment<sup>3</sup></b>
Billings Clinic	4,144	1	5.03%	3,250	1	4.00%
School District #2	2,005	2	2.44%	1,833	3	2.26%
St. Vincent Healthcare	1,748	3	2.12%	2,200	2	2.71%
Stillwater Mining Company	1,411	4	1.71%	1,622	4	2.00%
Avitus Group	1,118	5	1.36%	820	10	1.01%
City of Billings	892	6	1.08%	875	9	1.08%
Wal Mart	823	7	1.00%	954	7	1.17%
Yellowstone County	791	8	0.96%	1,106	5	1.36%
St John's Lutheran Home	703	9	0.85%	N/A	-	-
Montana State University-Billings	561	10	0.68%	1,025	6	1.26%
Wells Fargo	N/A	-	-	925	8	1.14%
Total	<u>14,196</u>		<u>17.24%</u>	<u>14,610</u>		<u>17.99%</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, 2016 and Ten Years Ago**  
**(Unaudited)**

<b>Taxpayer</b>	<b>Tax Year 2015</b>			<b>Tax Year 2006</b>		
	<b>Taxable Value</b>	<b>Rank</b>	<b>Percentage of Total Taxable Value</b>	<b>Taxable Value</b>	<b>Rank</b>	<b>Percentage of Total Taxable Value</b>
Charter Communications Inc	\$ 3,443,997	1	1.8%	\$ -	-	0.0%
Montana Dakota Utilities	2,847,155	2	1.5%	1,162,308	3	0.8%
Centurylink INC	2,437,834	3	1.3%	-	-	0.0%
AT&T Mobility LLC	1,414,445	4	0.7%	999,299	4	0.7%
Verizon Wireless	1,012,625	5	0.5%	-	-	0.0%
Rimrock Owner LP	913,986	6	0.5%	-	-	0.0%
Wal-Mart Real Estate Business	862,448	7	0.4%	607,832	6	0.4%
Sisters of Charity of Leavenworth	720,243	8	0.4%	-	-	0.0%
Billings 401 LLC	615,851	9	0.3%	-	-	0.0%
Scheels All Sports INC	578,999	10	0.3%	-	-	0.0%
Sky West Airlines	-		0.0%	471,185	8	0.3%
Northwest Corp Transmission	-		0.0%	6,352,885	1	4.5%
Qwest Corp	-		0.0%	3,665,116	2	2.6%
Macerich Rimrock Limited Partner	-		0.0%	871,433	5	0.6%
Sysco Food Services	-		0.0%	420,062	9	0.3%
Western Sugar Co.	-		0.0%	524,007	7	0.4%
West Park Plaza Investors	-		0.0%	403,452	10	0.3%
Total	<u>\$ 14,847,583</u>		<u>7.7%</u>	<u>\$ 15,477,579</u>		<u>10.9%</u>
Total taxable value	\$ 192,045,981			\$ 142,359,895		

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-thousanth (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

**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).

2018 *Fiscal Year*  
**CITY OF BILLINGS, MONTANA**