



City of Helena

ADMINISTRATIVE MEETING

May 1, 2024 - 4:00 PM

City Conference Room 326 / Zoom Meeting ID: <https://us06web.zoom.us/j/87385394460>

City Commission Budget Work Session

AGENDA

1. **Call to Work Session, introductions**
2. **Commission comments, questions**
3. **Recommendations from the Helena Citizens Council**
4. **City Manager's Report**
 - a. Solar For All Grant Update
 - b. Firetower Restoration Project Update
5. **Department Reports**
 - a. Vegetation Management in Parks
 - b. Kindrick Legion Field Project
 - c. FY25 Budget Presentations: Fire; Police; Community Development; Community Facilities
 - d. FY25 Budget Discussion - Commission Decision Points
6. **Public Comment**
7. **Commission discussion and direction to the City Manager**
8. **Adjourn**

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

Email: citycommunitydevelopment@helenamt.gov

Mailing Address & Physical Location: 316 North Park Avenue, Room 445, Helena, MT 59623.

City of Helena, Montana

04/17/2024

To: Tim Burton, City Manager

From: Doug Smith, Parks, Recreation and Open Lands Director
Craig Marr, Parks Superintendent

Subject: Firetower Restoration Project Update

Present Situation: The City is currently in negotiations with Porter and Associates to complete the Firetower Restoration Project.

Background Information: Porter and Associates in partnership with Anthony and Associates were awarded the contract to complete the project.

Proposal/Objective: N/A

Advantage: N/A

Notable Energy Impact: N/A

Disadvantage: N/A

Quasi-Judicial Item: False

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** No staff recommendation, informational purposes only.

City of Helena, Montana

04/17/2024

To: Tim Burton, City Manager

From: Doug Smith, Parks, Recreation and Open Lands Director
Craig Marr, Parks Superintendent

Subject: Vegetation Management in Parks

Present Situation: The City of Helena, Parks Maintenance Division is committed to caring for the environment in our natural areas by working to stem the invasion of non-native invasive weeds that displace native plants. This is an essential step in restoring our natural areas and in creating healthy turf and native grass areas.

Background Information: The city of Helena is mandated by state law to control noxious weeds on city property. Montana Code Annotated 2023 Title 7 Chapter 22 states it is unlawful to permit noxious weeds to propagate. Currently there are 32 plants listed on the State of Montana Noxious Weed list with Lewis and Clark County adding 5 other species.

Helena Park Maintenance manages for noxious weeds using an integrated approach including revegetation, herbicides, erosion controls, monitoring, hand pulling, mowing, biocontrol, and community involvement and education.

Proposal/Objective: N/A

Advantage: N/A

Notable Energy Impact: N/A

Disadvantage: N/A

Quasi-Judicial Item: False

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** No staff recommendation, informational purposes only.

MEMO

To: Douglas Smith
From: Craig Marr
Date: March 24, 2024
Re: Vegetation Management in Parks

Attached is a draft policy for the management of vegetation under the Park Maintenance departments jurisdiction. In the future a comprehensive city ordinance may be developed to address the use of pesticides by all property owners within the city limits.

24-hour notification is the appropriate time frame to notify park users of herbicide applications. Over 24 hours become difficult to predict the weather in terms of wind and or precipitation. Notifications would remain in place for 24 hours after the application to assure that the public is properly notified.

Montana State Parks and the City of Missoula operate under a 24 hour notification policy which exceeds the state and federal requirements.

DRAFT

City of Helena

Park Maintenance

Vegetation Management Policy

Protecting Native Plants

Helena Park Maintenance is committed to caring for the environment in our natural areas by working to stem the invasion of non-native invasive weeds that displace native plants. This is an essential step in restoring our natural areas and in creating healthy turf and native grass areas.

Controlling Noxious Weeds

The city of Helena is mandated by state law to control noxious weeds on city property. Montana Code Annotated 2023 Title 7 Chapter 22 states it is unlawful to permit noxious weeds to propagate. Currently there are 32 plants listed on the State of Montana Noxious Weed list with Lewis and Clark County adding 5 other species.

Helena Park Maintenance manages for noxious weeds using an integrated approach including re-vegetation, herbicides, erosion controls, monitoring, hand pulling, mowing, biocontrol, and community involvement and education.

Herbicide Use

Periodically throughout the growing season (April – November), Parks Maintenance conducts herbicide applications to selected areas of City parks to control noxious weeds. Most applications are applied directly to targeted noxious weeds to minimize use of chemicals and potential harm to beneficial plants. Blue dye is sometimes used in native grass areas to identify herbicide-treated weeds and help people avoid contacting the chemicals when wet.

When it is necessary to use herbicides as part of Integrated Pest Management (IPM), The parks department minimizes risks by careful product selection and application. Thoughtful, timely and selective use of herbicides is just one tool of many used to maintain park lands. The department reviews herbicide use regularly and continually looks for safer alternative products and other cost-effective control measures. We also

carefully consider citizen input regarding safety of park facilities, quality of the park user's experience and service expectations.

Parks maintenance maximizes safety with respect to the use of herbicides through extensive training, employee adherence to label directives government regulations and safety procedures during use. Lead applicators are licensed through the State of Montana department of Agriculture and are required to maintain annual CEU's to maintain licenses.

Herbicide use in developed parks, commuter trails and medians.

- **Athletic fields:** At high densities, broadleaf weeds reduce suitability of sports fields for their intended use. A thick, resilient sports turf prevents injuries; provides quality of play for users; and optimizes the efficient use of water. In addition, fields are treated to meet sports organizations' and user groups' requirements for competitive sport field conditions. Fence lines and warning tracks are treated to increase user visibility and create a warning to outfielders and other players with respect to fence proximity.

- **In selected park areas,** to reduce infestations of broadleaf weeds and respond to citizen requests to conform to the traditional public aesthetic of mostly weed-free turf areas when other options are not available, effective, or efficient. Tree wells and fence lines are often treated to prevent damage to fences and trees from mowing equipment as well as damage to mowers. Fencelines are not treated if they border private property or Community Garden plots.

- **Medians:** To maintain motorist visibility, comply with state weed control laws, protect planted ornamental vegetation.

Two methods of herbicide application

1. Non-Selective (kills all vegetation)

- Spot applications with minimal amounts of product to reduce exposure to park users, the environment, and staff:
 - a. Hard-to-mow areas like fence lines, landscaped shrub beds, tree wells, signposts; to maintain the health and quality of desirable vegetation in the most cost-effective and fuel-efficient way. Mitigating property and mower damage is also a factor.

- b. Some hard surfaces: parking lots, sidewalks, building foundations, paved trails to prevent damage to paving/concrete and provide a safe, even walking surface.

2. Selective (Kills only broadleaf vegetation)

- Turf applications on sports turf and high use turf areas to control unwanted or unsightly vegetation.
 - a. Dandelions and clover
 - b. Athletic fields and high use parks

Areas where herbicides are NOT used in developed parks and trails.

Per department standards, herbicide manufacturer's directions and EPA regulations, herbicides are not used in or on the following areas:

- Playgrounds,
- Picnic Shelters,
- Volleyball Courts,
- Splash decks or other water features or sources.

Modes of application

City of Helena Parks Maintenance uses multiple application methods to apply herbicide. Depending on such factors as the nature and habits of the target pest, characteristics of the target site, and properties of the pesticide formulation. The application equipment or device must be able to apply the pesticide to the intended target at the proper rate. The label specifies the legal application rate and may suggest the appropriate equipment for use with the product. All equipment is calibrated annually, before the first application.

Backpack sprayer - Manual sprayers are used for small parks, under bleachers, tennis/basketball courts, spot treatments and for areas unsuitable for larger units.

ATV with tank and pump – An ATV with 25-gallon tank, 2gpm pump, 5-ft boom spray and hand spray nozzle. ATV is used for smaller parks/areas, asphalt trails, warning tracks, parking lots, boulevard turf and spot treating medium size parks.

Spray trailer – Trailer with 300-gallon tank, boom sprayer and hand spray nozzle. Used for large athletic fields and hand spraying sloped areas.

Considerations before each herbicide application

1. Health and safety of citizens and staff.
2. Health of the environment.
3. Comprehensive staff training in use of herbicides
4. Compliance with all local, state and federal regulations.
5. Before applying an herbicide, the following factors are considered: a. Does the density of pest plants meet or exceed the threshold for treatment? b. Have non-herbicide options been considered and tried? c. Are appropriate cultural methods in place to ensure that the weed is not being promoted? d. Have we selected the least toxic herbicide to be effective and are we applying at the lowest rate.

Weather conditions and Herbicide applications

Herbicides will not be applied when wind is over 10 MPH.

Herbicides will not be applied while it is actively raining and for two hours before or after a rain event.

Public Notification Policy

Areas to be treated in developed parks will be posted 24 hours in advance and a notification will be posted on the city website. Notifications will remain in place for 24 hours after the treatment.

The Park Maintenance Department shall post a sign or signs at the time of the pesticide application. Park Maintenance may not remove a sign until the pesticide is dry or the reentry interval on the pesticide label has expired, whichever is later.

A. A sign must be:

1. at least 4 inches in height and 5 inches in width; and
2. made of weather-resistant material if used for outdoor application.

B. A sign must contain:

1. the words "pesticide application"; and
2. the telephone number of the applicator, property owner, or property manager who can supply further information about the pesticide.

C. A sign must be posted:

1. at a point clearly visible from each street or road frontage of the property so that the warning is conspicuous from the public right-of-way;
2. for an interior application, at each public access to the treated property with the front of the sign facing the access.

D. It is recommended that signs have lettering of at least 3/8 inches in height, with no greater size of letters for the applicator than for any other information and consist of dark lettering on a bright yellow background.

E. Posting or notification is not required for spot treatment of 100 square feet or less.

City of Helena, Montana

May 1, 2024

To: Tim Burton, City Manager

From: Doug Smith, Parks, Recreation and Open Lands Director
Craig Marr, Parks Superintendent

Subject: Donation for Kindrick Field Improvements

Present Situation:

The city was contacted by American Legion baseball requesting permission to make a donation to Kindrick Legion Field. Legion baseball has a long-term use agreement with the city for the use of Kindrick legion field for baseball and they would like to make an improvement. Legion baseball would like to install artificial turf on part of the in-field. The artificial turf increase safety for players, reduces maintenance costs and will improve the drainage. American Legion is proposing to donate the project to the city at no cost. The value of the project is \$250,000 with a \$75,000 grant from Blue Cross Blue Shield.

Background Information:

Legion baseball has made improvements to the field over the years and the installation of artificial turf would be a significant addition. The city has also tried to raise funds for artificial turf but were unsuccessful. During large precipitation events runoff drains directly into the dugouts causing flooding and mold issues. The installation of artificial turf would result in redirecting the drainage, so it doesn't flood the dug outs. The field has experienced increased use over the years and the artificial turf will create a more durable surface for the long term.

Advantage:

Over time, the city has had to make repairs at Kindrick Field caused by water damage from poor drainage. This project will redirect the drainage to properly flow off the field. The artificial turf will reduce maintenance costs, conserve water, and reduce wear on the natural turf. A MOU with Legion baseball will cover long term maintenance and replacement of the turf.

Notable Energy Impact:

N/A

Disadvantage:

N/A

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

To accept the donation from American Legion baseball to make improvements of Kindrick Field

City of Helena, Montana

04/24/2024

To: Tim Burton, City Manager

From: Sheila Danielson, Finance Director

Subject: FY25 Budget Presentations: Fire; Police; Community Development; Community Facilities

Present Situation: FY25 Department Budget Presentations:

- Fire
- Police / Support Services Division
- Community Development
- Building Department
- Community Facilities

Background Information: N/A

Proposal/Objective: Consider Proposed FY25 Budget presentations

Advantage: N/A

Notable Energy Impact: N/A

Disadvantage: N/A

Quasi-Judicial Item: False

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** No action - information only

Fiscal Year 2025 Budget Discussion

FIRE DEPARTMENT



Prepared by

Jon Campbell – Fire Chief

Mike Chambers – Assistant Chief

Stephanie Crook – Admin. Coordinator



General Fund

2301 - FIRE

2305 - FIRE GRANTS

Fire Levy Fund

260 – FIRE SAFETY LEVY



GENERAL FUND

2301 - FIRE

2305 - FIRE GRANTS

FY24 Appropriations Recap:

FY24 Adopted
\$6,239,911

FY24 Amended
\$ 6,276,254*

FY25 Projected
\$6,271,572

FY25 Preliminary
\$6,480,180

Revenue Considerations

- Westside Fire Service Area Agreement renewed.
- Fort Harrison contract for services has expired.
- Fire Building Code Inspections have increased.
- Fire Levy transfer assists with staffing costs for 6 firefighters.

Notable Expenditures

- Negotiation of new Contract with Local 448.
- Annual physical exams for dept staff established in FY23.
- Installation of Wi-Fi at both Stations by IT&S to support operations.

* Adopted vs Amended Difference due to carry forward funds from Master Plan Project DR0321



GENERAL FUND

2301 - FIRE

2305 - FIRE GRANTS

Revenue*
\$77,000

Expenditures*
\$77,000

Revenue Considerations

- FY23 SHSP – Helena Fire Regional Hazmat Sustainment Grant
 - Grant Period of Performance 10/1/2023– 9/30/2025
 - Reimbursement grant - \$80,000 originally allotment.
- Training funding through micro-grants managed by other MT cities, dependent on grants received.

Notable Expenditures

- Remaining FY23 SHSP equipment replacement items.
- Training for team members to maintain event readiness.
- Event simulation with other state teams to prepare and maintain event readiness.

*Crosses over two fiscal years: FY24 & FY25

FIRE LEVY FUND

260 – FIRE SAFETY LEVY

Revenue
\$1,156,000

Expenditures
\$837,742

Est. Beg. Cash
\$348,722

Est. Ending Cash
\$666,980

Notable Expenditures

- \$675,000 - Contribute to the general fund to support six firefighters
- \$108,242 – Debt service for 2022 Aerial purchase
- \$46,000 – Project to complete a department wide radio upgrade
- \$8,500 – Replacement of Station 1 administrations all-in-one printer.
- 450,000 – purchase Type 3 Wildland apparatus to enhance ability to support WUI and possibly deployments.



Questions?



Fire Department							
Fund: 013							Preliminary
		FY 2022 Actual	FY 2023 Actual	FY 2024			FY 2025 Budget
				Adopted	Amended	Projected	
Dedicated Revenues							
	Intergovernmental Revenues	-	2,512	-	-	50,451	45,000
	Charges For Services	352,530	401,232	191,781	191,781	237,983	135,131
	Other Financing Sources / (Uses)	3,600	60,113	30,000	30,000	45,500	30,000
	Other Operating Revenues	356,130	463,857	221,781	221,781	333,934	210,131
	Internal Service Revenues	-	-	-	-	-	-
	Interfund Transfers In	671,477	692,220	665,358	665,358	665,358	675,000
	Internal Transactions	671,477	692,220	665,358	665,358	665,358	675,000
Total Dedicated Revenue		1,027,606	1,156,077	887,139	887,139	999,292	885,131
Expenditures							
	Personnel Services	5,282,157	5,505,518	5,457,706	5,457,706	5,437,545	5,588,208
	Supplies & Materials	106,240	86,107	131,141	131,141	133,083	213,054
	Purchased Services	283,895	255,538	295,048	331,391	344,928	365,641
	Intra-City Charges	38,414	45,496	50,143	50,143	50,143	49,261
	Fixed Charges	2,567	2,400	2,520	2,520	2,520	3,000
	Maintenance & Operating	431,116	389,541	478,852	515,195	530,674	630,956
	Internal Charges	272,487	301,419	303,353	303,353	303,353	337,406
	Transfers Out	-	-	-	-	-	-
	Internal Transactions	272,487	301,419	303,353	303,353	303,353	337,406
Total Expenditures		5,985,760	6,196,478	6,239,911	6,276,254	6,271,572	6,556,570
Expenditures by Division							
2301	424 Fire	5,975,251	6,165,567	6,228,264	6,263,072	6,244,925	6,480,180
2305	424 Fire Grants	10,509	30,911	11,647	13,182	26,647	76,390
2306	424 Fire Special Projects	-	-	-	-	-	-
Total Expenditures		5,985,760	6,196,478	6,239,911	6,276,254	6,271,572	6,556,570
DEDICATED REVENUES							
Intergovernmental Revenues							
	Total Intergovernmental Revenues	-	2,512	-	-	50,451	45,000
Charges For Services							
	Fire Protection Fees	317,736	359,285	156,781	156,781	202,983	93,131
	93,131 Westside Fire Service Area Agreement + misc.						
	- Fort Harrison Contract for services						
	Fire Bldg Code Inspection	34,793	41,947	35,000	35,000	35,000	42,000
	Total Charges For Services	352,530	401,232	191,781	191,781	237,983	135,131
Other Financing Sources / (Uses)							
	Fire Workers Comp	-	60,113	30,000	30,000	45,000	30,000
	Restricted Contribution	3,600	-	-	-	500	-
	Total Other Financing Sources / (Uses)	3,600	60,113	30,000	30,000	45,500	30,000
SUBTOTAL - OPERATING REVENUE		356,130	463,857	221,781	221,781	333,934	210,131
Interfund Transfers In							
	T/in - 260 Fire Supplemental Levy	671,477	692,220	665,358	665,358	665,358	675,000
	Total Interfund Transfers In	671,477	692,220	665,358	665,358	665,358	675,000
TOTAL	DEDICATED REVENUES	1,027,606	1,156,077	887,139	887,139	999,292	885,131

Fire Department							
Fund: 013		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary
				Adopted	Amended	Projected	FY 2025 Budget
Fund	013 Fire Department						
Dept	2301 Fire						
Activity	424 Fire Protection						
Personnel Services							
Salaries & Wages		3,526,805	3,751,359	3,795,586	3,795,586	3,650,000	3,863,053
Overtime - Misc		384,728	208,708	174,683	174,683	217,000	200,000
F.I.C.A. (Soc. Sec.)		3,577	3,775	3,957	3,957	3,860	3,963
P.E.R.S. Retirement		5,093	5,577	5,725	5,725	5,725	5,862
Health & Vision Insurance		506,944	654,043	767,768	767,768	735,000	717,350
Workers Comp. Ins.		257,364	229,180	248,958	248,958	243,000	260,844
Unemployment Ins.		13,687	13,857	12,333	12,333	12,333	10,521
Firefighter Retirement		487,428	529,622	531,911	531,911	531,911	541,583
Employer Contribution 457		16,844	18,693	20,000	20,000	20,000	20,000
Dental Insurance		23,694	23,142	25,069	25,069	25,069	25,069
F.I.C.A. Medicare		55,231	55,914	57,594	57,594	57,000	58,573
Vacancy Adjustment				(197,525)	(197,525)	(75,000)	(150,000)
Total Personnel Services		5,281,397	5,493,871	5,446,059	5,446,059	5,425,898	5,556,818
Supplies & Materials							
Paper & Forms							
Office Supplies & Equip		4,856	1,728	1,650	1,650	3,000	2,100
300 General Office Supplies							
600 Copy Paper							
200 Name plates, badges, brass							
150 Water Service							
500 Awards, Patches, Retirement Gifts							
350 Whitebaords							
2,100							
Chem & Lab Supplies		2,052	707	4,000	4,000	4,000	4,060
310 SM Engine/Generator Fuel							
600 Matrix Bio-Hazard Pickup (4x150)							
3,000 Foam Cache payment							
150 Fog Fluid/Liquid Smoke							
4,060							
Janitorial Supplies		3,456	4,356	5,155	5,155	4,500	5,433
4,913 Janitorial Supplies							
120 Industrial Towel Service							
400 Maintenance needs							
5,433							
Medical Supplies		22,941	17,729	26,623	26,623	20,000	23,070
15,910 Pharmaceuticals							
3,950 Medical Gloves							
500 Medical Masks							
335 Airway Bags (2)							
1,625 Medical Supplies							
750 Thomas Jump kit							
23,070							
Clothing Allowance		10,898	9,043	11,560	11,560	11,560	16,920
2,000 Shift Uniform Rplcmts							
1,500 Replacement Hire x 2							
600 Daystaff Replacement x 6							
150 Repairs/modifications/cleaning							
7,310 1/2 Biennial Shoe Allowance (FY24/25)							
5,360 Class B uniforms replacement							
16,920							
Training Supplies		3,126	1,499	3,450	3,450	3,450	6,443
1,800 Airport Training Bldg.							
250 Forcible Entry prop							
250 Firefighter Manuals							
250 IFSTA Manuals							
250 Mannequin Supplies							
400 International Fire Codes Manuals							
2,000 150 lb. Training Dummy							
1,243 Active shooter/bleeding control							
6,443							
Educational Supplies		3,945	1,270	1,750	1,750	1,750	1,750
1,500 Fire Prevention Week Supplies - FPIB							
50 Annual Mascot cleaning after FPW - FPIB							
200 Community Outreach Supplies							
1,750							

Fire Department							
Fund: 013		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Operating Supplies - Misc		985	3,853	12,537	12,537	12,537	33,619
500	SCBA Batteries						
500	Operations Batteries						
370	Thermal Imagers Batteries						
200	Gas Monitors-HCN Batteries						
1,600	Power Tool Replacement						
14,289	Nozzles (Replace 2 or 3 per year)						
400	Hand Tool Replacement						
2,000	Hose - replacement sections						
6,000	General operating purchases						
7,200	Replace mattress & covers						
560	New York Hooks x 4						
33,619							
Tires/Tubes-Outside Vendr		-	5,798	9,726	9,726	9,726	1,000
1,000	Tire Rotations to Balance Wear						
1,000							
Testing Equipment		14,785	11,757	13,905	13,905	13,905	600
600	Qtrly Cascade Air Testing Supplies						
600							
Telephone Equipment		5	-	1,250	1,250	1,250	-
Communication Equipment		410	177	1,130	1,130	9,000	14,108
540	Motorola Handheld Batteries x 4						
590	Handheld radio refurbish						
6,439	WiFi Equipment for St 1						
6,439	WiFi Equipment for St 2						
100	Misc cables and connectors						
14,108							
Computr Equip/Sftwr/Suply		95	262	2,551	2,551	2,551	2,968
100	ICC - Online access - annual						
1,068	Update of computer monitors x 6						
1,800	Dept Monitors - upgrade 6						
2,968							
Safety Equipment		23,606	27,929	35,354	35,354	35,354	54,983
28,800	PPE (Pants/Jacket) x 8						
6,700	PPE (Boots) x 10						
1,750	PPE (Helmet/Gloves/Name Plates)						
1,400	PPE (Particulate hoods x 10)						
4,610	PPE New FF Position (Jacket/Pants/Boots/Helmet)						
1,000	Turnout Repairs/Maintenance (Contingent)						
275	P100 Mask replacements & parts						
150	Safety Glasses						
660	Wildland gear						
1,200	SCBA Facepieces/parts/repairs (2 per year)						
1,000	Tech Rescue: Team Supplies						
1,388	Tech Rescue: CSR Backpacks						
700	Tech Rescue: Prussik minding pulleys						
1,800	Tech Rescue: Trail Rescue Device						
1,850	SCBA Mask Bags						
1,700	HIFIT Safety Gear (one time)						
54,983							
Furniture & Fixtures-Misc		14,705	-	500	500	500	1,000
500	Ice maker for St 2						
500	Fitness - equip repairs						
1,000							
Landscape Supplies		375	-	-	-	-	-
Total	Supplies & Materials	106,240	86,107	131,141	131,141	133,083	168,054

