



City of Helena

CITY OF HELENA
City Commission Meeting
June 16, 2025 - 6:00 PM

City - County Building Room 330 / Zoom Online Meeting; <https://zoom.helenamt.gov/j/36053471/publicmeetings>

1. Call to Order and Roll Call

- A. Meeting Rules of Procedure

2. Pledge of Allegiance

3. Minutes

- A. 5-19-25 Commission Meeting
- B. 5-28-25 Admin Meeting
- C. 6-2-25 Commission Meeting

4. Bid Award

- A. Bid Award for 2025 Fire Hydrant Replacement Project #23-06
- B. Transportation Systems - Bid Award For Project TSD-25-44

5. Communication/Proposals from Commissioners

6. Report of the City Attorney

7. Report of the City Manager

8. Communications from the Helena Citizens Council

9. Regular Items

- A. Consideration of a Zone Change from R-3 (residential) to B-2 (general commercial) zoning district, and amending the official zoning map for the City of Helena, for a property legally described as: Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

10. Public Hearings

- A. Consider a Resolution Amending the Revised Final Budgets, Budget Authorities, and Appropriations for Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025 for the City of Helena, Montana, by Amending Resolution No. 20964 to Increase Appropriations by \$264,000
- B. Consider a Resolution to Approve the Workplan and Budget for the Business Improvement District and Levy an Assessment on all Properties within the District for Fiscal Year 2026.
- C. Consider a Resolution to Set Fees Charged for Disposal of Garbage and Refuse at the City of Helena Transfer Station and Repeal Resolution 20832
- D. Consider a Resolution to Approve the Work Plan and Budget for the Helena Tourism Business Improvement District and to Levy an Assessment on all Property within the District for Fiscal Year 2026
- E. Consider a Resolution Adopting Preliminary Budgets, Budget Authorities, and Appropriations for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026 for the City of Helena, Montana, and Setting the Salary for the Municipal Court Judge.
- F. Consider a Resolution Relating to Up to \$7,000,000 In Principal Amount of General Obligation Bonds: Authorizing the Issuance and Calling for the Public Sale Thereof

11. Public Communications

12. Adjournment

It is the policy of the City Commission to take public comment on any action item. For further information on any of the items mentioned above, please contact the City Clerk's Office at 447-8410 or dmclayborn@helenamt.gov.

To read packet information while attending a City Commission Meeting please use the City/County wireless network COMM_MEET during the meeting.

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, Anne Pichette, 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.

Rules of Procedure:

Good evening and welcome to the City of Helena City Commission Meeting. We appreciate your attendance and participation. To ensure our meetings are productive and respectful, we ask everyone to adhere to the following guidelines:

Decorum and Expectations:

- Please maintain respect towards the Commission, presenters, and other participants. All participants are expected to avoid using profanity or hostile language. Inappropriate behavior or continued disruptions may result in action by the Commission.

Zoom Participation Decorum:

- Please keep your microphone muted unless you are speaking to minimize background noise.
- Use the “Raise Hand” feature if you wish to speak and wait to be recognized by the chair.
- If available to you, please ensure your video is on if you are speaking, to maintain transparency and engagement.
- Participants joining by telephone may raise their hand by pressing *9 and mute/unmute themselves using *6.

Public Comment:

- Public comments will be recognized only during designated periods by the presiding officer.
- State your name for the record when recognized to speak.
- **Each speaker will be given two minutes to make their comments. At two minutes, you will be asked to begin wrapping up. Please keep comments respectful, concise, and non-repetitive.**
- Individuals may speak once per agenda item and during the general comment period at the end of the meeting.
- **Comments will first be taken from people present in the room, followed by online participants.**
- Online participants may also use the Q&A feature to submit written comments.
- **If you ask a question during public comment, it will be recorded but you likely will not receive an answer. The purpose of public comment is for you to share your thoughts on a topic, not ask questions to City staff.**
- Members of the Commission may ask clarifying questions during the comment period.
- **All comments will be recorded in the permanent record. Formal statements can be submitted via the General Public Comment form on the City’s website. Comments on public engagement pages and media are public records under MCA 2-6-1003.**

Montana’s Right to Participate and Right to Know Laws:

- In accordance with Montana’s right to participate law (MCA 2-3-103), the public is encouraged to engage in the decision-making process.
- The right to know law (MCA Article II Section 10) ensures that all meetings are open to the public and that records are accessible. We strive to maintain transparency and accountability in all our proceedings.

Public Meetings and Recordings:

- **Please be aware that all public meetings and recordings are considered public records. These records are accessible to the public at any time.**
- **By participating in this meeting, you acknowledge that your comments and participation will be part of the public record.**

Thank you for your cooperation and for contributing to a respectful and effective meeting.



**City of Helena
City Commission Meeting
May 19, 2025 – 6:00 PM**

**Zoom Hub Link; <https://zoom.helenamt.gov/c/36053471/publicmeetings>
City County Building Commission Chambers, Room 330**

Time & Place

A regular City Commission meeting was held on Monday, May 19, 2025 at 6:00 p.m. via
Zoom Hub Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings> and
physically in the City County Building Commission Chambers, Room 330.

Call to Order and Roll Call

(00:02:42) The following responded present, either via zoom or in person:

In Person

Assistant City Attorney Petesch
City Manager Burton
Commissioner Dean
Commissioner Shirtliff
Commissioner Logan
Commissioner Reed
Mayor Collins

Via Zoom

None

(00:03:16) Mayor Collins informed the public that Public Hearing Items 11A
and 11B are intended to be tabled.

Pledge of Allegiance

(00:03:34) Mayor Collins asked attendees to please stand and join in the
Pledge of Allegiance.

Minutes

A. 4-30-25 Admin Meeting

(00:03:58) **There being no comments or questions from the Commission,
Mayor Collins accepted Minutes A.**

Proclamations

A. Don't Fry Day Proclamation



- (00:04:18) Mayor Collins read Proclamation A into the record.
- (00:06:42) Karrie Fairbrother addressed the Commission regarding Don't Fry Day.

B. National Historic Preservation Month

- (00:08:30) Mayor Collins read Proclamation B into the record.
- (00:11:00) Heritage Tourism Council Administrator Macefield addressed the Commission regarding National Historic Preservation Month.

Consent Agenda

A. Transportation Systems-A Resolution Declaring Various Vehicles Owned by the City of Helena to be Surplus Personal Property and Authorizing the City Manager to Dispose of that Property

- (00:13:11) Commissioner Dean made a motion to approve Consent Agenda Item A. Commissioner Logan seconded the motion.

- (00:13:21) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Communications/Proposals from Commissioners

- (00:13:37) Commissioner Logan asked Manager Burton for an update about the "mini-malfunction" round-about decision.

Report of the City Attorney

- (00:15:16) Assistant City Attorney Petesch had nothing to report.

Report of the City Manager

A. Update on Training Partnership with Carroll College

- (00:15:56) Assistant Fire Chief Wendzel and Carroll College Vice President of Student Engagement O'Leary presented Item A.



- (00:22:16) Commissioner Logan thanked VP O'Leary and Carroll College for the training opportunity for the Fire Department.
- (00:23:06) Manager Burton introduced Helena High and Capital High Speech and Debate Coach Hermanson and three students to address the Commission regarding fundraising for their participation in the national competition.
- (00:27:04) Commissioner Reed congratulated the students.
- (00:28:50) Commissioner Dean asked if any of the students planned to continue Speech and Debate in college.

Communications from the Helena Citizens Council

- (00:31:19) HCC Representative Paige Meyers discussed recent and upcoming meeting agenda items, including comments collected during the Art Walk.
- (00:31:46) Commissioner Reed requested that the Art Walk comments be shared with the Commission.

Regular Items

A. Consider a Resolution of Intention to Set Fees Charged for Disposal of Garbage and Refuse at the City of Helena Transfer Station and Repeal Resolution 20832

- (00:32:57) Public Works Director Leland presented Item A.
- (00:35:11) Commissioner Dean discussed the increase in fees still falling below the rates in FY2015.
- (00:36:09) Lucas Wallace provided public comment, expressing concerns for implementing fees for landfill use.
- (00:37:19) **Commissioner Reed made a motion to approve Resolution of Intention to Set Fees Charged for Disposal of Garbage and Refuse at the City of Helena Transfer Station and Repeal Resolution 20832 and set a public hearing date of June 16, 2025. Commissioner Logan seconded the motion.**
- (00:37:42) Mayor Collins called for a vote.
 - Commissioner Shirliff voted: **Aye**
 - Commissioner Logan voted: **Aye**
 - Commissioner Reed voted: **Aye**
 - Commissioner Dean voted: **Aye**



Mayor Collins voted: **Aye**

The motion carried 5:0.

Public Hearings

A. Consider an Exclusive Use Permit for Resource Environmental, LLC to install groundwater monitoring wells along Yellowstone Drive

(00:38:03) Transportation Systems Director Knoepke recommended that both Item A and Item B be tabled to allow staff more time to prepare the use permits and resolution.

(00:38:31) **Commissioner Dean made a motion to table the Resource Environmental, LLC Exclusive right-of-way Use Permit of 140 square feet along Yellowstone Drive with an annual fee of \$50. Commissioner Logan seconded the motion.**

(00:38:50) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion to table carried 5:0.

B. Consider Exclusive Use Permit for Resource Environmental, LLC to install groundwater monitoring wells along "B" Street

(00:39:27) **Commissioner Dean made a motion to table the Resource Environmental, LLC Exclusive right-of-way Use Permit of 140 square feet along "B" Street with an annual fee of \$50. Commissioner Logan seconded the motion.**

(00:39:42) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion to table carried 5:0.



Public Communications

- (00:40:05) Lucas Wallace provided public comment, discussing streets of concern in relation to MDT planning.
- (00:42:45) A member of the public provided public comment, expressing concerns about the proposed “mini-malfunction” round-about.

Adjournment

- (00:45:03) There being no further business before the Commission, the meeting adjourned at 6:45pm.

ATTEST:

MAYOR

CLERK OF THE CITY COMMISSION



City Commission Administrative Meeting

May 28, 2025 – 4:00 PM

Zoom Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings>

City County Building, 316 N. Park Ave., Room 326

Time & Place

A City Commission Administrative meeting was held Wednesday, May 28, 2025 at 4:00 p.m. physically in the City County Building, Room 326, and via Zoom Hub Link:

<https://zoom.helenamt.gov/c/36053471/publicmeetings>

Call to Work Session, Introductions

(00:04:35) The following responded present:

In Person

City Attorney Dockter
City Manager Burton
Commissioner Dean
Commissioner Shirtliff
Commissioner Logan
Commissioner Reed
Mayor Collins

Via Zoom

None

Board & Committee Update

A. Board Appointment Review

(00:05:15) Mayor Collins presented Item A.

Recommendations from the Helena Citizens Council

(00:06:50) A representative of the HCC was not available for report.

Report of the City Manager

(00:07:02) City Manager Burton introduced Public Works Director Leland Missouri River Water Treatment Plant Supervisor Sanderson to provide an update about a recent malfunction.

Department Reports

A. Budget Amendments for Fiscal Year 2025 Budget Appropriations

- (00:10:38) Finance Director Danielson presented Item A.
- (00:13:37) Commissioner Dean asked Director Danielson if overtime and wages has been accounted for if it was unanticipated.

B. FY26 Tourism Business Improvement District Workplan and Budget Presentation

- (00:14:54) Director Danielson and Tourism Business Improvement District Executive Director Opitz presented Item B.
- (00:26:34) Commissioner Shirtliff asked Director Opitz about travel and tourism projections.
- (00:29:15) Commissioner Reed asked Director Opitz about day-use travel.
- (00:31:53) Commissioner Logan asked Director Opitz about visitor center tours.

C. FY26 Business Improvement District Workplan and Budget Presentation

- (00:34:20) Director Danielson and Business Improvement District Executive Director Ryan presented Item C.
- (00:42:31) Commissioner Reed asked Director Ryan about parklet and façade grants
- (00:44:05) Commissioner Shirtliff, Director Ryan, Commissioner Reed, and Commissioner Dean discussed accessibility considerations in the downtown area.
- (00:48:00) Commissioner Logan encouraged the public to visit thegulch.com for more information about Helena's downtown events.
- (00:48:34) A BID Representative discussed the website.

D. FY26 Budget Discussion - Sustainability Projects/Sidewalk Funding

- (00:50:09) Director Danielson and Public Works Deputy Director Coleman presented Item D.
- (00:53:51) Commissioner Dean asked Director Danielson and Manager Burton about fund availability and creating a set amount of funding for mid-year recommendations and projects.

- (00:56:12)** Commissioner Reed asked Director Danielson about using returns to fund loan programs.
- (00:58:12)** Manager Burton asked Environmental Pretreatment Manager Anderson about the history of funding and recommendations.
- (01:00:04)** Commissioner Shirtliff explained his funding preferences.
- (01:00:09)** Commissioner Reed explained her funding preferences.
- (01:01:41)** Manager Burton discussed the possible funding mechanisms.
- (01:02:07)** Commissioner Dean requested that funding scenarios and baseline reports be included in following discussions.
- (01:03:43)** Commissioner Logan explained his funding preferences.
- (01:04:22)** Director Leland addressed Commissioner Dean's request for financial background information.
- (01:05:28)** Manager Burton discussed timelines for the preliminary and final budgets.
- (01:06:06)** Commissioner Dean asked for clarification of the direction for next steps.
- (01:06:31)** The Commission discussed their funding preferences for priorities including: Glass Crusher (option 1), Sustainability Signage and Outreach (option 2), Residential Energy Efficiency and Renewable Energy Loan Program (option 3), 2025 Ford Lightning (option 4), and City County Building and Law and Justice Building Center Air Handling Modernization (option 5).
- (01:10:20)** Commissioner Reed requested more information about Safe Routes to Schools regarding funding for the Sidewalk Loan Program.
- (01:11:06)** Commissioner Dean requested that a deadline be instated for decisions regarding the Sidewalk Loan Program and Special Improvement District discussions.
- (01:12:20)** Manager Burton discussed next steps.
- (01:13:20)** Commissioner Dean asked Director Danielson about the process for amending the budget in the fall.

Public Comment

- (01:14:04)** There were no further comments or questions from the Commission and/or public.



Commission Discussion and Direction to the City Manager

Adjournment

(01:14:20) There being no further business before the Commission, the meeting adjourned at 5:15pm.



**City of Helena
City Commission Meeting
June 2, 2025 – 6:00 PM**

**Zoom Hub Link; <https://zoom.helenamt.gov/c/36053471/publicmeetings>
City County Building Commission Chambers, Room 330**

Time & Place

A regular City Commission meeting was held on Monday, June 2, 2025 at 6:00 p.m. via Zoom Hub Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings> and physically in the City County Building Commission Chambers, Room 330.

Call to Order and Roll Call

(00:03:00) The following responded present, either via zoom or in person:

In Person

Assistant City Attorney Petesch
City Manager Burton
Commissioner Dean
Commissioner Shirtliff
Commissioner Logan
Commissioner Reed
Mayor Collins

Via Zoom

None

Pledge of Allegiance

(00:03:29) Mayor Collins asked attendees to please stand and join in the Pledge of Allegiance.

Minutes

A. 5-5-25 Commission Meeting

B. 5-14-25 Admin Meeting

(00:04:00) **There being no comments or questions from the Commission, Mayor Collins accepted Minutes A and B.**

Presentations

A. Confirmation of Firefighter Patrick Hammond

(00:04:25) Fire Chief Campbell presented Item A and introduced Firefighter Hammond.



(00:05:47) Mayor Collins performed the swearing in of Firefighter Hammond.

(00:07:36) **Commissioner Reed made a motion to approve the confirmation of Firefighter Patrick Hammond. Commissioner Shirliff seconded the motion.**

(00:07:47) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

(00:08:11) Mayor and Commissioners thanked and congratulated Firefighter Hammond.

Proclamations

A. US Army 250th Anniversary Proclamation

(00:09:52) Mayor Collins read Proclamation A into the record.

(00:12:07) US Army representatives received the Proclamation and addressed the Commission.

Board & Committee Update

A. Board Appointments

(00:13:07) Mayor Collins presented Item A.

(00:14:32) **Commissioner Shirliff made a motion to approve Board Appointments. Commissioner Logan seconded the motion.**

(00:15:23) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Consent Agenda

A. Claims

B. Montana DNRC Grant Agreement FHE-25-001 Acceptance

(00:16:20) Commissioner Dean made a motion to approve Consent Agenda Items A and B. Commissioner Reed seconded the motion.

(00:16:30) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Bid Award

A. Bid Award for the Kay McKenna Park Tennis Court Improvement Project

(00:16:55) Parks Superintendent Marr presented Item A.

(00:19:00) Commissioner Dean discussed the longevity considerations of materials used in the project.

(00:20:19) Commissioner Logan made a motion to approve the Kay McKenna Park Tennis Court Improvement Project PR25004 to the lowest complete bidder Montana Materials and Construction in the amount of \$620,000.00. Commissioner Dean seconded the motion.

(00:20:43) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.



Communications/Proposals from Commissioners

(00:20:52) There were no communications or proposals from Commissioners.

Report of the City Attorney

(00:21:04) Assistant City Attorney Petesch had nothing to report.

Report of the City Manager

A. Update to the commission on the progress of the Fire Tower restoration project

(00:21:09) Superintendent Marr presented Item A.

Communications from the Helena Citizens Council

(00:00:00) HCC Representative provided a Treasurer's Report and discussed recent and upcoming meeting agenda items.

(00:00:00)

(00:00:00)

Regular Items

A. Consider acceptance of a Federal Railroad Administration Railroad Crossing Elimination Grant

(00:22:30) Transportation Systems Director Knoepke presented Item A.

(00:24:19) Director Knoepke read a statement from BNSF into the record.

(00:25:41) Commissioner Dean expressed support for this Item.

(00:26:38) Jim Winger of the Montana Department of Transportation provided public comment, advocating for support.

(00:27:33) **Commissioner Dean made a motion to approve accept a Federal Railroad Administration Railroad Crossing Elimination Grant in the amount of \$3.2 million dollars. Commissioner Shirliff seconded the motion.**

(00:27:49) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**



Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Communications from the Helena Citizens Council

- (00:28:12) HCC Representative John Andrew discussed recent and upcoming meeting agenda items.
- (00:28:58) Commissioner Reed thanked the HCC for their budget recommendations, to be discussed at an Administrative Meeting.

Regular Items (continued)

B. Consider a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to the City of Helena's Parks, Recreation, and Open Lands Department, for reconstruction of the Kay McKenna Park Tennis Courts

- (00:29:43) Community Development Director Brink presented Item B.
- (00:32:45) Commissioner Logan asked Finance Director Danielson about the fund account balance.
- (00:34:44) Commissioner Reed asked Director Danielson about the balance of the Downtown TIF fund.
- (00:35:18) **Commissioner Shirliff made a motion to approve a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to the City of Helena's Parks, Recreation, and Open Lands Department, for reconstruction of the Kay McKenna Park Tennis Courts. Commissioner Dean seconded the motion.**
- (00:35:40) Mayor Collins called for a vote.
- Commissioner Shirliff voted: **Aye**
- Commissioner Logan voted: **Aye**
- Commissioner Reed voted: **Aye**
- Commissioner Dean voted: **Aye**
- Mayor Collins voted: **Aye**
- The motion carried 5:0.**

C. Consider a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to the Holter Museum of Art for public art restoration

- (00:36:07) Director Brink presented Item C.
- (00:39:32) Commissioner Logan asked Director Brink about the formation of the newly consolidated Urban Renewal District TIF Advisory Board.
- (00:40:22) Commissioner Reed asked Director Brink about the number of members to initiate a quorum of the board.
- (00:40:40) Clerk Clayborn discussed a recent meeting with stakeholders regarding recruitment efforts.
- (00:41:27) Commissioner Reed expressed support for this Item.
- (00:42:03) Christina Barbachano of the Holter Museum of Art and Artist Richard Swanson provided public comment, thanking the Commission.