Fire Department								
Fund: 013			FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
					Adopted	Amended	Projected	
Purchased Services								
IT&S Computer Maint/Spprt			113,960	121,316	125,434	125,434	125,434	129,832
128,554								
1,278 Maint/Spprt for WiFi @ 2 stations								
129,832								
IT&S Telephone Service			8,058	8,960	8,961	8,961	8,961	8,961
City-Co Bldg Postage Adm			152	163	198	198	198	218
Postage			325	509	160	160	160	176
Cellular Services			8,638	7,184	10,584	10,584	10,584	10,370
4,321 9 Cell Phone Plans								
4,321 9 Tablet Data Plans								
1,728 Verizon MDM Maas 360 Device Manager								
10,370								
Printing & Duplicating			1,841	1,609	1,838	1,838	1,838	1,838
118 Business cards								
140 Copier Maint Fee - 360 Office (St 2)								
1,600 Copier Maint Fee - Fishers (St 1)								
1,858								
Professional Dues			8,108	6,123	12,800	12,800	12,800	11,924
2,800 EMT Recert Fees								
3,024 PALS/ACLS training for recerts								
200 CLIA Laboratory Program License								
35 DPHHS Dept License								
175 NFPA Annual Membership								
875 IAAI Membership								
525 Helena Regional Airport Badges x 21								
780 IAFC Annual Membership Dues								
225 MT State Fire Chiefs Assoc Dues								
300 L&C Rural Fire Council Membership								
190 MSU-Fire Training School Membership								
720 St 2 Gym Membership								
180 Costco Membership								
1,200 Montana Testing Consortium Dues								
395 CPSE Cert fees (Campbell)								
300 Additional Membership/Licenses								
11,924								
Professional Subscriptions			1,675	1,745	1,725	1,725	1,725	5,284
1,800 NFPA Annual Subscription								
125 Annual SHRM subscription (Local)								
244 Annual SHRM subscription (National)								
1,200 Knox subscription (Software)								
1,375 SIMS Ushare subscription								
540 Newspaper Subscription								
5,284								
Advertising			489	-	-	-	72	1,432
1,000 Recruitment (Discontinued by Fire Consortium)								
432 Public Notices for Commission agendas								
1,432								
Water & Sewer			8,038	8,246	10,500	10,500	10,500	10,500
5,500 Station 1								
5,000 Station 2								
10,500								
Solid Waste			1,664	1,658	2,000	2,000	2,000	2,000
Professional Services-Misc			568	38,385	52,569	52,569	52,569	70,709
45,534 Annual Physicals								
820 New Hires Testing Allowance								
1,800 Consortium: written testing of entry level FF								
430 Station Fire Extinguisher Testing/Service -Mar								
1,700 Annual Pump Testing-Sept/Oct								
3,400 Annual Aerial Inspection								
1,500 Apparatus/Ground Ladder Testing-Semi-Annual								
1,500 Hurst Equip Testing-Feb								
3,775 SCBA airpack/Mask Testing								
2,500 Annual Cascade Equip Testing and Maintenance -Feb								
2,000 Portacount Recalibrate (new 3 yr contract)								
4,550 LifePak Servicing (new contract needed)								
1,200 Lucas Device Servicing								
70,709								

Fire Department								
Fund: 013			FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
					Adopted	Amended	Projected	
	Outside Repair to Mtr Veh		13,566	17,704	18,000	18,000	18,000	36,150
	3,000	W1 Project - module upfit						
	2,150	Streamlight Project						
	15,000	E1 Pump rebuild						
	16,000	General Repairs to Apparatus						
	36,150							
	Equipment Repairs		-	121	700	700	700	700
	200	Small Engine Repairs						
	500	Equipment Repairs						
	700							
	Repairs/Services-Misc		-	110	400	400	400	400
	100	Lock/Key Replacement-Knox,Vehicle,Locker,etc						
	150	Annual Sump Pumping						
	150	Additional Service/Repair						
	400							
	Meal Reimb-Taxable		-	-	250	250	250	250
	Travel & Meeting Expense		17,327	6,822	9,394	9,394	9,394	23,273
	2,972	National Conference x 2 -- Airfare/Room						
	600	MT Drive x 4 -- Lodging & Per Diem						
	1,740	NFA 6-Day Class -- Meal Pkg & Per Diem (3)						
	2,785	NFA 10-Day Class -- Meal Pkg & Per Diem (2)						
	1,200	Building Code Conference-FPIB x 3 -- Lodging						
	600	Rural Fire Council Annual Dinner/Mtg-Sept.						
	750	Food/Rentals for Meetings						
	250	Incident Food						
	500	Regional Travel & Per Diem						
	1,260	Consortium: travel for AC Training (2)						
	3,896	NFPA Annual Conf - FPIB x3 -- Airfare/Lodging						
	5,020	IAAI International Training Conf-FPIB x3 -- Airfare/Lodging						
	1,700	MT State Fire Chiefs Conf x 5 -- Lodging/PerDiem						
	23,273							
	Conferences		8,375	-	3,715	3,715	3,715	7,535
	1,050	National Conference						
	600	Building Code Conference x 3						
	1,990	NFPA Annual Conference - FPIB x3						
	1,700	IAAI Annual Conference - FPIB 3						
	1,500	Leadership Helena Conference (Chambers)						
	695	MT State Fire Chiefs Conf x 5 -- Registration						
	7,535							
	Training - Misc		-	4,436	10,270	10,270	10,270	7,415
	1,005	MT Drive x 4 -- Registration						
	3,010	Local training - Fort Harrison, Rural FC, Mt City						
	1,500	Online Training; Blue Card						
	900	Montana State University FSTS						
	1,000	IFSAC Certs						
	7,415							
	Investigation / Inspect Fees		-	331	550	550	550	550
	300	HIFIT Webinars & Trainings						
	250	HIFIT Incident Supplies-Evidence Cans,Barrier Tape						
	550							
	Other Contracted Services		81,363	10,852	25,000	59,808	59,808	36,124
	27,500	RMS - First Due (Software)						
	2,124	3 M-File Named licenses for contract signing						
	6,500	Physio-Control Lifepak Maint Contract (7)						
	36,124							
	Total	Purchased Services	274,147	236,274	295,048	329,856	329,928	365,641
Intra-City Charges								
	Copier Revolving Program		-	-	-	-	-	-
	Shop Gas & Fuel Charges		26,013	36,643	39,023	39,023	39,023	37,072
	Shop Vehicle Repairs		14	267	4,620	4,620	4,620	4,389
	Shop Tires & Tire Repairs		137	-	-	-	-	-
	Shop Vehicle Parts		12,250	8,586	6,500	6,500	6,500	7,800
	Total	Intra-City Charges	38,414	45,496	50,143	50,143	50,143	49,261

Fire Department							
Fund: 013		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Fixed Charges							
Special Assessments		2,567	2,400	2,520	2,520	2,520	3,000
1,600 Street Maint District							
900 Storm Water Utility							
100 Urban Forest							
300 Open Space Maint.							
100 Landfill Monitoring							
3,000							
Total	Fixed Charges	2,567	2,400	2,520	2,520	2,520	3,000
Internal Charges							
Property Insurance		6,219	8,524	9,913	9,913	9,913	11,238
Vehicle & Equip Insurance		6,706	8,328	10,606	10,606	10,606	23,130
Liability Insurance		97,970	110,884	113,579	113,579	113,579	121,271
Fidelity Insurance		344	344	344	344	344	344
Building M&O Charge		134,386	141,105	130,230	130,230	130,230	138,785
Fleet Services Charges		26,862	32,234	38,681	38,681	38,681	42,638
Total	Internal Charges	272,487	301,419	303,353	303,353	303,353	337,406
Total	Fire	5,975,251	6,165,567	6,228,264	6,263,072	6,244,925	6,480,180
Fund	013 Fire Department						
Dept	2305 Fire Grants						
Activity	424 Fire Protection						
Personnel Services							
Salaries & Wages		-	-	-	-	-	10,000
Overtime - Misc		694	10,798	10,798	10,798	10,798	20,000
Workers Comp. Ins.		46	640	640	640	640	1,000
Unemployment Ins.		3	40	40	40	40	200
Firefighter Retirement		6	7	7	7	7	10
F.I.C.A. Medicare		11	162	162	162	162	180
Total	Personnel Services	760	11,647	11,647	11,647	11,647	31,390
Supplies & Materials		HAZMAT GRANT EXPENDITURES					45,000
Total	Supplies & Materials	-	-	-	-	-	45,000
Purchased Services							
Travel & Meeting Expense		209	-	-	-	-	-
Required Training		-	175	-	-	-	-
Other Contracted Services		9,539	19,089	-	1,535	15,000	-
Total	Purchased Services	9,749	19,264	-	1,535	15,000	-
Total	Fire Grants	10,509	30,911	11,647	13,182	26,647	76,390

Fire Safety Levy

Fund: 260

Fund: 260		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Revenues							
	Taxes	1,027,240	987,101	1,031,000	1,031,000	1,041,000	1,041,000
	Taxes & Assessments	1,027,240	987,101	1,031,000	1,031,000	1,041,000	1,041,000
	Intergovernmental Revenues	45,796	-	-	-	-	90,000
	Charges For Services	413	-	-	-	-	-
	Investment Earnings	2,004	35,412	10,000	10,000	37,814	25,000
	Other Financing Sources / (Uses)	-	58,488	-	-	-	-
	Other Operating Revenues	48,213	93,900	10,000	10,000	37,814	115,000
	Interfund Transfers In	-	47,000	-	-	-	-
	Internal Transactions	-	47,000	-	-	-	-
Total Revenues		1,075,454	1,128,000	1,041,000	1,041,000	1,078,814	1,156,000
Expenditures							
	Transfers Out	671,477	692,220	665,358	665,358	665,358	675,000
	Internal Transactions	671,477	692,220	665,358	665,358	665,358	675,000
	Debt Service	48,347	87,448	98,261	98,261	115,890	108,242
	Capital Outlay	97,347	246,314	538,000	640,250	640,250	54,500
	Debt & Capital	145,694	333,761	636,261	738,511	756,140	162,742
Total Expenditures		817,171	1,025,981	1,301,619	1,403,869	1,421,498	837,742
Revenues Over (Under) Expenditures		258,283	102,019	(260,619)	(362,869)	(342,684)	318,258
Beginning Cash Balance - July 1		331,104	589,387	691,406	691,406	691,406	348,722
Other Cash Sources / (Uses)		-	-	-	-	-	-
Ending Cash Balance - June 30		589,387	691,406	430,787	328,537	348,722	666,980
Revenues							
Taxes							
	Current Taxes - Debt Service	1,017,419	951,514	1,000,000	1,000,000	1,000,000	1,000,000
	Personal Property Taxes - All Years	8,536	34,228	30,000	30,000	40,000	40,000
	Pnltly & Intrst on Del Tax	1,286	1,359	1,000	1,000	1,000	1,000
	Total Taxes	1,027,240	987,101	1,031,000	1,031,000	1,041,000	1,041,000
Intergovernmental Revenues							
	Misc Federal Grants	45,796	-	-	-	-	90,000
	75,000 Air Compressor/Cascade Fill Stations for SCBAs						
	15,000 Fire Prevention & Education Materials including Robot						
	Total Intergovernmental Revenues	45,796	-	-	-	-	90,000

Fire Safety Levy							
Fund: 260		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Charges For Services							
Fire Protection Fees		413	-	-	-	-	-
Total	Charges For Services	413	-	-	-	-	-
Investment Earnings							
Interest Earnings		2,004	2,004	10,000	10,000	37,814	25,000
Total	Interest Earnings	2,004	35,412	10,000	10,000	37,814	25,000
Other Financing Sources / (Uses)							
Compensation for Loss on Property		-	58,488	-	-	-	-
Total	Other Financing Sources / (Uses)	-	58,488	-	-	-	-
SUBTOTAL - OPERATING REVENUE		1,075,454	1,081,000	1,041,000	1,041,000	1,078,814	1,156,000
Long-Term Debt							
		-	-	-	-	-	-
Total	Long-Term Debt	-	-	-	-	-	-
Interfund Transfers In							
T/in - 100 General Fund		-	47,000	-	-	-	-
Total	Interfund Transfers In	-	47,000	-	-	-	-
TOTAL REVENUE		1,075,454	1,128,000	1,041,000	1,041,000	1,078,814	1,156,000
Fund	260 Fire Safety Levy						
Dept	2301 Fire						
Activity	424 Fire Protection						
Debt Service							
Principal		39,666	75,800	80,551	80,551	77,056	78,335
Interest		8,681	11,648	17,710	17,710	38,834	29,907
Total	Debt Service	48,347	87,448	98,261	98,261	115,890	108,242
Transfers Out							
T/out - 100 General Fund		671,477	692,220	665,358	665,358	665,358	675,000
675,000 Levy Firefighters							
675,000							
Total	Transfers Out	671,477	692,220	665,358	665,358	665,358	675,000
Capital Outlay							
Buildings		37,752	500	-	12,250	12,250	-
Equipment		57,495	34,827	88,000	88,000	88,000	54,500
46,000 Radio upgrade project to 700 mHZ							
8,500 Replace St 1 Konica Minolta Printer							
54,500							
Vehicles		2,100	210,987	450,000	540,000	540,000	-
Total	Capital Outlay	97,347	246,314	538,000	640,250	640,250	54,500
Total	Fire	817,171	1,025,981	1,301,619	1,403,869	1,421,498	837,742

Fiscal Year 2024 Budget Discussion

POLICE



Prepared by
Brett Petty – Chief
Cory Bailey – Assistant Chief

AGENDA

Police

Animal Control/
Urban Wildlife

Missouri River
Drug Task Force

Violence Against
Women

SSD/9-1-1
Presented at Joint
Commission Meeting





Police

Total Operations: \$8,286,092

FY24 Amended
\$7,996,505

FY25 Preliminary Budget
\$8,286,269

Personnel: \$6,975,680

Operating Expenses:
\$700,454

Intra-City/Internal/Rent:
\$610,135

100-2201-421

Operational Considerations/Changes

- Currently at 50 sworn officers
- Proposed FTE Change: Reclassify a officer position to a Corporal for the SRO Program

Revenue Considerations

- HPD Hosted Trainings
- Firing Range Fee Increase

ACO/UWP

MRDTF

VAWA



Animal Control/ Urban Wildlife

Total Operations: \$193,080

FY24 Amended
\$191,422

FY25 Preliminary Budget
\$193,080

Personnel
\$157,884

Operating Expenses
\$16,866

Intra-City/Internal/Rent
\$18,330

100-2203-446

Operational Considerations/Changes

- Short One (1) ACO. Hiring should be finished by summer.

Revenue Considerations

- No changes in revenue for FY25

Police

MRDTF

VAWA



Missouri River Drug Task Force (MRDTF)

Total Operations: \$142,836

FY24 Amended
\$139,155

FY25 Preliminary
\$142,836

Personnel
\$125,007

Operating Expenses
\$6,899

Intra-City/Internal/Rent
\$10,930

100-2207-421

Operational Considerations/Changes

- No Changes

Revenue Considerations

- Partially Grant Funded

Police

ACO/UWP

VAWA



Violence Against Women (VAWA)

Total Operations: \$124,013

FY24 Amended
\$120,296

FY25 Preliminary Budget
\$124,013

Personnel
\$113,681

Operating Expenses
\$5,833

Intra-City/Internal/Rent
\$4,499

100-2209-421

Operational Considerations/Changes

- No changes

Revenue Considerations

- In the process of the grant application process
- 75% grant funding and 25% cash match

Questions?



Police & Court							
Fund: 012							Preliminary
		FY 2022	FY 2023	FY 2024			FY 2025
		Actual	Actual	Adopted	Amended	Projected	Budget
Fund	012 Police & Court						
Dept	2201 Police Operations						
Activity	421 Police Protection						
Personnel Services							
	Salaries & Wages	3,942,092	4,185,310	4,718,971	4,718,971	4,600,000	4,912,041
	Overtime - Misc	202,910	277,704	322,748	322,748	275,000	322,741
	F.I.C.A. (Soc. Sec.)	14,837	17,561	17,293	17,293	17,000	18,126
	P.E.R.S. Retirement	21,589	26,367	25,016	25,016	25,000	26,806
	Health & Vision Insurance	603,741	825,739	1,016,798	1,016,798	910,000	954,742
	Workers Comp. Ins.	135,223	126,762	142,295	142,295	125,000	151,997
	Unemployment Ins.	14,527	15,624	15,663	15,663	15,000	13,650
	Police Retirement	494,695	541,858	639,854	639,854	639,854	665,737
	Dental Insurance	27,999	29,973	33,755	33,755	30,000	33,901
	F.I.C.A. Medicare	57,027	62,654	73,143	73,143	73,000	75,939
	Vacancy Adjustment			(245,194)	(245,194)		(200,000)
	Total Personnel Services	5,514,639	6,109,553	6,760,342	6,760,342	6,709,854	6,975,680
Supplies & Materials							
	Office Supplies & Equip	10,108	4,285	12,000	12,000	10,000	6,000
	1,500 Copy Paper						
	4,500 Annual Supplies & Materials						
	6,000						
	Supplies Reimbursement-Taxable	6,580	4,450	4,800	4,800	4,800	4,800
	Chem & Lab Supplies	8,300	8,973	8,700	8,700	5,000	8,700
	1,000 PMB Supplies						
	500 Batteries						
	1,000 Field Drug Testing Kits						
	500 DNA Evidence Kits						
	500 Suspect Sex Assault Collection Kits						
	3,200 Evidence and Investigative Supplies						
	2,000 Portable Radio Supplies (Batteries/Earpieces, etc)						
	8,700						
	Clothing Allowance	41,567	29,436	43,800	43,800	40,000	43,800
	5,000 SWAT Gear						
	750 CDT Uniforms						
	20,000 Police Officer Uniforms/Equipment						
	300 Honor Guard Uniforms/Equipment						
	2,500 Boots/Footwear						
	250 Patches & Chevrons						
	1,000 Badges/Medals/Commendation Pins						
	12,000 Soft Body Armor (10 Vests)						
	2,000 External Ballistic Vest Carriers						
	43,800						
	Training Supplies	25,793	63,204	32,500	32,500	32,500	32,500
	1,500 Use of Force Training Supplies						
	1,500 Non-lethal Deterant Spray Canisters						
	300 K9 Detection Odor						
	5,200 SWAT Supplies						
	1,000 Negotiator Equipment						
	2,000 CDT Training Supplies						
	16,000 Ammunition						
	1,000 Targetry						
	4,000 Firearms Supplies						
	32,500						
	Tires/Tubes-Outside Vendr	-	-	10,000	10,000	10,000	10,000
	Small Tools & Equip-Misc	11,479	5,076	4,250	4,250	4,250	7,000
	4,500 Done Base Station (w/batteries)						
	2,000 Patrol Supplies						
	500 Cell Phone Charges/Cases						
	7,000						
	Computr Equip/Sftwr/Spply	19,021	6,149	8,200	8,200	8,200	12,175
	200 osTriage Hardware						
	1,175 Investigative Computer (Non-networked)						
	1,500 Wifi Hub @ Airport w/one Access Point						
	1,650 PDQ Software						
	1,200 Whooster Software (1 License)						
	750 Office/Desk Docks, Monitors, Keyboard Replacements for MDC						
	500 USB Drives/Other Media						

Police & Court

Fund: 012

		FY 2022 Actual	FY 2023 Actual	FY 2024			FY 2025 Budget
				Adopted	Amended	Projected	
600	Patrol Room & Airport Toner						
600	Admin Officer Color Printer Supplies						
2,000	Cradlepoint Mobile Modems for Patrol Vehicles						
1,000	CID Printer Supplies						
1,000	ID Cards/ID Card Printer Supplies						
12,175							
Other Supply & Mat-Misc		26,940	4,680	6,100	6,100	5,000	6,100
3,000	Airport Range Maintenance						
2,500	K9 Food/Equipment/Supplies						
600	New Hire Test Booklets						
6,100							
Total	Supplies & Materials	149,788	126,252	130,350	130,350	119,750	131,075
Purchased Services							
IT&S Computer Maint/Spprt		152,419	164,422	165,967	165,967	165,967	167,118
IT&S Telephone Service		16,115	14,694	14,694	14,694	14,694	14,694
City-Co Bldg Postage Adm		280	301	317	317	317	317
Postage		4,488	3,569	3,000	3,000	3,500	3,500
Cellular Services		43,682	46,613	51,000	51,000	48,000	50,000
Printing & Duplicating		2,102	2,948	3,750	3,750	2,500	3,750
500	Victim's Rights Forms						
750	Notice to Appear (NTA's)						
1,000	Digiticket Paper						
500	Business Card Printing						
1,000	Misc. Printing Costs						
3,750							
Dues, Subscriptn, License		5,276	4,714	10,630	10,630	10,630	10,900
250	Rocky Mountain Information Network Annual Fee (RMIN)						
1,000	International Association of Chiefs of Police Dues (IACP) (5)						
600	Montana Association of Chiefs of Police (MACOP) Dues (5)						
900	IACP Net Subscription						
50	K9 City Dog License (3)						
200	National Association of School Resource Officers (NASRO) Dues						
200	Property & Evidence Tech Dues						
250	Chaplain Dues (2 @ \$125/ea)						
300	FBINAA National and MT/ID Chapter Dues (2)						
6,000	LEADS Online Service						
350	Negotiator Membership/Fees						
800	PMI Support Renewal						
10,900							
Public Relations		2,035	2,249	3,000	3,000	3,000	3,000
1,000	Recruiting Items						
1,000	Outreach and Promotional Items						
500	Citizen Academy						
500	Meeting Expenses						
3,000							
Advertising		-	1,256	500	500	500	500
500	Legal Ad Notices						
500							
Electric Utility		702	813	835	835	835	1,000
1,000	All Facilities						
1,000							
Long Dist Telephone Chrgs		2,067	2,175	2,550	2,550	2,550	2,500
2,500	Crimestoppers TIP Center (2/3 To Be Reimb.)						
2,500							
Teletype		3,200	3,700	4,900	4,900	3,700	3,700
700	CID/MRDTF Officer CJIN Terminal License						
3,000	CJIN User Fees						
3,700							
Medical Expenses		18,386	11,631	29,000	29,000	20,000	23,750
500	Admin & Airport First Aid Kit Supplies						
2,000	WRAP Restraint System (1@\$2000 each)						
1,000	Patrol Meidcal Supplies						
2,000	K9 Veterinary Expenses						
9,600	Evidentiary Sexual Assault Kits						
5,000	DUI/BAC Blood Kit Testing						
2,400	Psychological Exams (8 @ \$300/ea)						
250	Medical/Eye Exam for New Hires (5 @ \$50/ea)						
1,000	Prisoner Care						
23,750							

Police & Court

Fund: 012

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	
Outside Repair to Mtr Veh	5,080	6,340	6,000	6,000	6,000	6,000
Equipment Repairs	1,705	358	1,500	1,500	1,500	1,500
1,000 Repairs to Police Equipment						
500 Radar Unit Recertification						
<u>1,500</u>						
Repairs/Services-Misc	5,260	4,150	4,500	4,500	4,000	4,000
3,000 Repairs/Uniform Dry Cleaning						
1,000 Bicycle Repair Costs						
<u>4,000</u>						
Meal Reimb-Taxable	851	470	1,500	1,500	1,000	1,000
Required Training	67,489	56,135	50,600	50,600	50,600	101,950
30,000 Officer Training						
43,800 Hosted Training Sessions @ HPD (Offset w/Revenue)						
3,000 School Resource Officer Training						
750 Peer Support Training						
3,000 Mountain States Tactical Officers (MSTOA) Training						
1,500 Montana Executive Leadership Institute						
1,000 Tuition Reimbursement						
1,000 Firearms Armorer Course						
1,000 Defensive Tactics Instructor Training						
4,000 Criminal Investigation Training						
10,000 MLEA Courses - Police Officer (New/Lateral)						
1,000 Crisis Negotiator Training						
1,900 Cellebrite Certified Operator Course						
<u>101,950</u>						
Conferences	4,589	4,263	9,500	9,500	9,500	8,500
1,500 MACOP Conference (5)						
2,000 IACP Conference (2)						
1,500 SWAT Commanders Conference						
1,500 FBINAA Fall/Spring Conferences						
2,000 MATIC Conference						
<u>8,500</u>						
Investigation / Inspect Fees	5,981	3,340	8,500	8,500	8,500	8,500
3,500 Investigation Costs						
5,000 Background Investigators						
<u>8,500</u>						
Other Contracted Services	93,776	90,002	153,240	153,240	153,240	153,200
1,500 Airport Range Snow/Weed Removal						
1,000 Active 911						
500 Language Line						
5,000 Drug Screening Tests						
3,500 PoliceOne Annual Costs						
2,500 Encore (VoiceProducts) Interview Rm System Maintenance/Support						
3,000 EZ Street Draw License Maintenance/Support						
3,600 Copier Lease/Maintenance Agreement						
800 Admin Copier Costs						
500 ID Card Printer Annual/Maintenance/Support						
3,500 My Helena App Maint/Support						
4,250 Guardian Tracking						
150 Landfill Fees						
1,000 Guardian Alliance						
2,200 Schedule Anywhere						
3,000 K9 Unit Annual Recertifications						
1,500 Transcription Services						
1,000 Airport Maintenance/Equipment						
4,000 Cradlepoint Annual Support						
6,200 Cellebrite Annual Support/Maintenance						
35,000 Watchguard Hard/Software Maint (Vehicle and Body Cameras)						
12,000 Secure Warrant Software Support/Maintenance						
1,000 Monitoring/Cell Service for Evidence Building Alarm						
12,500 Child Advocacy Center (AWARE)						
1,000 Vehicle Carwashes/Interior Details						
7,500 Smarsh Archive Maint/Support for Cell Phones						
9,500 Wrecker Services						
4,500 Agency 360 Software Support/Maintenance						
14,000 Lexipol Policy Management/Training (Annual Support)						
7,500 Radio IP						
<u>153,200</u>						
Total Purchased Services	435,483	424,142	525,483	525,483	510,533	569,379

Police & Court Fund: 012		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Intra-City Charges							
	Shop Gas & Fuel Charges	70,952	83,779	88,660	88,660	88,660	84,227
	Shop Vehicle Repairs	5,498	2,571	6,600	6,600	8,500	7,920
	Shop Tires & Tire Repairs	1,736	728	-	-	-	-
	Shop Vehicle Parts	5,507	6,147	10,000	10,000	10,000	11,000
Intra-City Charges		83,693	93,225	105,260	105,260	107,160	103,147
Fixed Charges							
	Rent of Bldgs & Offices	153,363	173,964	191,583	191,583	191,583	202,244
	Credit Card Fees	-	5	-	-	50	50
Total	Fixed Charges	153,363	173,969	191,583	191,583	191,633	202,294
Internal Charges							
	Property Insurance	873	446	490	490	490	595
	Vehicle & Equip Insurance	3,255	5,213	5,347	5,347	5,347	11,514
	Liability Insurance	115,646	132,315	144,227	144,227	144,227	157,133
	Fidelity Insurance	441	457	465	465	465	465
	Liability Deductible	12,927	19,205	8,875	8,875	8,875	-
	Building M&O Charge	10,275	10,789	9,170	9,170	9,170	8,320
	Fleet Services Charges	79,801	95,761	114,913	114,913	114,913	126,667
Total	Internal Charges	223,218	264,186	283,487	283,487	283,487	304,694
Total	Police Operations	6,560,185	7,191,327	7,996,505	7,996,505	7,922,417	8,286,269
Fund	012 Police & Court						
Dept	2203 Animal Control						
Activity	446 Animal Control						
Personnel Services							
	Salaries & Wages	55,475	85,646	94,895	94,895	94,895	96,314
	Overtime - Misc	41	105	5,293	5,293	5,293	5,293
	F.I.C.A. (Soc. Sec.)	3,157	4,848	5,885	5,885	5,885	5,972
	P.E.R.S. Retirement	4,595	7,692	8,513	8,513	8,513	8,832
	Health & Vision Insurance	12,893	29,118	40,520	40,520	40,520	39,601
	Workers Comp. Ins.	804	1,091	1,129	1,129	1,129	1,465
	Unemployment Ins.	194	300	312	312	312	266
	Dental Insurance	640	1,164	1,166	1,166	1,166	1,166
	F.I.C.A. Medicare	738	1,134	1,454	1,454	1,454	1,475
	Vacancy Adjustment			(5,571)	(5,571)		(2,500)
Total	Personnel Services	78,538	131,098	153,596	153,596	159,167	157,884
Supplies & Materials							
	Chem & Lab Supplies	-	464	350	350	350	350
	Clothing Allowance	918	367	750	750	750	800
	Tires/Tubes-Outside Vendr	-	-	1,000	1,000	850	-
	Small Tools & Equip-Misc	471	743	1,000	1,000	500	3,560
	650 Tranquilizer Gun Supplies						
	710 Suppressed .22 Rifles						
	2,200 Suppressed .22 Rifle Supplies						
	3,560						
	Computr Equip/Sftwr/Sppl	-	-	1,000	1,000	-	1,000
Total	Supplies & Materials	1,388	1,574	4,100	4,100	2,450	5,710
Purchased Services							
	IT&S Computer Maint/Spprt	2,581	5,461	5,670	5,670	5,670	6,056
	Postage	53	115	200	200	200	250
	Cellular Services	1,502	1,016	1,500	1,500	1,008	1,000

Police & Court

Fund: 012

Fund: 012		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Printing & Duplicating		775	1,044	800	800	800	1,200
Dues, Subscriptn, License		-	-	150	150	150	-
Public Relations		-	-	750	750	-	350
Medical Expenses		200	86	550	550	550	550
Professional Services-Misc		-	-	400	400	-	400
Equipment Repairs		-	-	400	400	-	500
Repairs/Services-Misc		259	-	400	400	100	400
Required Training		-	-	250	250	250	250
Conferences		-	-	200	200	-	200
Other Contracted Services		-	139	3,710	3,710	3,710	-
Total	Purchased Services	5,370	7,861	14,980	14,980	12,438	11,156
Intra-City Charges							
Shop Gas & Fuel Charges		4,439	7,924	7,920	7,920	7,920	7,524
Shop Vehicle Repairs		-	420	990	990	-	792
Shop Tires & Tire Repairs		838	-	-	-	-	-
Shop Vehicle Parts		436	657	1,000	1,000	500	800
Total	Intra-City Charges	5,713	9,001	9,910	9,910	8,420	9,116
Internal Charges							
Property Insurance		-	-				
Vehicle & Equip Insurance		59	179	159	159	159	494
Liability Insurance		2,440	2,832	2,867	2,867	2,867	2,317
Fidelity Insurance		12	16	16	16	16	16
Liability Deductible		-	-				
Fleet Services Charges		3,363	4,828	5,794	5,794	5,794	6,387
Total	Internal Charges	5,874	7,855	8,836	8,836	8,836	9,214
Total	Animal Control	96,883	157,390	191,422	191,422	191,311	193,080
Fund	12 Police & Court						
Dept	2207 Drug Enforcement						
Activity	421 Police Protection						
Personnel Services							
Salaries & Wages		71,509	78,136	83,263	83,263	80,000	83,811
Overtime - Misc		9,127	9,889	14,787	14,787	14,000	15,273
Health & Vision Insurance		12,235	10,234	10,924	10,924	10,924	11,006
Workers Comp. Ins.		2,700	2,599	2,940	2,940	2,900	3,060
Unemployment Ins.		282	308	305	305	300	258
Police Retirement		10,043	11,140	11,999	11,999	11,700	12,078
Dental Insurance		570	579	583	583	583	583
F.I.C.A. Medicare		1,167	1,269	1,423	1,423	1,400	1,438
Vacancy Adjustment				(4,418)	(4,418)		(2,500)
Total	Personnel Services	107,635	114,155	121,806	121,806	121,807	125,007
Purchased Services							
IT&S Computer Maint/Spprt		4,512	4,661	4,765	4,765	4,765	4,849
Cellular Services		502	498	1,000	1,000	504	550
Other Contracted Services		733	-	1,500	1,500	1,500	1,500
Total	Purchased Services	5,746	5,159	7,265	7,265	6,769	6,899
Intra-City Charges							
Shop Gas & Fuel Charges		1,710	1,699	3,720	3,720	2,000	3,534
Shop Vehicle Repairs		-	-	218	218	218	174
Shop Vehicle Parts		-	-	242	242	242	194
Total	Intra-City Charges	1,710	1,699	4,180	4,180	2,460	3,902

Police & Court							
Fund: 012		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Internal Charges							
	Property Insurance	22	-	-	-	-	
	Vehicle & Equip Insurance	161	345	306	306	667	
	Liability Insurance	2,172	2,516	2,805	2,805	2,976	
	Fidelity Insurance	8	8	8	8	8	
	Fleet Services Charges	1,934	2,321	2,785	2,785	3,377	
Total	Internal Charges	4,297	5,190	5,904	5,904	7,028	
Total	Drug Enforcement	119,388	126,203	139,155	139,155	142,836	
Fund	12 Police & Court						
Dept	2209 Violence Against Women						
Activity	421 Police Protection						
Personnel Services							
	Salaries & Wages	72,303	74,666	79,395	79,395	80,527	
	Overtime - Misc	4,008	12,722	7,980	7,980	8,202	
	Health & Vision Insurance	12,233	10,287	10,924	10,924	11,006	
	Workers Comp. Ins.	2,578	2,565	2,620	2,620	2,740	
	Unemployment Ins.	268	306	272	272	232	
	Police Retirement	9,165	10,759	11,441	11,441	11,604	
	Dental Insurance	570	582	583	583	583	
	F.I.C.A. Medicare	1,050	1,260	1,268	1,268	1,287	
	Vacancy Adjustment			(4,007)	(4,007)	(2,500)	
Total	Personnel Services	102,175	113,148	110,476	110,476	113,681	
Supplies & Materials							
	Office Supplies & Equip	-	-	500	500	500	
	Supplies Reimbursement-Taxable	350	-	600	600	600	
	Small Tools & Equip-Misc	-	-	500	500	500	
Total	Supplies & Materials	350	-	1,600	1,600	1,600	
Purchased Services							
	IT&S Computer Maint/Spprt	2,879	3,116	3,132	3,132	3,184	
	IT&S Telephone Service	474	474	474	474	474	
	Cellular Services	419	543	450	450	575	
	Long Dist Telephone Chrgs	-	-	-	-	-	
	Required Training	-	-	-	-	-	
Total	Purchased Services	3,772	4,132	4,056	4,056	4,233	
Internal Charges							
	Vehicle & Equip Insurance						
	Liability Insurance	2,044	2,271	2,500	2,500	2,666	
	Fidelity Insurance	8	8	8	8	8	
	Fleet Services Charges	1,341	1,526	1,656	1,656	1,825	
Total	Internal Charges	3,393	3,805	4,164	4,164	4,499	
Total	Violence Against Women	109,690	121,085	120,296	120,296	124,013	

Police Projects & Reimb

Fund: 215

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Revenues

Intergovernmental Revenues	-	-	-	-	-	-
Charges For Services	43,410	39,616	45,000	45,000	45,000	45,000
Other Operating Revenues	43,639	41,556	45,500	45,500	47,954	46,000
Interfund Transfers In	490	157	87	87	87	85
Internal Transactions	490	157	87	87	87	85
Total Revenues	44,129	41,713	45,587	45,587	48,041	46,085

Expenditures

Personnel Services	45,462	38,933	56,923	56,923	56,923	56,943
Internal Charges	1,360	1,468	1,468	1,468	1,468	1,541
Transfers Out	-	-	-	-	-	-
Internal Transactions	1,360	1,468	1,468	1,468	1,468	1,541
Total Expenditures	46,822	40,401	58,391	58,391	58,391	58,484

Revenues Over (Under) Expenditures

	(2,693)	1,312	(12,804)	(12,804)	(10,350)	(12,399)
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Beginning Cash Balance - July 1

	50,895	48,202	49,514	49,514	49,514	39,164
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Other Cash Sources / (Uses)

	48,202	49,514	36,710	36,710	39,164	26,765
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Revenues

Charges For Services						
Reimbursed Overtime	43,410	39,616	45,000	45,000	45,000	45,000
Total Charges For Services	43,410	39,616	45,000	45,000	45,000	45,000

Investment Earnings

Interest Earnings	229	1,940	500	500	2,954	1,000
Total Interest Earnings	229	1,940	500	500	2,954	1,000

SUBTOTAL - OPERATING REVENUE

	43,639	41,556	45,500	45,500	47,954	46,000
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Interfund Transfers In

T/in - 645 Insurance & Safety	490	157	87	87	87	85
Total Interfund Transfers In	490	157	87	87	87	85

TOTAL REVENUE

	44,129	41,713	45,587	45,587	48,041	46,085
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Fund 215 Police Projects & Reimb
Dept 2205 Police Special Projects
Activity 421 Police Protection

Personnel Services (Special Events/Contracted Services)

Salaries & Wages	43,277	37,105	51,300	51,300	51,300	51,300
F.I.C.A. (Soc. Sec.) (Reserve Officers Only)	-	42	3,181	3,181	3,181	3,181
P.E.R.S. Retirement	-	66	-	-	-	-
Workers Comp. Ins.	1,435	1,070	1,538	1,538	1,538	1,584
Unemployment Ins.	152	130	160	160	160	134
F.I.C.A. Medicare	598	519	744	744	744	744
Total Personnel Services	45,462	38,933	56,923	56,923	56,923	56,943

Internal Charges

Liability Insurance	1,360	1,468	1,468	1,468	1,468	1,541
Total Internal Charges	1,360	1,468	1,468	1,468	1,468	1,541

Total Police Special Projects	46,822	40,401	58,391	58,391	58,391	58,484
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Law Enforcement Block Grant

Fund: 217

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Revenues

Intergovernmental Revenues	172,023	19,724	19,724	19,724	19,724	19,724
Investment Earnings	5	601	-	-	-	-
Other Operating Revenues	172,027	20,325	19,724	19,724	19,724	19,724
Total Revenues	172,027	20,325	19,724	19,724	19,724	19,724

Expenditures

Personnel Services	-	-	-	-	-	-
Supplies & Materials	45,988	-	-	-	-	-
Fixed Charges	12,021	-	19,724	19,724	19,724	19,724
Maintenance & Operating	58,009	-	19,724	19,724	19,724	19,724
Transfers Out	29,400	19,724	12,094	12,094	12,094	12,094
Internal Transactions	29,400	19,724	12,094	12,094	12,094	12,094
Total Expenditures	87,409	19,724	31,818	31,818	31,818	31,818

Revenues Over (Under) Expenditures	84,618	601	(12,094)	(12,094)	(12,094)	(12,094)
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Beginning Cash Balance - July 1	(72,998)	11,620	12,221	12,221	12,221	127
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Ending Cash Balance - June 30	11,620	12,221	127	127	127	(11,967)
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Revenues

Intergovernmental Revenues						
Law Enforcement Blck Grnt						
Block Grant	170,757	19,724	19,724	19,724	19,724	19,724
Indirect Cost Recovery	1,265	-	-	-	-	-
Total Intergovernmental Revenues	172,023	19,724	19,724	19,724	19,724	19,724
Investment Earnings						
Interest Earnings	5	601	-	-	-	-
Total Interest Earnings	5	601	-	-	-	-
SUBTOTAL - OPERATING REVENUE	172,027	20,325	19,724	19,724	19,724	19,724
TOTAL REVENUE	172,027	20,325	19,724	19,724	19,724	19,724

Fund 217 Law Enforcement Block Grant
Dept 2201 Police Operations
Activity 421 Police Protection

Supplies & Materials						
Computr Equip/Sftwr/Sppl	45,988	-				
Total Supplies & Materials	45,988	-	-	-	-	-
Fixed Charges						
Other L&C Co Programs						
Share of LEF Grant	12,021	-	19,724	19,724	19,724	19,724
Total Fixed Charges	12,021	-	19,724	19,724	19,724	19,724
Transfers Out						
T/out - 100 General Fund	29,400	19,724	12,094	12,094	12,094	12,094
Total Transfers Out	29,400	19,724	12,094	12,094	12,094	12,094
Total Police Operations	87,409	19,724	31,818	31,818	31,818	31,818

9-1-1 Emergency Program

Fund: 218

Fund: 218		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Revenues							
	Intergovernmental Revenues	459,188	941,697	1,406,495	1,446,495	1,462,495	576,000
	Charges For Services	16,000	17,000	18,000	18,000	18,000	19,000
	Investment Earnings	2,245	56,298	17,000	17,000	109,891	50,000
	Other Financing Sources / (Uses)	1,275	957	1,352	1,352	-	-
	Other Operating Revenues	478,708	1,015,951	1,442,847	1,482,847	1,590,386	645,000
	Interfund Transfers In	-	750,000	-	-	-	-
	Internal Transactions	-	750,000	-	-	-	-
	Total Revenues	478,708	1,765,951	1,442,847	1,482,847	1,590,386	645,000
Expenditures							
	Supplies & Materials	13,433	16,945	41,250	41,250	41,250	36,550
	Purchased Services	314,707	300,931	327,679	327,679	327,679	279,423
	Fixed Charges	-	-	-	-	-	-
	Maintenance & Operating	328,139	317,876	368,929	368,929	368,929	315,973
	Internal Charges	988	1,353	1,514	1,514	1,514	1,842
	Transfers Out	-	-	-	-	-	-
	Internal Transactions	988	1,353	1,514	1,514	1,514	1,842
	Capital Outlay	-	414,337	98,495	919,158	919,158	391,000
	Debt & Capital	-	414,337	98,495	919,158	919,158	391,000
	Total Expenditures	329,127	733,566	468,938	1,289,601	1,289,601	708,815
	Revenues Over (Under) Expenditures	149,581	1,032,386	973,909	193,246	300,785	(63,815)
	Beginning Cash Balance - July 1	676,682	826,263	1,858,646	1,858,646	1,858,646	2,159,431
	Other Cash Sources / (Uses)	-	(3)	-	-	-	-
	Ending Cash Balance - June 30	826,263	1,858,646	2,832,555	2,051,892	2,159,431	2,095,617

9-1-1 Emergency Program

Fund: 218

9-1-1 Emergency Program							
Fund: 218							Preliminary FY 2025 Budget
		FY 2022 Actual	FY 2023 Actual	FY 2024			
				Adopted	Amended	Projected	
Revenues							
Intergovernmental Revenues							
	911-Lewis & Clark County	153,063	175,523	976,000	976,000	992,000	192,000
	911-City of Helena	153,063	175,918	192,000	192,000	192,000	192,000
	911-East Helena	153,063	175,918	175,000	175,000	175,000	192,000
	State Grants - Misc.	-	414,337	63,495	63,495	63,495	
	Misc Federal Grants				40,000	40,000	
Total	Intergovernmental Revenues	459,188	941,697	1,406,495	1,446,495	1,462,495	576,000
Charges For Services							
	St. Peter's Hospital Training Reimb.	16,000	17,000	18,000	18,000	18,000	19,000
Total	Charges For Services	16,000	17,000	18,000	18,000	18,000	19,000
Investment Earnings							
	Interest Earnings	2,245	56,298	17,000	17,000	109,891	50,000
Total	Interest Earnings	2,245	56,298	17,000	17,000	109,891	50,000
Other Financing Sources / (Uses)							
	Other Revenues	1,275	957	1,352	1,352	-	
	LCSO 50% reimb for T1 line - Dispatch Radios						
Total	Other Financing Sources / (Uses)	1,275	957	1,352	1,352	-	-
SUBTOTAL - OPERATING REVENUE							
		478,708	1,015,951	1,442,847	1,482,847	1,590,386	645,000
Interfund Transfers In							
	T/in - 100 General Fund	-	750,000				
Total	Interfund Transfers In	-	750,000	-	-	-	-
TOTAL REVENUE							
		478,708	1,765,951	1,442,847	1,482,847	1,590,386	645,000

9-1-1 Emergency Program

Fund: 218

9-1-1 Emergency Program								
Fund: 218			FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
					Adopted	Amended	Projected	
Fund	218 9-1-1 Emergency Program							
Dept	2206 9-1-1 Emergency Program							
Activity	421 Police Protection							
Supplies & Materials								
	Office Supplies & Equip		2,115	3,860	15,700	15,700	15,700	13,500
	4,500 Misc. Office/Cleaning Supplies							
	500 Copy Paper							
	4,500 Furniture - Dispatch Center							
	4,000 Dispatch Chair - Replacements (2)							
	13,500							
	Clothing Allowance		-	-	750	750	750	750
	750 Uniform Equipment for Dispatchers							
	750							
	Small Tools & Equip-Misc		2,366	8,634	14,000	14,000	14,000	14,000
	2,000 Misc. Tools/Equipment for Server Room							
	2,000 MT Helena Generator Costs							
	5,000 Replacement Headsets/Parts							
	5,000 Exterior Surveillance Cameras - 911 Center							
	14,000							
	Computr Equip/Sftwr/Spply		8,952	4,450	10,800	10,800	10,800	8,300
	1,000 Printer Cartridges							
	2,000 Various Software Bundles							
	1,500 Replacement of Mice/Keyboards							
	2,000 Replacement Blackbox (Multi-Monitor KM Switches)							
	300 Smart 911							
	1,500 Server Room Equipment							
	8,300							
	Total	Supplies & Materials	13,433	16,945	41,250	41,250	41,250	36,550
Purchased Services								
	IT&S Computer Maint/Spprt		32,675	33,243	35,259	35,259	35,259	35,833
	IT&S Telephone Service		2,370	2,370	2,370	2,370	2,370	2,844
	IT&S Special Projects		1,657	-	-	-	-	-
	Postage		-	50	400	400	400	400
	Printing & Duplicating		-	-	6,000	6,000	6,000	3,000
	1,000 Dispatch Advertising							
	2,000 Various Printing & Duplicating							
	3,000							
	Dues, Subscriptn, License		1,649	2,164	3,650	3,650	3,650	3,750
	2,500 APCO Memberships							
	50 LGIT - Local Gov Info Membership (O'Connell)							
	800 NENA Memberships							
	400 Active 911							
	3,750							
	Public Relations		685	2,423	3,000	3,000	3,000	3,000
	Electric Utility		11,210	11,270	10,000	10,000	10,000	10,000
	Long Dist Telephone Chrgs		84,559	70,134	85,000	85,000	85,000	70,000
	70,000 911 Center Phone Services/Mass Notification System							
	Natural Gas Utility		627	639	800	800	800	800
	Teletype		14,000	9,004	15,000	15,000	15,000	21,500
	3,500 CJIN Terminal Fees (6 positions)							
	18,000 CJIN Usage Fees							
	21,500							
	R&M-Comptr/Telecomm Equip		4,155	-	3,500	3,500	3,500	3,500
	3,500 Misc. Small Equipment Repairs							
	3,500							
	911 Systm Repairs & Maint		-	-	1,500	1,500	1,500	1,500
	Meal Reimb-Taxable		-	-	-	-	-	-
	Travel & Meeting Expense		-	-	400	400	400	400

9-1-1 Emergency Program

Fund: 218

Fund: 218		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Dispatcher Training		12,920	13,794	18,000	18,000	18,000	23,000
19,000	Dispatcher Training						
4,000	National Conferences Training						
23,000							
Other Contracted Services		148,199	155,840	142,800	142,800	142,800	99,896
4,000	Lighting Upgrade (LED to Dimmable)						
500	Schedule Anywhere Software Maintenance						
300	Records Destruction/Shredding						
1,168	Northstar CAD (Billed on 3 lines of invoice - Logisys)						
511	Paging Interface (Logisys)						
300	RAIDSONLINE XML Interface (Logisys)						
550	CAD Status Display Plus Upgrade (Logisys)						
62	Third Party System/Software/Ad-Ons/Xserver (Logisys)						
122	Additional Third-Party System Software						
2,468	CAD to CAD - Remote Dispatch License Maintenance (Logisys)						
1,281	Northstar CAD (Billed on 3 lines of invoice - Logisys)						
640	Part-time/Overflow CAD Seat Licenses (Logisys)						
735	CAD Map (Logisys)						
2,630	Automatic Vehicle Location Interface (Logisys)						
270	ESRI ArcGIS Runtime License (6) (Logisys)						
562	ESRI ArcGIS Server Basic 9.2 (Logisys)						
10,066	Logisys FirstCall CAD System						
10,723	Logisys DataTrak Records Management						
247	Third Party NT Server Software Add-Ons (Logisys)						
1,490	DB2 5.0 NT Runtime (Logisys)						
183	MapTrak for Mobile/Admin & Restricted User Functionality (Logisys)						
43	ESRI ArcGIS License (Logisys)						
7,888	MobileTrak Mobile Data System (Logisys)						
760	WebMap for Dispatch (Logisys)						
597	RMS Interface to Karpel Case Management System (Logisys)						
17,000	Motorola Radio Consoles - Maintenance/Software						
11,000	Radio IP Software						
800	Guardian Tracking Licensing - Yearly Maintenance						
1,500	Agency360 FTO/CTO - Yearly Maintenance						
5,000	Communication Center Specialist (Cleaning Service)						
6,000	Wire Management Service (Console Cleaning)						
2,500	Equature Training						
2,000	Police Legal Sciences Training						
6,000	APCO CPE Course						
99,896							
Total	Purchased Services	314,707	300,931	327,679	327,679	327,679	279,423

9-1-1 Emergency Program									
Fund: 218		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget		
				Adopted	Amended	Projected			
Fixed Charges									
Rent of Bldgs & Offices		-	-	-	-	-	-		
Disp. Center & Radio Room (airport) + LEF									
Total	Fixed Charges	-	-	-	-	-	-		
Internal Charges									
Property Insurance		988	1,353	1,514	1,514	1,514	1,842		
Total	Internal Charges	988	1,353	1,514	1,514	1,514	1,842		
Capital Outlay									
Equipment		-	414,337	98,495	919,158	919,158	391,000		
190,000	Phone Refresh								
165,000	Desks (6)								
36,000	Handheld Radios (Backup) (4)								
391,000									
Total	Capital Outlay	-	414,337	98,495	919,158	919,158	391,000		
Total	9-1-1 Emergency Program	329,127	733,566	468,938	1,289,601	1,289,601	708,815		