(00:42:40) **Commissioner Reed made a motion to approve a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to the Holter Museum of Art for public art restoration. Commissioner Dean seconded the motion.**

- (00:42:56) Mayor Collins called for a vote.
- Commissioner Shirliff voted: **Aye**
- Commissioner Logan voted: **Aye**
- Commissioner Reed voted: **Aye**
- Commissioner Dean voted: **Aye**
- Mayor Collins voted: **Aye**

The motion carried 5:0.

D. Consider a Resolution of Intention to Approve the Workplan and Budget for the Business Improvement District and Levying an Assessment on all Properties within the District for Fiscal Year 2026 and to set a public hearing on June 16th, 2025

- (00:43:30) Director Danielson presented Item D.

(00:44:36) **Commissioner Shirliff made a motion to approve a Resolution of Intention to Approve the Workplan and Budget for the Business Improvement District and Levying an Assessment on all Properties within the District for Fiscal Year 2026 and to set a public hearing for the June 16th Commission Meeting. Commissioner Logan seconded the motion.**

(00:44:59) Mayor Collins called for a vote.
Commissioner Shirliff voted: **Aye**
Commissioner Logan voted: **Aye**
Commissioner Reed voted: **Aye**
Commissioner Dean voted: **Aye**
Mayor Collins voted: **Aye**

The motion carried 5:0.

E. Consider a Resolution of Intention to Approve the Work Plan and Budget for the Helena Tourism Business Improvement District and to Levy an Assessment on all Property within the District for Fiscal Year 2026 and to set a public hearing on June 16th, 2025

(00:45:35) Director Danielson presented Item E.

(00:46:25) Commissioner Dean asked Director Danielson about the possibility of increased assessment fees.

(00:47:48) **Commissioner Dean made a motion to approve a Resolution of Intention to Approve the Work Plan and Budget for the Helena Tourism Business Improvement District and to Levy an Assessment on all Property within the District for Fiscal Year 2026 and to set a public hearing on June 16th, 2025. Commissioner Shirliff seconded the motion.**

(00:48:12) Mayor Collins called for a vote.
Commissioner Shirliff voted: **Aye**
Commissioner Logan voted: **Aye**
Commissioner Reed voted: **Aye**
Commissioner Dean voted: **Aye**
Mayor Collins voted: **Aye**

The motion carried 5:0.

F. Fiscal Year 2026 City Manager Preliminary Budget Submittal

- (00:48:43) Director Danielson presented Item F.
- (00:56:21) Mayor Collins thanked Director Danielson, the Finance Department, and Manager Burton for their work.
- (00:56:38) Commissioner Dean asked Director Danielson about the process for increasing funding to the Helena Symphony Under the Stars.
- (01:00:12) Commissioner Reed requested that a process for inflation increases be put in place for community partners to communicate with the Commission and Finance Department.
- (01:02:11) Commissioner Logan discussed concerns for increasing the allocation amount for Helena Symphony Under the Stars.
- (01:02:46) Commissioner Shirliff expressed support for the increased Helena Symphony Under the Stars allocation.
- (01:03:43) Mayor Collins expressed support for the increased Helena Symphony Under the Stars allocation.
- (01:04:20) Director Danielson confirmed majority direction.
- (01:04:43) Commissioner Dean discussed the full budget process timeline.
- (01:05:59) Commissioner Logan asked Director Danielson if the proposed budget includes sustainability items from the previous Administrative Meeting.
- (01:08:24) **Commissioner Dean made a motion to approve the City Manager's Proposed FY26 Preliminary Budget. Commissioner Shirliff seconded the motion.**
- (01:08:36) Mayor Collins called for a vote. Clerk Clayborn thanked Executive Assistant to the City Manager Reinhardt for printing and organizing budget meeting materials for the Commissioners.
- Commissioner Shirliff voted: **Aye**
- Commissioner Logan voted: **Aye**
- Commissioner Reed voted: **Aye**
- Commissioner Dean voted: **Aye**
- Mayor Collins voted: **Aye**
- The motion carried 5:0.**

Public Hearings

- A. Consider an Exclusive Use Permit for Resource Environmental, LLC to install groundwater monitoring wells along Yellowstone Drive**
- B. Consider an Exclusive Use Permit for Resource Environmental, LLC to install groundwater monitoring wells along "B" Street**

(01:09:47) Transportation Systems Director Knoepke presented Items A and B concurrently.

(01:11:35) **Commissioner Reed made a motion to approve the Resource Environmental, LLC Exclusive Right-of-Way use permit of 140 sq.ft. along Yellowstone Drive with an annual fee of \$50.00. Commissioner Dean seconded the motion.**

(01:11:50) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

(01:12:29) **Commissioner Dean made a motion to approve the Resource Environmental, LLC Exclusive Right-of-Way use permit of 140 sq.ft. along "B" Street for an annual fee of \$50.00. Commissioner Shirliff seconded the motion.**

(01:12:45) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Public Communications

(01:13:16) Joe Dono provided public comment, expressing concerns for the "mini-malfunction" proposed roundabout.



Adjournment

(01:17:00) There being no further business before the Commission, the meeting adjourned at 7:18pm.

MAYOR

ATTEST:

CLERK OF THE CITY COMMISSION

City of Helena, Montana

06/02/2025

To:

Tim Burton, City Manager

From:

Ryan Leland, Public Works Director
Jamie Clark, City Engineer

Subject:

Bid Award for 2025 Fire Hydrant Replacement Project #23-06

Present Situation:

The City of Helena open bids for the Centennial Drive Water Main Project on May 20, 2025. The city received 4 responsive bids for the 2025 fire hydrant Replacement Project. Bids were received from 4050 Development LLC of Ennis, MT, Laabs Excavation of Great Falls, MT, Premier Utility Solutions of Helena, MT and Helena Sand and Montana Materials and Construction Inc. of Helena, MT. 4050 Development delivered a bid of \$341,530.00; Laabs Excavation delivered a bid of \$432,850.00; Premier Utility Solutions delivered a bid of \$293,021.04 and Montana Materials and Construction Inc. delivered a bid of \$289,119.00. The apparent low bidder for the project was Montana Materials and Construction Inc. of Helena MT with a quote of \$289,119.00.

Background Information:

Presently the City of Helena's Utility Maintenance Division (UMD) routinely checks on fire hydrants and keeps record of non-working hydrants, semi-working hydrants and hydrants that are prone to failure/repair due to conditions such as: age, make/model, and previously known issues. These problem or non-functional hydrants are then prioritized repair or replacement at regular intervals as appropriate. This project will replace nine (9) of the highest priority fire hydrants along with the accompanying valve and service lead. Replacement of these hydrants will allow for improved fire protection for city residents. Replacement of aging or inoperable hydrants also allows for the upgrade of obsolete or old hydrants to new hydrants meeting current standards.

Proposal/Objective:

Consider awarding the contract to Montana Materials and Construction Incorporated. which submitted the lowest responsive bid in the amount of \$289,119.00.

Advantage:

The proposed project will replace existing fire hydrants that are either non-operable or at high risk of breaking if operated and will allow the city to provide proper fire protection when required. Reduced repair frequency will eliminate significant additional maintenance costs.

Notable Energy Impact:

Construction of this project will increase reliability of the City fire protection system and will decrease the need to allocate Utility Maintenance manpower and material resources to these aging hydrants to keep the semi-functional ones working

Disadvantage:

No disadvantages to this award are expected.

Quasi-Judicial Item:

False

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Move to award the 2025 Fire Hydrant Replacement Project #23-06 to the lowest responsible bidder Montana Materials and Construction Incorporated in the amount of \$289,119.00.

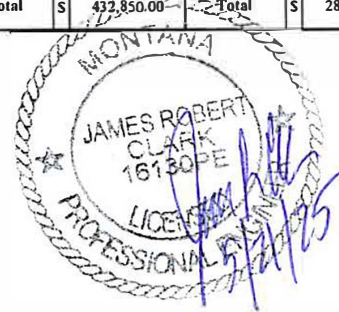


Exhibit 2

Bid Tabulation

City of Helena Project #23-06 2025 hydrant Replacement Project

				Enginners Estimate				Laabs Excavation Services Estimate				Montana Materials & Construction Estimate				Premier Utility Solutions Estimate				4050 Development LLC Estimate			
Item No.	Est. Quantity	Unit	Description	\$	Unit Price	\$	Total Price	\$	Unit Price	\$	Total Price	\$	Unit Price	\$	Total Price	\$	Unit Price	\$	Total Price	\$	Unit Price	\$	Total Price
1	1	LS	MOBILIZATION	\$	25,000.00	\$	25,000.00	\$	38,500.00	\$	38,500.00	\$	25,000.00	\$	25,000.00	\$	18,490.48	\$	18,490.48	\$	32,005.00	\$	32,005.00
2	9	EA	REMOVE EXISTING FIRE HYDRANT, INCLUDES ALL MATERIALS CONNECTING TO THE MAIN INCLUDING HYDRANT TEE	\$	2,500.00	\$	22,500.00	\$	5,235.00	\$	47,115.00	\$	1,000.00	\$	9,000.00	\$	2,348.00	\$	21,132.00	\$	2,450.00	\$	22,050.00
3	9	EA	INSTALL NEW 6 INCH FIRE HYDRANT SERVICE, MJ X MJ TEE, AUXILLIARY VALVE & RISER BOX, COMPLETE HYDRANT ASSEMBLY	\$	8,500.00	\$	76,500.00	\$	25,085.00	\$	225,765.00	\$	12,100.00	\$	108,900.00	\$	17,526.11	\$	157,734.99	\$	12,575.00	\$	113,175.00
4	1	LS	INSTALL CATHODIC PROTECTION SYSTEM, COMPLETE	\$	7,500.00	\$	7,500.00	\$	1,000.00	\$	1,000.00	\$	4,000.00	\$	4,000.00	\$	10,000.00	\$	10,000.00	\$	11,600.00	\$	11,600.00
5	150	SF	STANDARD 4-INCH-THICK CONCRETE SIDEWALK REPLACEMENT	\$	15.00	\$	2,250.00	\$	20.00	\$	3,000.00	\$	20.00	\$	3,000.00	\$	26.66	\$	3,999.00	\$	18.00	\$	2,700.00
6	140	LF	STANDARD CURB AND GUTTER REPLACEMENT (INCLUDING LAYDOWN CURB)	\$	50.00	\$	7,000.00	\$	33.00	\$	4,620.00	\$	100.00	\$	14,000.00	\$	56.00	\$	7,840.00	\$	75.00	\$	10,500.00
7	2	EA	STANDARD 6-INCH-THICK CONCRETE DRIVE APPROACH REPLACEMENT	\$	8,000.00	\$	16,000.00	\$	2,500.00	\$	5,000.00	\$	1,200.00	\$	2,400.00	\$	6,000.00	\$	12,000.00	\$	7,250.00	\$	14,500.00
8	1200	SY	ASPHALT PAVEMENT RESTORATION, 4 INCH THICKNESS OF HOT PLANT MIX ASPHALT SURFACE COURSE & TACK COAT - PG 58-28	\$	47.00	\$	56,400.00	\$	75.00	\$	90,000.00	\$	65.00	\$	78,000.00	\$	17.00	\$	20,400.00	\$	65.00	\$	78,000.00
9	1	LS	CONCRETE CURB PAINT	\$	1,000.00	\$	1,000.00	\$	1,350.00	\$	1,350.00	\$	2,300.00	\$	2,300.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00
10	1	LS	CONSTRUCTION TRAFFIC CONTROL	\$	4,000.00	\$	4,000.00	\$	5,000.00	\$	5,000.00	\$	10,000.00	\$	10,000.00	\$	7,924.57	\$	7,924.57	\$	6,000.00	\$	6,000.00
11	10	HR	ROOT REMOVAL	\$	100.00	\$	1,000.00	\$	50.00	\$	500.00	\$	200.00	\$	2,000.00	\$	550.00	\$	5,500.00	\$	500.00	\$	5,000.00
12	1	LS	SITE RESORATION	\$	5,000.00	\$	5,000.00	\$	3,500.00	\$	3,500.00	\$	14,169.00	\$	14,169.00	\$	8,000.00	\$	8,000.00	\$	9,500.00	\$	9,500.00
13	50	HR	EXPORATORY EXCAVTION	\$	250.00	\$	12,500.00	\$	130.00	\$	6,500.00	\$	280.00	\$	14,000.00	\$	300.00	\$	15,000.00	\$	650.00	\$	32,500.00
14	10	CY	ROCK EXCAVTION	\$	300.00	\$	3,000.00	\$	100.00	\$	1,000.00	\$	235.00	\$	2,350.00	\$	200.00	\$	2,000.00	\$	100.00	\$	1,000.00
			15 % Contingency	\$	38,000.00	\$	38,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total In Words				Total		\$	277,650.00	Total		\$	432,850.00	Total		\$	289,119.00	Total		\$	293,021.04	Total		\$	341,530.00



BUDGET WORKSHEET
City Of Helena Project #23-06
2025 Fire Hydrant Replacement Project

Description	Estimate or Cost
ENGINEERING	
Done In-House	\$ -
	\$ -
Total Engineering Cost - In House	\$ -
CONSTRUCTION COSTS	
Construction Bid Price - Montana Materials and Construction Inc.	\$ 289,119.00
Construction Oversight - In House	\$ -
3.5% Contingency	\$ 10,119.17
Total Construction Cost	\$ 299,238.17
Misc Cost - Bid Advertisement	\$ 160.00
Total Project Estimate	\$299,398.17

Description	Estimate or Cost	Project Budget
Budget		
WU24005 - 52430550-493110 - FY24 Fire Hydrant Replacements	\$299,398.17	\$ 300,000.00
Totals	\$ 299,398.17	\$ 300,000.00

City of Helena, Montana

June 16, 2025

To: Honorable Mayor Collins and Helena City Commissioners

From: Tim Burton, City Manager
David Knoepke, Transportation Systems Director
Chris Couey, Transportation Systems Deputy Director

Subject: Transportation Systems – Bid Award for Project TSD-25-44

Present Situation: Transportation Systems recently advertised an invitation for bids for two (2), 5-yard dump truck cab and chassis. Multiple public notices for this invitation were placed in the IR as required. One bid was received from I-State Trucking, Inc. in the amount of \$111,974.00 per unit for a total bid of \$223,948.00. This price is in line with the department's expectations for cost.

Background Information: A similar invitation for bids was done for two (2) trucks in Fiscal Year 2024. I-State Trucking, Inc. was also awarded that contract and has satisfactorily fulfilled that order.

Proposal/Objective: Consider awarding the bid for two dump truck cab & chassis' to I-State Trucking, Inc in the amount of \$223,948.00.

Advantage: The City is able to update its fleet and replace old or damaged units.

Notable Energy Impact: N/A

Disadvantage: None noted for the city.

Notice of Public Hearing: Yes, *attached*

**Staff Recommendation/
Recommended Motion:** Recommend a motion to award Project TSD-25-44 to the lowest responsible bidder, I-State Trucking, Inc. in the amount of \$223,948.00.

Proposed Two (2) Freightliner Dump Trucks Single Axle

6/2/2025 2:00 PM

Project TSD-25-44

Bidder 1	111,974.00	<i>Truck 1</i>
I-State Truck Center	111,974.00	<i>Truck 2</i>
Total Bid	<u>223,948.00</u>	

No other Bids Received

Total Base Bid Price:	223,948.00
------------------------------	-------------------

Independent Record

AFFIDAVIT OF PUBLICATION

See Proof on Next Page

Helena Independent Record
2222 N. Washington St
Helena, Montana 59602
(123) 456-7890

State of Florida, County of Orange, ss:

Ankit Sachdeva, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Helena Independent Record, a newspaper of general circulation published that is a "legal newspaper" as that is published daily in the City of Helena, in the County of Lewis and Clark, State of Montana, and has charge of the Advertisements thereof.

If this certification is for the State of Montana, I hereby certify that I have read sec. 18-7-204 and 18-7-205 , MCA, and subsequent revisions, and declare that the price or rate charged the State of Montana for the publication for which claim is made in printed copy in the amount of \$128.00 , is not in excess of the minimum rate charged any other advertiser for publication of advertisement, set in the same size type and published for the same number of insertions, further certify that this claim is correct and just in all respects, and that payment or credit has not been received.

PUBLICATION DATES: May. 22 2025, May. 27 2025, May. 31 2025

NOTICE ID: jaGdBVurqaH4oJMQtHvU

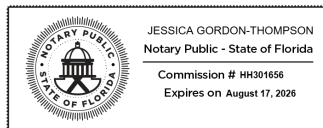
PUBLISHER ID: COL-MT-201212

NOTICE NAME: RFP: Freightliner Dump Truck Chassis

Publication Fee: \$128.00

Ankit Sachdeva

(Signed) _____



VERIFICATION

State of Florida
County of Orange

Subscribed in my presence and sworn to before me on this: 06/03/2025

J. Thompson

Notary Public

Notarized remotely online using communication technology via Proof.

**City of Helena, MT Request for Proposal: Freightliner
Dump Truck Chassis**

REQUEST FOR PROPOSAL:

**FREIGHTLINER DUMP TRUCK CHASSIS: FLEET SERVICES
CITY OF HELENA, MONTANA**

The City of Helena is requesting a quotation from vendors capable of constructing and delivering Two (2) Freightliner dump truck chassis (single axle). The RFP is limited to 10 pages, one sided, no smaller than 10 pt. font, with one hard copy and one electronic copy (pdf) submitted to the City of Helena (City) for review. Page limits do not include a cover page, RFP Summary, Specification Worksheet or supporting materials such as diagrams.

The proposal must be outlined to address each component specification listed in the Specification Worksheet contained herein.

The proposal must include a completed Request for Proposal Summary as contained herein.

Sealed bids will be received by the City Clerk, for the City of Helena, in the City- County Administration Building, room 322, 316 North Park, Helena, Montana 59623 until 12:00 P.M. on Monday 6/2/2025. Bids must be clearly marked on the outside of the envelope: TRANSPORTATION SYSTEMS - FLEET - Freightliner dump truck chassis (single axle). Bids received after the stipulated time will be returned unopened. A public meeting will be conducted to open all bids received on time, in the City-County Administration Building, room 326, 316 North Park, Helena, Montana 59623 at 2:00 P.M. on Monday 6/2/2025. More specific additional information regarding this project may be obtained by contacting Darrin Pearce, by Telephone at 406-457-8538, in person by appointment at 3001 E. Lyndale Avenue, Helena, MT 59601 or email: dpearce@helenamt.gov.

The City of Helena reserves the right to, wholly or in part, reject any or all RFPs and re-advertise, to waive any irregularities in the RFPs, and to accept the RFP that best benefits the City. The City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of products proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. All RFPs become the property of the City of Helena. The City is not responsible for costs associated with preparing RFPs.

Authorized and approved by:

Chris Couey, Transportation Systems Deputy Director

Revised 4/19/24

5/14/25 Date

May 22, 27, 31, 2025 COL-MT-201212 MNAXLP

City of Helena, Montana

06/02/2025

To:

Honorable Mayor Collins and City Commission

From:

Tim Burton, City Manager
Christopher Brink, Community Development Director
Michael Alvarez, Planner II

Subject:

Consideration of a Zone Change from R-3 (residential) to B-2 (general commercial) zoning district, and amending the official zoning map for the City of Helena, for a property legally described as:
Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

Present Situation:

The property at 1639 Aspen Street is currently vacant, zoned R-3 (Residential), and is proposed to be rezoned to B-2 (General Commercial).

The last use on the property, residence, single-dwelling unit, has been abandoned through the demolition of the structure and the discontinuation of its use. The property has adjacency to the proposed zoning district B-2 (general commercial) across the right-of-way to the north and east.

Background Information:

The subject property is approximately 0.36 acres in size and is currently vacant, with the previous single-family residence having been demolished in 2019. The property is located at 1639 Aspen St at the southwest corner of Aspen Street and North Oakes Street.

This zone change is being requested to facilitate additional parking for Summit Optical, an established Helena business operating at 1620 and 1680 Aspen Street, directly across the street from the subject property. Summit Optical intends to expand their operations and requires additional parking to accommodate growth.

Proposal/Objective:

The applicant, Matthew Spindler of Summit Optical, through their representative, Jeff Larson, of Larson Civil Engineering, and on behalf of the property owner, Hometown Solutions Inc. (Sandra and William Kokoruda), is requesting a zone change from R-3 (residential) to B-2 (general commercial) for the property located at 1639 Aspen Street.

Advantage:

The proposed zone change aligns with the following goals and objectives of the 2019 Growth Policy:

Goal G.01: "Promote and sustain Helena's economic vitality, supporting existing businesses and attracting a diverse range of economic sectors that provide employment opportunities."

Notable Energy Impact:

This change in zoning would not have a determinable energy impact.

Disadvantage:

B-2 zoning would significantly expand the range of potential uses for the property beyond what is currently permitted in R-3 zoning. This expanded flexibility could lead to more productive use of the land, particularly given its proximity to existing commercial uses. However, the introduction of commercial uses to the south side of Aspen Street could

also affect the residential character of the neighborhood and potentially impact property values of adjacent residential properties, depending on the specific use developed.

Quasi-Judicial Item:

True

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Approval of an ordinance amending City of Helena ordinance no. 3097 and the official zoning map for the City of Helena that changes the zoning district from R-3 (Residential) to B-2 (General Commercial) for the property legally described as Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

ORDINANCES OF THE CITY OF HELENA, MONTANA

ORDINANCE NO. [XXXX]

AN ORDINANCE AMENDING CITY OF HELENA ORDINANCE NO. 3097 AND THE OFFICIAL ZONING MAP FOR THE CITY OF HELENA THAT CHANGES THE ZONING DISTRICT FROM R-3 (RESIDENTIAL) TO B-2 (GENERAL COMMERCIAL) FOR THE PROPERTY LEGALLY DESCRIBED AS LOT 12R, BLOCK 16 OF THE FLOWER GARDEN ADDITION, SECTION 20, TOWNSHIP 10 NORTH, RANGE 3 WEST, IN THE CITY OF HELENA, LEWIS AND CLARK COUNTY, MONTANA.

WHEREAS, Matthew Spindler of Summit Optical, through their representative, Jeff Larson, of Larson Civil Engineering, and on behalf of Hometown Solutions Inc. (Sandra and William Kokoruda), the property owner, has requested that the City of Helena pass an ordinance, pursuant to section 11-1-10 of the Helena City Code, to amend the official zoning map of the City of Helena for the property legally described as Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 north, Range 3 west, in the City of Helena, Lewis and Clark County, Montana, and located at 1639 Aspen St, Helena, MT 59602 (the here-described property is hereinafter collectively referred to as the "Property");

WHEREAS, the requested change is from the R-3 (residential) zoning district to B-2 (general commercial) zoning district for the Property, shown on Exhibit 1 as having the R-3 zoning district, which is hereby incorporated into this ordinance and made part thereof by this reference;

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. [XXXX]

WHEREAS, this zone change is in substantial compliance with the 2019 City of Helena Growth Policy and Future Land Use map;

WHEREAS, pursuant to Section 11-1-3 of the Helena City Code the official zoning map of the City of Helena must be amended to change the zoning designation for said property;

WHEREAS, a public hearing was held on **May 13, 2025**, before the Helena Zoning Commission concerning this zone change and amendment to the official zoning map;

WHEREAS, a public meeting was held on **June 16, 2025**, before the Helena City Commission concerning this zone change and amendment to the official zoning map;

WHEREAS, a public hearing was held on **July 21, 2025**, before the Helena City Commission concerning this zone change and amendment to the official zoning map;

WHEREAS, this amendment and zone change appear to be in the best interests of the City of Helena, Montana, and the inhabitants thereof; and

WHEREAS, in considering this amendment and zone change, the City of Helena has given due consideration to the matters set forth in § 76-2-304, MCA.

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. [XXXX]

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:

Section 1. City of Helena Ordinance No. 3097 is amended and the zoning designation for property legally described as Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 north, Range 3 west, in the City of Helena, Lewis and Clark County, Montana.

FIRST PASSED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 16th DAY OF JUNE, 2025.

MAYOR _____

ATTEST:

CLERK OF THE COMMISSION

FINALLY PASSED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, 21st DAY OF JULY, 2025.

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. [XXXX]

MAYOR _____

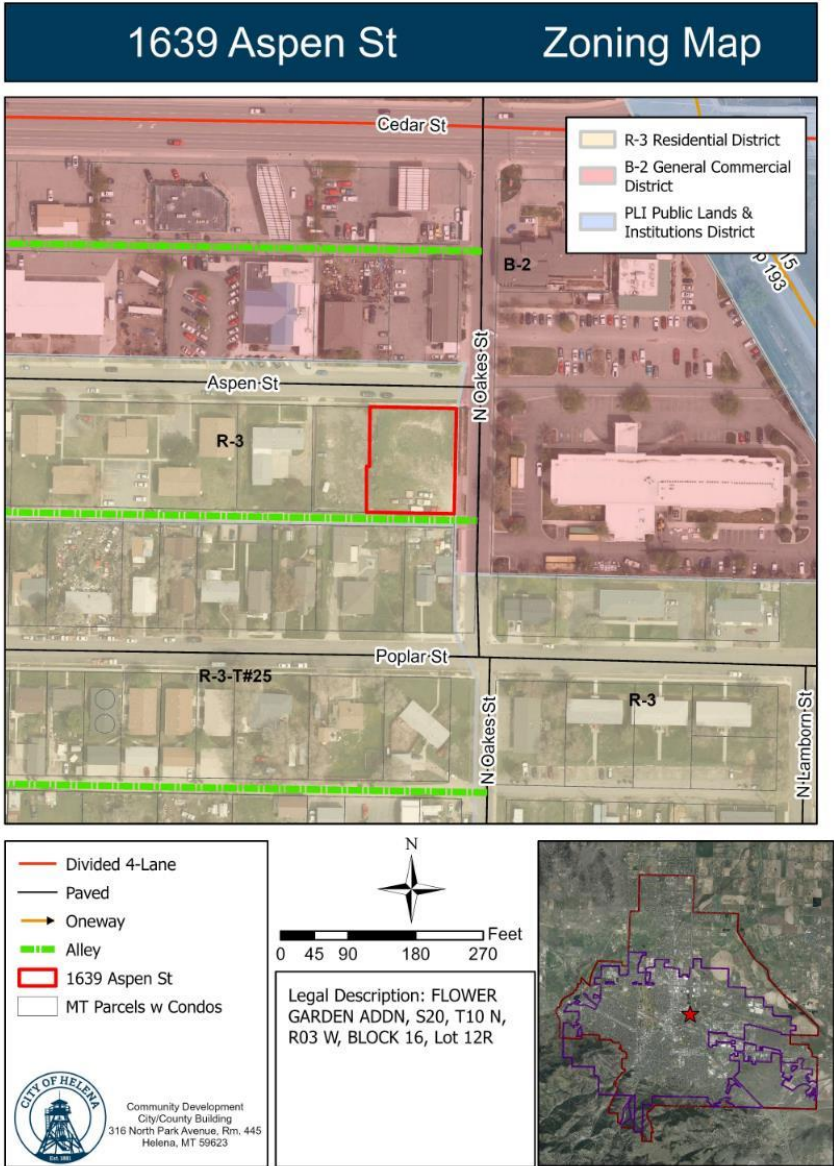
ATTEST:

CLERK OF THE COMMISSION

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. [XXXX]

Exhibit A



STAFF REPORT

1639 Aspen St

Zone Change from
R-3 to B-2

Case# ZONE2503-0002

Michael Alvarez
Planner II

Community Development Department
316 N Park Ave
Helena, MT 59623





Table of Contents

STAFF REPORT	1
1639 Aspen St.....	1
Zone Change from	1
R-3 to B-2	1
Case# ZONE2503-0002.....	1
Section 1 - Project Overview.....	3
Section 2 - Staff Recommendation.....	3
Section 3 - General Information	3
Section 4 - Public Process	4
Public Comment	5
Section 5 –Evaluation	5
Section 6 – GROWTH POLICY ANALYSIS	10
Section 7 – Staff Recommendation.....	11
Appendix A –Maps	13
.....	13



Section 1 – PROJECT OVERVIEW

The applicant, Matthew Spindler of Summit Optical, through their representative, Jeff Larson, of Larson Civil Engineering, and on behalf of the property owner, Hometown Solutions Inc. (Sandra and William Kokoruda), is requesting a zone change from R-3 (residential) to B-2 (general commercial) for the property located at 1639 Aspen Street, legally described as:

Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

The subject property is approximately 0.36 acres in size and is currently vacant, with the previous single-family residence having been demolished in 2019. The property is located at 1639 Aspen St at the southwest corner of Aspen Street and North Oakes Street.

This zone change is being requested to facilitate additional parking for Summit Optical, an established Helena business operating at 1620 and 1680 Aspen Street, directly across the street from the subject property. Summit Optical intends to expand their operations and requires additional parking to accommodate growth.

The subject property has B-2 (general commercial) zoning to the north and east, and R-3 (residential) zoning to the south and west. Aspen Street dead-ends into N Oakes St at this location and traffic would largely be funneled to Cedar St and its immediate highway access.

Section 2 – STAFF RECOMMENDATION

Approval of an ordinance amending City of Helena ordinance no. 3097 and the official zoning map for the City of Helena that changes the zoning district from R-3 (Residential) to B-2 (general commercial) for the property legally described as Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

Section 3 – GENERAL INFORMATION

Application Date: March 25, 2025
Public Hearing Dates: Zoning Commission – May 13, 2025
City Commission – June 16, 2025 – First Passage (public meeting)
City Commission – July 21, 2025 – Final Passage (public hearing)
Applicant: Matthew Spindler
Summit Optical
1620 Aspen St
Helena, MT 59601

Authorized Representative: Jeff Larson
Larson Civil Engineering
28 Antler Avenue
Clancy, MT 59634

Property Owner: Sandra and William Kokoruda
Hometown Solutions
6100 Timber Trail Dr
Helena, MT 59602

Legal Description: Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

General location: The property is generally located at 1639 Aspen St and more generally on the southwest corner of Aspen Street and North Oakes Street.

Present Land Use: Vacant -- (abandoned use - Residence, single-dwelling unit)

Adjacent Zoning and Land Uses:

North: B-2 - Commercial (professional offices and general services)
South: R-2 - Residential (single-dwelling units)
East: B-2 - Commercial (hotel)
West: R-3 - Residential (single dwelling-unit and multiple-dwelling units)

Tract/Property Size: Approximately 0.36 acres

2019 Growth Policy:

Land Use Designation(s): Urban- This category includes predominantly moderate- to high-density residential uses, and may include public uses such as schools, churches, and open lands such as parks and occasional commercial uses that serve the immediate area or are relatively small and low-intensity.

Section 4 – PUBLIC PROCESS

per City Code Section 11-1-10:

Zone Change applications are filed with the Community Development Department, and any required fees must be paid upon submission of an application. The application will then be reviewed by City staff.

The Zoning Commission shall hold a public hearing on the proposed change and make a recommendation to the City Commission.

The recommendations of the zoning commission, and the decisions of the city commission, are based upon the considerations and factors set forth in sections 76-2-301 through 76-2-305 Montana Code Annotated. The city commission shall set forth its reasons in written findings and conclusions giving due consideration to each of the matters set forth in section 76-2-304 Montana Code Annotated. (Ord. 3097, 4-7-2008)

This review process as defined by Helena City Code allows for public comment, staff review, and vetting through city departments and appointed and elected commissions prior to approval. As part of this process, the Community Development Department sends the application materials to applicable departments for their review and comment. This leads to a full evaluation of potential impacts and helps determine how the proposed zone change relates to the review criteria.

Public Comment

An integral part of the review process is conducting public hearings and the solicitation of public comment. Comments are welcome throughout the entire process including during the public hearings. As of May 02, 2025, there have been no public comments received regarding the proposed rezoning. Any comments received during and after the hearing conducted by the Zoning Commission will be attached to this report and presented to the City Commission for their review and final decision.

Section 5 –EVALUATION

The property at 1639 Aspen Street is currently vacant, zoned R-3 (Residential), and is proposed to be rezoned to B-2 (General Commercial).

The last use on the property, residence, single-dwelling unit, has been abandoned through the demolition of the structure and the discontinuation of its use. The property has adjacency to the proposed zoning district B-2 (general commercial) across the right-of-way to the north and east.

In Montana, the Montana Supreme Court uses a three-pronged test to determine if a zoning proposal constitutes illegal spot zoning. This test considers whether: 1) the proposed use is significantly different from the prevailing use in the area; 2) the land area involved is small; and 3) the zoning change is primarily designed to benefit one or a few landowners. Typically, all three factors must be present for the rezoning to be deemed illegal spot zoning.

While the zone change does fail the 3-prong test on point number 3, the proposal passes on the other two points. Therefore, staff has concluded that changing the zoning would not

constitute “spot zoning.” Of note, however, is that there are arguments to be made for whether this could fail the other two points. First, this would be the first implementation of B-2 on this block. So, while the zoning-district still has adjacency, an argument could be made that the neighborhood has a hardline here for commercial creep into the residential area. Point 2 asks that the size be evaluated from the perspective of impacts – rather than being defined by absolute size parameters, this test invites a variety of interpretations. To reiterate, city staff found that the proposal passed these tests.

The Future Land Use Map in the 2019 Growth Policy is used to determine whether zoning changes are in line with expected and desired growth patterns. Future land use map designations are not to be considered absolute and are meant to “be interpreted in a broad, flexible manner, but in context with currently existing land uses and development.” Every property must have its unique characteristics considered when its zoning is analyzed through the lens of the future land use map.

The subject property has the designation of Urban in this location to preserve the residential neighborhood that begins there. The lot now stands vacant as is the lot adjacent to it on Aspen St, and it is separated from the homes to the south of it by an alley. Across the rights-of-way the subject property is adjacent to commercial activity, B-2 zoning, and area designated as commercial on the future land use map. This is a transitional area in the city, and the expansion of the B-2 zoning could be seen as commercial creep on a residential area, or the natural intensification of development in a growing city.

Development standard	Zoning Requirement for B-2	Zoning Regulations for R-3
Lot Coverage	No minimum	40%
Height	75' maximum	36' maximum
Front Lot Line Setback (Aspen St)	No minimum	10' minimum
Front Lot Line Setback (N Oakes St)	No minimum	10' minimum
Setback from alleyway (South)	5' minimum	5' minimum
Side Lot Line Setback (East)	15' Minimum	6' Minimum
Vehicular entrance of a garage if approach is facing public ROW designated as a street	20' Minimum	20' Minimum

Montana MCA Section 76-2-304(1.b), Criteria and guidelines for zoning regulations:

- 1. Zoning regulations must be:**
 - a. made in accordance with a growth policy (see growth policy section 6); and*
 - b. designed to:*
 - i. secure safety from fire and other dangers;*
 - ii. promote public health, public safety, and the general welfare; and*
 - iii. facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements.*

Montana MCA Section 76-2-304(2.a thru e), “Purposes of Zoning” states:

- 2. In the adoption of zoning regulations, the municipal governing body shall consider:**
 - a. reasonable provision of adequate light and air;*
 - b. the effect on motorized and non-motorized transportation systems;*
 - c. promotion of compatible urban growth;*
 - d. the character of the district and its peculiar suitability for particular uses; and*
 - e. conserving the value of buildings and encouraging the most appropriate use of land throughout the jurisdictional area.*

The proposed pre-zone to the B-2 (commercial) zone type meets all the zone change requirements outlined in MCA Section 76-2-304(1.b) and (2.a thru e). This is documented below.

<i>Designed to (i) secure safety from fire and other dangers;</i>	The subject property is within the City of Helena Urban Standards Boundary and is currently served by all City of Helena emergency services. A fire hydrant is located at the northeast corner of the property. The proposed zone change itself will not impact the levels of emergency services available in the surrounding area, though future development may require additional review based on specific use.
<i>Designed to (ii) promote public health, public safety, and the general welfare; and (iii) facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements</i>	The B-2 zoning district permits a wide range of commercial uses that could potentially serve neighborhood needs. However, some permitted uses in B-2 districts (such as vehicle repair, restaurants with drive-through service, and vehicle fuel sales) could potentially generate increased traffic, noise, and activity levels that may affect neighboring residential properties. Any development would require compliance with City codes and regulations designed to protect public health, safety, and welfare, including landscaping, screening, and stormwater management requirements.