Support Services Division

Fund: 219

Fund: 219			FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
					Adopted	Amended	Projected	
Revenues								
	License & Permits		9,770	9,030	8,000	8,000	8,000	8,500
	Intergovernmental Revenues		1,594,106	1,653,098	1,752,164	1,752,164	1,752,639	1,830,349
	Charges For Services		4,838	4,693	4,000	4,000	7,000	6,500
	Investment Earnings		2,203	23,577	10,000	10,000	27,787	20,000
	Other Operating Revenues		1,610,917	1,690,746	1,832,359	1,832,359	1,853,621	1,865,349
	Interfund Transfers In		9,216	3,697	2,048	2,048	2,048	2,321
	Internal Transactions		9,216	3,697	2,048	2,048	2,048	2,321
Total Revenues			1,620,133	1,694,443	1,834,407	1,834,407	1,855,669	1,867,670
Expenditures								
	Personnel Services		1,353,018	1,683,809	1,765,030	1,765,030	1,765,030	1,928,226
	Supplies & Materials		14,435	5,341	20,100	20,100	20,100	15,050
	Purchased Services		75,138	87,293	92,625	92,625	92,625	78,421
	Intra-City Charges		-	-	2,400	2,400	2,400	1,440
	Fixed Charges		30,262	34,499	35,748	35,748	35,748	32,005
	Maintenance & Operating		119,834	127,133	150,873	150,873	150,873	126,916
	Internal Charges		29,100	35,581	34,600	34,600	34,600	42,010
	Transfers Out		-	-	-	-	-	-
	Internal Transactions		29,100	35,581	34,600	34,600	34,600	42,010
Total Expenditures			1,501,952	1,846,523	1,950,503	1,950,503	1,950,503	2,097,152
Revenues Over (Under) Expenditures			118,181	(152,081)	(116,096)	(116,096)	(94,834)	(229,482)
Beginning Cash Balance - July 1			804,957	923,138	771,039	771,039	771,039	676,205
Other Cash Sources / (Uses)			-	(18)	-	-	-	-
Ending Cash Balance - June 30			923,138	771,039	654,943	654,943	676,205	446,723

Support Services Division

Fund: 219

Fund: 219		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Revenues							
License & Permits							
	Alarm Appl & Monitor Fees	1,050	850	1,000	1,000	1,000	1,500
	False Alarm Fees	8,720	8,180	7,000	7,000	7,000	7,000
Total	License & Permits	9,770	9,030	8,000	8,000	8,000	8,500
Intergovernmental Revenues							
	County Contributions	1,591,106	1,648,348	1,747,414	1,747,414	1,747,414	1,825,349
	1,825,349 Public Safety Mill Levy Records Supervisor						
	Misc Intergovnmntl Rev Services to BLM	3,000	4,750	4,750	4,750	5,225	5,000
Total	Intergovernmental Revenues	1,594,106	1,653,098	1,752,164	1,752,164	1,752,639	1,830,349
Charges For Services							
	Accident Reports	3,903	4,063	3,000	3,000	6,000	6,000
	Sex/Violent Offenders Reg	935	630	1,000	1,000	1,000	500
Total	Charges For Services	4,838	4,693	4,000	4,000	7,000	6,500
Investment Earnings							
	Interest Earnings	2,203	23,577	10,000	10,000	27,787	20,000
Total	Interest Earnings	2,203	23,577	10,000	10,000	27,787	20,000
Other Financing Sources / (Uses)							
	Other Revenues	-	347	58,195	58,195	58,195	-
	58,195 RMS/CAD Consulting Fees (Carry-Over)						
	58,195						
Total	Other Financing Sources / (Uses)	-	347	58,195	58,195	58,195	-
SUBTOTAL - OPERATING REVENUE							
		1,610,917	1,690,746	1,832,359	1,832,359	1,853,621	1,865,349
	T/in - 645 Insurance & Safety	9,216	3,697	2,048	2,048	2,048	2,321
Total	Interfund Transfers In	9,216	3,697	2,048	2,048	2,048	2,321
TOTAL REVENUE							
		1,620,133	1,694,443	1,834,407	1,834,407	1,855,669	1,867,670
Other Sources / (Uses) - Non-Budgeted							
	Change in False Alarm Receivable Account (A/R)	-	(18)	-	-	-	-
Total	Other Sources / (Uses) - Non-Budgeted	-	(18)	-	-	-	-

Support Services Division

Fund: 219

		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Fund	219 Support Services Division						
Dept	2202 Records & Dispatch						
Activity	421 Police Protection						
Personnel Services							
Salaries & Wages		910,333	1,146,734	1,217,808	1,217,808	1,217,808	1,355,817
Overtime - Misc		67,001	102,953	33,450	33,450	33,450	36,814
F.I.C.A. (Soc. Sec.)		59,064	75,801	74,616	74,616	74,616	86,354
P.E.R.S. Retirement		84,525	112,090	107,945	107,945	107,945	127,716
Health & Vision Insurance		200,210	210,687	291,294	291,294	291,294	277,811
Workers Comp. Ins.		5,112	3,552	6,760	6,760	6,760	7,923
Unemployment Ins.		3,446	4,374	3,744	3,744	3,744	3,633
Police Retirement		-	-	-	-	-	-
Dental Insurance		9,513	9,891	11,952	11,952	11,952	11,952
F.I.C.A. Medicare		13,814	17,728	17,461	17,461	17,461	20,206
Vacancy Adjustment							
Total	Personnel Services	1,353,018	1,683,809	1,765,030	1,765,030	1,765,030	1,928,226
Supplies & Materials							
Office Supplies & Equip		3,890	2,442	6,400	6,400	6,400	4,000
200 Notary Supplies							
1,700 Copy Paper							
2,100 Office Supplies							
<u>4,000</u>							
Clothing Allowance		582	513	1,000	1,000	1,000	750
Tires/Tubes-Outside Vendr		-	-	600	600	600	600
Computr Equip/Sftwr/Spplly		9,963	2,386	12,100	12,100	12,100	9,700
2,000 Color/Black Printer Cartridges							
2,000 Various Software for Maintenance							
2,000 Fobs (Replacements)							
700 Team Viewer							
1,500 Server Room Equipment							
1,500 SVOR Camera System							
<u>9,700</u>							
Total	Supplies & Materials	14,435	5,341	20,100	20,100	20,100	15,050
Purchased Services							
IT&S Computer Maint/Spprt		28,614	30,105	34,594	34,594	34,594	33,413
IT&S Telephone Service		5,688	4,938	7,110	7,110	7,110	5,214
IT&S Special Projects		1,849	-	-	-	-	-
City-Co Bldg Postage Adm		280	301	171	171	171	171
Postage		272	186	500	500	500	300
Cellular Services		2,416	3,158	3,500	3,500	3,500	3,500
Printing & Duplicating		82	-	500	500	500	500
Advertising		-	72	500	500	500	500
Teletype		5,464	5,900	6,000	6,000	6,000	7,000
Professional Services-Misc		1,096	546	1,100	1,100	1,100	750
Equipment Repairs		-	-	400	400	400	400
Repairs/Services-Misc		-	-	400	400	400	400
Meal Reimb-Taxable		41	57	150	150	150	150
Required Training		1,982	698	3,500	3,500	3,500	2,000
Other Contracted Services		27,355	41,333	34,200	34,200	34,200	24,123
400 Schedule Anywhere Software Maintenance							
100 Landfill Charges (Records)							
750 Records Destruction/Shredding							
10,723 Logisys DataTrak Records Management							
250 Guardian Tracking Yearly Maint (Split SSD/911/Patrol)							
6,000 M-Files (T.O.C. The Office Center) Software							
3,400 SSD Copier Annual Lease							
900 SSD Copier Annual Costs							
400 Generator Alarm Monitoring							
1,200 Drug Information Systems (Random Drug Tests)							
<u>24,123</u>							
Total	Purchased Services	75,138	87,293	92,625	92,625	92,625	78,421

Support Services Division							
Fund: 219		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Intra-City Charges							
	Shop Gas & Fuel Charges	-	-	800	800	800	640
	Shop Vehicle Repairs	-	-	500	500	500	400
	Shop Tires & Tire Repairs	-	-	600	600	600	-
	Shop Vehicle Parts	-	-	500	500	500	400
Total	Intra-City Charges	-	-	2,400	2,400	2,400	1,440
Fixed Charges							
	Rent of Bldgs & Offices	30,134	34,181	35,548	35,548	35,548	31,405
	Credit Card Fees	128	318	200	200	200	600
Total	Fixed Charges	30,262	34,499	35,748	35,748	35,748	32,005
Internal Charges							
	Vehicle & Equip Insurance	200	-	-	-	-	-
	Liability Insurance	28,724	35,413	34,424	34,424	34,424	41,834
	Fidelity Insurance	176	168	176	176	176	176
Total	Internal Charges	29,100	35,581	34,600	34,600	34,600	42,010
Total	Records & Dispatch	1,501,952	1,846,523	1,950,503	1,950,503	1,950,503	2,097,152

Fiscal Year 2025 Budget Discussion

Community Development



Prepared by

Kim Mack – Chief Building Official

Chris Brink – Director

Planning
100-1401

Building
503

CDBG/HOME
226

AHTF
229



Planning

Fund – 100-1401

No Planned Operational Considerations/Changes for FY 25

No Planned FTE Additions for FY 25

No Expected or Planned Capital Outlays for FY 25

Proposed fee increases for FY25 (and FY26, FY27)



Planning

Fund – 100-1401

Fiscal Year 2024 Recap

Dedicated Revenue

- Adopted \$13,000
- Projected \$7,300

Expenditures*

- Adopted - \$1,018,601
- Projected - \$986,779

Fiscal Year 2025

Dedicated Revenue**

- \$42,675

Expenditures

- \$1,038,6934

Revenue Considerations

- Fee Increases
- Adding Commercial Site Review Fees
- Permits (BOA)
- Charges for Services (subdivision and zoning actions)

Notable FY25 Expenditures

- Other Department Support (\$60,000 to HTC)
- Land Use Plan (\$110,000 to fill \$250,000 total project funding gap)
- Staff certifications and continuing education

- *FY24 Adopted vs. Projected Expenses Difference: vacancies at beginning of FY
- **Based on proposed fee increases/new fees



Planning

Fund – 100-1401

Revenue Considerations – Fee Increases

- Last planning fee changes were in 1997
- Current fees have not kept up with increases in true cost of services
 - Public Notices (Legal Advertisements, mail costs, site notices/signs)
 - Personnel (salaries and time to review cases)

Fee Increase Proposal

- Capture ½ of “recovery cost” or costs associated with processing each land use application type
- For next 3 FY’s, propose fee increases totaling 1/3 of the planned total fee increase (to reach 1/2 recovery cost)
- Fee increases coincide with MLUPA (SB 382) implementation

Examples

- Zone Change – Current Fee is \$410 per application
- Recovery Costs - \$2,875.02
- Proposed final fee in year 3 (FY27) – \$1,450.00, for an increase of \$1,040.00



Fee Name	Current Fee (if increasing)	Year 1 (FY25)	Year 2 (FY26)	Final (FY27)	Total Fee Increase	% Increase	Recovery Cost
* Major Subdivision Preliminary Plat Base	\$ 400.00	\$ 475.00	\$ 550.00	\$ 625.00	\$ 225.00	56%	\$ 4,239.68
+ per lot	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	0%	
Minor Subdivision Preliminary Plat	\$ 400.00	\$ 475.00	\$ 550.00	\$ 625.00	\$ 225.00	56%	\$ 1,265.51
Minor Subdivision Final Plat	\$ 100.00	\$ 375.00	\$ 650.00	\$ 925.00	\$ 825.00	825%	\$ 1,833.20
Major Subdivision Final Plat	\$ 375.00	\$ 725.00	\$ 1,050.00	\$ 1,400.00	\$ 1,025.00	273%	\$ 2,774.80
Annexation	\$ 300.00	\$ 650.00	\$ 1,000.00	\$ 1,350.00	\$ 1,050.00	350%	\$ 2,718.22
Annexation with Pre-Zone	\$ 560.00	\$ 1,025.00	\$ 1,475.00	\$ 1,925.00	\$ 1,365.00	244%	\$ 3,836.62
Pre-Zone/Zone Change	\$ 410.00	\$ 750.00	\$ 1,100.00	\$ 1,450.00	\$ 1,040.00	254%	\$ 2,875.02
Conditional Use Permit	\$ 435.00	\$ 825.00	\$ 1,200.00	\$ 1,575.00	\$ 1,140.00	262%	\$ 3,139.02
Conditional Use Permit Amendment	\$ 435.00	\$ 650.00	\$ 875.00	\$ 1,100.00	\$ 665.00	153%	\$ 2,185.62
Conditional Use Permit Extension	\$ 310.00	\$ 550.00	\$ 800.00	\$ 1,050.00	\$ 740.00	239%	\$ 2,063.82
Board of Adjustment Variance	\$ 125.00	\$ 500.00	\$ 850.00	\$ 1,225.00	\$ 1,100.00	880%	\$ 2,422.82
Zoning Ordinance Amendment	\$ 350.00	\$ 550.00	\$ 750.00	\$ 950.00	\$ 600.00	171%	\$ 1,907.80
Minor Growth Policy Amendment	\$ 200.00	\$ 575.00	\$ 975.00	\$ 1,350.00	\$ 1,150.00	575%	\$ 2,679.40
Phase Commencement Review	\$ -	\$ 375.00	\$ 750.00	\$ 1,125.00	\$ 1,125.00	N/A	\$ 2,235.37
Preliminary Plat Amendments	\$ -	\$ 400.00	\$ 800.00	\$ 1,200.00	\$ 1,200.00	N/A	\$ 2,392.17
Preliminary Plat Extension	\$ -	\$ 375.00	\$ 775.00	\$ 1,150.00	\$ 1,150.00	N/A	\$ 2,297.17
Subdivision Variance (each)	\$ -	\$ 275.00	\$ 550.00	\$ 825.00	\$ 825.00	N/A	\$ 1,658.30
**Amended Plat COS	\$ -	\$ 125.00	\$ 275.00	\$ 400.00	\$ 400.00	N/A	\$ 1,721.40
Expedited Subdivision Review	\$ -	\$ 350.00	\$ 725.00	\$ 1,075.00	\$ 1,075.00	N/A	\$ 2,151.80
Administrative Minor Subdivision	\$ -	\$ 375.00	\$ 775.00	\$ 1,150.00	\$ 1,150.00	N/A	\$ 2,301.02
***Commercial Site Review (Max Fee)	\$ -	\$ 750.00	\$ -	\$ -	\$ 750.00	N/A	\$ 1,486.00
Existing							
New							
* Fee recovery, fee analysis, and proposed increases are based on a 100 lot subdivision review							
** \$400 maximum per 76-3-201 and 76-3-207 MCA							
*** \$250 minimum, plus \$10 per 1,000 square feet of gross floor area over 1,000 square feet with a cap/maximum of \$750.							

Fee Comparisons

Fee Name	Helena Proposed	Lewis & Clark County	Billings	Bozeman	Great Falls	Kalispel	Missoula	Whitefish
* Major Subdivision Preliminary Plat Base	\$625.00	\$800	\$7544 (max)	\$4634+	\$4,000	\$2,000	\$7439 to \$12402.70+	\$3,045
+ per lot	\$15.00	\$25/unit \$50/non-residential unit	Unknown	\$40/lot to \$90/lot	\$100 per lot	\$250/lot or subplot	\$79 to \$239.16	\$200/lot
Minor Subdivision Preliminary Plat	\$625.00	\$850 (max)	\$2,941	\$2,912	\$3,000	\$2050 (max)	\$7,483	\$2065 (max)
Minor Subdivision Final Plat	\$925.00	\$550 (max)	\$1,959	\$2,578	\$2,000	\$2050 (max)	\$1,475	\$2065 (max)
Major Subdivision Final Plat	\$1,400.00	\$400	\$3513 (max)	\$4,301	\$2,000	\$1,600	\$2,576	\$2,574
+ per lot	N/A	\$25/unit \$50/non-residential unit	Unknown	\$45 per lot	\$50 per lot	\$250/lot or subplot	Unknown	\$200/lot
Annexation	\$1,350.00	Unknown	\$1,438	\$2,513	\$3,000	\$500 + \$40/acre	\$3091 to \$4694	Unknown
Annexation with Pre-Zone	\$1,925.00	Unknown	Unknown	\$2,912	N/A	Unknown	Unknown	Unknown
Pre-Zone/Zone Change	\$1,450.00	\$500	\$1,559	\$2,399	\$4,000	\$1100+	\$4785 to \$7376	\$2385+
Conditional Use Permit	\$1,575.00	\$250	Unknown	Unknown	\$3,000	\$500 to \$800+	\$2,753	\$435 to \$1065
Conditional Use Permit Amendment	\$1,100.00	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
Conditional Use Permit Extension	\$1,050.00	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
Board of Adjustment Variance	\$1,225.00	\$1050 (max)	\$876 (max)	\$2,671	\$2,500	\$800 (max)	\$2063 (max)	\$2055 (max)
Zoning Ordinance Amendment	\$950.00	\$500	Unknown	\$2,644	Unknown	\$800	Unknown	\$1,980
Minor Growth Policy Amendment	\$1,350.00	Unknown	Unknown	\$4,634	Unknown	\$4400+	\$1374 to \$12326	\$3375 to \$6015+
Phase Commencement Review	\$1,125.00	Unknown	Unknown	Unknown	Unknown	Unknown	\$2,175	\$1,065
Preliminary Plat Amendments	\$1,200.00	Unknown	Unknown	\$330	Unknown	\$800+	Unknown	75% of fee calculated above
Preliminary Plat Extension	\$1,150.00	\$200		\$412	Unknown	Unknown	\$1,488	Unknown
Subdivision Variance (each)	\$825.00	\$150	Unknown	Unknown	Unknown	\$200	\$949	\$396
Amended Plat COS	\$400.00	\$300	\$200	Unknown	\$400	\$200	\$400	Unknown
Expedited Subdivision Review	\$1,075.00	Unknown	\$1,955	Unknown	Unknown	Unknown	Unknown	\$1,875 + \$200/lot
Administrative Minor Subdivision	\$1,150.00	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	\$815
**Commercial Site Review (Max Fee)	\$0.00	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
Existing								
New								





CDBG/HOME

FY25 Revenue:

\$580,000

FY25 Expenditures:

\$580,000

Est. Beg. Cash

\$5,200

Est. Ending Cash

\$5,200

Revenue Considerations

- Old Salt CDBG-ED- Provide working capital loan for Old Salt's meat processing facility. Repayment of the loan will be converted into an RLF. This ED grant will be administered by MBAC
 - *\$525,000*
- MCR Housing Planning Grant – Montana Community Reinvestment (HB 819) planning funds for addressing housing needs and planning and zoning reforms to increase housing supply. Grant proceeds will be used to help fund the housing element of our Land Use Plan
 - *\$30,000*
- Other Grant/Project Support – ArtSpace/MBAC CDBG-PL
 - *\$25,000*



Affordable Housing Trust Fund

FY25 Revenue
\$125,000

Expenditures
\$???

Est. Beg. Cash
\$909,846

Est. Ending Cash
\$934,847

Revenue Considerations

- City Commission Fiscal Year minimum Allocation - \$100,000
- Investment Earnings - \$25,000

Notable Expenditures

- To be determined



Planning

FY24 Accomplishments

- Management and Administration of \$1,407,687 of Grant Funds
 - *Helena Foodshare, YWCA, RMDC PAR, Mainstreet ArtSpace*
- Selection of LUP Consultant and Plan Kick-Off
- Successful implementation of a new Permitting/Planning/Licensing Software (EPL) and its Civic Access Online Portal Component
- Initial implementation steps of SB 382 (Montana Land Use Planning Act)
 - *Public Participation Plan*
 - *Planning Commission*
- Implementation of new GIS data and reporting tools
- Purchase and roll out of new Public Notice Signs
- Review and processing of approximately 102 Land Use Cases and Building Site Plans
- Annexation of Mt Helena Park Properties
- Revisions and amendments to the Sign Code



NOTICE OF PUBLIC HEARING

CONDITIONAL USE

Case # _____

City Zoning Commission

Date of Hearing: _____

Time: 6:00pm

City Commission

Date of Hearing: _____

Time: 6:00pm

Location of Hearings
City-County Building
316 N. Park Avenue
Helena, MT

For Additional Information Call:

City Planning
406-447-8490
www.helenamt.gov



Planning

FY25 Goals

- Continued Implementation of the Public Participation Plan
- Drafting and Adoption of the City of Helena Land Use Plan
- Continued collaboration with other City and County Department planning efforts
 - *Joint City/County Infrastructure*
 - *County Growth Policy Update*
- Continue review of the Zoning Ordinance and Subdivision Regulations
 - *Review of "T" (transition) Districts for potential elimination and/or updating to underlying zoning use by right*
 - *Processes*





Building

Fund - 503

FY24 Recap:

Revenue

- Adopted - \$1,519,628
- Projected - \$1,605,046

Expenditures

- Adopted - \$1,474,791
- Projected - \$1,474,791

Est. Beg. Cash

\$1,950,703

Est. Ending Cash-Projected

\$2,080,958

FY25 Proposed:

Revenue

\$1,484,823

Expenditures

\$1,485,622

Est. Beg. Cash

\$2,080,958

Est. Ending Cash

\$2,079,933

Building

Fund - 503

Fiscal Year 2025 Projected

Revenue Considerations

- Although the cost of construction is still increasing, we anticipate the amount of building will slow slightly and will not see much change in permit revenues for the coming year.
- Square foot building valuation data table used to calculate construction project values has gone down by less than 1% on average depending on the building use and type of construction. Some exception to note:
 - Business/Office use is up 11%.
 - High Hazard and Institutional Jail/Prison use is up 12-15%, but we do not anticipate having any of these types of project.
 - Assembly use is down 5-6% and all other uses are down 1-2%.
- Interest Earnings – shows a substantial increase in interest earnings from FY24 estimate of \$30,000 to the estimated \$75,000 for FY25.



Building

Fund - 503

Fiscal Year 2025 Projected

Notable Expenditures

- Overall increase of expenditures up slightly at 0.7%
- Affordable Housing Fee Waiver may be used for the Twin Creeks Apartment Complex. Approximate waiver of \$80,000 is budgeted.
- Personnel increases of approximately 2%, including:
 - Adding a Senior Inspector position, but not adding a new FTE.
 - Includes step increases and proposed COLA
- Computer Equipment/Software & Supplies will see an increase for additional equipment required for new Tyler Technologies permitting and inspection system.
- Configuration and testing of Tyler Technologies Permitting software. Depending on the Go-Live date, we have also budgeted for our current Trakit System.
- Internal charges have decreased approximately 15%.



Building

Fund - 503

Fiscal Year 2025 Projected

Capital Outlay

- Capital Outlay projected in FY25 for a new Copier/Scanner.

Affordable Housing Fee Waivers

- Affordable Housing Fee Waiver may be used for the Twin Creeks Apartment Complex. Approximate fee waiver of \$80,000 has been budgeted.
- We will evaluate our revenues at that time and if necessary, possibly utilize our Building Division Reserve Funds.



Questions?