The application shall also be reviewed through Montana MCA Section 76-2-304. Montana MCA Section 76-2-304(2.a thru e), In the adoption of zoning regulations, the municipal governing body shall consider:

<i>(a) reasonable provision of adequate light and air.</i>	Future development under B-2 zoning would need to comply with the district's standards for setbacks, lot coverage, and height, which would ensure adequate light and air is maintained. The B-2 district allows for buildings up to 75 feet in height, which is substantially taller than what would be permitted in the current R-3 district (36 feet). However, given the small size of the parcel (0.36 acres), it is unlikely that a structure approaching the maximum height would be built.
<i>(b) the effect on motorized and non-motorized transportation systems;</i>	<p>Based on the Community Development Department's Traffic Generation Data by Zone Type, B-2 (General Commercial) zoning can generate significantly higher traffic volumes than R-3 zoning. The B-2 district permits high-intensity uses such as drive-in restaurants (496.12 trips/1000 sf GFA), general retail (50.75 trips/1000 sf GFA), and professional services (11.03 trips/1000 sf GFA).</p> <p>While the property's small size and location one block off the main arterial would likely make high-intensity uses such as drive-through restaurants or gas stations impractical or financially infeasible, other permitted B-2 uses such as small retail establishments, professional offices, or personal service businesses could still be viable. These uses would generate more traffic than residential development but at lower levels than maximum-intensity B-2 uses.</p> <p>The 2014 Greater Helena Long Range Transportation Plan designates Aspen Street as a local road, designed to accommodate less than 1,500 vehicles per day. Any high-intensity commercial development would need to be carefully evaluated to ensure compatibility with the street network's capacity, especially when the existing commercial facilities, and multiple dwelling-unit residential on the street are taken into account.</p>
<i>(c) promotion of compatible urban growth.</i>	The subject property is located at the edge of an existing B-2 zoning district, with B-2 zones to the north and east. Currently, Aspen Street serves as a boundary between

	<p>B-2 zoning to the north and R-3 zoning to the south. The proposed rezoning would extend the B-2 district to the south side of Aspen Street for the first time.</p> <p>This extension of commercial zoning across what has historically been a dividing line between commercial and residential uses represents a significant change to the established pattern. However, given the property's location at a transition point between zoning districts and its directly abutting relationship to existing B-2 zoning, the change could be viewed as a logical extension rather than an isolated rezoning that would constitute spot zoning.</p>
<p>(d) <i>the character of the district and its peculiar suitability for particular uses; and</i></p>	<p>The north side of Aspen Street includes established commercial businesses, while the south side maintains a residential character. The subject property's location directly across from existing commercial uses makes it potentially suitable for lower-intensity B-2 uses that could serve as a transition between commercial and residential areas.</p> <p>Of the many uses permitted in the B-2 district, some would be more suitable than others at this location. Uses with lower traffic generation, limited hours of operation, minimal noise generation, and appropriate scale would be more compatible with the adjacent residential neighborhood. These might include professional offices, personal services, or small retail establishments.</p> <p>More intensive uses permitted in B-2 districts—such as vehicle fuel sales, vehicle repair, or restaurants with drive-through service—would be less suitable at this location due to potential noise, traffic, and visual impacts on adjacent residential properties. However, the B-2 zoning would permit these uses, potentially creating tension with the residential character of adjacent properties.</p>
<p>(e) <i>conserving the value of buildings and encouraging the most appropriate use of land throughout the jurisdictional area</i></p>	<p>The proposed zone change would allow for commercial development of a currently vacant lot. Development of the property would be required to include screening from adjacent residential properties per City Code, which would help mitigate impacts on those properties.</p>

	<p>B-2 zoning would significantly expand the range of potential uses for the property beyond what is currently permitted in R-3 zoning. This expanded flexibility could lead to more productive use of the land, particularly given its proximity to existing commercial uses. However, the introduction of commercial uses to the south side of Aspen Street could also affect the residential character of the neighborhood and potentially impact property values of adjacent residential properties, depending on the specific use developed.</p> <p>The most appropriate uses for this particular property would be those that can serve as a transitional buffer between the more intensive commercial uses to the north and the residential uses to the south and west. Lower-intensity commercial uses with limited hours of operation, appropriate scale, and adequate buffering would likely be most compatible with the surrounding area. With a B-2 designation the largest controlling factor for the intensity of future uses built at this location would be its location away from the major arterial and on a side local road.</p>
--	---

Section 6 – GROWTH POLICY ANALYSIS

The 2019 City of Helena Growth Policy designates this property as "Urban," defined as an area that "includes predominantly moderate- to high-density residential uses, and may include public uses such as schools, churches, and open lands such as parks and occasional commercial uses that serve the immediate area or are relatively small and low-intensity."

The proposed zone change aligns with the following goals and objectives of the 2019 Growth Policy:

Goal G.01: "Promote and sustain Helena's economic vitality, supporting existing businesses and attracting a diverse range of economic sectors that provide employment opportunities."

The B-2 designation would allow for expansion of commercial activities in an area where commercial uses already exist.

Goal G.10: "Plan for and establish types and quantities of land uses in Helena supporting community needs, neighborhood centers, aesthetics and the City's long-term sustainability."

B-2 zoning would provide additional flexibility for future development that could serve community needs.

Objective 0.77: "Apply or revise zoning designations with careful consideration of factors including future land use mapping, compatibility with surrounding land uses, infrastructure and service plans, development of vacant and under-utilized buildings, existing and future traffic patterns, and goals and objectives of the growth policy."

The subject property is vacant and located at the edge of an existing B-2 district.

Objective 0.78: "Encourage infill development on vacant and under-utilized land within the city, directing growth to areas currently served by, or in close proximity to, existing infrastructure and that harmonizes with the character of existing neighborhoods."

The property is currently vacant and served by existing infrastructure.

Objective 0.82: "Encourage development patterns and proposals that promote efficient use of City infrastructure and resources."

The property is located in an area with existing utility infrastructure.

While the property is designated "Urban" on the Future Land Use Map, which primarily indicates residential uses, the growth policy acknowledges that occasional commercial uses may be appropriate in that designation, and that bordering areas of the future land use map can be interpreted in a flexible manner. The proximity to existing B-2 zoning suggests this location could be suitable for a transition to commercial use.

Section 7 – STAFF RECOMMENDATION

Based on the evaluation of the proposed zone change request for 1639 Aspen Street from R-3 (residential) to B-2 (general commercial), staff has determined that the requested zoning designation is consistent with the City of Helena's 2019 Growth Policy and complies with all applicable zoning statutes.

The B-2 (general commercial) zoning district "provides for compatible residential uses and a broad range of commercial and service uses that serve large areas of the city and that are normally required to sustain a community." This designation would allow for a wide variety of potential future uses on the property, consistent with the existing B-2 zoning directly to the north and east of the subject property. The location at the intersection of existing commercial and residential zones makes it suitable for this transition.

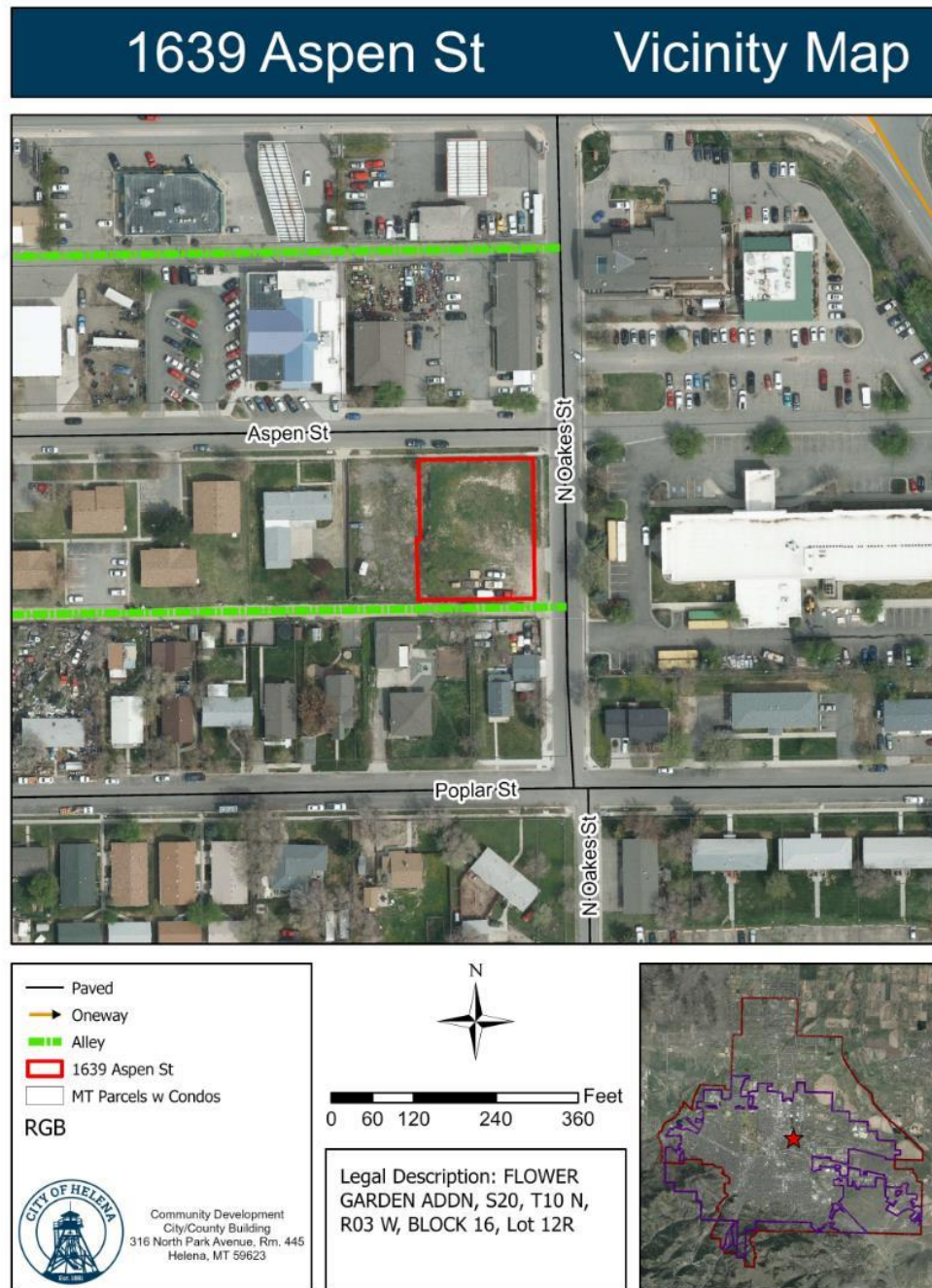
The subject property's transition to B-2 would reflect the natural intensification of development of a growing city in opposition to pushing that development out to greenfield development in the county, promoting infill development of a currently vacant parcel, and

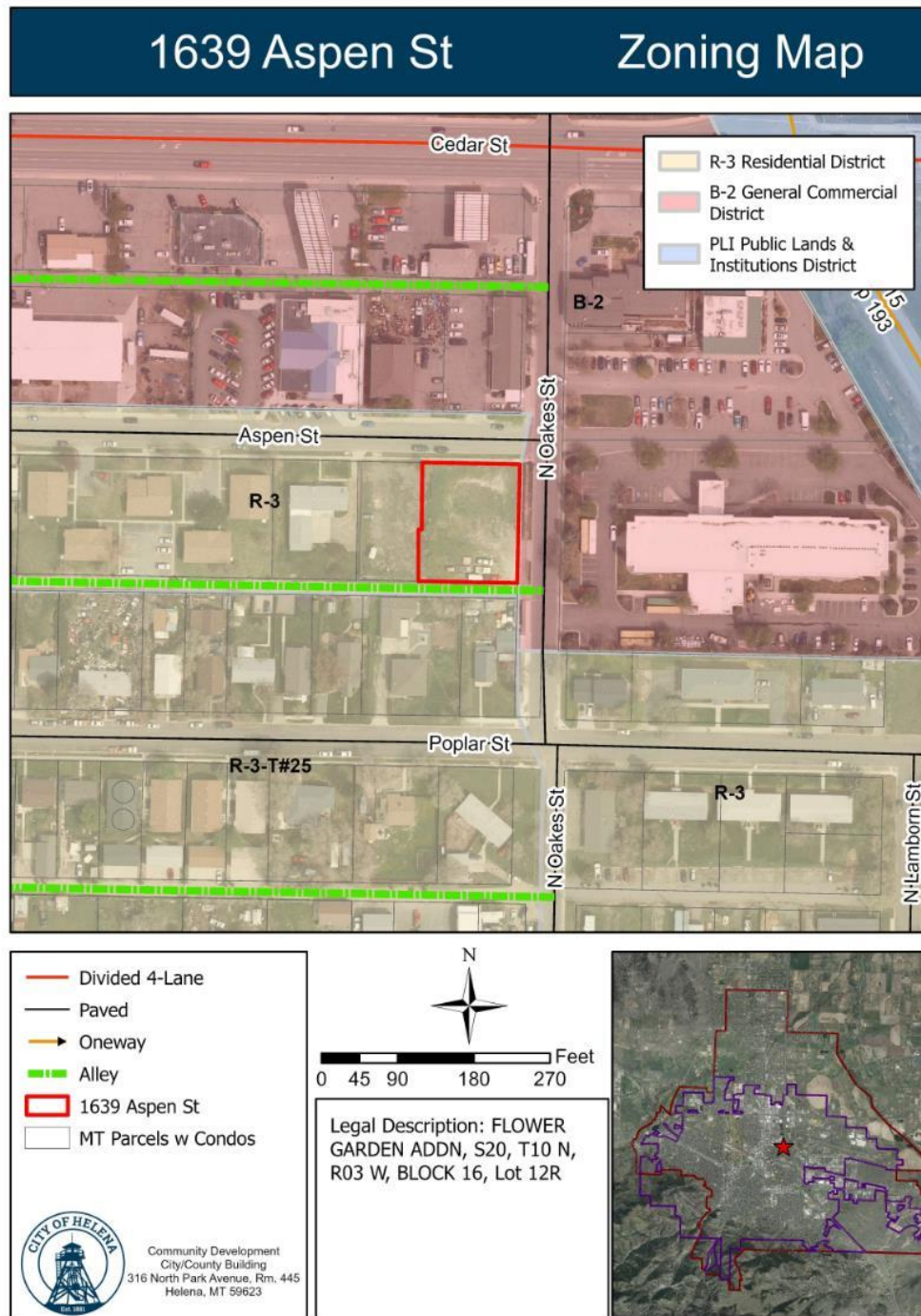
efficient use of existing infrastructure. Any future development would be subject to applicable development standards including landscaping, screening, setbacks, and parking requirements that would help mitigate impacts on adjacent residential properties.

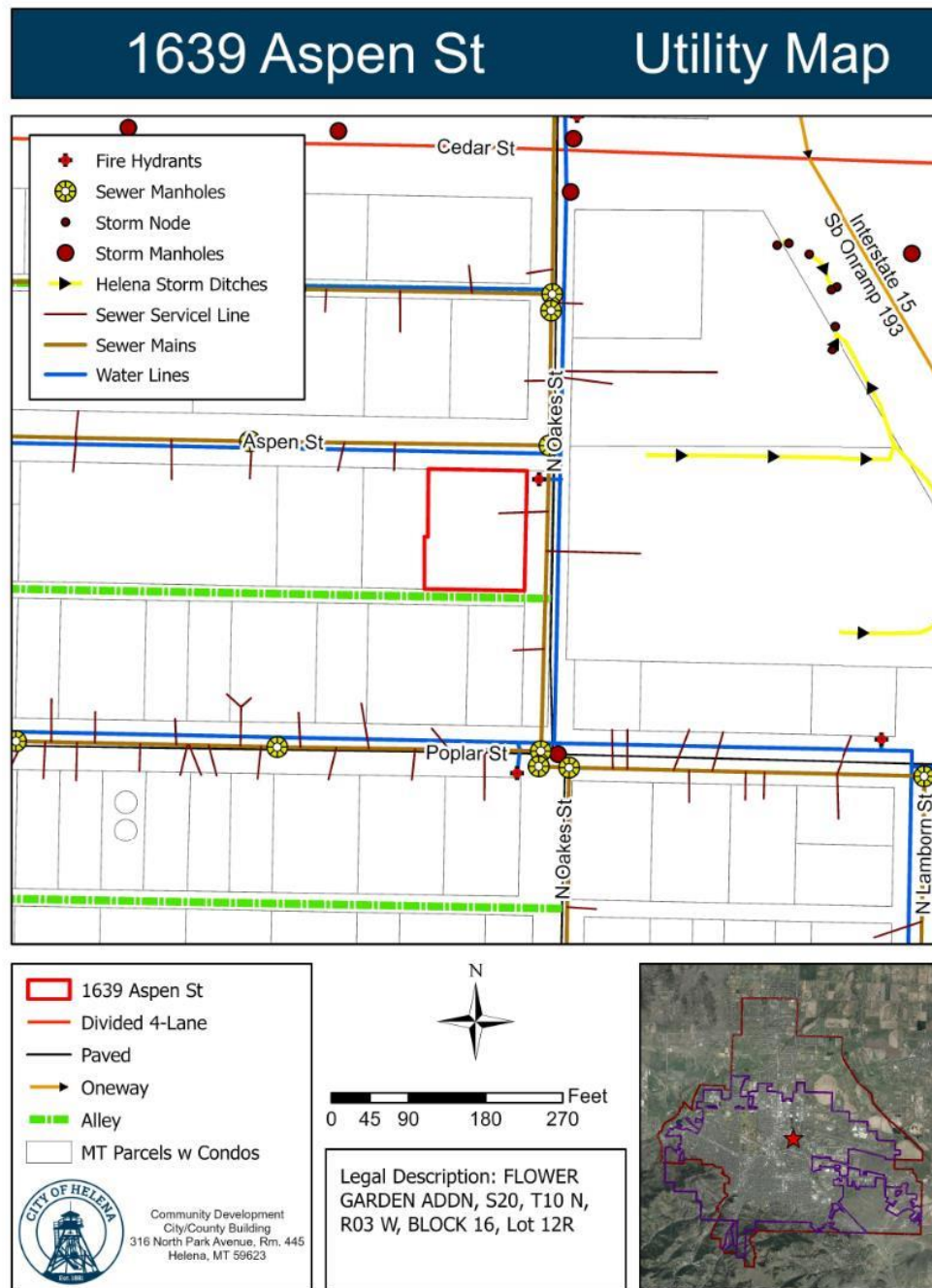
Staff Recommendation:

Approval of an ordinance amending City of Helena ordinance no. 3097 and the official zoning map for the City of Helena that changes the zoning district from R-3 (Residential) to B-2 (General Commercial) for the property legally described as Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

Appendix A –Maps







Summit Optical - 1639 Aspen Street Zoning Change

Zoning Narrative (numbers are from application):

2. Zoning Review Criteria
 - 1a. This zoning change meets several of the goals and objectives outlined in Helena's growth policy as list under the response to item 6.
 - 1b. The property is in the City of Helena and protected by the City of Helena Fire and Police Departments. It is also served by local emergency medical services. A fire hydrant is located at the northeast corner of the property.
 - 1bii. Development of the property will be completed in compliance with City Codes and regulations designed to protect the public and promote the general welfare of the Community.
 - 1biii. The property is within a developed neighborhood that has paved streets, a water distribution system, and a sewer collection system. Schools are nearby and Lincoln Park is within a few blocks of the property.
 - 2a. This lot is intended to provide parking for Summit Optical which will maintain an open feel to the property. Any future development beyond the parking would be required to comply with zoning setbacks and height restrictions providing reasonable provision of light and air.
 - 2b. The project as planned will result in a small to moderate increase in traffic due to additional employees. It will also increase pedestrian crossings on Aspen Street between the parking lot and business.
 - 2c. The property will serve an existing business and as a result is compatible with uses in the area.
 - 2d. The expansion of the B-2 Zoning District for this property is adjacent to several commercial business. The zone change fits well with these uses and will be directly across the street from one of Summit Optical's existing buildings. This fits with the character of the neighborhood.
 - 2e. The proposed parking lot will require screening from adjacent residential properties per City Code helping to protect the value of these properties.
3. The approval of this zone change is vital to the planned expansion of Summit Optical. Summit Optical is a well established and growing business that currently brings over 60 well paying jobs to the Helena area. The expansion will increase the number of employees bringing new jobs to the community. Summit Optical opened in 2002 and has occupied its current location at 1620 Aspen Street since that time. A second property was purchased in 2018 at 1680 Aspen Street for expansion purposes.
4. The proposed use for the property at 1639 Aspen Street is to provide parking for Summit Optical, which occupies two properties on the north side of Aspen Street in the vicinity of the lot. Summit Optical plans to expand their business within the currently owned properties, which will require more parking than space allows. The

subject property is intended to provide additional parking. The planned expansion will increase the number of employees and as a result traffic, but additional trip generation numbers will be well below the 200 vehicle per day threshold requiring a traffic study.

5. Vicinity map is attached as required.

6. Growth Plan

The zone change meets the following goals and objectives of Helena's 2019 Growth Policy:

[G.01] Promote and sustain Helena's economic vitality, supporting existing businesses and attracting a diverse range of economic sectors that provide employment opportunities.