Community Development											
Fund: 014		FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
								FY 2024			
								Adopted	Amended	Projected	
Dedicated Revenues											
Taxes		-	-	-	-	15,000	-	-	-	-	
Taxes & Assessments		-	-	-	-	15,000	-	-	-	-	
License & Permits		1,000	1,000	1,500	1,875	1,025	2,250	2,000	2,000	5,000	
Charges For Services		2,615	3,930	1,681	8,925	5,215	11,325	11,000	11,000	37,675	
Other Operating Revenues		9,615	13,930	3,181	10,800	6,240	13,575	13,000	13,000	42,675	
Total Dedicated Revenue		9,615	13,930	3,181	10,800	21,240	13,575	13,000	13,000	42,675	
Expenditures											
Personnel Services		396,890	390,931	415,491	464,565	501,642	493,058	673,283	673,283	716,040	
Supplies & Materials		10,270	30,308	17,965	13,001	12,381	16,186	19,883	19,883	21,550	
Purchased Services		55,848	108,398	148,066	102,127	143,788	105,129	211,269	211,269	185,582	
Intra-City Charges		3,150	3,150	3,342	3,342	3,576	3,649	3,576	3,576	3,599	
Fixed Charges		51,858	52,047	52,110	53,466	54,358	55,112	96,598	96,598	98,860	
Maintenance & Operating		121,126	193,903	221,483	171,937	214,103	180,075	331,326	331,326	309,591	
Internal Charges		9,072	8,922	8,804	9,401	10,871	12,450	13,992	13,992	13,303	
Transfers Out		-	-	-	-	-	-	-	-	-	
Internal Transactions		9,072	8,922	8,804	9,401	10,871	12,450	13,992	13,992	13,303	
Total Expenditures		527,088	593,756	645,778	645,903	726,616	685,583	1,018,601	1,018,601	1,038,934	
Expenditures by Division											
1002	410 Support/Assistance Paymts (Hist. Preserv. Office)	20,000	20,000	20,000	20,000	20,000	20,000	60,000	60,000	62,262	
1601	418 Community Development	507,088	573,756	625,778	625,903	706,616	665,583	958,601	958,601	976,672	
Total Expenditures		527,088	593,756	645,778	645,903	726,616	685,583	1,018,601	1,018,601	1,038,934	
DEDICATED REVENUES											
T/in - CDBG / HOME Fund						15,000					
Total		T/in - CDBG / HOME Fund		-	-	-	-	-	-	-	
License & Permits											
Board of Adjustments		1,000	1,000	1,500	1,875	1,025	2,250	2,000	2,000	5,000	
Total		License & Permits		1,000	1,000	1,500	1,875	1,025	2,250	2,000	5,000
Charges For Services											
Subdivisions		750	1,045	375	4,370	1,000	6,860	6,500	6,500	1,000	22,200
Zoning Actions		1,865	2,885	1,306	4,555	4,215	4,465	4,500	4,500	4,000	15,475
Total		Charges For Services		2,615	3,930	1,681	8,925	5,215	11,325	11,000	37,675
SUBTOTAL - OPERATING REVENUE		9,615	13,930	3,181	10,800	21,240	13,575	13,000	13,000	7,300	42,675
TOTAL DEDICATED REVENUES		9,615	13,930	3,181	10,800	21,240	13,575	13,000	13,000	7,300	42,675
Fund	014 Community Development										
Dept	1002 Support/Assistance Paymts										
Activity	410 General Government										
Fixed Charges											
Grants, Subsidies, Awards-Misc											
MBAC Business Loans		-	-	-	-	-	-	-	-	-	
Historic Preservation Program-City contribution		20,000	20,000	20,000	20,000	20,000	20,000	60,000	60,000	40,000	62,262
Total		Fixed Charges		20,000	20,000	20,000	20,000	60,000	60,000	40,000	62,262
Total		Support/Assistance Paymts		20,000	20,000	20,000	20,000	60,000	60,000	40,000	62,262
Fund	014 Community Development										
Dept	1601 Community Development										
Activity	418 Community Development										
Personnel Services											
Salaries & Wages		300,558	296,702	309,350	342,396	368,763	345,477	487,072	487,072	466,646	508,993
Overtime - Misc			54	-		17	-	-	-	-	-
F.I.C.A. (Soc. Sec.)		17,923	17,919	18,985	20,309	21,400	20,089	30,203	30,203	27,580	31,561
P.E.R.S. Retirement		25,457	25,112	26,821	29,457	31,233	30,855	43,694	43,694	42,525	46,679
Health & Vision Insurance		43,359	41,463	50,615	61,689	68,412	85,984	121,243	121,243	115,430	112,958
Workers Comp. Ins.		2,085	2,018	1,983	2,240	2,416	1,985	2,829	2,829	2,706	3,055
Unemployment Ins.		1,052	1,327	774	873	1,291	1,204	1,514	1,514	1,167	1,327
Dental Insurance		2,264	2,145	2,523	2,853	3,105	2,766	4,082	4,082	3,932	4,082
F.I.C.A. Medicare		4,192	4,191	4,440	4,750	5,005	4,698	7,066	7,066	6,450	7,385
Vacancy Adjustment								(24,420)	(24,420)		
Total		Personnel Services		396,890	390,931	415,491	464,565	501,642	493,058	673,283	716,040

Community Development

Fund: 014

Fund: 014		FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
								Adopted	Amended	Projected	
Supplies & Materials											
Paper & Forms		170	40	-	-	139	161	525	525	250	525
Office Supplies & Equip		902	1,207	1,208	885	1,920	1,383	1,800	1,800	1,800	1,800
Computr Equip/Sftwr/Sppl		7,213	29,061	14,973	11,516	9,104	10,455	14,058	14,058	14,058	15,725
2,400	My Helena App- Citizens Engagement										
1,500	Arcview Floating Licenses- x 4 Planners										
180	Adobe Pro DC \$15 p/mo x 12										
10,447	Trakit Licenses & Maintenance										
283	Kiosk License										
380	2nd Monitor (plan review/GIS) Planner I										
	AreGIS-Urban-Suite										
535	COGNOS										
-	Tyler Tech - EPL License/Maintenance										
-	Tyler Tech - EPL Misc Fees										
15,725											
Furniture & Fixtures-Misc		1,985	-	1,783	600	1,218	4,186	3,500	3,500	3,500	3,500
Total	Supplies & Materials	10,270	30,308	17,965	13,001	12,381	16,186	19,883	19,883	19,608	21,550
Purchased Services											
IT&S Computer Maint/Sprrt		20,475	15,219	15,087	15,826	18,765	20,901	21,578	21,578	21,578	20,991
IT&S Telephone Service		2,742	2,731	2,736	2,844	3,318	3,318	3,318	3,318	3,318	3,081
City-Co Bldg Postage Adm		262	144	206	466	510	274	291	291	291	291
Postage		1,080	1,158	2,144	799	3,572	2,681	3,750	3,750	3,000	3,750
Cellular Services		46	322	287	332	1,468	1,540	1,900	1,900	1,500	1,900
Printing & Duplicating		553	2,077	2,003	567	1,217	656	4,200	4,200	1,000	2,100
Professional Dues		1,251	1,683	2,119	1,448	1,740	3,206	3,856	3,856	3,856	4,295
549	APA - C. Brink										
446	APA - E. Ray										
319	APA - M. Alvarez										
100	APA - S. Shirley										
100	APA - K. Holland										
191	AICP - C. Brink										
160	AICP - E. Ray										
450	MAP - 5 Planners (@ \$75/each)										
550	AIA - K. Holland										
20	MAGIP - S. Shirley										
1,100	MT Housing Coalition										
50	Assoc. MT Floodplain Managers										
110	National Housing Council										
150	Grounded Solutions - Housing Coordinator										
4,295											
Dues, Subscriptn, License		-	240	465	72	677	-	710	710	710	1,188
120	Zonong Practice-APA										
708	Mfiles (1 Named User)										
290	A. Sparks - Notary										
70	Helena IR - Digital Subscription										
1,188											
Advertising		2,350	3,523	2,800	1,080	2,685	3,397	10,000	10,000	10,000	10,500
2,250	Public Notice Signs										
8,250	Legal Ads and Display Ads										
10,500											
Meal Reimb-Taxable		-	-	344	-	-	-	350	350	-	350
Travel & Meeting Expense		1,296	2,962	3,791	95	304	2,962	2,500	2,500	2,500	2,500
2,500	Work Sessions, Public Outreach, etc										
Required Training		3,938	300	1,020	635	1,900	625	6,250	6,250	6,250	6,000
2,000	C. Brink - Professional Dev., Planning										
1,500	E. Ray - Misc, ADA, Planning, Professional Dev										
500	M. Alvarez-Misc.,Prof Dev.										
500	S. Shirley -Misc,Zoning,Planning										
500	K. Holland-Misc.,Zoning, Planning										
500	A. Sparks-Misc. Admin Training										
500	A. Pichette - Housing,& National Training										
6,000											
Conferences		959	4,725	3,789	1,555	-	1,367	8,200	8,200	8,200	7,220
275	MLCT - W. Yellowstone (1)										
5,500	MAP (5) - Lewistown										
245	MAGIP Conference (1)										
1,200	MT Housing Partnership Conf (2)										
7,220											
Other Contracted Services		20,791	73,146	111,160	76,408	107,631	64,204	144,366	144,366	144,366	121,416
110,000	Consultant for Planning Services (MLUPA Land Use Plan)										
10,000	Other Studies:Consultant-Housing,ADA,Econ Dev,Housing Needs Assess.										
1,416	Mfiles (2 named Licenses)										
121,416											
Total	Purchased Services	55,848	108,398	148,066	102,127	143,788	105,129	211,269	211,269	206,569	185,582
Intra-City Charges											
Shop Gas & Fuel Charges		-	-	-	-	-	73	-	-	-	23
Copier Revolving Program		3,150	3,150	3,342	3,342	3,576	3,576	3,576	3,576	3,576	3,576
Total	Intra-City Charges	3,150	3,150	3,342	3,342	3,576	3,649	3,576	3,576	3,576	3,599
Fixed Charges											
Rent of Bldgs & Offices		31,785	31,785	31,785	32,965	33,833	34,710	36,098	36,098	36,098	36,098
Credit Card Fees		73	262	325	476	525	402	500	500	500	500
Total	Fixed Charges	31,858	32,047	32,110	33,466	34,358	35,112	36,598	36,598	36,598	36,598
Internal Charges											
Liability Insurance		9,028	8,878	8,756	9,353	10,819	12,398	13,936	13,936	13,936	13,247
Fidelity Insurance		44	44	48	48	52	52	56	56	56	56
Total	Internal Charges	9,072	8,922	8,804	9,401	10,871	12,450	13,992	13,992	13,992	13,303
Total	Community Development	507,088	573,756	625,778	625,903	706,616	665,583	958,601	958,601	946,779	976,672

CDBG/HOME

Fund: 226

		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Revenues							
	Intergovernmental Revenues	33,000	111,033	1,407,437	1,407,437	1,407,437	580,000
	Other Operating Revenues	33,101	113,054	1,407,437	1,407,437	1,407,437	580,000
Total Revenues		33,101	113,054	1,407,437	1,407,437	1,407,437	580,000
Expenditures							
	Fixed Charges	24,000	49,897	1,494,593	1,494,593	1,494,593	580,000
	Maintenance & Operating	24,000	49,897	1,494,593	1,494,593	1,494,593	580,000
Total Expenditures		24,000	49,897	1,494,593	1,494,593	1,494,593	580,000
Revenues Over (Under) Expenditures		9,101	63,156	(87,156)	(87,156)	(87,156)	-
Beginning Cash Balance - July 1		20,099	29,200	92,356	92,356	92,356	5,200
	Other Cash Sources / (Uses)	-	-	-	-	-	-
Ending Cash Balance - June 30		29,200	92,356	5,200	5,200	5,200	5,200
Revenues							
Intergovernmental Revenues							
	Federal Grants - CDBG						
	CD3911 YWCA	-	27,525	607,187	607,187	607,187	-
	TBD Helena Foodshare	-	-	750,000	750,000	750,000	-
	TBD RMDC	-	-	26,250	26,250	26,250	-
	TBD Old Salt - CDBG-ED						525,000
	TBD ArtSpace - CDBG-PL						25,000
proj#	CD1002 CDBG - Center For Mental Health	9,000	-	-	-	-	-
proj#	CD2002 CDBG - Our Redeemers	24,000	-	-	-	-	-
proj#	CD0001 CDBG - Affordable Housing	-	61,736	-	-	-	-
	Federal Grants - HOME	-	21,772	-	-	-	-
proj#	CD9009 HOME Grant - Westmont	-	-	-	-	-	-
proj#	CD3013 HOME Grant - Guardian Apts.	-	-	-	-	-	-
	State Grants - Misc.	-	-	-	-	-	-
proj#	CD3011 Downtown Master Plan	-	-	-	-	-	-
proj#	CD9011 Pioneer Aero-Big Sky Grant	-	-	-	-	-	-
proj#	CD9012 Main Street Program	-	-	24,000	24,000	24,000	-
proj#	TBD Big Sky Care Connect Grant	-	-	-	-	-	-
	TBD MCR Housing Planning Grant						30,000
Total Intergovernmental Revenues		33,000	111,033	1,407,437	1,407,437	1,407,437	580,000
Charges For Services							
Total Charges For Services		-	-	-	-	-	-
Intra-City Revenues							
Total Intra-City Revenues		-	-	-	-	-	-
Fines & Forfeitures							
Total Fines & Forfeitures		-	-	-	-	-	-
Investment Earnings							
	Interest Earnings	101	2,020	-	-	-	-
Total Interest Earnings		101	2,020	-	-	-	-

CDBG/HOME

Fund: 226

Fund: 226			FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
					Adopted	Amended	Projected	
Internal Service Revenues								
	Total	Internal Service Revenues	-	-	-	-	-	-
Other Financing Sources / (Uses)								
	Total	Other Financing Sources / (Uses)	-	-	-	-	-	-
SUBTOTAL - OPERATING REVENUE			33,101	113,054	1,407,437	1,407,437	1,407,437	580,000
TOTAL REVENUE			33,101	113,054	1,407,437	1,407,437	1,407,437	580,000
Fund	226 CDBG/HOME							
Dept	1604 Comm Development Projects							
Activity	471 Community Development							
Personnel Services								
	Total	Personnel Services	-	-	-	-	-	-
Supplies & Materials								
	Office Supplies & Equip							
proj#	CD3010	Serendipity Apts	-	-	-	-	-	-
	Total	Supplies & Materials	-	-	-	-	-	-
Purchased Services								
	Accnting & Auditing Svcs							
proj#	CD4001	Eagles Manor Rehab	-	-	-	-	-	-
	Total	Purchased Services	-	-	-	-	-	-
Non-Operating Expenses								
	Grants, Contribtns, Other / Misc							
proj#	CD3010	Serendipity Apts	-	-	-	-	-	-
proj#	CD3011	Downtown Master Plan	-	-	-	-	-	-
proj#	CD3012	Downtown Zoning	-	-	-	-	-	-
	CD3911	YWCA	-	27,525	607,187	607,187	607,187	-
	TBD	Helena Foodshare	-	-	750,000	750,000	750,000	-
	TBD	Old Salt - CDBG-ED						525,000
	TBD	ArtSpace - CDBG-PL						25,000
	CD3912	RMDC	-	-	26,250	26,250	26,250	-
proj#	CD3013	HOME Grant - Guardian Apts.	-	21,772				-
proj#	CD9012	Main Street Grant	15,000	-	24,000	24,000	24,000	-
proj#	CD1002	CDBG - Center For Mental Health	9,000	-				-
proj#	CD3909	HOME - Mtn Ridge Property Inspection	-	600	-	-	-	-
proj#	TBD	CDBG - Planning Grant	-	-				-
proj#	CD0001	CDBG - Affordable Housing		-	87,156	87,156	87,156	-
proj#	TBD	Big Sky Care Connect Grant	-	-	-	-	-	-
	TBD	MCR Housing Planning Grant						30,000
	Total	Non-Operating Expenses	24,000	49,897	1,494,593	1,494,593	1,494,593	580,000
Total	Comm Development Projects		24,000	49,897	1,494,593	1,494,593	1,494,593	580,000

Affordable Housing Trust						
Fund: 229		FY 2022 Actual	FY 2023 Actual	FY 2024		
				Adopted	Amended	Projected
						Preliminary FY 2025 Budget
Revenues						
Investment Earnings		5,616	76,331	20,000	20,000	115,200
Other Operating Revenues		5,616	76,331	20,000	20,000	115,200
Internal Service Revenues		-	-	-	-	-
Interfund Transfers In		225,000	100,000	100,000	100,000	100,000
Internal Transactions		225,000	100,000	100,000	100,000	100,000
Long-Term Debt		-	200	-	-	-
Total Revenues		230,616	176,531	120,000	120,000	215,200
Expenditures						
Purchased Services		-	-	1,400,000	1,400,000	1,400,000
Maintenance & Operating		-	-	1,400,000	1,400,000	1,400,000
Total Expenditures		-	-	1,400,000	1,400,000	100,000
Revenues Over (Under) Expenditures		230,616	176,531	(1,280,000)	(1,280,000)	(1,184,800)
Beginning Cash Balance - July 1		1,687,500	1,918,116	2,094,647	2,094,647	2,094,647
Ending Cash Balance - June 30		1,918,116	2,094,647	814,647	814,647	909,847
Revenues						
Investment Earnings						
Interest Earnings		5,616	76,331	20,000	20,000	115,200
Total Interest Earnings		5,616	76,331	20,000	20,000	115,200
SUBTOTAL - OPERATING REVENUE		5,616	76,331	20,000	20,000	115,200
Other Revenues						
United Housing Partners			200	-	-	-
Total Other Revenues		-	200	-	-	-
Interfund Transfers In						
T/in - 100 General Fund		225,000	100,000	100,000	100,000	100,000
Total Interfund Transfers In		225,000	100,000	100,000	100,000	100,000
TOTAL REVENUE		230,616	176,531	120,000	120,000	215,200
Fund	229 Affordable Housing Trust					
Dept	1604 Comm Development Projects					
Activity	472 Housing					
Purchased Services						
Twin Peaks Apartments		-		1,400,000	1,400,000	1,400,000
YWCA Emergency Trust Fund Request						100,000
Total Purchased Services		-	-	1,400,000	1,400,000	1,500,000
Total Affordable Housing Projects		-	-	1,400,000	1,400,000	1,500,000

Building
Fund: 503

Fund: 503		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Revenues							
	License & Permits	1,220,108	1,520,192	1,488,312	1,488,312	1,488,312	1,488,312
	Investment Earnings	5,014	68,745	30,000	30,000	115,418	75,000
	Other Financing Sources / (Uses)	-	-	-	-	-	(80,000)
	Other Operating Revenues	1,225,122	1,588,937	1,518,312	1,518,312	1,603,730	1,483,312
	Interfund Transfers In	5,629	2,098	1,316	1,316	1,316	1,316
	Internal Transactions	5,629	2,098	1,316	1,316	1,316	1,316
Total Revenues		1,230,751	1,591,035	1,519,628	1,519,628	1,605,046	1,484,628
Expenditures							
	Personnel Services	865,361	957,576	1,073,106	1,073,106	1,073,106	1,094,771
	Supplies & Materials	21,161	36,399	40,913	40,913	40,913	41,153
	Purchased Services	130,803	122,040	144,018	144,018	144,018	143,823
	Intra-City Charges	4,755	4,651	6,040	6,040	6,040	5,805
	Fixed Charges	79,707	79,086	87,189	87,189	87,189	86,969
	Maintenance & Operating	236,426	242,176	278,160	278,160	278,160	277,750
	Internal Charges	61,016	105,878	123,525	123,525	123,525	104,882
	Transfers Out	-	-	-	-	-	-
	Internal Transactions	61,016	105,878	123,525	123,525	123,525	104,882
	Capital Outlay	-	35,740	-	-	-	8,250
	Debt & Capital	-	35,740	-	-	-	8,250
Total Expenditures		1,162,803	1,341,370	1,474,791	1,474,791	1,474,791	1,485,653
Revenues Over (Under) Expenditures		67,949	249,666	44,837	44,837	130,255	(1,025)
Beginning Cash Balance - July 1		1,633,524	1,701,473	1,950,703	1,950,703	1,950,703	2,080,958
Other Cash Sources / (Uses) - Accrual Entries		-	(435)	-	-	-	-
Ending Cash Balance - June 30		1,701,473	1,950,703	1,995,540	1,995,540	2,080,958	2,079,933
Operating Reserve Target - 15% of Operating Expenses: MCA 50-60-106 g(ii) Reserve Limit		174,420 1,162,803	195,844 1,341,370	221,219 2,949,583	221,219 2,949,583	221,219 2,949,583	221,610 2,971,306
Revenues							
License & Permits							
	Building Permits	622,157	806,705	753,646	753,646	753,646	753,646
	Electrical Permits	111,041	113,941	120,286	120,286	120,286	120,286
	Plumbing Permits	120,817	100,680	147,158	147,158	147,158	147,158
	Plan Check Fees	347,274	479,827	438,719	438,719	438,719	438,719
	Water Well Permits	100	-	100	100	100	100
	Curb Cuts	2,196	2,083	6,000	6,000	6,000	6,000
	Street Opening Permits	7,350	6,075	9,520	9,520	9,520	9,520
	Encroachment Surveys	(2,685)	-	-	-	-	-
	Sewer Taps	11,859	10,881	12,883	12,883	12,883	12,883
	Total License & Permits	1,220,108	1,520,192	1,488,312	1,488,312	1,488,312	1,488,312
Investment Earnings							
	Interest Earnings	5,014	68,745	30,000	30,000	115,418	75,000

Building

Fund: 503

Fund: 503		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget	
				Adopted	Amended	Projected		
	Total	Interest Earnings	5,014	68,745	30,000	30,000	115,418	75,000
Other Financing Sources / (Uses)								
	Other Revenues		-	-				(80,000)
	Various Affordable Housing Fee Waivers-Twin Creeks							
	Total	Other Financing Sources / (Uses)	-	-	-	-	-	(80,000)
Interfund Transfers In								
	T/in - 645 Insurance & Safety		5,629	2,098	1,316	1,316	1,316	1,316
	Total	Interfund Transfers In	5,629	2,098	1,316	1,316	1,316	1,316
TOTAL REVENUE			1,230,751	1,591,035	1,519,628	1,519,628	1,605,046	1,484,628
Fund	503 Building							
Dept	1602 Building							
Activity	425 Protective Inspections							
Personnel Services								
	Salaries & Wages	628,826	690,204	755,490	755,490	755,490	772,189	
	Temporary Salaries	4,936	5,349	17,427	17,427	17,427	17,426	
	Overtime - Misc	82	145	-	-	-	-	
	F.I.C.A. (Soc. Sec.)	37,110	41,516	47,927	47,927	47,927	48,963	
	P.E.R.S. Retirement	54,222	62,270	69,337	69,337	69,337	72,414	
	Health & Vision Insurance	117,540	134,327	156,828	156,828	156,828	156,306	
	Workers Comp. Ins.	6,314	6,047	6,359	6,359	6,359	7,838	
	Unemployment Ins.	2,218	2,429	2,402	2,402	2,402	2,058	
	Dental Insurance	5,434	5,580	6,122	6,122	6,122	6,122	
	F.I.C.A. Medicare	8,679	9,709	11,214	11,214	11,214	11,455	
	Total	Personnel Services	865,361	957,576	1,073,106	1,073,106	1,073,106	1,094,771
Supplies & Materials								
	Paper & Forms	-	603	650	650	650	650	
	Office Supplies & Equip	1,524	1,535	1,500	1,500	1,500	1,500	
	Clothing Allowance	-	-	2,400	2,400	2,400	400	
	Tires/Tubes-Outside Vendr	-	740	880	880	880	880	
	Small Tools & Equip-Misc	718	788	600	600	600	600	
	Computr Equip/Sftwr/Sppl	18,100	32,404	32,483	32,483	32,483	35,723	
	200 Apps Misc (4 x \$50)							
	800 Code Group Apps/Lic. 1 ea. Code (1 yrs)-lpads/lphones							
	700 4 Printer Toner Cartridges @ \$175 ea							
	1,280 Bluebeam Standard License (12-Trakit)							
	770 BlueBeam Standard License (7-Selby's)							
	4,914 BlueBeam Server API for Trakit							
	21,959 Trakit License & Maintenance							
	2,100 M-Files							
	3,000 GIS License							
	35,723							
	Furniture & Fixtures-Misc	818	329	2,400	2,400	2,400	1,400	
	1,000 Office Chairs 2 @ \$500							
	400 Office Equipment							
	1,400							
	Total	Supplies & Materials	21,161	36,399	40,913	40,913	40,913	41,153
Purchased Services								
	IT&S Computer Maint/Spprt	34,607	36,977	34,263	34,263	34,263	35,732	
	IT&S Telephone Service	5,214	5,214	5,214	5,214	5,214	5,451	

Building

Fund: 503

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	
IT&S Special Projects	1,624	-	-	-	-	-
City-Co Bldg Postage Adm	322	348	291	291	291	291
Postage	242	144	200	200	200	200
Cellular Services	8,729	5,101	5,650	5,650	5,650	8,500
5,400 6 Cell Phones, 5 iPads: \$450 p/mo- unlimited data						
600 Accessories for Cell Phones & Ipads (4x\$150 ea)-Tyler Tech						
2,500 Vehicle Printers and Accessories-Tyler Tech						
8,500						
Printing & Duplicating	343	1,680	1,000	1,000	1,000	1,000
Professional Dues	1,673	1,049	1,720	1,720	1,720	1,750
500 Helena Bldg Industry Assoc (HBIA)						
50 Architectural Society of Helena (ASH)						
175 ICC Membership						
200 MT ICC State Membership						
550 American Institute of Architects						
275 Intl Assoc of Mechanical & Plumbing Officials *2						
1,750						
Professional Subscriptions	6,784	4,241	2,000	2,000	2,000	2,000
2,000 Building Code Reference & Resources						
Dues, Subscriptn, License	135	75	75	75	75	75
Advertising	507	624	6,900	6,900	6,900	1,500
1,500 Outreach, Rental Booth, Gadget, ads, etc						
Code Adoption/Parade of Homes, Misc						
Misc Media Ads						
1,500						
Long Dist Telephone Chrgs		-				
Architect & Engr Services	-	-	5,000	5,000	5,000	5,000
5,000 Architectural & Engineering Contract Plan Review						
5,000						
Travel & Meeting Expense	10,716	3,997	12,700	12,700	12,700	10,400
750 Employee Development - 5 @ \$150						
3,200 Bldg Ed Conf - Hotel \$2400, Meals \$800						
3,500 ICC Seminars Sponsored by Bldg. Div. 2 @ \$3500						
600 IAEI Hotel 2 @ \$450, Meals 2 @ \$150						
2,000 ICC Code Certification Travel 2@\$1000						
350 State of MT Chaper Meetings, Meals 2@175						
10,400						
Required Training	4,010	2,129	9,190	9,190	9,190	8,690
600 IAMPO Seminar 4 @ \$150 Ea.						
450 MT Chapter IAEI 2 @ \$225						
450 Bldg Ed Conf 9 @ \$50						
1,000 Admin Assistant Courses 4 @ \$250						
2,190 ICC Code Certification Training 2@\$1095						
4,000 Employee Development 8 @ \$200, 6 @ \$600 (EDUcode)						
8,690						
Conferences	3,196	-	575	575	575	600
300 MT Joint Engineers Conference 1 @ \$300						
300 AIA Conference						
600						
Other Contracted Services	52,702	60,461	59,240	59,240	59,240	62,634
10,630 One Call Locates (515/mo) @ \$1.72 ea x 12 mo.						
804 One Call Locates Add'l fee for Dept of Labor @ \$0.13 /call						
6,600 State Education Fund Assessment						
4,500 Parking Permits (5@\$75 p/mo x 12) (\$1125/qtr)						
1,700 Maintenance agreements/copier/fax (\$425 x 4 qtr)						
1,400 ScanPro Microfische Maintenance						
37,000 Fire Marshall Costs: Plan Reviews & inspections(25% of FM salary + benefits)						
62,634						
Total Purchased Services	130,803	122,040	144,018	144,018	144,018	143,823
Intra-City Charges						
Shop Gas & Fuel Charges	3,887	4,413	5,310	5,310	5,310	5,045
Shop Vehicle Repairs	205	45	290	290	290	232
Shop Tires & Tire Repairs	632	-	-	-	-	-
Shop Vehicle Parts	31	193	440	440	440	528
Total Intra-City Charges	4,755	4,651	6,040	6,040	6,040	5,805

Building Fund: 503		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Fixed Charges							
Rent of Bldgs & Offices		43,154	42,725	44,434	44,434	44,434	44,434
Licenses		834	1,120	2,755	2,755	2,755	2,535
425	Master Plumbers License Renewal (1 @ \$265, 1@\$160)						
240	IAEI Member Dues (2 @ \$120))						
400	ICC Certification Renewal (4@\$100)						
960	Certification Exams - 4 @ \$240						
400	MT Elec Lic (2@ \$200)						
110	State Architectural License Renewal						
2,535							
Credit Card Fees		35,719	35,242	40,000	40,000	40,000	40,000
40,000	Credit card fees (\$3,333/month) - Tyler Tech fees - estimate						
40,000							
Total	Fixed Charges	79,707	79,086	87,189	87,189	87,189	86,969
Internal Charges							
Comm, Mgr, Atty Charges		10,754	43,552	50,102	50,102	50,102	33,311
Vehicle & Equip Insurance		330	409	363	363	363	964
Liability Insurance		16,847	21,221	22,113	22,113	22,113	23,718
Fidelity Insurance		76	84	84	84	84	84
Liability Deductible		-	2,343	8,871	8,871	8,871	-
Human Resource		10,880	15,738	15,807	15,807	15,807	16,297
Budget & Accounting		16,862	16,211	18,602	18,602	18,602	21,313
Fleet Services Charges		5,267	6,320	7,584	7,584	7,584	9,195
Total	Internal Charges	61,016	105,878	123,525	123,525	123,525	104,882
Capital Outlay							
Equipment		-	-				8,250
8,250	Copier/Scanner-Kyocera TASKalfa 5054ci-Replacement						
-							
8,250							
Vehicles		-	35,740				
Total	Capital Outlay	-	35,740	-	-	-	8,250
Total	Building	1,162,803	1,341,370	1,474,791	1,474,791	1,474,791	1,485,653

Fiscal Year 2025 Budget Discussion

COMMUNITY FACILITIES



Prepared by
Troy Sampson - Director
Bridget Johnston – Facilities Manager

May 1, 2024

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Community Facilities

Facilities Management

Project Management

Public Education Gov't

FY24 Adopted & Projected

Operations

**Adopted
\$832,894**

**Projected
\$838,791***

Capital & Debt

**Adopted
\$126,400**

**Projected
\$745,625****

FY25 Preliminary

**Revenue
\$829,107**

**Operations
\$772,367**

**Capital & Debt
\$0**

**Total Expenditures
\$772,367**

* Operations Adopted vs. Projected Difference: \$5,897

- FY24: Increase due to Purchased Services increases.

** Capital Adopted vs. Projected Difference: \$619,225

- FY24: Increase due to project carryovers

Notable Changes for FY2025:

- Remaining PW facilities transferred to Public Works Industrial Facilities division
- Capital Improvements requested through 440 fund



Community Facilities

Chamber Building

FY24 Adopted & Projected

Operations

**Adopted
\$73,443**

**Projected
\$73,443***

Capital & Debt

**Adopted
\$0**

**Projected
\$0****

FY25 Preliminary

**Revenue
\$79,710**

**Operations
\$80,147**

**Capital & Debt
\$0**

**Total Expenditures
\$80,147**

- * Operations Adopted vs. Projected Difference: \$0
- ** Capital Adopted vs. Projected Difference: \$0
 - FY24: No capital projects in this fund

Notable Changes for FY2025:

- Increase due to Building M&O & Contracted Services increasing



Community Facilities

Neighborhood Center

FY24 Adopted & Projected

Operations

**Adopted
\$32,481**

**Projected
\$32,481***

Capital & Debt

**Adopted
\$0**

**Projected
\$0****

FY25 Preliminary

**Revenue
\$45,374**

**Operations
\$37,106**

**Capital & Debt
\$0**

**Total Expenditures
\$37,106**

- * Operations Adopted vs. Projected Difference: \$0
- ** Capital Adopted vs. Projected Difference: \$0
 - FY24: No capital projects in this fund

Notable Changes for FY2025:

- Increase in operations due to Building M&O charges increasing.



Joint City/County

CCAB

FY24 Adopted & Projected

Operations

Adopted
\$758,499

Projected
\$693,563*

Capital & Debt

Adopted
\$278,931

Projected
\$646,313**

FY25 Preliminary

Revenue
\$939,385

Operations
\$746,620

Capital & Debt
\$101,146

Total Expenditures
\$847,766

- * Operations Adopted vs. Projected Difference: - \$64,936
 - FY24: Decrease due to Personnel Vacancies
- ** Capital Adopted vs. Projected Difference: \$367,382
 - FY24: Increase due to project carryovers

- Notable Changes for FY2025:
- Rental Rates will remain @ \$20.28
 - Vacant Offices second floor 1,641 sf



Joint City/County

Mail Operation

FY24 Adopted & Projected

Operations

Adopted
\$243,201

Projected
\$214,671*

Capital & Debt

Adopted
\$5,000

Projected
\$3,700**

FY25 Preliminary

Revenue
\$248,062

Operations
\$246,971

Capital & Debt
\$0

Total Expenditures
\$246,971

* Operations Adopted vs. Projected Difference: - \$28,530

- FY24: Decrease due to .

** Capital Adopted vs. Projected Difference: -\$1,300

- FY24: Project cost was less than expected

Notable Changes for FY2025:

- Increases due to Step Increases and addition of Temporary Salaries budget



Joint City/County

Telecom

FY24 Adopted & Projected

Operations

**Adopted
\$19,370**

**Projected
\$19,370***

FY25 Preliminary

**Revenue
\$20,424**

**Operations
\$21,274**

**Total Expenditures
\$21,274**

* Operations Adopted vs. Projected Difference: \$0

Notable Changes for FY2025:

- Increases due to Step Increases and addition of Temporary Salaries budget



Joint City/County

Law & Justice Center

FY24 Adopted & Projected

Operations

Adopted
\$570,159Projected
\$488,752*

Capital & Debt

Adopted
\$500,220Projected
\$1,590,974**

FY25 Preliminary

Revenue
\$735,962Operations
\$576,319Capital & Debt
\$99,633Total Expenditures
\$675,952

- * Operations Adopted vs. Projected Difference: \$81,407
- FY24: Decrease due to vacancy and debt service savings
- ** Capital Adopted vs. Projected Difference: \$1,090,774
- FY24: Increase due to project carryovers & cost increases

Notable Changes for FY2025:

- Rental Rates will remain @ \$19.76
- Added 3,878 sqft of rented space (county)
- Slight increase in supplies and materials to maintain added office space and restrooms.
- Vacant Office Space 1,460 sqft



Community Facilities

Helena Public Art

FY24 Projected Expenditures

- **Helena Public Art: \$41,012**
- Centennial & Lyndale Tunnel Murals
- Dumpster Art
- Collaboration Grant
- Public Art Maintenance

FY25 Preliminary Expenditures

- **Helena Public Art: \$34,000**
- Traffic Signal Boxes
- Memorial Park band Shell Mural
- Public Art Maintenance

FY24 Adopted budget was \$13,000, Increase due to project carryovers. We are proposing to use cash reserves to cover projects.





Community Facilities Priorities 2025

Sustainability:

- In Cooperation with the Sustainability Office, Identify Energy Efficiency Projects from the Sustainability Energy Audit Report and Incorporate those into our Future Capital Plans

Safety:

- Fire #2 Emergency Generator Replacement
- Update Facility Emergency Actions Plans

Proposed Construction & Maintenance Projects:

- Fire Station #1
 - Boiler Replacement with High Efficiency Boilers
 - Personnel Door Hardware Replacement
 - Apparatus Floor Drain Reconfiguration
- Fire Station #2
 - Restroom/Locker Room Remodel
 - Apparatus Floor Heater Replacement
- Civic Center
 - Ballroom Hard Flooring Replacement
 - North Parking Lot Replacement

Administration / Project Management:

- Develop 30-year CCIP with funding plan
- Training for Maintenance Technician Staff
- Continue to work on Several Capital Improvement and Maintenance Projects to Bring Them to Completion.

Accomplishments for FY 2024

Facilities Management:

- Onboarded four new maintenance technicians
- Fire Station 2 dayroom flooring replacement
- Training with City & County Employees on A/V System
- Replacement of Parks Maintenance Air Conditioning Unit

Project Management:

- LED Lighting Retrofit at Fire Station 2
- Design of Fire Station #2 Restroom/Locker Room Remodel
- City-County Building Tile Roof Repairs Complete
- Completed the Audio/Visual Equipment Upgrades in CCAB
- Law & Justice Remodel of 2nd Floor for County Offices Complete
- LJC Boiler Replacement to be Completed in September
- City HR Office Remodel
- Remodel of County Room 101 for the Treasurer
- Grand Street Theatre Roof Replacement

Public Art:

- Lyndale Tunnel Mural
- Dumpster Art
- Collaboration Grant



Questions?



Facilities Management

Fund: 212

Fund: 212			FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
					Adopted	Amended	Projected	
Revenues								
	Investment Earnings		2,918	42,466	10,000	10,000	60,000	50,000
	Other Financing Sources / (Uses)		-	25,000	-	-	-	-
	Other Operating Revenues		2,918	67,466	10,000	10,000	60,000	50,000
	Internal Service Revenues		633,939	782,271	842,681	842,681	842,681	776,299
	Interfund Transfers In		26,462	96,263	128,775	128,775	128,775	2,808
	Internal Transactions		660,401	878,534	971,456	971,456	971,456	779,107
Total Revenues			663,319	946,001	981,456	981,456	1,031,456	829,107
Expenditures								
	Personnel Services		251,751	326,862	381,792	381,792	371,399	385,376
	Supplies & Materials		3,831	36,459	28,280	28,280	40,000	17,744
	Purchased Services		414,326	292,079	320,103	324,673	324,673	252,032
	Intra-City Charges		3,170	1,380	3,951	3,951	3,951	4,476
	Fixed Charges		-	-	-	-	-	-
	Maintenance & Operating		421,328	329,918	352,334	356,904	368,624	274,252
	Internal Charges		86,450	115,324	98,768	98,768	98,768	112,739
	Transfers Out		-	-	-	-	-	-
	Internal Transactions		86,450	115,324	98,768	98,768	98,768	112,739
	Capital Outlay		18,750	89,175	126,400	745,625	745,625	-
	Debt & Capital		18,750	89,175	126,400	745,625	745,625	-
Total Expenditures			778,279	861,279	959,294	1,583,089	1,584,416	772,367
Revenues Over (Under) Expenditures			(114,960)	84,722	22,162	(601,633)	(552,960)	56,740
Beginning Cash Balance - July 1			1,179,042	1,064,845	1,149,449	1,149,449	1,149,449	596,489
	Other Cash Sources / (Uses)		764	(119)	-	-	-	-
Ending Cash Balance - June 30			1,064,845	1,149,449	1,171,611	547,816	596,489	653,229
	Reserve Target - 18% of Operating Expenses:		136,715	138,979	149,921	150,744	150,982	139,026
	Reserve Target - 90 Days of Operating Expenses:		187,281	190,382	205,371	206,498	206,825	190,447
	Reserve Policy Target:		187,281	190,382	205,371	206,498	206,825	190,447
	(Greater of 90 Days Operating Expenses or 18% of Operating Expenses)							
	Budgeted Reserve:		877,564	959,067	966,240	341,318	389,664	462,783
	(Budgeted Reserve for Capital Projects Funding)							

Facilities Management

Fund: 212

FY 2022
Actual

FY 2023
Actual

FY 2024
Adopted

FY 2024
Amended

FY 2024
Projected

Preliminary
FY 2025
Budget

Revenues

Investment Earnings

Interest Earnings	2,918	42,466	10,000	10,000	60,000	50,000
Total Interest Earnings	2,918	42,466	10,000	10,000	60,000	50,000

Internal Service Revenues

Community Facilities Charges	633,939	782,271	842,681	842,681	842,681	776,299
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Project # Facility Repairs & Maintenance Charges

FM4001	9,500	FIRE STATION #1
FM4002	3,000	FIRE STATION #2
FM4008	11,500	FLEET SERVICES
FM4010	8,000	CIVIC CENTER
FM4012	3,500	PARKS MAINT BLDG
FM4023	500	POLICE EVIDENCE
FM4025	3,000	GOLF CLUBHOUSE
39,000	Total Maintenance Charges	

Facility Energy Charges

FM4001	20,500	FIRE STATION #1
FM4002	10,000	FIRE STATION #2
FM4008	34,000	FLEET SERVICES
FM4010	52,000	CIVIC CENTER
FM4012	15,000	PARKS MAINT BLDG
FM4023	400	POLICE EVIDENCE
131,900	Total Energy Charges	

Facility Contracted Services

FM4001	2,657	FIRE STATION #1
FM4002	2,250	FIRE STATION #2
FM4008	20,235	CITY SHOP
FM4010	12,656	CIVIC CENTER
FM4012	9,060	PARKS
FM4023	300	POLICE EVIDENCE
FM4025	19,795	GOLF CLUB HOUSE
66,953	Total Energy Charges	

Project Management

FM4001	49,984	FIRE #1
FM4002	40,894	FIRE #2
FM4007	38,606	CAPITAL TRANSIT
FM4008	55,752	CITY SHOP
FM4009	22,419	NEIGHBORHOOD CENTER
FM4010	48,183	CIVIC CENTER
FM4011	27,264	CHAMBER BLDG
FM4012	26,365	PARKS MAINT BLDG
FM4019	101,038	CCAB
FM4023	7,120	POLICE EVIDENCE
FM4025	35,371	GOLF CLUBHOUSE
FM4026	85,449	LAW JUSTICE CENTER
538,446	Total Project Management	

776,299 Total Community Facility Charges

Total Internal Service Revenues	633,939	782,271	842,681	842,681	842,681	776,299
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Other Financing Sources / (Uses)

Other Revenues	25,000
Total Other Financing Sources / (Uses)	- 25,000 - - - -

SUBTOTAL - OPERATING REVENUE	636,857	849,738	852,681	852,681	902,681	826,299
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Facilities Management						
Fund: 212		FY 2022 Actual	FY 2023 Actual	FY 2024		
				Adopted	Amended	Projected
						Preliminary FY 2025 Budget

Interfund Transfers In						
T/in - 100 General Fund	-	95,336	126,400	126,400	126,400	-
2000 Grandstreet Support	21,545	-	500	500	500	500
PEG Operational Support (General Fund)	3,651		1,410	1,410	1,410	1,858
PEG Contract - Cable Franchise Fee Funded						
subtotal	25,196	95,336	128,310	128,310	128,310	2,358
T/in - 645 Insurance & Safety	1,266	927	465	465	465	450
Total Interfund Transfers In	26,462	96,263	128,775	128,775	128,775	2,808

TOTAL REVENUE	663,319	946,001	981,456	981,456	1,031,456	829,107
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Fund	212 Facilities Management
Dept	4505 Facilities Administration
Activity	403 Facilities Administration

Personnel Services						
Salaries & Wages	98,748	143,632	168,154	168,154	157,650	163,947
Overtime - Misc	-	123	-	-	-	-
F.I.C.A. (Soc. Sec.)	5,776	8,550	10,428	10,428	9,383	10,167
P.E.R.S. Retirement	8,547	12,861	15,086	15,086	14,300	15,037
Health & Vision Insurance	16,624	32,585	35,667	35,667	37,511	38,091
Workers Comp. Ins.	1,177	1,211	1,221	1,221	1,733	1,364
Unemployment Ins.	346	502	523	523	403	429
Dental Insurance	769	1,236	1,227	1,227	1,178	1,227
F.I.C.A. Medicare	1,351	2,000	2,439	2,439	2,194	2,380
Total Personnel Services	133,339	202,700	234,745	234,745	224,352	232,642

Supplies & Materials						
Office Supplies & Equip	2,462	175	1,000	1,000	1,000	1,000
Clothing Allowance		72	400	400	400	400
Parts - Misc	575	32	500	500	500	500
Tires/Tubes-Outside Vendr		84	1,100	1,100	1,100	100
Small Tools & Equip-Misc	794	565	1,000	1,000	1,000	1,000
Computr Equip/Sftwr/Supply		35,531	24,280	24,280	36,000	14,744
Total Supplies & Materials	3,831	36,459	28,280	28,280	40,000	17,744

Purchased Services						
IT&S Computer Maint/Spprt	5,751	11,201	8,845	8,845	8,845	8,677
IT&S Telephone Service	1,377	1,422	1,422	1,422	1,422	1,422
IT&S Special Projects	424	-				
City-Co Bldg Postage Adm	50	54	46	46	46	-
Postage	40	94	50	50	50	-
Cellular Services	1,256	1,220	1,800	1,800	1,800	1,770
Project # Electric Utility	91,038	94,312	101,776	101,776	101,776	81,600
FM4001 10,500 FIRE STATION #1						
FM4002 7,000 FIRE STATION #2						
FM4008 22,500 FLEET SERVICES						
FM4010 34,000 CIVIC CENTER						
FM4012 7,500 PARKS MAINT BLDG						
FM4023 100 POLICE EVIDENCE						
81,600						
Natural Gas Utility	69,255	84,904	61,052	61,052	61,052	50,300
FM4001 10,000 FIRE STATION #1						
FM4002 3,000 FIRE STATION #2						
FM4008 11,500 FLEET SERVICES						
FM4010 18,000 CIVIC CENTER						
FM4012 7,500 PARKS						
FM4023 300 POLICE EVIDENCE						
50,300						

Facilities Management

Fund: 212

Fund: 212		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Project #	Building Repairs/Maint	160,548	40,661	47,650	52,220	52,220	40,500
FM4001	Fire Station #1						
	5,000 MEP Repairs						
	4,500 Misc Repairs/Maint						
	9,500 Subtotal Fire Station #1						
FM4002	Fire Station #2						
	2,000 MEP Repairs						
	1,000 Misc Repairs/Maint						
	3,000 Subtotal Fire Station #2						
FM4008	FLEET SERVICES						
	4,500 MEP Repairs						
	7,000 Misc Repairs/Maint						
	11,500 Subtotal FLEET SERVICES						
FM4010	CIVIC CENTER						
	4,000 MEP Repairs						
	4,000 Misc Repairs/Maint						
	8,000 Subtotal CIVIC CENTER						
FM4012	PARKS MAINT BLDG						
	1,500 MEP Maint/Repairs						
	2,000 Misc Repairs/Maint						
	3,500 Subtotal PARKS MAINT BLDG						
FM4017	COM FAC MAINTENANCE						
	1,000 Repairs to Facility						
	1,000 Subtotal COM FAC MAINTENANCE						
FM4023	POLICE EVIDENCE						
	400 MEP Maint/Repairs						
	100 Misc Repairs/Maint						
	500 Subtotal POLICE EVIDENCE						
FM4025	GOLF CLUBHOUSE						
	1,000 MEP Maint/Repairs						
	1,000 Misc Repairs/Maint						
	1,000 Restaurant Equipment Repairs						
	3,000 Subtotal GOLF CLUBHOUSE						
FM4027	GRANDSTREET						
	500 Misc Repairs/Maint						
	500 Subtotal GRANDSTREET						
	40,500 Total Building Repairs/Maint						
Project #	Other Contracted Services	84,268	57,763	96,652	96,652	96,652	66,953
FM4001	2,657 FIRE STATION #1						
FM4002	2,250 FIRE STATION #2						
FM4008	20,235 FLEET SERVICES						
FM4010	12,656 CIVIC CENTER						
FM4012	9,060 PARKS MAINT BLDG						
FM4023	300 POLICE EVIDENCE						
FM4025	19,795 GOLF CLUBHOUSE						
	66,953						
Total	Purchased Services	414,006	291,630	319,293	323,863	323,863	251,222

Facilities Management							
Fund: 212		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Intra-City Charges							
	Shop Gas & Fuel Charges	1,356	1,323	2,070	2,070	2,070	2,500
	Shop Vehicle Repairs	-	-	231	231	231	243
	Shop Tires & Tire Repairs	1,170	-	-	-	-	-
	Shop Vehicle Parts	644	57	1,650	1,650	1,650	1,733
	Total Intra-City Charges	3,170	1,380	3,951	3,951	3,951	4,476
Internal Charges							
	Comm, Mgr, Atty Charges	64,523	60,881	30,569	30,569	30,569	24,446
	Property Insurance	-	-	2,884	2,884	2,884	3,508
	Vehicle & Equip Insurance	354	270	240	240	240	695
	Liability Insurance	2,477	5,162	4,843	4,843	4,843	4,925
	Fidelity Insurance	11	20	16	16	16	16
	Human Resource	1,453	16,367	16,439	16,439	16,439	16,173
	Budget & Accounting	10,917	18,602	16,733	16,733	16,733	36,340
	Fleet Services Charges	1,776	2,131	2,557	2,557	2,557	3,101
	Total Internal Charges	81,511	103,433	74,281	74,281	74,281	89,204
Capital Outlay							
	Buildings	18,750	89,175	126,400	745,625	745,625	-
	61,800 Fire #1 Boiler Replacement						
	22,600 Fire # 1 Air Handler						
	65,000 City Shop Boiler Replacement						
	9,000 City Shop Office Unit Heaters						
	10,000 Parks Maint. Building HVAC						
	10,000 Fire #1 Kitchen Cabinets and Countertops						
	30,000 City Shop Floor Grinding						
	5,000 Parks Maint. Building Outdoor Signage						
	420,000 Civic Center Barrell Roof						
	69,000 Grandstreet Theater Roof Replacement						
	25,000 Mt. Helena Radio Shack Replacement						
FY23	727,400						
	5,000 BRGC Clubhouse West Entry Windbreak						
	5,000 Civic Center Benton Hall Carpet Replacement						
	60,000 Fire #2 - Restroom/Lockerroom Renovation (Moved to Fund 440 - major capital)						
	- Fire #1 - Pad Heat Supply Reconfiguration (Incorporated with FY25 Major Capital)						
	25,000 Fire #2 - LED Lighting Upgrade (Moved to Fund 440 - Major Capital)						
	25,000 Fire #2 - Emergency Generator Replacement (moved to Fund 440 - Major Capital)						
	6,400 Parks Maintenance - Commercial Ceiling Fans (shop)						
FY24	126,400						
	Total Capital Outlay	18,750	89,175	126,400	745,625	745,625	-
Total	Facilities Administration	654,608	724,777	786,950	1,410,745	1,412,072	595,288