[O.01] Create and sustain a diverse local economic base by:

- Helping retain, promote and expand existing businesses and industry;
- Supporting innovative, entrepreneurial enterprises;

[O.02] Support the maintenance and growth of local businesses, providing infrastructure and developing resources and educational programs.

[O.03] Support efforts to encourage the creation and expansion of small businesses in Helena.

[O.06] Encourage the creation of "living wage" jobs that pay salaries and benefits sufficient to support families and contribute to the local economy, including providing active assistance to businesses and individuals, where appropriate.

[G.10] Plan for and establish types and quantities of land uses in Helena supporting community needs, neighborhood centers, aesthetics and the City's long-term sustainability.

[O.77] Apply or revise zoning designations with careful consideration of factors including:

- Development of vacant and under-utilized buildings;
- Goals and objectives of the growth policy, related master plan and/or facility plans.

[O.78] Encourage infill development on vacant and under-utilized land within the city, directing growth to areas currently served by, or in close proximity to, existing infrastructure and that harmonizes with the character of existing neighborhoods.

Land Use Map

The future land use map for the area at 1639 Aspen Street shows no proposed changes from current zoning. This zone change if approved will expand the existing B-2 Zoning which is adjacent to the lot on both the north and east.

Neighborhood Plan

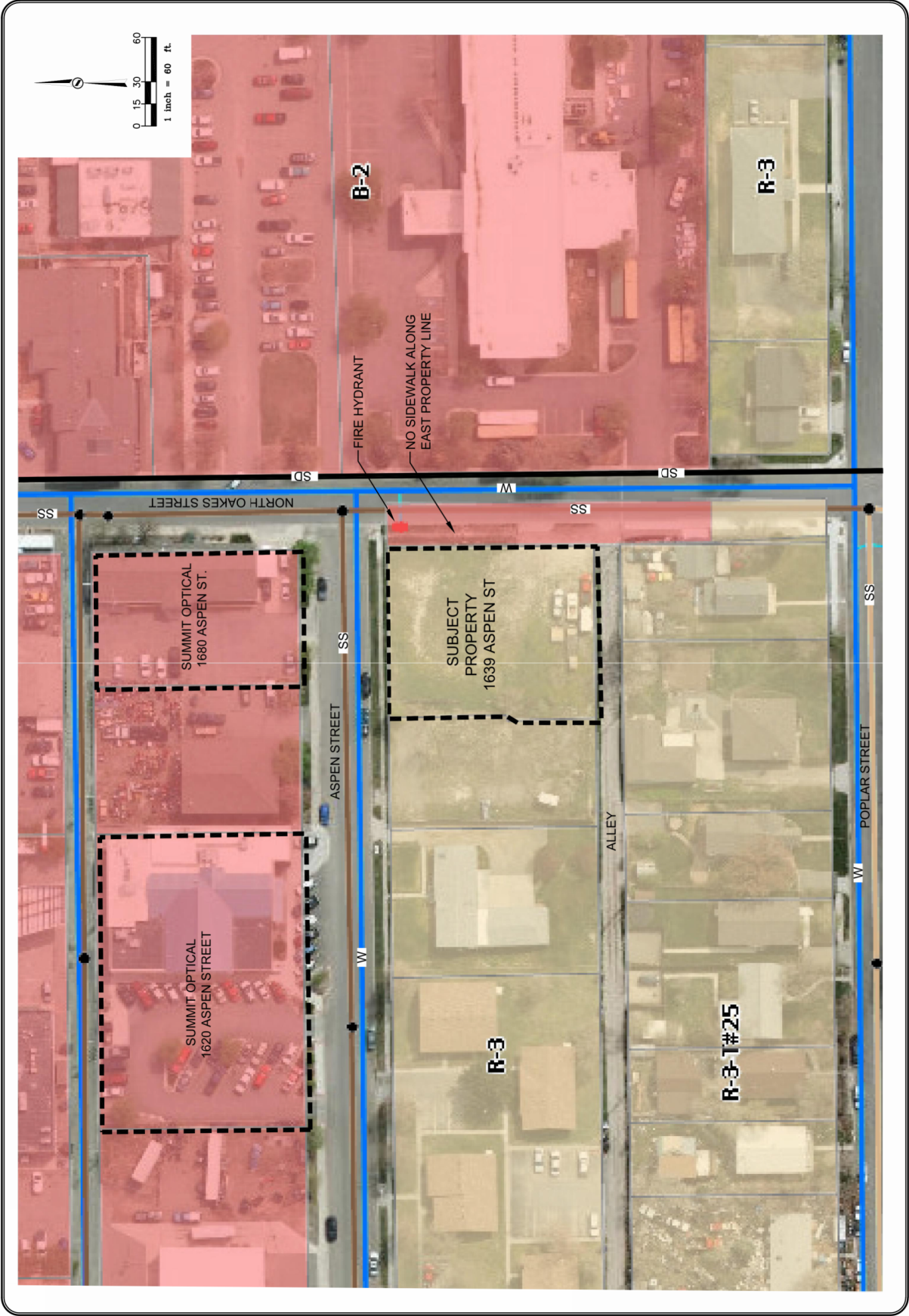
This property is included in the Railroad District Neighborhood Plan. Following is a summary of the recommended changes for the 6th Ward North area identified in the plan, which includes the 1639 Aspen Street Property:

- Change zoning to R-2 and eliminate the “T” overlay zoning.
- Retain the Roberts Street rail crossing.
- Implement traffic calming in conformance with the City’s complete streets principals.

None of these recommendations are impacted by the zone change request, except for the general zone change throughout the residential area in the 6th Ward North. The process we are going through addresses this recommendation.

The Neighborhood Plan identified the previous structure occupying the 1639 Aspen as either “unsound” or in very poor condition, the likely reason it was demolished.

7. There are no existing structures on the property, it is currently vacant. The previous residence was demolished in 2019.
8. The property is currently vacant which is allowed in a B-2 Zoning District.
9. A single-family residential structure previously occupied the property at 1639 Aspen. This block of Aspen Street is the boundary between B-2 Zoning to the north and R-3 Zoning to the south. All residences on the south side of Aspen Street are older homes. Businesses on the north side include Summit Optical, Mountain Stihl, and Tire Rama. The most recent changes on this block are the demolition of structures at 1637 and 1639 Aspen.



First Montana Title Company of Helena
P.O. Box 251
Helena, MT 59624

3234113 B: M46 P: 3403 DEED
12/28/2012 02:57 PM Pages: 1 of 1 Fees: 7.00
Paulette DeHart Clerk & Recorder, Lewis & Clark MT

Return to:

Hometown Solutions
P.O. Box 6651
Helena MT 59604



QUIT CLAIM DEED

For Value Received:

William Kokonda and Sandra Kokonda

doe(s) hereby convey, release, remise and forever quit claim unto

Hometown Solutions, inc.

The grantees, the following described premises, in Lewis and Clark County, Montana, to-wit:

1639 Aspen St.
Flower Garden Addn, S20, T10N, R03W, Block 16
Lot 12R

Together with their appurtenances.

Dated: 12-28-2012

Sandra Kokonda

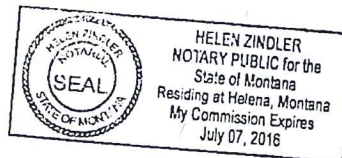
William Kokonda

STATE OF MT, COUNTY OF Lewis & Clark
On this 28th day of Dec, 20 12
Before me a notary public in and for said State
Personally appeared

William Kokonda and Sandra Kokonda

known to me to be the person(s) whose name(s)
are/is subscribed to the within instrument and
acknowledged to me that he/she/they executed
the same.

[Signature]
Notary Public
Residing at
Commission Expires



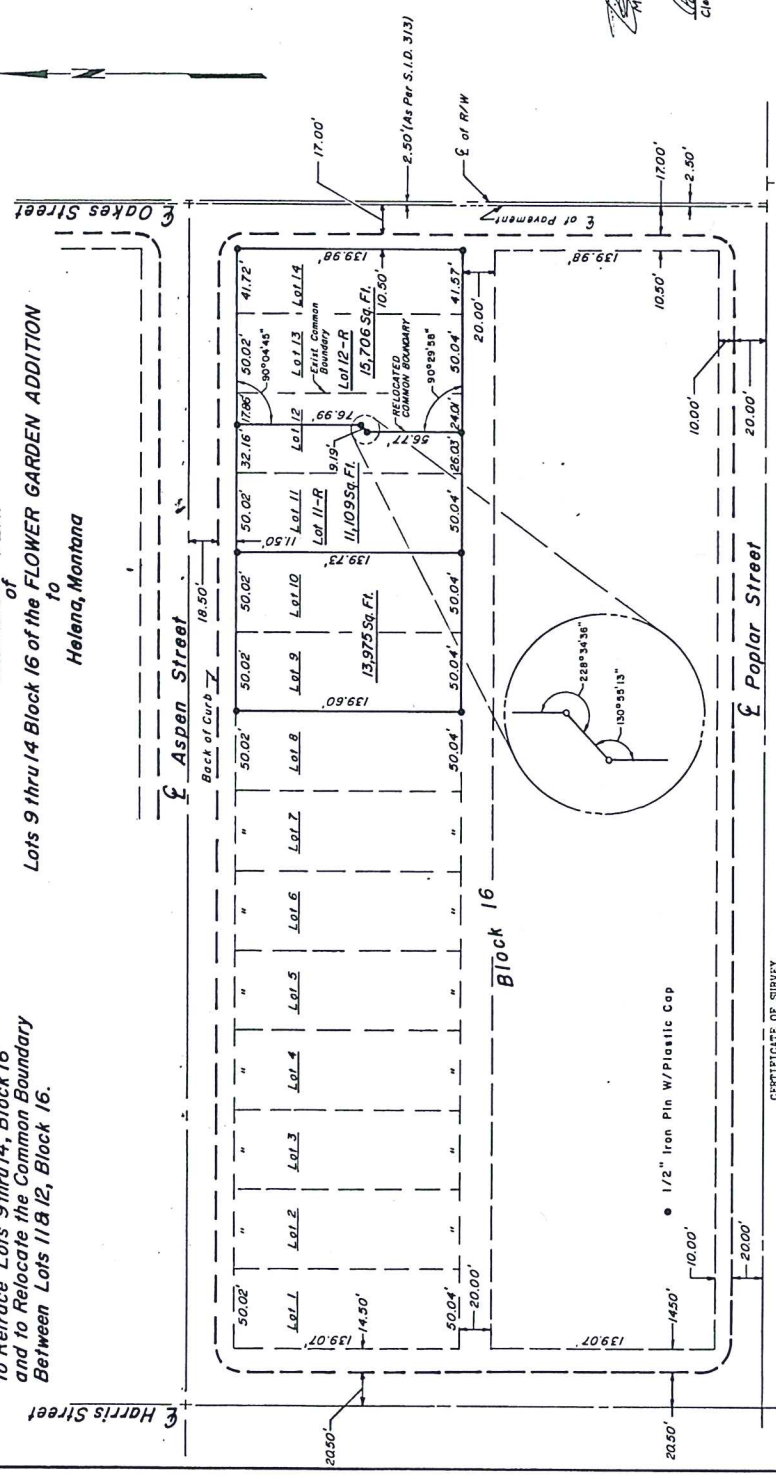
257

257

CS# 336228 P# 257

PURPOSE:
To Retrace Lots 9 thru 14, Block 16
and to Relocate the Common Boundary
Between Lots 11 & 12, Block 16.

AMENDED PLAT
of
Lots 9 thru 14 Block 16 of the FLOWER GARDEN ADDITION
to
Helena, Montana



CERTIFICATE OF SURVEY

PURPOSE OF SURVEY
To retrace existing lots and relocate a common boundary.

BASIS OF BEARINGS
No bearings were shown because none were shown on the original plat.

DESCRIPTION OF SURVEY
RETRACEMENT

Lots 9 thru 14 of Block 16 of the Flower Garden Addition to Helena in Section 20, Township 10 N., Range 12 E., 1st Meridian, in Lewis and Clark County, Montana. The distances and angles shown on this plat are as found by proportional measurements within the Block.

The East 30 feet of Lot 14 was deeded to the City of Helena, Deed Book 144, page 16.

LOT 11-R (as per this plat)

Lot 11 and the westerly half of Lot 12 (as per this plat) of Block 16, Flower Garden Addition to Helena, Montana and containing in all 11,109 sq. ft.

LOT 12-R (as per this plat)

The Easterly half of Lot 12 (as per this plat), Lot 13 and Lot 14 excluding the East 30.00 feet of Lot 14, of Block 16, Flower Garden Addition to Helena, Montana and containing in all 13,706 sq. ft.

I, William John Wilson, a Montana Registered Land Surveyor No. 2105-S, do hereby certify the above described survey was made under my supervision and is correct and true to the best of my knowledge.

Date 1/13/81
Signature William John Wilson
Montana Registration No. 2105-S

Scale
0 30' 100'

OWNERSHIP CERTIFICATION

I certify that I am the owner of Lots 9 thru 14 of Block 16 of the Flower Garden Addition to Helena, Montana.

Date 6/2/81
Signature Collyette R. Belcher
Owner

CERTIFICATION OF SUBDIVISION ACT EXEMPTION

I hereby certify that the above described divisions of land meet the criteria contained in the Montana Subdivision and Platting Act (76-3-207 (a) annotated code) which allows exemption from the Subdivision Review Procedures of the Act for the relocation of a common boundary.

Date 6/2/81
Signature Collyette R. Belcher
Owner

336228

STATE OF MONTANA
COUNTY OF LEWIS & CLARK
I hereby certify that the within plat is a true and correct copy of the original plat as filed in my office on this day of June, 1981.
At Helena, Montana.
County Clerk & Clerk of Records of Lewis & Clark County, Montana

By Jack Davis
Deputy

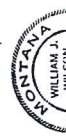
Patricia A. Adams
City of Helena
City Commission

Richard J. [Signature]
CITY ENGINEER

Dustin A. Brown
APR planning

Certificate of Survey Number
1/4 SEC. 1 R.
20 10W 3W

LEWIS & CLARK COUNTY, MONTANA



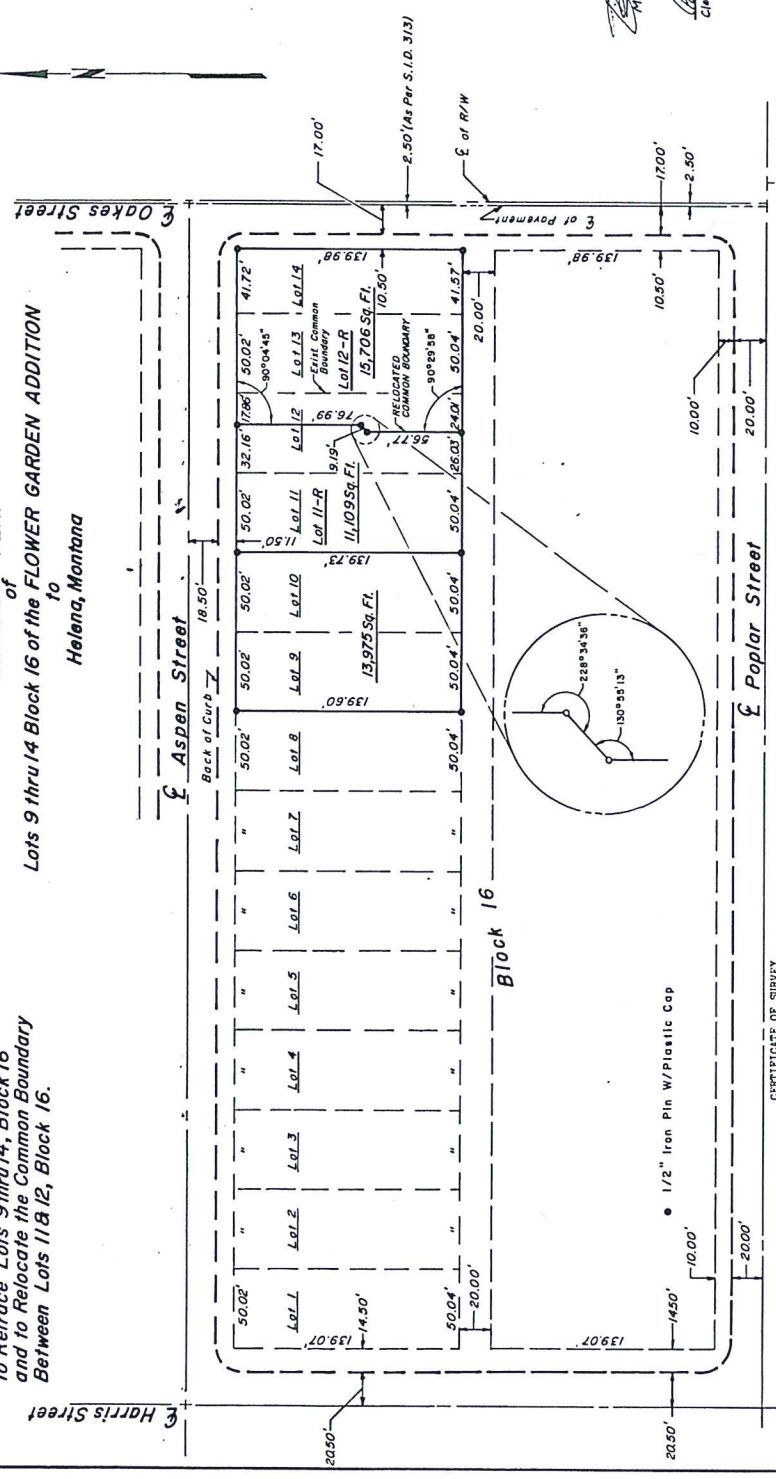
257

257

CS# 336228 P# 257

PURPOSE:
To Retrace Lots 9 thru 14, Block 16
and to Relocate the Common Boundary
Between Lots 11 & 12, Block 16.

AMENDED PLAT
of
Lots 9 thru 14 Block 16 of the FLOWER GARDEN ADDITION
to
Helena, Montana



CERTIFICATE OF SURVEY

PURPOSE OF SURVEY
To retrace existing lots and relocate a common boundary.

BASIS OF BEARINGS
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RETRACEMENT
DESCRIPTION OF SURVEY

Lots 9 thru 14 of Block 16 of the Flower Garden Addition to Helena in Section 20, Township 10 N., Range 12 E., 1st Meridian, in Helena and Clark County, Montana. The distances and angles shown on this plat are as found by proportional measurements within the Block.

The East 30 feet of Lot 14 was deeded to the City of Helena, Deed Book 144, page 16.

LOT 11-R (as per this plat)
Lot 11 and the Western half of Lot 12 (as per this plat) of Block 16, Flower Garden Addition to Helena, Montana and containing in all 11,109 sq. ft.

LOT 12-R (as per this plat)
The Eastern half of Lot 12 (as per this plat), Lot 13 and Lot 14 excluding the East 30.00 feet of Lot 14, of Block 16, Flower Garden Addition to Helena, Montana and containing in all 13,706 sq. ft.

The Eastern half of Lot 12 (as per this plat), Lot 13 and Lot 14 excluding the East 30.00 feet of Lot 14, of Block 16, Flower Garden Addition to Helena, Montana and containing in all 13,706 sq. ft.

I, William John Wilson, a Montana Registered Land Surveyor No. 2105-S, do hereby certify the above described survey was made under my supervision and is correct and true to the best of my knowledge.