Facilities Management							
Fund: 212		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Fund	212 Facilities Management						
Dept	4506 Project Management						
Activity	403 Facilities Administration						
Personnel Services							
	Salaries & Wages	86,465	85,170	103,230	103,230	103,230	105,074
	Overtime - Misc	-	119	-	-	-	-
	F.I.C.A. (Soc. Sec.)	4,903	4,966	6,402	6,402	6,402	6,515
	P.E.R.S. Retirement	7,536	7,650	9,261	9,261	9,261	9,637
	Health & Vision Insurance	13,276	22,120	23,569	23,569	23,569	26,802
	Workers Comp. Ins.	568	435	491	491	491	516
	Unemployment Ins.	303	299	321	321	321	275
	Dental Insurance	603	645	610	610	610	610
	F.I.C.A. Medicare	1,147	1,161	1,497	1,497	1,497	1,525
Total	Personnel Services	114,799	122,563	145,381	145,381	145,381	150,954
Purchased Services							
	Cellular Services	320	448	810	810	810	810
Total	Purchased Services	320	448	810	810	810	810
Internal Charges							
	Comm, Mgr, Atty Charges	-	4,265	16,732	16,732	16,732	16,279
	Liability Insurance	2,229	3,403	2,997	2,997	2,997	3,157
	Fidelity Insurance	8	12	8	8	8	8
	Human Resource	969	2,323	2,333	2,333	2,333	1,630
	Budget & Accounting	1,549	1,803	2,348	2,348	2,348	2,373
Total	Internal Charges	4,755	11,806	24,418	24,418	24,418	23,447
Total	Project Management	119,875	134,817	170,609	170,609	170,609	175,211
Fund	212 Facilities Management						
Dept	4507 Public Ed & Govt Acc Chnl						
Activity	403 Facilities Administration						
Personnel Services							
	Salaries & Wages	2,749	1,188	1,254	1,254	1,254	1,286
	F.I.C.A. (Soc. Sec.)	158	70	78	78	78	80
	P.E.R.S. Retirement	240	107	112	112	112	118
	Health & Vision Insurance	384	200	186	186	186	260
	Workers Comp. Ins.	19	7	8	8	8	8
	Unemployment Ins.	10	4	4	4	4	3
	Dental Insurance	17	7	6	6	6	6
	F.I.C.A. Medicare	37	16	18	18	18	19
Total	Personnel Services	3,613	1,599	1,666	1,666	1,666	1,780
Internal Charges							
	Liability Insurance	72	27	37	37	37	39
	Human Resource	53	15	15	15	15	16
	Budget & Accounting	59	43	17	17	17	33
Total	Internal Charges	184	85	69	69	69	88
Total	Public Ed & Govt Acc Chnl	3,797	1,684	1,735	1,735	1,735	1,868

Facilities Managemnt-HVCC

Fund: 213

Fund: 213			FY 2022 Actual	FY 2023 Actual	FY 2024		Preliminary FY 2025 Budget	
					Adopted	Amended	Projected	
Revenues								
	Investment Earnings		67	586	150	150	1,248	150
	Other Financing Sources / (Uses)		62,100	69,016	74,990	74,990	74,990	79,560
	Other Operating Revenues		62,167	69,602	75,140	75,140	76,238	79,710
Total Revenues								
			62,167	69,602	75,140	75,140	76,238	79,710
Expenditures								
	Supplies & Materials		2,269	1,218	2,000	2,000	2,000	1,500
	Purchased Services		12,037	35,595	47,369	47,369	47,369	45,220
	Fixed Charges		1,742	1,992	1,646	1,646	1,646	1,711
	Maintenance & Operating		16,049	38,806	51,014	51,014	51,014	48,431
	Internal Charges		43,778	21,707	22,429	22,429	22,429	31,715
	Transfers Out		-	-	-	-	-	-
	Internal Transactions		43,778	21,707	22,429	22,429	22,429	31,715
Total Expenditures								
			59,827	60,513	73,443	73,443	73,443	80,147
Revenues Over (Under) Expenditures								
			2,340	9,089	1,697	1,697	2,795	(437)
Beginning Cash Balance - July 1								
			19,716	22,056	31,253	31,253	31,253	34,048
	Other Cash Sources / (Uses)		-	107	-	-	-	-
Ending Cash Balance - June 30								
			22,056	31,253	32,950	32,950	34,048	33,611

Facilities Managemnt-HVCC

Fund: 213

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Revenues

Investment Earnings

Interest Earnings	67	586	150	150	1,248	150
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Total Interest Earnings	67	586	150	150	1,248	150
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Other Financing Sources / (Uses)

Other Revenues	-	-	-	-	-	-
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Chamber Bldg Rent	62,100	69,016	74,990	74,990	74,990	79,560
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Parking Commission (\$22,589)						
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Chamber (\$22,589)						
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MBAC (\$29,515)						
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Total Other Financing Sources / (Uses)	62,100	69,016	74,990	74,990	74,990	79,560
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SUBTOTAL - OPERATING REVENUE

	62,167	69,602	75,140	75,140	76,238	79,710
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TOTAL REVENUE

	62,167	69,602	75,140	75,140	76,238	79,710
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Fund	213 Facilities Managemnt-HVCC
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Dept	4505 Facilities Administration
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Activity	403 Facilities Administration
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Supplies & Materials

Janitorial Supplies	2,269	1,218	2,000	2,000	2,000	1,500
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Total Supplies & Materials	2,269	1,218	2,000	2,000	2,000	1,500
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Purchased Services

Electric Utility		8,487	10,609	10,609	10,609	10,500
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Water & Sewer	1,942	1,984	3,500	3,500	3,500	3,200
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Natural Gas Utility		3,486	3,660	3,660	3,660	3,500
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Solid Waste	1,099	1,008	1,200	1,200	1,200	1,200
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Building Repairs/Maint		1,338	9,600	9,600	9,600	7,600
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3,000 MEP Repairs						
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600 Emergency/Safety						
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2,000 Interior Maint/Rep						
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2,000 Exterior Maint/Rep						
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7,600 Total Maintenance Charges						
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Other Contracted Services	8,996	19,293	18,800	18,800	18,800	19,220
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Total Purchased Services	12,037	35,595	47,369	47,369	47,369	45,220
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Fixed Charges

Special Assessments	1,742	1,992	1,646	1,646	1,646	1,711
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Total Fixed Charges	1,742	1,992	1,646	1,646	1,646	1,711
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Internal Charges

Comm, Mgr, Atty Charges	-	699	595	595	595	689
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Property Insurance	1,696	2,478	-	-	-	2,255
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Budget & Accounting	997	1,070	1,266	1,266	1,266	1,507
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Building M&O Charge	41,085	17,460	20,568	20,568	20,568	27,264
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Total Internal Charges	43,778	21,707	22,429	22,429	22,429	31,715
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Total Facilities Administration

	59,827	60,513	73,443	73,443	73,443	80,147
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Neighborhood Center							
Fund: 214		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	

Revenues						
Investment Earnings	193	2,801	750	750	4,819	750
Other Financing Sources / (Uses)	26,580	35,961	42,080	42,080	42,080	44,624
Other Operating Revenues	26,773	38,762	42,830	42,830	46,899	45,374
Total Revenues	26,773	38,762	42,830	42,830	46,899	45,374
Expenditures						
Purchased Services	580	1,881	5,000	5,000	5,000	5,000
Maintenance & Operating	580	1,881	5,000	5,000	5,000	5,000
Internal Charges	19,476	23,487	27,481	27,481	27,481	32,106
Internal Transactions	19,476	23,487	27,481	27,481	27,481	32,106
Total Expenditures	20,056	25,368	32,481	32,481	32,481	37,106
Revenues Over (Under) Expenditures	6,717	13,394	10,349	10,349	14,418	8,268
Beginning Cash Balance - July 1	62,962	69,679	83,073	83,073	83,073	97,491
Ending Cash Balance - June 30	69,679	83,073	93,421	93,421	97,491	105,758

Revenues						
Investment Earnings						
Interest Earnings	193	2,801	750	750	4,819	750
Total Interest Earnings	193	2,801	750	750	4,819	750
Other Financing Sources / (Uses)						
Other Revenues	-	1,881	5,000	5,000	5,000	5,000
5,000 Bldg. Repairs Reimbursements						
Neighborhood Center Rent	26,580	34,080	37,080	37,080	37,080	39,624
Total Other Financing Sources / (Uses)	26,580	35,961	42,080	42,080	42,080	44,624
SUBTOTAL - OPERATING REVENUE	26,773	38,762	42,830	42,830	46,899	45,374
TOTAL REVENUE	26,773	38,762	42,830	42,830	46,899	45,374

Fund	214 Neighborhood Center
Dept	4505 Facilities Administration
Activity	403 Facilities Administration

Purchased Services						
Building Repairs/Maint	580	1,881	5,000	5,000	5,000	5,000
Total Purchased Services	580	1,881	5,000	5,000	5,000	5,000
Internal Charges						
Comm, Mgr, Atty Charges	-	276	248	248	248	1,595
Property Insurance	3,652	5,381	6,268	6,268	6,268	7,623
Budget & Accounting	319	372	398	398	398	469
Building M&O Charge	15,505	17,458	20,568	20,568	20,568	22,419
Total Internal Charges	19,476	23,487	27,481	27,481	27,481	32,106
Total Facilities Administration	20,056	25,368	32,481	32,481	32,481	37,106

Public Art Projects								
Fund: 233			FY 2022 Actual	FY 2023 Actual	FY 2024		Preliminary FY 2025 Budget	
					Adopted	Amended		Projected
Revenues								
	Investment Earnings		278	1,829	500	500	2,064	500
	Other Financing Sources / (Uses)		-	-	7,500	7,500	7,500	-
	Other Operating Revenues		278	1,829	8,000	8,000	9,564	500
	Interfund Transfers In		12,000	12,000	13,000	13,000	13,000	13,000
	Internal Transactions		12,000	12,000	13,000	13,000	13,000	13,000
Total Revenues			12,278	13,829	21,000	21,000	22,564	13,500
Expenditures								
	Purchased Services		37,754	12,765	13,000	41,012	41,012	34,000
	Maintenance & Operating		37,754	12,765	13,000	41,012	41,012	34,000
Total Expenditures			37,754	12,765	13,000	41,012	41,012	34,000
Revenues Over (Under) Expenditures			(25,475)	1,065	8,000	(20,012)	(18,448)	(20,500)
Beginning Cash Balance - July 1			69,561	44,086	45,150	45,150	45,150	26,702
Ending Cash Balance - June 30			44,086	45,150	53,150	25,138	26,702	6,202
Revenues								
	Investment Earnings		278	1,829	500	500	2,064	500
	Total Interest Earnings		-	-	-	-	-	-
Other Financing Sources / (Uses)								
	Restricted / Public Art Donation		-	-	7,500	7,500	7,500	-
	Total Other Financing Sources / (Uses)		-	-	7,500	7,500	7,500	-
SUBTOTAL - OPERATING REVENUE			278	1,829	8,000	8,000	9,564	500
Interfund Transfers In								
	T/in - 100 General Fund		12,000	12,000	13,000	13,000	13,000	13,000
	Total Interfund Transfers In		12,000	12,000	13,000	13,000	13,000	13,000
TOTAL REVENUE			12,278	13,829	21,000	21,000	22,564	13,500
Fund	233 Public Art Projects							
Dept	1702 Public Arts Preservation							
Activity	401 Other							
Purchased Services								
	City-Co Bldg Postage Adm		128	137				
	Postage		2	-				
	Printing & Duplicating		-	243	250	250	250	250
	Professional Dues		-	-				
	Dues, Subscriptn, License		-	-				
	Advertising		-	100	250	250	250	250
	Other Contracted Services		37,624	12,285	12,500	40,512	40,512	33,500
	1,500							
	5,000							
	5,000							
	1,000							
	28,012							
FY24	40,512							
	1,500	Public Art Maintenance						
	12,000	Traffic Signal Boxes						
	20,000	Memorial Park Band Shell Mural						
FY25	33,500							
	Total Purchased Services		37,754	12,765	13,000	41,012	41,012	34,000
Total	Public Arts Preservation		37,754	12,765	13,000	41,012	41,012	34,000

City-County Building Fund

Fund: 570

Fund: 570			FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
					Adopted	Amended	Projected	
Revenues								
	Investment Earnings		3,157	39,294	15,000	15,000	70,330	50,000
	Other Financing Sources / (Uses)		1,170,990	1,063,311	986,498	986,498	986,498	889,077
	Other Operating Revenues		1,174,147	1,134,932	1,001,498	1,001,498	1,089,329	939,077
	Internal Service Revenues		-	-	-	-	-	-
	Interfund Transfers In		2,152	512	33,301	33,301	33,301	308
	Internal Transactions		2,152	512	33,301	33,301	33,301	308
	Long-Term Debt		-	-	-	-	-	-
Total Revenues			1,176,299	1,135,444	1,034,799	1,034,799	1,122,630	939,385
Expenditures								
	Personnel Services		275,239	252,645	280,745	280,745	225,079	269,955
	Supplies & Materials		39,621	36,249	58,150	58,150	58,216	47,447
	Purchased Services		236,721	242,396	266,703	266,703	257,367	271,083
	Intra-City Charges		495	195	669	669	669	535
	Fixed Charges		12,299	11,838	13,898	13,898	13,898	14,593
	Maintenance & Operating		289,136	290,679	339,421	339,421	330,151	333,658
	Internal Charges		38,789	127,565	138,333	138,333	138,333	143,007
	Transfers Out		-	-	-	-	-	-
	Internal Transactions		38,789	127,565	138,333	138,333	138,333	143,007
	Debt Service		79,285	79,072	85,226	85,226	103,414	101,146
	Capital Outlay		366,830	411,407	193,705	603,325	542,899	-
	Debt & Capital		446,115	490,479	278,931	688,551	646,313	101,146
Total Expenditures			1,049,278	1,161,369	1,037,430	1,447,050	1,339,876	847,766
Revenues Over (Under) Expenditures			127,021	(25,925)	(2,631)	(412,251)	(217,246)	91,619
Beginning Cash Balance - July 1			1,091,699	1,215,748	1,189,402	1,189,402	1,189,402	972,156
Other Cash Sources / (Uses)			(2,971)	(421)	-	-	-	-
Ending Cash Balance - June 30			1,215,748	1,189,402	1,186,772	777,152	972,156	1,063,775
	Reserve Target - 15% of Operating Expenses:		102,367	112,494	126,559	126,559	119,547	127,165
	Reserve Target - 60 Days of Operating Expenses:		112,183	123,281	138,694	138,694	131,010	139,359
	Reserve Policy Target:		112,183	123,281	138,694	138,694	131,010	139,359
	Budgeted Reserve: (Budgeted Reserve for Capital Projects Funding)		1,103,565	1,066,121	1,048,077	638,457	841,146	924,416

City-County Building Fund
Fund: 570

Fund: 570		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Revenues							
Intergovernmental Revenues							
County Contributions		-	-	-	-	-	-
Federal Grants		-	32,327			32,501	
Total	Intergovernmental Revenues	-	32,327	-	-	32,501	-
Investment Earnings							
Interest Earnings		3,157	39,294	15,000	15,000	70,330	50,000
Total	Interest Earnings	3,157	39,294	15,000	15,000	70,330	50,000
Other Financing Sources / (Uses)							
Other Revenues		289,492	71,756	30,000	30,000	30,000	-
Reimbursements / Equipment		871	26,491	43,000	43,000	43,000	6,597
Reimbursements / Parking Permits		21,312	21,727	22,000	22,000	22,000	22,000
Rent Lewis & Clark Co		513,148	599,806	531,934	531,934	531,934	492,540
492,540 Rent							
492,540							
Rent City of Helena		346,168	343,532	359,564	359,564	359,564	367,940
367,940 Rent							
367,940							
Total	Other Financing Sources / (Uses)	1,170,990	1,063,311	986,498	986,498	986,498	889,077
SUBTOTAL - OPERATING REVENUE		1,174,147	1,134,932	1,001,498	1,001,498	1,089,329	939,077
Long-Term Debt							
Intercap Loan Proceeds		-	-				
Total	Long-Term Debt	-	-	-	-	-	-
Interfund Transfers In							
T/in - 645 Insurance & Safety		2,152	512	301	301	301	308
T/in - 100 General Fund		-	-	33,000	33,000	33,000	-
Total	Interfund Transfers In	2,152	512	33,301	33,301	33,301	308
TOTAL REVENUE		1,176,299	1,135,444	1,034,799	1,034,799	1,122,630	939,385
Other Sources / (Uses) - Non-Budgeted							
Audit adj		(2,971)	(421)	-	-	-	-
Total	Other Sources / (Uses) - Non-Budgeted	(2,971)	(421)	-	-	-	-

City-County Building Fund

Fund: 570

Fund: 570	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Fund **570 City-County Building Fund**
 Dept **4510 CCAB Operations**
 Activity **403 Facilities Administration**

Personnel Services

Salaries & Wages	173,870	165,035	182,387	182,387	154,400	184,366
Temporary Salaries	19,634	3,706	-	-	-	191
Overtime - Misc	-	61	-	-	-	-
F.I.C.A. (Soc. Sec.)	11,320	9,971	11,313	11,313	7,720	11,474
P.E.R.S. Retirement	14,801	14,954	16,365	16,365	14,822	16,949
Health & Vision Insurance	47,801	51,893	63,074	63,074	41,500	48,866
Workers Comp. Ins.	2,292	1,963	1,932	1,932	1,877	2,480
Unemployment Ins.	679	591	567	567	390	483
Dental Insurance	2,194	2,139	2,461	2,461	2,013	2,461
F.I.C.A. Medicare	2,647	2,332	2,646	2,646	2,357	2,685

Total Personnel Services	275,239	252,645	280,745	280,745	225,079	269,955
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Supplies & Materials

Office Supplies & Equip	1,153	1,541	2,500	2,500	2,500	2,000
Janitorial Supplies	15,538	16,304	17,000	17,000	17,000	17,000
Clothing Allowance	-	584	900	900	900	900
Fuel/Oil Outside Vendor	96	108	150	150	150	150
Tires/Tubes-Outside Vendr	-	-	100	100	100	100
Repair & Maint Supp-Misc	10,047	334	-	-	-	-
Small Tools & Equip-Misc	2,812	1,497	1,000	1,000	1,500	1,200
Computr Equip/Sftwr/Sppl	3,525	303			66	-
Furniture	-	1,649	2,500	2,500	2,000	-
Equipment-Reimbursable	1,603	3,240	10,000	10,000	10,000	6,597
597 Security System Phone line - 443-4657						
1,000 Security Monitoring Fee (C&R, Water, IT&S)						
5,000 Misc Tenant Purchases						
6,597						
Landscape Supplies	-	533	5,000	5,000	5,000	2,500
Construction & Maint Mat'ls	4,848	10,156	19,000	19,000	19,000	17,000
5,000 Plumbing, Electrical repairs						
7,000 HVAC repairs & filters						
5,000 Misc supplies						
17,000						

Total Supplies & Materials	39,621	36,249	58,150	58,150	58,216	47,447
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Purchased Services

IT&S Computer Maint/Spprt	12,678	17,772	17,396	17,396	17,396	17,195
IT&S Telephone Service	5,755	5,044	5,045	5,045	5,045	5,045
IT&S Special Projects	782	-				
City-Co Bldg Postage Adm	50	54	92	92	92	-
Postage	163	-	50	50	50	-
Cellular Services new phone	682	52	35	35	500	500
Printing & Duplicating	40	-	100	100	100	100
Dues, Subscrip'n, License					-	1,620
500 Dameware Remote Access License						
1,120 Mersive App for Conference Room A/V						
1,620						
Advertising	65	-	100	100	-	-
Electric Utility	61,911	63,102	75,640	75,640	68,000	72,000
Water & Sewer	9,223	10,999	12,000	12,000	12,000	12,000
Natural Gas Utility	37,107	55,972	40,000	40,000	38,200	40,000
Solid Waste	2,810	2,859	3,000	3,000	2,739	3,000

City-County Building Fund

Fund: 570

Fund: 570		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025
							Budget
				Adopted	Amended	Projected	
Outside Repair to Mtr Veh		15	-	100	100	100	100
Equipment Repairs		427	1,081	1,500	1,500	1,500	1,500
Building Repairs/Maint		38,978	25,087	35,000	35,000	35,000	41,400
10,000	Carpet Repairs & Replacements						
10,000	Repair & Painting						
11,400	ADA Transition Plan						
0	Corridor, stairwell patch & paint						
10,000	Additional Misc Repairs						
41,400							
Parking Permits		15,550	15,430	22,000	22,000	22,000	22,000
Parking Overflow		13,191	12,880	13,000	13,000	13,000	13,000
Required Training		536	200	1,000	1,000	1,000	1,000
Investigation / Inspect Fees		1,781	4,005	4,000	4,000	4,000	4,410
560	Boilers Certificates and Inspections						
1,000	Elevator Inspections						
400	Fire Extinguishers Inspection						
500	Roof Inspection						
950	Fire Shutter Doors Certification						
350	Fire Alarm Annual Test						
650	Fire Sprinkler Inspection						
4,410							
Other Contracted Services		34,977	27,862	36,645	36,645	36,645	36,213
11,133	Elevator Maint. Contract						
580	Fire Alarm Monitoring						
10,000	Snow Removal/Sanding						
2,500	Parking lot Sweeping Sand removal						
4,600	Exterior Window Cleaning						
5,400	Lawn Maintenance						
2,000	Surplus Property Moving/Disposal						
36,213							
Total	Purchased Services	236,721	242,396	266,703	266,703	257,367	271,083
Intra-City Charges							
Shop Gas & Fuel Charges		188	195	378	378	378	302
Shop Vehicle Repairs		-	-	109	109	109	87
Shop Tires & Tire Repairs		15	-	-	-	-	-
Shop Vehicle Parts		292	-	182	182	182	146
Total	Intra-City Charges	495	195	669	669	669	535
Fixed Charges							
Insurance							
Special Assessments		12,299	11,838	13,898	13,898	13,898	14,593
Total	Fixed Charges	12,299	11,838	13,898	13,898	13,898	14,593
Internal Charges							
Property Insurance		16,354	23,436	27,348	27,348	27,348	35,842
Vehicle & Equip Insurance		-	22	20	20	20	43
Liability Insurance		5,484	4,760	5,063	5,063	5,063	5,544
Fidelity Insurance		42	35	35	35	35	35
Building M&O Charge		16,591	98,930	105,410	105,410	105,410	101,038
Fleet Services Charges		318	382	458	458	458	505
Total	Internal Charges	38,789	127,565	138,333	138,333	138,333	143,007
Debt Service							
Principal		67,743	69,447	69,439	69,439	71,137	72,976
72,976	Intercap - CCAB Cooling						
Interest		11,542	9,625	15,787	15,787	32,277	28,170
28,170	Intercap - CCAB Cooling						
Total	Debt Service	79,285	79,072	85,226	85,226	103,414	101,146

City-County Building Fund
Fund: 570

Fund: 570			FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
					FY 2024			
					Adopted	Amended	Projected	
Capital Outlay								
	Buildings		359,892	181,762	108,000	184,156	123,030	-
FY23	50,000	LED Lighting Retrofit						
FY23	70,000	Tile Roof Repairs						
FY23	5,500	Replace pad-heat boiler						
FY22	200,076	Budget carryover						
FY23	125,500							
	56,000	LED Lighting Retrofit (Split b/t City/County)						
	10,000	Engineering Study, Mechanical, HVAC Controls/Rebalance, Evaluate/Report (Split b/t City/County)						
	30,000	County Treasurers Office Renov. Room 101 - Funding by county						
	12,000	Signage						
FY24	108,000							
	Imprvmnts Other Than Bldgs		6,937	20,120	7,000	330,382	330,382	-
FY21	343,760	Carryover - CCAB North Parking Lot Replacement						
FY23	10,000	South Sidewalk Section Replacement						
FY23	40,000	Carryover - CCAB West Parking Lot Seal/Stripe						
FY23	393,760							
	7,000	Seal and Stripe South Parking Lot						
FY24	7,000							
	Equipment		-	209,526	78,705	88,787	89,487	
FY23	188,000	Conference Room Audio/Visual rooms 330, 326, 309						
FY22	16,000	Budget Carryover						
FY23	204,000							
	56,205	Conference Room Audio/Visual rooms 426						
	10,000	Floor Scrubber						
	7,500	Fire Alarm Panel - City/County Bldg						
	5,000	Info Desk work station (split w/mail)						
FY24	78,705							
Total	Capital Outlay		366,830	411,407	193,705	603,325	542,899	-
Total	CCAB Operations		1,049,278	1,161,369	1,037,430	1,447,050	1,339,876	847,766

City/Cnty Bldg Mail

Fund: 571

Fund: 571		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Revenues							
	Investment Earnings	234	2,132	500	500	4,000	2,000
	Other Financing Sources / (Uses)	201,509	207,126	246,000	246,000	218,000	246,000
	Other Operating Revenues	201,742	209,258	246,500	246,500	222,000	248,000
	Internal Service Revenues	-	-	-	-	-	-
	Interfund Transfers In	245	89	54	54	54	62
	Internal Transactions	245	89	54	54	54	62
Total Revenues		201,987	209,347	246,554	246,554	222,054	248,062
Expenditures							
	Personnel Services	33,399	39,973	44,940	44,940	44,895	49,937
	Supplies & Materials	1,094	2,683	4,863	4,863	4,863	2,863
	Purchased Services	152,152	153,244	189,580	189,580	161,308	189,980
	Intra-City Charges	200	1,172	1,795	1,795	1,582	1,763
	Fixed Charges	290	57	500	500	500	500
	Maintenance & Operating	153,735	157,157	196,738	196,738	168,253	195,106
	Internal Charges	1,140	1,276	1,523	1,523	1,523	1,928
	Transfers Out	-	-	-	-	-	-
	Internal Transactions	1,140	1,276	1,523	1,523	1,523	1,928
	Capital Outlay	25,824	297	5,000	5,000	3,700	-
	Debt & Capital	25,824	297	5,000	5,000	3,700	-
Total Expenditures		214,098	198,702	248,201	248,201	218,371	246,971
Revenues Over (Under) Expenditures		(12,111)	10,645	(1,647)	(1,647)	3,683	1,091
Beginning Cash Balance - July 1		100,426	88,310	98,955	98,955	98,955	102,638
Year end Audit Adjustments to Cash		(5)	-	-	-	-	-
Ending Cash Balance - June 30		88,310	98,955	97,308	97,308	102,638	103,729
	Reserve Target - 15% of Operating Expenses:	28,241	29,761	36,480	36,480	32,201	37,046
	Reserve Target - 60 Days of Operating Expenses:	30,949	32,615	39,978	39,978	35,288	40,598
	Reserve Policy Target:	30,949	32,615	39,978	39,978	35,288	40,598
	Budgeted Reserve:	57,361	66,341	57,330	57,330	67,350	63,131
	(Budgeted Reserve for Capital Projects Funding)						