Date 11/13/81
William John Wilson
Montana Registration No. 2105-S

OWNERSHIP CERTIFICATION

I certify that I am the owner of Lots 9 thru 14 of Block 16 of the Flower Garden Addition to Helena, Montana.

Date 6/12/81
Owner Clayton R. Belcher

CERTIFICATION OF SUBDIVISION ACT EXEMPTION

I hereby certify that the above described divisions of land meet the criteria contained in the Montana Subdivision and Platting Act (76-3-207) (a) annotated code) which allows exemption from the Subdivision Review Procedures of the Act for the relocation of a common boundary.

Date 6/12/81
Owner Clayton R. Belcher

336228

STATE OF MONTANA
COUNTY OF LEWIS & CLARK
I hereby certify that the within plat is a true and correct copy of the original plat as shown to me by the Surveyor and is correct and true to the best of my knowledge.

By: [Signature]
County Clerk & Clerk of Records of Lewis & Clark County, Montana

By: [Signature]
County Clerk & Clerk of Records of Lewis & Clark County, Montana

Dustin A. Brown
APR planning

1/4	SEC.	T.	R.
20	10W	3W	

Certificate of Survey Number



Paul R. Belcher
Surveyor
Montana Registration No. 2105-S

CP-25-81

LEWIS & CLARK COUNTY, MONTANA



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New Search **Detail** **Payoff** **Help****Property Tax ID:** 20351**Status:** Current**Type:** RE**Owner:** HOMETOWN SOLUTIONS INC**History:**

Tax Year	Statement#	Bill Date	Bill Amount	Date Paid	** Paid Amount	Notes
2024	16803	11/17/2024	\$1,788.94	12/20/2024	\$894.48 \$0.00	
2023	19803	10/24/2023	\$1,759.04	11/28/2023 5/30/2024	\$879.53 \$879.51	
2023	52311	04/15/2024	\$30.75	5/30/2024	\$0.00 \$30.75	
2022	19431	10/24/2022	\$1,620.05	11/23/2022 5/30/2023	\$810.03 \$810.02	
2021	20161	10/23/2021	\$2,568.40	11/12/2021 5/24/2022	\$1,284.21 \$1,284.19	
2020	21055	10/21/2020	\$2,413.22	11/23/2020 5/26/2021	\$1,206.62 \$1,206.60	
2019	20879	10/25/2019	\$2,416.25	11/26/2019 5/29/2020	\$1,208.14 \$1,208.11	
2018	19376	10/24/2018	\$2,265.44	11/30/2018 6/3/2019	\$1,132.74 \$1,132.70	
2017	16408	10/30/2017	\$2,138.26	11/21/2017 5/29/2018	\$1,069.15 \$1,069.11	
2016	15226	11/03/2016	\$2,118.51	11/23/2016 5/25/2017	\$1,059.27 \$1,059.24	
2015	14217	10/22/2015	\$2,092.77	11/23/2015 5/20/2016	\$1,046.40 \$1,046.37	
2014	14181	10/22/2014	\$1,680.85	12/1/2014 5/27/2015	\$840.43 \$840.42	
2013	16163	10/23/2013	\$1,650.30	11/26/2013 5/29/2014	\$825.18 \$825.12	
2012	17873	10/22/2012	\$1,602.61	11/30/2012 7/10/2013	\$801.32 \$827.20	
2011	15240	10/20/2011	\$1,586.74	11/23/2011 1/12/2012	\$793.39 \$793.35	
2010	19891	10/28/2010	\$1,583.58	12/13/2010 5/25/2011	\$791.81 \$791.77	
2009	15311	11/02/2009	\$818.01	12/2/2009	\$818.01 \$0.00	

2009	5908	04/01/2010	\$704.58	5/27/2010	\$0.00
					\$704.58
2008	26635	10/24/2008	\$1,488.29	11/28/2008	\$744.16
				5/29/2009	\$744.13
2007	3010867	10/25/2007	\$1,322.41	11/28/2007	\$661.23
				5/29/2008	\$661.18

**** Paid Amount may include penalty & interest**

Note: The accuracy of this data is not guaranteed. Property Tax data was last updated 03/24/2025 03:00 PM.

Send Payments to:
Lewis & Clark County
316 North Park Ave; Room #113
Helena, Montana 59623

Phone: (406) 447-8329
Email: propertytax@lccountymt.gov



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New Search



Detail



View Pie Charts



Help

Tax Year: 2024 **Property Tax ID:** 20351**Status:** Current**Type:** RE**Owner:** HOMETOWN SOLUTIONS INC**2024 Tax Breakdown:**

Stat#	Kind	Description	1st Half	2nd Half
16803	HLNA	Helena	\$135.38	\$135.38
16803	LCCY	L & C Co.	\$152.39	\$152.39
16803	SCHL	CO Schools	\$19.48	\$19.48
16803	SCHM	CoSchlStat	\$48.87	\$48.87
16803	SD	SD	\$216.85	\$216.85
16803	SPECIAL: 0001	STREET MAINT #1	\$103.08	\$103.08
16803	SPECIAL: 0003	SOLID WASTE	\$109.05	\$109.05
16803	SPECIAL: 0008	STORM WATER UTL	\$23.08	\$23.08
16803	SPECIAL: 0016	LANDFILL MONITORING	\$3.62	\$3.61
16803	SPECIAL: 0061	URBAN FOREST MGMT	\$19.50	\$19.50
16803	SPECIAL: 0070	OPEN SPACE MAINT	\$10.00	\$10.00
16803	SPECIAL: 2121	FORESTVALE CEM	\$2.45	\$2.45
16803	SPECIAL: 2518	OPEN-SPACE LANDS	\$4.13	\$4.12
16803	SPECIAL: 8000	WATER QUALITY INSIDE CITY	\$4.40	\$4.40
16803	STAT	ST of MT	\$42.20	\$42.20

1st Half Total: \$894.48

2nd Half Total: \$894.46

Total Tax: \$1,788.94**Note:** The accuracy of this data is not guaranteed. Property Tax data was last updated 03/24/2025 03:00 PM.

Send Payments to:
 Lewis & Clark County
 316 North Park Ave; Room #113
 Helena, Montana 59623

Phone: (406) 447-8329
 Email: propertytax@lccountymt.gov



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Michael Alvarez, Planner II
Community Development Department
316 North Park Avenue, Room 445
Helena, MT 59623

Phone: 406-447-8459
Fax: 406-447-8460
Email: malvarez@helenamt.gov

helenamt.gov

TO WHOM IT MAY CONCERN: A land use change is being proposed in your area. Please review the enclosed description, and vicinity map. You may respond to the proposal at the public hearing or submit written comments prior to the May 13, 2025, Zoning Commission public hearing to the City Planning Division, 316 North Park, Helena MT 59623.

The Helena Zoning Commission will hold a hearing on Tuesday, May 13, 2025 at 6:00pm in the Commission Chambers, Rm 330, 316 N Park Ave, and via ZOOM at:

<https://us06web.zoom.us/j/84192420079>

Meeting ID: 841 9242 0079

Dial in at 1(346)248-7799 or visit <https://us06web.zoom.us/j/84192420079> to find your local number.

The application materials can be found on the City of Helena website at:

<https://www.helenamt.gov/Departments/Community-Development/Planning/Current-Projects>

Interested parties are encouraged to attend this meeting. We may not be able to reach all who may be interested in this application, and we encourage you to talk to your neighbors about this proposal.

PROPOSAL:

To make a recommendation on a Zone Change from R-3 (residential) to B-2 (general commercial) zoning district, and amending the official zoning map for the City of Helena, for a property legally described as:

Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

ADDRESS:

1639 Aspen St, Helena, MT 59602

Geocode: 05188820320210000

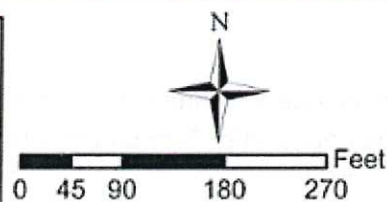
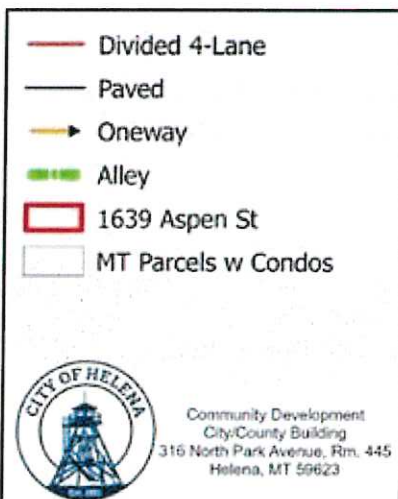
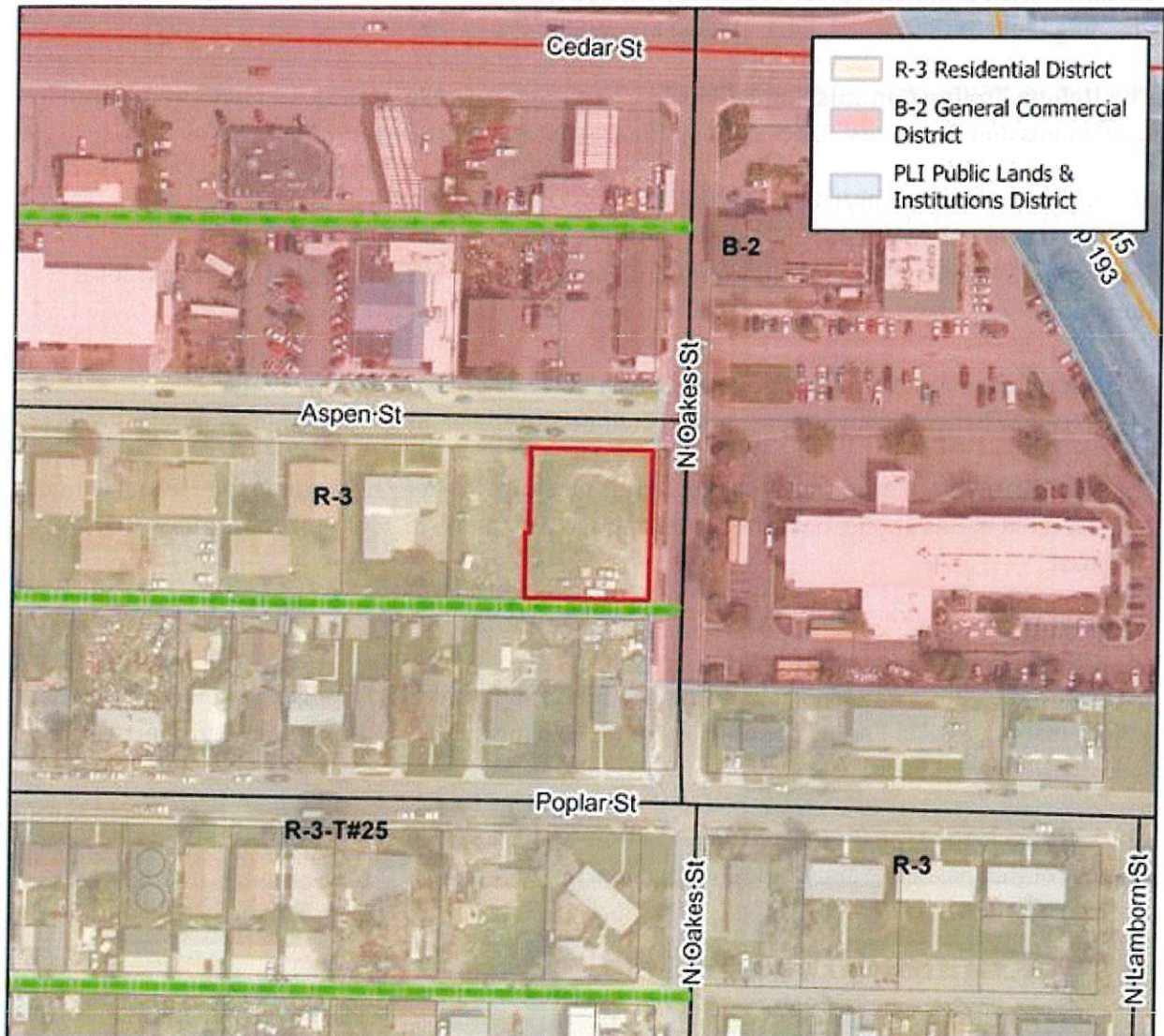
If you have questions concerning the proposed change, please contact Michael Alvarez, Planner II, with the City Planning Division of the Community Development Department at 447-8459 or by email at malvarez@helenamt.gov.

Sincerely,

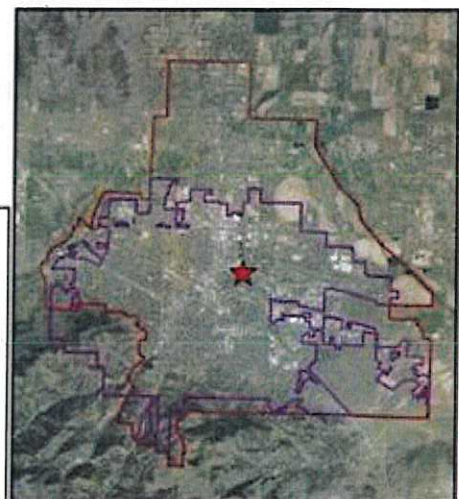
Michael Alvarez, Planner II
Community Development Department
City-County Building
316 N. Park Ave, Rm 402
Helena, MT 59623

1639 Aspen St

Zoning Map



Legal Description: FLOWER
 GARDEN ADDN, S20, T10 N,
 R03 W, BLOCK 16, Lot 12R



Independent Record

AFFIDAVIT OF PUBLICATION

See Proof on Next Page

Helena Independent Record
2222 N. Washington St
Helena, Montana 59602
(123) 456-7890

State of Florida, County of Orange, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Helena Independent Record, a newspaper of general circulation published that is a "legal newspaper" as that is published daily in the City of Helena, in the County of Lewis and Clark, State of Montana, and has charge of the Advertisements thereof.

If this certification is for the State of Montana, I hereby certify that I have read sec. 18-7-204 and 18-7-205 , MCA, and subsequent revisions, and declare that the price or rate charged the State of Montana for the publication for which claim is made in printed copy in the amount of \$48.00 , is not in excess of the minimum rate charged any other advertiser for publication of advertisement, set in the same size type and published for the same number of insertions, further certify that this claim is correct and just in all respects, and that payment or credit has not been received.

PUBLICATION DATES: April. 26 2025

NOTICE ID: xrcSFbqITx8VlcD3d1q0

PUBLISHER ID: COL-MT-201151

NOTICE NAME: ZONE2501-0001 & ZONE2503-0003

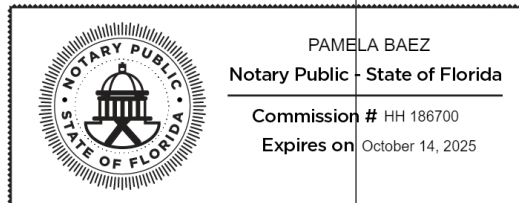
Publication Fee: \$48.00

Edmar Corachia

(Signed) _____

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: **04/28/2025**

Notary Public

Notarized remotely online using communication technology via Proof.

NOTICE OF PUBLIC HEARING

The City of Helena **Zoning Commission** will hold a public hearing in Room 330 of the City-County Building, 316 N. Park Avenue, Helena, Montana on **Tuesday, May 13, 2025 @ 6:00pm**. The hearing will be conducted as a hybrid in-person and online meeting utilizing the Zoom meeting platform.

The public hearing will be for the consideration of the following items:

- **To make a recommendation on a Zone Change from R-3 (residential) to B-2 (general commercial) zoning district, and amending the official zoning map for the City of Helena, for a property legally described as:**

Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana.

Address: 1639 Aspen St, Helena, MT 59602

Geocode: 05188820320210000

- **To make a recommendation on the pre-zoning to B-2 (general commercial), prior to annexation, and, upon annexation, amending the official zoning map for the City of Helena, for property legally described as:**

Tract A-1-A-1 of the amended Plat Number 33430211, located within the West ½ of Section 17, Township 10 North, Range 3 West, P.M.M, Lewis and Clark County.

General location: Along both sides of North Sanders Street, to the north of—and across from—the Home-2-Suites, to—and including—properties on either side of Jordan Drive, running along the south frontage of the existing mini-storage facility located within the County.

Geocode: 05188817201100000

Zoom information:

Web address: <https://us06web.zoom.us/j/84192420079>

Meeting ID: 841 9242 0079

Dial in at 1(346)248-7799 or visit <https://us06web.zoom.us/j/kxKzkEuiW> to find your local number.

Public comment will be taken up to and at the above meeting. If you wish to submit written comments prior to the meeting please send them via email to malvarez@helenamt.gov or mail to Michael Alvarez, Community Development Department, Room 445, 316 N Park Ave, Helena, MT 59623. For any questions, please call 406-447-8459.

Rebecca Harbage

Chair, City of Helena Zoning Commission

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 Ave, Room 445, Helena, MT 59623

April 26, 2025 COL-MT-201151 MNAXLP



**CITY OF HELENA
Zoning Commission
May 13, 2025 – 6:00 PM
Meeting Minutes**

Recording Available Upon Request

Members Present: Rebecca Harbage (Chair), Alyssa Sorenson, Mark Roylance, Nicole Anderson, Betsy Story

Members Absent: Mark Runde (Alternate)

Staff Present: Christopher Brink, Michael Alvarez, April Sparks

Call to Order and Roll Call

(0:00:01) Chair Harbage called the meeting to order, roll was taken, and a quorum was established.

Approval of Minutes

(0:01:11) Minutes from the January 14, 2025 meeting were approved unanimously.

Election of Officers

(0:01:16) The need for electing officers was announced. Chair Harbage notified the Commission that she would be resigning from the body effective after this meeting. With that Ms. Story was nominated and elected to the office of Chair. Ms. Sorenson was nominated and elected to the office of Vice-Chair. For the purposes of the meeting, Ms. Harbage and Ms. Story agreed to allow Ms. Harbage to act as Chair.

Regular Items

(0:03:37) Chair Harbage gave an overview of how the meeting would proceed before giving the floor to city staff.

Item 1

Staff Presentation and Questions for Staff

(0:04:34) Mr. Alvarez gave a presentation on the application for a proposed zone change from R3 to B2 for the property located at 1639 Aspen Street, legally described

as: Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana. The subject property is approximately 0.36 acres in size and is currently vacant, with the previous single-family residence having been demolished in 2019. The property is located at 1639 Aspen St and more generally on the southwest corner of Aspen Street and North Oakes Street. No public comment had been received.

- (0:15:09)** Commission was given the opportunity to ask questions of staff. Mr. Alvarez was asked about the purpose of the zone change. Mr. Alvarez confirmed that that the purpose is so the lot can be used as a parking lot for a business across the street. Mr. Alvarez was asked if the applicant could use the lot as a parking lot without the zone change. Mr. Alvarez stated that the property could be operated as an accessory use if the applicant had a CUP in the R3 zoning district for professional offices, however the zone change is being pursued to prevent any future non-conformance which could be created by changes in ownership and use of the primary facility. Mr. Alvarez also responded to a question regarding screening, confirming that the applicant would be required to screen the property between itself and the surrounding residential properties.