City/Cnty Bldg Mail
Fund: 571

Fund: 571		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
				Adopted	Amended	Projected	
Revenues							
Investment Earnings							
	Interest Earnings	234	2,132	500	500	4,000	2,000
Total	Interest Earnings	234	2,132	500	500	4,000	2,000
Other Financing Sources / (Uses)							
	Reimbursements / Postage	136,304	142,807	180,000	180,000	152,000	180,000
	Office Mail Revenues	63,723	64,319	66,000	66,000	66,000	66,000
	Sale of Fixed Assets	1,481	-	-	-	-	-
Total	Other Financing Sources / (Uses)	201,509	207,126	246,000	246,000	218,000	246,000
SUBTOTAL - OPERATING REVENUE		201,742	209,258	246,500	246,500	222,000	248,000
Interfund Transfers In							
	T/in - 645 Insurance & Safety	245	89	54	54	54	62
Total	Interfund Transfers In	245	89	54	54	54	62
TOTAL REVENUE		201,987	209,347	246,554	246,554	222,054	248,062

City/Cnty Bldg Mail

Fund: 571

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Fund **571 City/Cnty Bldg Mail**
 Dept **4510 CCAB Operations**
 Activity **403 Facilities Administration**

Personnel Services

Salaries & Wages	11,334	16,350	18,446	18,446	18,446	19,816
Temporary Salaries	1,487	18	-	-	-	957
Overtime - Misc	-	1	-	-	-	-
F.I.C.A. (Soc. Sec.)	647	966	1,145	1,145	1,145	1,289
P.E.R.S. Retirement	855	1,467	1,655	1,655	1,655	1,817
Health & Vision Insurance	2,461	4,947	5,568	5,568	5,568	5,405
Workers Comp. Ins.	85	85	87	87	87	120
Unemployment Ins.	40	57	58	58	58	55
Dental Insurance	111	167	175	175	175	175
F.I.C.A. Medicare	151	226	267	267	267	302

Total	Personnel Services	17,172	24,284	27,401	27,401	27,401	29,936
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Supplies & Materials

Clothing Allowance	-	190	200	200	200	200
Operating Supplies - Misc	1,088	2,471	2,500	2,500	2,500	2,500
Small Tools & Equip-Misc	-	22	100	100	100	100
Furniture	-	-	2,000	2,000	2,000	-

FY24 2,000 Adjustable height mail table

Total	Supplies & Materials	1,088	2,683	4,800	4,800	4,800	2,800
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Purchased Services

Postage	144,045	144,150	180,000	180,000	152,000	180,000
Cellular Services	-	-	-	-	-	-
Other Contracted Services	7,821	9,059	9,000	9,000	8,728	9,400
Mail Machine Lease						

Total	Purchased Services	151,866	153,209	189,000	189,000	160,728	189,400
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Fixed Charges

Contingency	290	57	500	500	500	500
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Total	Fixed Charges	290	57	500	500	500	500
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Internal Charges

Vehicle & Equip Insurance	-	77	136	136	136	297
Liability Insurance	452	447	527	527	527	625
Fidelity Insurance	3	4	4	4	4	4

Total	Internal Charges	455	528	667	667	667	926
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Total	CCAB Operations	170,870	180,761	222,368	222,368	194,096	223,562
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City/Cnty Bldg Mail

Fund: 571

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Fund	571 City/Cnty Bldg Mail
Dept	4511 CCAB Delivery
Activity	403 Facilities Administration

Personnel Services

Salaries & Wages	13,364	12,252	13,569	13,569	13,569	13,824
Temporary Salaries	-	-	-	-	-	1,913
Overtime - Misc					5	-
F.I.C.A. (Soc. Sec.)	818	749	842	842	792	979
P.E.R.S. Retirement	1,102	1,099	1,219	1,219	1,219	1,268
Health & Vision Insurance	500	1,184	1,480	1,480	1,480	1,489
Workers Comp. Ins.	190	137	132	132	132	198
Unemployment Ins.	46	43	42	42	42	42
Dental Insurance	17	49	59	59	59	59
F.I.C.A. Medicare	191	175	196	196	196	229

Total Personnel Services	16,227	15,688	17,539	17,539	17,494	20,001
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Supplies & Materials

Fuel/Oil Outside Vendor	6	-	-	-	-	-
Tires/Tubes-Outside Vendr	-	-	63	63	63	63

Total Supplies & Materials	6	-	63	63	63	63
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Purchased Services

Cellular Services	-	-	-	-	-	-
Outside Repair to Mtr Veh	286	35	580	580	580	580
180 Car Wash						
400 Misc repairs						
580						
Other Contracted Services	-	-	-	-	-	-
- Organizational Climate Survey						

Total Purchased Services	286	35	580	580	580	580
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Intra-City Charges

Shop Gas & Fuel Charges	72	841	1,300	1,300	1,000	1,235
Shop Vehicle Repairs	-	149	330	330	532	396
Shop Tires & Tire Repairs	128	-	-	-	-	-
Shop Vehicle Parts	-	183	165	165	50	132

Total Intra-City Charges	200	1,172	1,795	1,795	1,582	1,763
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Internal Charges

Liability Insurance	360	359	390	390	390	489
Fidelity Insurance	4	4	4	4	4	4
Fleet Services Charges	321	385	462	462	462	509

Total Internal Charges	685	748	856	856	856	1,002
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Capital Outlay

Equipment	-	297	5,000	5,000	3,700	-
5,000 Mail/Info Desk work station (split w/570)						

Vehicles	25,824	-				
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Total Capital Outlay	25,824	297	5,000	5,000	3,700	-
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Total CCAB Delivery	43,228	17,941	25,833	25,833	24,275	23,409
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City/Cnty Bldg Telephone

Fund: 572

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Revenues

Investment Earnings	32	579	100	100	700	400
Other Financing Sources / (Uses)	20,000	20,000	4,000	4,000	4,000	20,000
Other Operating Revenues	20,032	20,579	4,100	4,100	4,700	20,400
Interfund Transfers In	141	35	22	22	22	24
Internal Transactions	141	35	22	22	22	24
Total Revenues	20,173	20,614	4,122	4,122	4,722	20,424

Expenditures

Personnel Services	12,073	16,528	18,998	18,998	18,998	20,831
Internal Charges	369	319	372	372	372	443
Internal Transactions	369	319	372	372	372	443
Total Expenditures	12,442	16,847	19,370	19,370	19,370	21,274

Revenues Over (Under) Expenditures

7,730	3,767	(15,248)	(15,248)	(14,648)	(850)
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Beginning Cash Balance - July 1

7,738	15,468	19,235	19,235	19,235	4,587
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Ending Cash Balance - June 30

15,468	19,235	3,987	3,987	4,587	3,737
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Reserve Target - 15% of Operating Expenses:	1,866	2,527	2,906	2,906	2,906	3,191
Reserve Target - 60 Days of Operating Expenses:	2,045	2,769	3,184	3,184	3,184	3,497

Reserve Policy Target:	2,045	2,769	3,184	3,184	3,184	3,497
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<i>Budgeted Reserve:</i> (Budget Reserve for Capital Projects Funding)	13,423	16,466	803	803	1,403	240
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Revenues**Investment Earnings**

Interest Earnings	32	579	100	100	700	400
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Total Interest Earnings	32	579	100	100	700	400
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Other Financing Sources / (Uses)

Other Revenues	20,000	20,000	4,000	4,000	4,000	20,000
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IT&S Phone System Support Payment						
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Total Other Financing Sources / (Uses)	20,000	20,000	4,000	4,000	4,000	20,000
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SUBTOTAL - OPERATING REVENUE

20,032	20,579	4,100	4,100	4,700	20,400
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Interfund Transfers In

T/in - 645 Insurance & Safety	141	35	22	22	22	24
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Total Interfund Transfers In	141	35	22	22	22	24
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TOTAL REVENUE	20,173	20,614	4,122	4,122	4,722	20,424
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City/Cnty Bldg Telephone

Fund: 572

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Fund **572 City/Cnty Bldg Telephone**
 Dept **4510 CCAB Operations**
 Activity **403 Facilities Administration**

Personnel Services

Salaries & Wages	8,204	11,331	12,915	12,915	12,915	13,830
Temporary Salaries	1,487	-	-	-	-	765
F.I.C.A. (Soc. Sec.)	573	673	801	801	801	906
P.E.R.S. Retirement	658	1,016	1,159	1,159	1,159	1,268
Health & Vision Insurance	844	3,138	3,712	3,712	3,712	3,604
Workers Comp. Ins.	105	66	65	65	65	91
Unemployment Ins.	32	40	41	41	41	38
Dental Insurance	36	107	117	117	117	117
F.I.C.A. Medicare	134	157	188	188	188	212

Total	Personnel Services	12,073	16,528	18,998	18,998	18,998	20,831
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Internal Charges

Liability Insurance	365	315	368	368	368	439
Fidelity Insurance	4	4	4	4	4	4

Total	Internal Charges	369	319	372	372	372	443
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Total	CCAB Operations	12,442	16,847	19,370	19,370	19,370	21,274
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CC Law & Justice Building

Fund: 573

Fund: 573		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary
							FY 2025
				Adopted	Amended	Projected	Budget
Revenues							
	Intergovernmental Revenues	12	401,000	201,500	201,500	201,500	-
	Investment Earnings	12	22,229	5,000	5,000	35,000	15,000
	Other Financing Sources / (Uses)	558,724	1,137,639	680,476	680,476	743,659	720,746
	Other Operating Revenues	558,748	1,560,867	886,976	886,976	980,159	735,746
	Interfund Transfers In	197,706	469,371	201,723	201,723	201,723	216
	Internal Transactions	197,706	469,371	201,723	201,723	201,723	216
	Long-Term Debt	-	-	338,853	680,309	341,457	-
Total Revenues		756,454	2,030,238	1,427,552	1,769,008	1,523,339	735,962
Expenditures							
	Personnel Services	206,986	169,718	192,275	192,275	119,363	191,506
	Supplies & Materials	18,623	18,772	45,980	45,980	45,980	48,980
	Purchased Services	188,117	187,041	214,171	214,171	205,680	211,651
	Intra-City Charges	1,399	564	750	750	746	739
	Fixed Charges	20,206	18,291	22,287	22,287	22,287	23,178
	Maintenance & Operating	228,344	224,667	283,188	283,188	274,693	284,549
	Internal Charges	33,975	90,412	94,696	94,696	94,696	100,264
	Internal Transactions	33,975	90,412	94,696	94,696	94,696	100,264
	Debt Service	18,416	33,238	77,220	77,220	48,484	99,633
	Capital Outlay	248,921	962,050	423,000	1,620,028	1,542,490	-
	Debt & Capital	267,338	995,288	500,220	1,697,248	1,590,974	99,633
Total Expenditures		736,643	1,480,085	1,070,379	2,267,407	2,079,726	675,952
Revenues Over (Under) Expenditures		19,811	550,153	357,173	(498,399)	(556,387)	60,010
Beginning Cash Balance - July 1		161,010	191,968	741,794	741,794	741,794	185,407
Audit Adjustments to Cash Balances		11,147	(327)	-	-	-	-
Ending Cash Balance - June 30		191,968	741,794	1,098,968	243,396	185,407	245,417
		191,968	0				
Reserve Target - 15% of Operating Expenses:		73,158	77,705	97,107	97,107	80,585	101,393
Reserve Target - 60 Days of Operating Expenses:		80,173	85,156	106,418	106,418	88,313	111,115
Reserve Policy Target:		80,173	85,156	106,418	106,418	88,313	111,115
Budgeted Reserve: (Budgeted Reserve for Capital Projects Funding)		111,794	656,638	992,549	136,977	97,095	134,302

CC Law & Justice Building

Fund: 573

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Revenues

Intergovernmental Revenues

County Contributions	12	401,000	201,500	201,500	201,500	-
Total Intergovernmental Revenues	12	401,000	201,500	201,500	201,500	-

Investment Earnings

Interest Earnings	12	22,229	5,000	5,000	35,000	15,000
Total Interest Earnings	12	22,229	5,000	5,000	35,000	15,000

Other Financing Sources / (Uses)

Other Revenues						
<i>Energy Rebates - fy24</i>	-	609,327	-	-	63,183	-
- City/County Reimbursable Improvements						
Reimbursements / Equipment	18,424	439	5,000	5,000	5,000	5,000
Reimbursements / Parking Permits	600	-	-	-	-	-
Rent Lewis & Clark Co	303,541	259,991	386,219	386,219	386,219	415,829
415,829 Rent						
415,829						
Rent City of Helena	236,160	267,881	289,257	289,257	289,257	299,917
299,917 Rent						
299,917						
Total Other Financing Sources / (Uses)	558,724	1,137,639	680,476	680,476	743,659	720,746

SUBTOTAL - OPERATING REVENUE	558,748	1,560,867	886,976	886,976	980,159	735,746
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Long-Term Debt

Interap Loan Proceeds	-	-	338,853	680,309	341,457	-
- LJC Repairs/Remodel						
Total Long-Term Debt	-	-	338,853	680,309	341,457	-

Interfund Transfers In

T/in - 440 Capital Improvements Fund	-	-	-	-	-	-
T/in - 645 Insurance & Safety	546	371	223	223	223	216
T/in - 100 General Fund	197,160	469,000	201,500	201,500	201,500	-
Total Interfund Transfers In	197,706	469,371	201,723	201,723	201,723	216

TOTAL REVENUE	756,454	2,030,238	1,427,552	1,769,008	1,523,339	735,962
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CC Law & Justice Building

Fund: 573

	FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary FY 2025 Budget
			Adopted	Amended	Projected	

Fund **573 CC Law & Justice Building**
 Dept **4512 Public Safety Building**
 Activity **403 Facilities Administration**

Personnel Services

Salaries & Wages	143,093	117,618	131,916	131,916	78,844	129,676
Overtime - Misc	-	126			500	-
F.I.C.A. (Soc. Sec.)	8,282	7,175	8,207	8,207	5,739	8,043
P.E.R.S. Retirement	11,620	10,563	11,873	11,873	7,016	11,895
Health & Vision Insurance	38,152	29,127	34,726	34,726	23,060	36,072
Workers Comp. Ins.	1,649	1,446	1,464	1,464	1,119	1,840
Unemployment Ins.	479	413	410	410	381	338
Dental Insurance	1,773	1,571	1,760	1,760	1,374	1,760
F.I.C.A. Medicare	1,937	1,678	1,919	1,919	1,330	1,882

Total Personnel Services	206,986	169,718	192,275	192,275	119,363	191,506
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Supplies & Materials

Office Supplies & Equip	114	500	200	200	200	200
Janitorial Supplies	9,270	9,380	12,000	12,000	12,000	15,000
Clothing Allowance		401	600	600	600	600
Fuel/Oil Outside Vendor	40	218	150	150	150	150
Tires/Tubes-Outside Vendr		-	30	30	30	30
Repair & Maint Supp-Misc	3,479	-	-	-	175	-
Small Tools & Equip-Misc	2,993	1,498	1,500	1,500	1,325	1,500
1,500 Misc Tools & Equip						
1,500						
1600 Furniture New Computer (New request)	-	-	-	-	-	-
Equipment-Reimbursable	1,072	319	5,000	5,000	5,000	5,000
Landscape Supplies		1,467	2,500	2,500	2,500	2,500
Construction & Maint Mat'ls	1,656	4,991	24,000	24,000	24,000	24,000
5,000 Plumbing, Electrical repairs						
7,000 HVAC repairs & filters						
12,000 Misc supplies						
24,000						

Total Supplies & Materials	18,623	18,772	45,980	45,980	45,980	48,980
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Purchased Services

IT&S Computer Maint/Spprt	5,656	8,572	8,827	8,827	8,827	9,341
IT&S Telephone Service	2,370	2,844	2,844	2,844	2,844	2,844
IT&S Special Projects	204	-	-	-	-	-
250 Cellular Services	682	450	450	450	100	500
Electric Utility	80,067	84,385	90,000	90,000	97,600	90,000
Water & Sewer	4,896	4,467	7,000	7,000	4,400	7,000
Natural Gas Utility	37,085	37,553	38,000	38,000	26,775	30,000
Solid Waste	2,763	2,739	3,000	3,000	2,739	3,000
Outside Repair to Mtr Veh	13	-	200	200	200	200
Equipment Repairs	77	-	1,500	1,500	1,000	1,500
Building Repairs/Maint	17,241	6,648	24,000	24,000	24,000	30,000
14,000 MEP Repairs						
16,000 General (Roof, walls, floors)						
30,000						
Parking Permits	600	600	-	-	-	-
Parking Overflow	6,000	6,000	1,300	1,300	460	-
Required Training	-	-	1,000	1,000	685	1,000
Investigation / Inspect Fees	1,155	3,402	2,550	2,550	2,550	2,966
450 Fire Extinguisher Inspection						
700 Elevator Inspection						
175 Boiler Inspection						
641 Fire Sprinkler Inspection						

CC Law & Justice Building

Fund: 573

Fund: 573		FY 2022 Actual	FY 2023 Actual	FY 2024			Preliminary
							FY 2025 Budget
				Adopted	Amended	Projected	
800	Fire Alarm System Inspection						
200	Fire Door Drop Test						
2,966							
Other Contracted Services		29,308	29,381	33,500	33,500	33,500	33,300
13,477	Elevator Maintenance Contract						
723	Fire Alarm Monitoring						
3,700	Lawn Maintenance						
8,000	Snow Removal/Sanding						
2,400	Parking lot Sweeping Sand removal						
2,000	Surplus Property Moving/Disposal						
3,000	Exterior Window Cleaning						
33,300							
Total	Purchased Services	188,117	187,041	214,171	214,171	205,680	211,651
Intra-City Charges							
Shop Gas & Fuel Charges		940	342	486	486	450	462
Shop Vehicle Repairs		-	-	99	99	99	79
Shop Vehicle Parts		459	222	165	165	197	198
Total	Intra-City Charges	1,399	564	750	750	746	739
Fixed Charges							
Special Assessments		20,206	18,291	22,287	22,287	22,287	23,178
Total	Fixed Charges	20,206	18,291	22,287	22,287	22,287	23,178
Internal Charges							
Property Insurance		2,301	6,301	7,206	7,206	7,206	9,065
Vehicle & Equip Insurance		-	-	79	79	79	173
Liability Insurance		3,937	3,519	3,749	3,749	3,749	3,896
Fidelity Insurance		30	23	23	23	23	23
Liability Deductible		11,497	3,778	-	-	-	-
Building M&O Charge		15,261	75,652	82,271	82,271	82,271	85,449
Fleet Services Charges		949	1,139	1,367	1,367	1,367	1,658
Total	Internal Charges	33,975	90,412	94,696	94,696	94,696	100,264
Debt Service							
Principal		15,041	28,874	56,536	56,536	29,242	67,430
Interest	Intercap 21 - LJC Repairs/Remodel 5.75% interest rate	3,375	4,364	20,684	20,684	19,242	32,203
Total	Debt Service	18,416	33,238	77,220	77,220	48,484	99,633
Capital Outlay							
Buildings		231,927	944,322	403,000	1,600,028		-
512,000	Boiler Replacements (Funded by City/County Contributions)					671,005	
120,000	Roof Replacement Pillar Section (184,235)					184,235	
48,000	Atrium Roof Replacement (Rebudget Future)						
30,000	4th Floor Restroom Remodel					30,000	
564,222	Pillar Bldg 2nd FI Remodel					564,222	
FY23							
1,274,222							
130,000	Elevator Upgrade (Fire Rescue South \$67,028)					67,028	
156,000	HVAC Controls (Rebudget Future)						
94,000	Roof replacement 1972 addition (Rebudget Future)						
6,000	Parking Lot #2 Repairs, Stripe, Seal (Rebudget Future)					6,000	
10,000	Engineering Study, Plumbing, Domestic Water Supply System, Evaluate/Report (Rebudget Future)						
7,000	Exhaust Fan, Centrifugal, 36"Damper, Replace						
FY24							
403,000	Split b/t City/County						
Imprvmnts Other Than Bldgs		16,994	17,728	20,000	20,000	20,000	-
20,000	Xeriscape Garden						
FY24							
20,000							
Total	Capital Outlay	248,921	962,050	423,000	1,620,028	1,542,490	-
Total	Public Safety Building	736,643	1,480,085	1,070,379	2,267,407	2,079,726	675,952

City of Helena, Montana

04/24/2024

To: Tim Burton, City Manager

From: Sheila Danielson, Finance Director

Subject: FY25 Budget Discussion - Commission Decision Points

Present Situation: Staff are requesting the Commission come to a consensus on FY25 Budget appropriations including:

- Staff Cost of Living Adjustment
- General Capital expenditures
- Community Grants
- Loan programs

Background Information: Background information:

- Recommendations for General Gov't Capital were presented to the Commission at the April 20, 2024 Administrative Meeting. Recommended Capital is derived by long-range Capital Improvement Plans and prioritized for the coming fiscal year.
- Staff presented Cost of Living Adjustment information to the Commission at the April 20, 2024 Administrative Meeting.
- In recent history, the Commission has approved annual funding for the Renewable Energy and Sidewalk Loan Programs. These programs are reliant on approved appropriations from the General Fund using cash reserves.
- Historically, the Commission has approved funding from General Fund cash reserves for various Community Grant programs. In FY2021, a conscious decision was made to consolidate most community grants and provide a grant to Helena Area Community Foundation to administer the community grants on behalf of the city.

Proposal/Objective: Consider funding for city staff cost of living adjustment, General Capital, Community Grants and loan programs.

Advantage: Provides direction to staff to prepare the FY25 Preliminary Budget in an efficient manner based on Commission direction.

Notable Energy Impact: N/A

Disadvantage: N/A

Quasi-Judicial Item: False

Notice of Public Hearing: False

Staff Recommendation/Recommended Motion: Provide appropriation direction to staff for FY25 Budget appropriations including:

- Staff Cost of Living Adjustment
- General Capital expenditures
- Community Grants
- Loan programs

Fiscal Year 2025 Budget Discussion



Prepared by
Sheila Danielson, Finance Director

May 1, 2024

A
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D
A



**General Fund
Decision Points**

General Capital

Community
Grants

Loan
Programs

**Compensation
Decision Points**

Cola



FY24 Cash Reserves Review

Projected FY24 ending
cash balance:
\$5.7 million*

*Ending balance assumes committed
distributions for Community Grant
donations that have a high likelihood
of carrying over to FY25:
\$2.2 Million

Estimated ending cash: \$5.7 million
Less:
Operating Reserve - \$4.7 million

\$1 million – unrestricted cash reserves**

Contingency Reserve:
\$2.57 million

** Assumes all appropriations will be spent for FY24
— historically, not the case



FY25

Estimated Revenues: \$28.95 Million

Less:

Estimated Expenses: \$28.65 million

=

Unallocated Revenue: \$302,000

Unallocated FY24 Cash Reserve: \$1 million

Contingency Reserve: \$2.57 million

**Direction requested
from
Commission:

FY25 COLA**

Estimated Cost of COLA by Percentage

1% \$90,000 – General Fund
\$129,000 – Other Funds

2% \$180,000 – General Fund
\$258,000 – Other Funds

3% \$268,000 – General Fund
\$388,000 – Other Funds

4% \$406,000 – General Fund*
\$533,000 – Other Funds

5% \$544,000 – General Fund**
\$679,000 – Other Funds

***4% COLA/add 1% for Police, **5% COLA/add 2% for Police**



**Direction requested from
Commission:**

**FY25 General Capital
\$1.6 million**

General Fund Reserves:
\$1 million
Other Sources:
\$600k

Facility Improvements:
\$700,500

Police Capital:
\$378,500

Parks Maintenance
\$459,250

Industrial Facilities
\$68,960



**Direction requested from
Commission:**

**FY25 Funding for
Loan Programs**

Sidewalk Program

Renewable Energy Program



**Direction requested
from
Commission:**

**FY25 Funding for
Community Grants**

MBAC

HACF

Symphony
Capital Band

Helena Airline Alliance

Pride
Sun Run

Other?



Questions?