Applicant Presentation and Questions for Applicant

- (0:18:57)** Jeff Larson spoke on behalf of the applicant describing the business and their desire to expand while staying in the same location. Mr. Larson spoke to the trip generation numbers and stated that the proposed use should not ever create those numbers. He also noted that some screening between the subject parcel and the neighboring residential properties, but the applicant would be certain to meet all screening requirements. In closing Mr. Larson also reiterated that the applicant is a job creator in the community, and this zone change would help support the business which speaks to the goal from the growth policy mentioned earlier about promoting and sustaining Helena's economic vitality.
- (0:24:45)** There was a question about Mr. Larson's opinion on if a drive through restaurant, like Taco Bell could be supported on a lot of the subject property's size. Mr. Larson stated that while he wouldn't say you could not fit some kind of little drive through on the property, but a typical fast-food restaurant [such as Taco Bell] would be difficult because of site constraints and the fact that there is not the traffic past the lot that businesses like that look for.

Public Comment

- (0:25:42)** Public Comment was opened. There was no public comment.

Commission Discussion

- (0:26:41)** A follow up question was asked if the property was located within the Railroad TIF URD Boundaries. It was confirmed that it is not within that TIF District. There were no further questions or any other discussion.

Motion

- (0:28:40)** Ms. Sorenson moved to recommend approval of an ordinance amending the City of Helena Ordinance number 3097 and the official zoning map for the City of Helena that changes the zoning district from R-3 (residential) to B-2 (general commercial) for the property located at 1639 Aspen Street, legally described as: Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana. Ms. Story seconded the motion.
- (0:29:14)** There was some commission discussion on the motion. Most of the comments were in support and noted how this will help a successful business thrive in its current location. A voice vote was called, and the motion passed unanimously (5:0).

Item 1

Staff Presentation and Questions for Staff

- (0:32:26)** Mr. Alvarez gave a presentation on the application for a requested pre-zone designation of B-2 (commercial), of ~44.8 acres of vacant land generally located along N Sanders St from the southern edge of the Home 2 Suites Hotel property on the west side of the street and the northern edge of the Home 2 Suites Hotel property on the east side of the street, north to Jordan Drive and across the frontage of Helena Self Storage, and legally described as Tract A-1-A-1, COS 3430211, Located in the W ½ of Sec 17, T 10N, R3 W, P.M.M., Lewis and Clark County, MT. This request accompanies an annexation request and a subdivision application. No public comment had been received.
- (0:40:49)** Commission was given the opportunity to ask questions of staff. Mr. Alvarez was asked if there was any mechanism that could be used to ensure mixed-use development in the area rather than solely big-box stores and parking lots, as well as the inclusion of complete streets. Mr. Alvarez responded that the infrastructure would need to be improved to complete streets, and that will be part of the annexation and subdivision conversation, noting the final configuration of the plat is still in question, with issues over the configuration of the turn from Sanders onto Jordan Drive and some other infrastructure issues. Mr. Alvarez did note that there really is not a mechanism to ensure mixed-use development, but only that B2 allows for that type of development. Mr. Alvarez was asked to clarify the status of the Home 2 Suites property, and it was confirmed that the property has city zoning and is annexed. Mr. Alvarez was asked about transportation issues. Mr. Alvarez stated that a pre-zone cannot be conditioned, but that there were

indeed issues with transportation, and city staff had been working with the developer to resolve those issues.

Applicant Presentation and Questions for Applicant

- (0:48:02) Patrick Majerus of WWC Engineering, on behalf of the applicant, stated he didn't have much to add, other than the applicant is looking at moving from commercial zoning in the county to B2 zoning within the city with the annexation process. They are working on the transportation changes, including updates to the TIS reports and the signal warrant analysis, as well as discussion with MDT, which will be included along with the annexation and preliminary plat process.
- (0:49:29) Tyler Warren, a commercial real estate broker, representing a potential buyer as well as the Trinity Center, spoke stating they look forward to another mixed-use development similar to the Queen Anne subdivision on the other side of the interstate, noting all the potential development opportunities with what currently exists in the area.

Public Comment

- (0:51:28) Public Comment was opened. There was no public comment.

Commission Discussion

- (0:51:50) Commission discussion was opened. There was none.

Motion

- (0:52:11) Mr. Roylance moved to recommend pre-zone designation of B-2 (commercial), of ~44.8 acres of vacant land generally located along N Sanders St from the southern edge of the Home 2 Suites Hotel property on the west side of the street and the northern edge of the Home 2 Suites Hotel property on the east side of the street, north to Jordan Drive and across the frontage of Helena Self Storage, and legally described as Tract A-1-A-1, COS 3430211, Located in the W ½ of Sec 17, T 10N, R3 W, P.M.M., Lewis and Clark County, MT. The motion was seconded.
- (0:53:23) Chair Harbage made a comment in support of the B2 pre-zoning, saying the location seems appropriate for all the uses allowed within the zoning district. A voice vote was called, and the motion passed unanimously (5:0).

Staff Updates

- (0:54:30) Director Brink started his update by thanking Chair Harbage for her years of service to the City and the Zoning Commission. He then gave an update on the status of the Land Use Plan, details on the timeline for adoption, and an overview

of the next steps in the process of updating both zoning and subdivision regulations after the land use plan adoption. Director Brink noted that the Zoning Commission would play a role in that process, but could not give detail as to their role before the scope for the work of the contractor on this stage is ironed out. City staff will be in contact with more information at a later date.

General Public Comment

(1:00:33) There was no public comment.

Member Communications / Proposals for next Agenda

(1:01:07) It was noted that the next scheduled meeting is Tuesday, June 10, 2025, but that it would not be held due to a lack of agenda items.

Adjournment

(1:01:20) The meeting was adjourned.

City of Helena, Montana

***June 16, 2025
Commission Meeting***

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director

Subject: A Resolution Amending the revised final budgets, budget authorities, and appropriations for fiscal year beginning July 1, 2024 and ending June 30, 2025 for the City of Helena, Montana, by amending Resolution No. 20964 to increase appropriations by \$264,000.

Present Situation: The City of Helena Commission adopted the final budget for fiscal year 2025 by Resolution No. 20964 on August 26, 2024.

Budget amendments are needed for the following purposes:

- Fund 2851 (Support Services Division) - \$150,000 for wages and benefits. Original budget estimates are not adequate to cover overtime, contracted wages, and enhanced benefit selections.
- Fund 4504 (Sidewalk Program) – \$74,000 - Program funding received in Fiscal Year 2024 carried over to expenditures incurred in Fiscal Year 2025.
- Fund 1000 (General Fund) - \$20,000 – Transfer of funds to the Golf Fund using General Fund contingency cash reserves for the purchase of an ADA Golf Cart. Commission gave consensus to use contingency cash reserves at the April 21, 2025 City Commission Meeting
- Fund 5010 (Golf Fund) - \$20,000 – Increase appropriations for the purchase of an ADA Golf Cart.

Background Information: The Commission adopts the legal level of spending authority at the Fund level. If appropriations are expected to exceed the legal level of spending authority, a budget amendment is necessary.

Per MCA 7-6-4006 (4) The governing body may amend the budget during the fiscal year by conducting public hearings at regularly scheduled meetings. Budget appropriations providing for additional appropriations must identify and fund the reserves, unanticipated revenue, or previously unbudgeted revenue that will fund the appropriations.

Advantage:

This Budget Amendment prevents the City from violating Section 7-6-4005 MCA "Expenditures Limited to Appropriations" (1) Local government officials may not make a disbursement or an expenditure or incur an obligation in excess of the total appropriations for a fund. (2) A local government official who violates subsection (1) is liable for the amount of the excess disbursement, expenditure, or obligation personally. (3) The subsequent claims approval process may not be considered as the making of a disbursement or and expenditure or as incurring an obligation and does not otherwise limit or mitigate the local government official's personal liability.

Notable Energy Impact:

N/A

Disadvantage:

Not approving the amendments to fiscal year 2026 may put the City at risk of violating Section 4-6-4005 MCA.

Notice of Public Hearing:

(True)

**Staff Recommendation/
Recommended Motion:**

Move to Approve A Resolution Amending the revised final budgets, budget authorities, and appropriations for fiscal year beginning July 1, 2024 and ending June 30, 2025 for the City of Helena, Montana, by amending Resolution No. 20964 to increase appropriations by \$264,000.

City of Helena: Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on June 16th , 2025, at 6:00 PM** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID:** [zoom.helenamt.gov/c/36053471/publicmeetings](https://zoom.us/j/36053471) to find your local number please go to <https://us02web.zoom.us/j/36053471> , to consider the following:

A RESOLUTION AMENDING THE REVISED FINAL BUDGETS, BUDGET AUTHORITIES, AND APPROPRIATIONS FOR FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025 FOR THE CITY OF HELENA, MONTANA, BY AMENDING RESOLUTION NO. 20964 TO INCREASE APPROPRIATIONS BY \$264,000

The Draft Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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, Anne Pichette, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490

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

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623

June 7, 14, 2025 ##### MNAXLP

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION AMENDING THE REVISED FINAL BUDGETS, BUDGET AUTHORITIES, AND APPROPRIATIONS FOR FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025 FOR THE CITY OF HELENA, MONTANA, BY AMENDING RESOLUTION NO. 20964 TO INCREASE APPROPRIATIONS BY \$264,000

WHEREAS, by Resolution 20964 adopted August 26, 2024, the City of Helena adopted the final budget for fiscal year 2025;

WHEREAS, Section 7-6-4006(4), MCA, permits the City Commission to amend the budget;

WHEREAS, Section 7-6-4031, MCA, requires a public hearing before any increase in overall budget authority can be approved by the City Commission;

WHEREAS, budget amendments are needed for the following purposes:

- Fund 2851 (Support Services Division) - \$150,000 - additional wages and benefit payments. Original budget estimates are not adequate to cover overtime, contracted wages and enhanced benefit elections.
- Fund 4504 (Sidewalk Program) - \$74,000 - Program funding approved and received in prior fiscal year were carried over to expenditures in fiscal year 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

- Fund 1000 (General Fund) - \$20,000 - Transfer funds to the Golf Fund using General Fund contingency cash reserves for the purchase of a Golf Cart that complies with Americans with Disabilities Act (ADA). The City Commission gave consensus to use contingency cash reserves for this purpose during the April 21, 2025 City Commission meeting.

- Fund 5010 (Golf Fund) - \$20,000 - Increase appropriations to purchase an ADA Golf Cart.

WHEREAS, Section 7-6-4006(4), MCA, also requires the City Commission to identify the fund reserves, unanticipated revenue, or previously unbudgeted revenue that will fund the additional appropriations;

WHEREAS, a public hearing was held on June 16, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M.; and

WHEREAS, it appears to be in the best interests of the City of Helena and the inhabitants thereof that the Helena City Commission make the budget amendments as specified below.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Section 1. The Helena City Commission hereby amends the Revised Fiscal Year 2025 budget by amending Resolution No. 20964 and authorizes the following changes to increase appropriations in its revised fiscal year 2025 budget, as shown below:

1. Additions: The following projects and amounts are added to the fiscal year 2025 budget:

- a. Fund 2851 (Support Services Division)- \$150,000 - revised wage and benefit adjustments.
- b. Fund 4504 (Sidewalk Program) - \$74,000 - project costs for sidewalk loan program.
- c. Fund 1000 (General Fund) - \$20,000 - transfer to Golf Fund for purchase of ADA cart.
- d. Fund 5010 (Golf Fund) - \$20,000 - purchase of ADA Golf Cart.

2. The above increased appropriations will be funded by the following:

- a. Fund 2851 (Support Services Division)- \$150,000 - fund cash reserves.
- b. Fund 4502 (Sidewalk Program) - \$74,000 - Fund cash reserves - funding deposited in prior fiscal year for current year program costs.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

c. Fund 1000 (General Fund) - \$20,000 - General Fund
Contingency cash reserves.

d. Fund 5010 (Golf Fund) - \$20,000 - Transfer from
General Fund contingency cash reserves.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 16th DAY OF JUNE, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

Commission Meeting

June 16, 2025

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director
Alysia Ryan, Executive Director, Helena Business Improvement District

Subject: Consider a Resolution to Approve the Workplan and Budget for the Business Improvement District and Levy an Assessment on all Properties within the District for Fiscal Year 2026.

Present Situation:

The Business Improvement District is presented its FY26 Budget and Workplan for consideration to the City Commission on May 28, 2025. The City Commission passed a Resolution of Intention approving the FY26 Workplan and Budget on June 2, 2025.

The BID annual budget proposes an assessment of approximately \$360,000. The Fiscal Year 2025 assessment was \$328,000. The assessment covers most of their operating costs to include maintenance of flower baskets, holiday lighting, graffiti removal, banners, façade and parklet grants, marketing, landscaping, facilities costs, public restroom maintenance and payroll expenses. They also receive program fees and rental offset fees.

Per State Law (7-12-1132, MCA) the BID is required to submit its budget and workplan to the City Commission for approval and to recommend a method of levying an assessment on property within the district to defray the cost of the work plan and budget. Included in this packet is their proposed workplan and budget for consideration.

There is no change in the assessment methodology from the prior fiscal year and is as follows:

Property Type	Flat Fee	Square Foot rate	Taxable Value rate
All other property not referred to below	\$300	\$0.00	4.0%
City except parks	\$300	\$0.00	0.0%
City parks	\$0	\$0.00	0.0%
City right of way	\$0	\$0.00	0.0%
Vacant or NVS per DOR	\$0	\$0.00	0.0%
Residential	\$100	\$0.00	1.0%
Other property without tax value	\$300	\$0.03	0.0%

Background Information:

On January 13, 2020, the City Commission adopted a resolution creating the BID for a period of ten years pursuant to 7-12-1101, MCA. The duration of the district cannot exceed ten (10) years.

After the BID Board of Directors approves the annual budget, they submit an annual workplan, budget and proposed method of levying an assessment to the Commission for consideration. This is followed by a public meeting with notice to set a public hearing. The assessment proposed should be equitable in proportionate share of benefits received by the property owners.

State Law (7-12-1133, MCA) indicates that assessments of costs may include Area, Lot, Taxable Valuation, Square Footage, And Flat Fee Options – Provisions for Property Classifications. The method should best ensure that the assessment on each lot or parcel is equitable in proportion to the benefits received. The Commission shall levy the assessment using one of the following methods:

- a) Each lot or parcel of land within the district may be assessed for that part of the whole cost that its area bears to the area of the entire district, exclusive of streets, avenues, alleys and public places.
- b) If the governing body determines that the benefits derived by each lot or parcel are substantially equivalent, the cost may be assessed equally to each lot or parcel located within the district without regard to the area of the lot or parcel.
- c) If the governing body determines that the benefits derived by each lot or parcel are proportional, the governing body may use standard criteria, such as individual occupancy or daily use, and make the assessment on a flat-fee basis on the criteria.
- d) Each lot or parcel of land, including the improvements on the lot or parcel, may be assessed for that part of the whole cost of the district that its taxable valuation bears to the total taxable valuation of the property of the district.
- e) Each building may be assessed for that part of the whole cost of the district that the occupied or income-producing area of the building above the first-floor bears to the area of the entire district.
- f) If the governing body determines that the benefits derived by each lot or parcel are disproportional, the governing body may use classification criteria, such as location within the district, economic impact, or any other measurable criteria, in conjunction with methods of assessing fees outlined in subsection (2). Each classification must have its own rate. There may not be more than six classifications upon which a charge is imposed.
- g) Using any combination of the assessment options provided in subsections (2)a through (2)f.

In reviewing the proposed assessment methodology for Fiscal Year 2026, staff believes it meets the qualifications as an assessment methodology in state law.

Proposal/Objective:

Consider a Resolution to Approve the Workplan and Budget for the Business Improvement District and Levy an Assessment on all Properties within the District for Fiscal Year 2026.

Advantage:

Passage of the Resolution BID FY26 Workplan, Budget and Assessment Methodology will allow the BID to offset costs outlined in their annual proposed workplan.

Notable Energy Impact:

N/A

Disadvantage:

Not passing the Resolution to levy an assessment on eligible properties will minimize the services the BID provides in the Business Improvement District.

Notice of Public Hearing:

Yes

**Staff Recommendation/
Recommended Motion:**

Move to Approve a Resolution to Approve the Workplan and Budget for the Business Improvement District and Levy an Assessment on all Properties within the District for Fiscal Year 2026.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION TO APPROVE THE WORK PLAN AND BUDGET FOR THE BUSINESS IMPROVEMENT DISTRICT AND TO LEVY AN ASSESSMENT ON ALL PROPERTIES WITHIN THE DISTRICT FOR FISCAL YEAR 2026

WHEREAS, Resolution No. 19766, passed August 9, 2010, created a Business Improvement District ("District") to promote the health, safety, prosperity, security, and general welfare of the inhabitants of the City of Helena and the proposed district;

WHEREAS, Resolution No. 20589, passed January 13, 2020, re-created the District for another ten (10) year period;

WHEREAS, pursuant to §7-12-1132, MCA, the Board of Trustees for the District must present to the City Commission a work plan and budget for the ensuing fiscal year;

WHEREAS, a work plan and budget for the fiscal year 2026 was submitted to the City Commission by the Board of Trustees for the District on May 28, 2025;

WHEREAS, in order to defray the costs of the work plan and budget, it is necessary for the City of Helena to levy an assessment on all property within the District; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY
OF HELENA, MONTANA:**

Section 1. The Helena City Commission approves the work

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

plan and budget, as submitted by the District and attached hereto as Exhibit "A," and levy an assessment upon all properties within the District for the fiscal year 2026 to defray the costs of said work plan and budget. The City Commission finds that the benefits derived by each lot or parcel are disproportional, and therefore pursuant to §7-12-1133(1)(f), MCA, intends to set rates for each classification based on the criteria below.

A. Residential Private Property. For each lot, tract or parcel, or group of lots, tracts or parcels aggregated for a single residential use, including accessory parking, and owned privately under one assessment code ("assessed property"):

1. \$100 per assessed property, plus;
2. 1.00% of the taxable value of assessed property.

Excluded from the assessment are lots, tracts, or parcels that are vacant with no habitable improvements and not used for commercial purposes.

B. Commercial Private Property. For each lot, tract or parcel, or group of lots, tracts or parcels aggregated for a single use, including accessory parking, and owned privately under one assessment code ("assessed property"):

1. \$300 per assessed property, plus;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

2. 4.00% of the taxable value of assessed property.

Excluded from the assessment are public properties that are vacant with no habitable improvements and public parks, public rights-of-way, and squares.

C. City of Helena owned Public Property. For each lot, tract or parcel, or group of lots, tracts or parcels aggregated for a single use, including accessory parking, and owned by the City of Helena under one assessment code ("assessed property"):

1. \$300 per assessed property.

Excluded from the assessment are public properties that are vacant with no habitable improvements and public parks, public rights-of-way, and squares.

D. Tax Exempt Public and Private Property. For each lot, tract or parcel, or group of lots, tracts or parcels aggregated for a single use, including accessory parking, and owned by Public or Private Properties under one assessment code ("assessed property"):

1. \$300 per assessed property, plus;
2. \$0.03 cents per square foot.

Excluded from the assessment are properties that are vacant with no habitable improvements and public parks, public rights-of-way, public squares and property owned by the City of Helena.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Section 2. If a property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 16th DAY OF JUNE, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION



Work Plan and Budget Proposal

Fiscal Year 2026

History

Helena created Montana's first Business Improvement District in 1986 when a group of business and property owners collaborated with the goal of promoting economic growth in downtown Helena. The Helena BID is a 501 (C)(6) created by state statute through a resolution of the City of Helena. The BID's most recent creation was approved by the City Commission on January 13, 2020, [Resolution No. 20589](#).

Helena Business Improvement District (BID) represents property owners within Helena's legally constituted city district. Revenues to fund the BID programs and services are derived from a special assessment on the property owners' tax bills.

Goal

The goal of the BID is to ensure the long-term preservation and vitality of the city's economic, cultural, social, human, and natural assets. Through our programs and services, the BID works to keep the downtown a beautiful, vibrant, and safe place to work, shop, invest, explore, dine, and play.

Mission

The mission of the BID is to serve as a facilitator, provider, and advocate for planned, creative programs that continually improve property values and properties in downtown Helena.

Governance

The BID is operated by a volunteer Board of Trustees who are property owners or designated representatives from within the district. Trustees are appointed by the City Commission. The Board of Trustees meets monthly on the second Tuesday at 3:30 p.m. at our office, 330 Jackson St. All meetings are open to the public and agenda, minutes and financials posted for public inspection.

PROGRAMS AND SERVICES

The BID proposes continuing our existing projects in FY26, with some additions. We propose spending slightly more than our projected revenue, using our cash balance from FY25.

Flowers and Landscaping

This year, the BID will purchase, install, and maintain 100 flower baskets and 30 flower barrels. Flower barrels continue to be popular, as they require less water and stay vibrant longer. The BID buys the flowers from High Country Growers and pays our Maintenance Ambassadors to water them. The BID also contracts with the City for water and beautification, including trash pickup. The flowers are displayed throughout downtown, including the Great Northern Town Center, from June through September on historic lamp posts and cobra lights.

In addition to summer flowers, the BID maintains 11 landscaped beds along the 300 and 400 blocks of Last Chance Gulch.

Holiday Decorations

The BID installs holiday decorations downtown. These include lighted and unlighted garlands, bows, and wreaths on the historic lamp posts along Last Chance Gulch and the cobra poles elsewhere in the district. Additional lighting throughout the Pedestrian Mall includes decorating the trolley, gazebo, and entrance to Performance Square. The BID contracts the work for installation and removal and maintains the decorations from November to January.

In FY25, we purchased and installed 26 new rope lights to wrap around cobra lights on Last Chance Gulch. Along with other decorations traditionally installed, the BID plans to install additional rope lights and anchors on height-appropriate buildings for garlands to be strung across Last Chance Gulch as appropriate.

Sanitation

The BID owns and maintains 23 trash cans in the district. The BID employs 4 Maintenance Ambassadors to empty and clean the cans. We plan to replace the vinyls on the can lids this year, in collaboration with the Holter Afterschool Teen Arts Council for a variety of designs. The vinyls will also have a QR code with the BID's website for maintenance needs.

BID rented and maintained a portable toilet in Constitution Park during FY25 and it has been a successful undertaking. The BID will continue to maintain the portable toilet in FY26 until no longer necessary. The BID has been working with the City Parks and Recreation Department to install a public restroom in Constitution Park. The City Commission had approved \$98,000 of General Fund Surplus money and the County Commission has committed \$35,000. The BID is allocating \$25,000 of the FY26 budget toward the landscape architectural contract. To help fund the installation of the toilet, the BID will use funds from our STIP account. Currently, we are prepared to spend \$44,000 for installation.

Graffiti Removal and Prevention

The BID contracts with professional graffiti removers to prevent or remove vandalism while safeguarding building integrity.

Banners

The BID purchases, installs, and maintains 144 downtown banners. The Maintenance Ambassadors do seasonal banner changes in November and April.

We also offer other organizations an opportunity to purchase their own banners and contract with the BID for installation. Banners for the Prickly Pear Land Trust, Governor's Cup, and Septemberfest will be on display during the summer of 2025. The board has voted to slightly increase the cost of the program. We will continue to grow this program in FY26 and conduct targeted outreach to event organizers in Helena to make them aware of this opportunity.

Façade and Parklet Grants

The BID offers a one-to-one match of up to \$5000 per project for façade improvements. In FY25, the BID awarded 6 façade grants. These funds are given to reimburse downtown businesses for new awnings, painting, new fixtures, etc.

The BID funds a Parklet Grant program but did not see any interest in this program in FY25. We have reduced the budget for that program but will continue to reserve funds should the interest arise.

Event Grants

With the dissolution of Downtown Helena, Inc. at the end of 2023, the BID recognized the need to encourage event organizers to continue to hold events in the downtown core. The BID will again set aside \$10,000 in Event Grants during FY25 to meet those needs. A portion of this amount will be made specifically available to encourage new events downtown. Awardees may request up to \$1000 in funding for promotion and permitting costs associated with holding an event downtown. This program was very successful in FY25, receiving 12 applications and awarding almost all the budgeted funds.

Business Development

BID allocates funds to assist with business development and incubation, seeking partnerships and suitable projects to support new business startups in downtown Helena. In FY 25, \$5000 was allocated toward matching grants for new businesses in the district. In FY25, five were funded. In FY26, an additional \$1,500 will be allocated to this grant program.

Marketing

The BID promotes downtown Helena through various channels including its website, social media and flyers with guidance from the Promotion Committee. Website maintenance and all social media are being done in-house. We hired two photographers to take photos of all businesses in the district for their use and the use of the BID in its social media efforts. The BID also collaborates with the Helena Chamber of Commerce and Visit Helena on promotional efforts.

Safety Initiative

In response to growing concerns over the safety of downtown events, the BID is collaborating with City officials in the fire, police and transportation divisions, to provide training to event volunteers. The training includes Crowd Management, CPR, First Aid and fire extinguisher use. To date, 65 people have completed all or a portion of this training.

Advocacy

The BID acts as a liaison between downtown property/business owners and the City and other entities. In FY25, it began collaborating with the Helena Chamber of Commerce at “Connections of Cruse” to meet monthly with business owners and other stakeholders to solicit feedback and address concerns and coordinate efforts. The cost of this advocacy work is reflected in payroll.

Capital/Large Projects

The BID maintains a reserve for large expenditures such as the proposed installation of a public restroom and wayfinding associated with the opening of the new Heritage Museum. All checks over \$5000 must be signed by two signatories and approval for large one-time expenditures must be obtained from the Board of Trustees. The BID used a part of this reserve during FY25 to cover the gap of \$23,425 between the BID’s income and expenses. The BID will continue to utilize the two full-time professional staff budgeted in FY25 to grow programs, sponsorships and increase the income of the organization.

FY2026 BID Budget	
Income	
BID Assessment	\$360,600
Community Sponsorships	\$10,000
Equipment Rental	\$1,000
Nuggets Program	\$7,000
Safety Initiative income	\$500
Banner Program	\$3,4000
Office Rent	\$2500
Grants	0
STIP Interest	\$12,000
Total Income	\$397,000
Expenses	
Program and Services	

Public Restroom/ Maintenance	\$26,500
Event Grants	\$15,000
Flowers	\$11,000
Landscaping	\$1,200
Holiday Lighting	\$1,000
Safety Initiative (crowd manage., CRP, first aid)	\$2,500
Graffiti	\$8,000
Banners/Banner Services	\$6,000
Façade Grants	\$25,000
Parklet Grants	\$500
New Business Development grants	\$6,500
Marketing	\$35,000
Total Program and Services Expenses	\$138,200
Payroll	
Salaries/Wages (2 FTE, 4 PTE)	\$152,000
Payroll Taxes/Benefits	\$31,000
Total Payroll Expenses	\$183,000
Administrative Expenses	
Facilities and Equipment	\$41,000
Administrative	\$36,000
Total Administrative Expenses	\$77,000
Total Expenses	\$398,200
Income/Loss	-1,200

METHOD OF LEVYING ASSESSMENT

Montana Code Annotated 7-12-1133 states that when the board submits the annual budget and work plan to the governing body (City of Helena), the board shall also recommend a method of levying an assessment within the district that will best ensure the assessment of each lot or parcel is equitable in proportion to the benefits to be received.

Background: During the creation process in 2019-2020, several property owners suggested a review of the assessment. An ad hoc committee was formed in October 2020 to address this request. The Board of Trustees approved an assessment methodology change for fiscal year 2023, and the change was adopted for fiscal year 2024. There is no change for the fiscal year 2025 or 2026.

FY26 Assessment Methodology Recommendation (MCA 7-12-1133 2(g))

- Every assessment code will be assessed a flat fee, except vacant or non-valued properties, city parks, and city rights of way.
- Every private property assessment code will be assessed the flat fee plus a taxable valuation fee.
- Every non-taxed property assessment code will be assessed the flat fee plus a square foot fee for area.
- Every vacant or “non-valued with specials” (NVS) assessment code is exempt from all assessments.

Assessment Matrix

Property Type		Flat Fee	SF rate	TV rate
All other property not referred to below		\$300	\$0.00	4.0%
City except parks		\$300	\$0.00	0.0%
City parks		\$0	\$0.00	0.0%
City right of way		\$0	\$0.00	0.0%
Vacant or NVS per DOR		\$0	\$0.00	0.0%
Residential		\$100	\$0.00	1.0%
Other property without tax value		\$300	\$0.030	0.0%

Methodology Features

- Relies solely on Department of Revenue property classifications.
- Treats every property with a tax code as an independent entity.
- Eliminates the area portion of the calculation for all properties besides non-taxed, for which the area portion is retained in lieu of the taxable value portion.
- Eliminates “aggregation” of residential and commercial condo units and “accessory parking,” which had been inconsistently applied.

OPERATING AND PARTNERSHIP AGREEMENTS

Downtown Helena Inc. (DHI)

DHI, a 501(C)(6) organization, was dissolved in December `2023. The BID continues to provide minimal administrative support to the Downtown Nuggets program, which had been administered by DHI. Nuggets will continue to be redeemed by BID until 2029.

Helena Community Foundation

The Helena Community Foundation has supported BID in the past by managing donations and sponsorship efforts on its behalf. In FY26, the BID will explore additional fundraising opportunities and utilize the Helena Community Foundation in these efforts.

City of Helena

The City of Helena and the BID have maintained a collaborative partnership on various projects. A Memorandum of Understanding (MOU) has been drafted between the BID and the City to delineate shared responsibilities, particularly regarding flower maintenance, sanitation, and landscaping. As part of this MOU, the City will sponsor some of the sanitation and beautification efforts of the BID in FY26. An MOU with the City Parks & Recreation Department is also in place regarding collaborative efforts on the Constitution Park restroom.

Main Street Program

The Montana Main Street Program, a collaborative initiative between the Community Development Division and the Montana Office of Tourism at the Montana Department of Commerce, assists communities in strengthening and preserving their historic downtown commercial districts. This is achieved through economic development, urban revitalization, and historic preservation efforts focusing on long-range planning, organization, design, and promotion. The BID coordinates for the Helena community. The City of Helena has been recertified as a 2025 Montana Main Street community.

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: hyl9GyXL1YzV4kETRr9c | **Proof Updated: May. 24, 2025 at 09:44am MDT**
Notice Name: FY26 BID Workplan and Budget

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
CITY OF HELENA CITY OF HELENA sdanielson@helenamt.gov (406) 447-8417	Helena Independent Record

Columns Wide:	2	Ad Class: Legals
Total Column Inches:	8.98	
Number of Lines:	39	

06/07/2025: General Legal	36.00
06/14/2025: General Legal	30.00

Subtotal	\$66.00
Tax	\$0.00
Processing Fee	\$0.00
Total	\$66.00

See Proof on Next Page

The Helena City Commission will hold a public hearing at **6:00 p.m. on June 16th, 2026**, in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting** at ID: [zoom.helenamt.gov/c/36053471](https://zoom.us/j/36053471) publicmeetings to find your local number please go to <https://us02web.zoom.us/j/36053471> to consider the following:

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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

Page 96 of 365

City of Helena, Montana

05/27/2025

To:

Honorable Mayor Collins and City Commission

From:

Tim Burton, City Manager
Sheila Danielson, Finance Director
Ryan Leland, Public Works Director

Subject:

Consider a Resolution to Set Fees Charged for Disposal of Garbage and Refuse at the City of Helena Transfer Station and Repeal Resolution 20832

Present Situation:

The City of Helena and Lewis and Clark County jointly analyze and agree each year on a recommended tipping fee for the operation of the City Transfer Station and the Lewis and Clark County Landfill. The sum of these two individual tipping fees make-up the overall tipping fee charged at the Transfer Station. The City of Helena is proposing the Transfer Station tipping fee at \$36.75 per ton. The County is proposing a tipping fee to \$22.00 per ton. Therefore, the Public Works Department is recommending a total tipping fee of \$58.75 per ton (an increase of \$4.00). The public hearing was advertised on 5/29/25, 6/5/25, and 6/12/25.

Background Information:

The City of Helena and Lewis and Clark County jointly analyze and agree each year on a recommended tipping fee for the operation of the City Transfer Station and the Lewis and Clark County Landfill. The sum of these two individual tipping fees make-up the overall tipping fee charged at the Transfer Station. The City of Helena is proposing the Transfer Station tipping fee at \$36.75 per ton. The County is proposing a tipping fee to \$22.00 per ton. Therefore, the Public Works Department is recommending a total tipping fee of \$58.75 per ton (an increase of \$4.00). The public hearing was advertised on 5/29/25, 6/5/25, and 6/12/25.

Proposal/Objective:

Consider a resolution to set fees charged for the disposal of garbage and refuse at the City of Helena Transfer Station for fiscal year 2026.

Advantage:

Passage of this Resolution will set rates that will allow the Solid Waste Department to start the implementation of the Integrated Solid Waste Master Plan.

Notable Energy Impact:

n/a

Disadvantage:

none noted

Quasi-Judicial Item:

False

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move approval of a resolution to set fees charged for disposal of garbage and refuse at the City of Helena Transfer Station, Repeal Resolution 20832

NOTICE OF PUBLIC HEARING

Notice is hereby given the City of Helena will hold a public hearing on Monday, June 16, 2025 at 6:00 p.m., in the Commission Chambers, 316 N. Park Avenue, Helena, MT, for the purpose of considering the following charges:

Transfer Station

A. The following tipping fees apply to all Transfer Station customers:

	<u>Current</u>
Minimum transaction fee (permit-20lbs)	\$0.60
Minimum transaction fee(non-permit-200lbs)	\$6.00
Transfer Station Tipping Fee - per Ton	36.75
Landfill Tipping Fee - per Ton	<u>22.00</u>
Total Tipping Fee - per Ton	\$ 58.75

The total tipping fee is applied to all garbage, refuse, recyclable materials, and diverted materials at the transfer station. The cost of clean loads of recycled materials are charged to either the City of Helena Residential fund, other participating districts, or other governmental entities that have a transfer station agreement with the City of Helena, but is not counted as tonnage against permits.

B. Any additional charges or tipping fees can be paid by using any residential permit credit granted by the City of Helena, Scratchgravel or other participating districts:

Proposed

Appliances with refrigerants	\$0.00 each – weight deduction from permit
Tires:	
Passenger and light truck (up to 20" inside diameter)	\$0.00 each – weight deduction from permit
Passenger and light truck on rims (up to 20" inside diameter)	\$0.00 each – weight deduction from permit
Tires over 20" inside diameter, but less than 25"	\$0.00 each – weight deduction from permit
* Tires over 25" inside diameter, not to exceed 48" outside diameter	\$0.00 each – weight deduction from permit
* Tires with an outside diameter greater than 48" are not accepted.	
Electronic Waste:	\$0.00 each – weight deduction from permit

Household Hazardous Waste Events

\$0.00 each – weight deduction from permit

C. The following additional charges apply to all commercial customers, cash customers or any residential customer that exceeds the permit credit

	<u>Current</u>	<u>Proposed</u>
Appliances with refrigerants (no limit)	\$15.00 each (plus tipping fee)	\$15.00 each (plus tipping fee)
Tires: (no limit)		
Passenger and light truck (up to 20” inside diameter)	\$5.00 each (plus tipping fee)	\$5.00 each (plus tipping fee)
Passenger and light truck on rims (up to 20” inside diameter)	\$10.00 each (plus tipping fee)	\$10.00 each (plus tipping fee)
Commercial truck tires (off the rim)	\$15.00 each (plus tipping fee)	\$15.00 each (plus tipping fee)
Commercial truck tires (on the rim)	\$25.00 each (plus tipping fee)	\$25.00 each (plus tipping fee)
Mattresses/Box Springs	\$10.00 each (plus tipping fee)	\$10.00 each (plus tipping fee)

Tires larger than 48” outside diameter are not accepted.

Household Hazardous Waste Events

Charges and restrictions may apply

The value of residential permit fee will be based on budget policy and related resolutions set by the governing bodies of the City of Helena, Scratch Gravel Landfill District, and Lewis & Clark County.

The Commission will consider final passage of a Resolution to set fees charged by the Transfer Station for disposal of garbage and refuse in the City of Helena and will hear any and all objections to final passage of said resolution.

Dannai Clayborn
Clerk of the Commission
City of Helena

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

PUBLISH AS A LEGAL AD: *Friday, May 30, 2025*
 Friday, June 6, 2025
 Friday, June 13, 2025

MCA 7-1-4127: This notice must be published twice, with at least 6 days separating each publication

Please send copy of this ad and bill to:
Jacob Larson
Administrative Assistant
316 North Park
Helena, MT 59623
406-447-8068

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION TO SET FEES CHARGED FOR DISPOSAL OF GARBAGE AND REFUSE AT THE CITY OF HELENA TRANSFER STATION AND REPEAL RESOLUTION NO. 20832

WHEREAS, the City of Helena operates the "Transfer Station" to provide sanitary disposal of garbage and refuse, collection of recyclable materials, and diversion of usable material;

WHEREAS, the City pays a tipping fee charged by the County for use of the landfill that needs to be recovered in order to pay the costs of doing business;

WHEREAS, the City is authorized to establish such fees as may be necessary to operate its facilities to ensure positive cash flow; and

WHEREAS, it appears to be in the best interests of the City of Helena and the inhabitants thereof that Resolution No. 20832 be repealed and a new resolution setting fees be enacted.

NOW THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:

Section 1. That it is the intention of the Helena City Commission to adopt the following transfer station tipping fees:

A. These tipping fees apply to all Transfer Station customers:

Minimum transaction/tipping fee (Permit):\$0.60/20 lbs.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. _____

Minimum transaction/tipping fee (Non-Permit):\$6.00/200 lbs.

Permit holders that exceed the yearly allowance will be cash customers.

The total Tipping Fee is calculated below:

Transfer Station Tipping Fee	\$36.75
Landfill Tipping Fee	<u>\$22.00</u>
Total Tipping Fee	\$58.75/Ton

The total tipping fee is applied to all garbage, refuse, recyclable materials, and diverted materials at the transfer station. The cost of clean loads of recycled materials are charged to either the City of Helena Residential Fund, other participating districts, or other governmental entities that have a transfer station agreement with the City of Helena but is not counted as tonnage against permits.

B. Any additional charges or tipping fees can be paid by using any residential permit credit granted by the City of Helena, Scratchgravel, or other participating districts, as shown below:

Appliances with refrigerants:	\$0.00 each
	(plus tipping fee)

Tires:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. _____

Passenger and light truck up to 20" inside diameter)	\$0.00 each (plus tipping fee)
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Passenger and light truck on rim (up to 20" inside diameter)	\$0.00 each (plus tipping fee)
---	-----------------------------------

*Oversized tires (over 20" inside diameter, but less than 25")	\$0.00 each (plus tipping fee)
--	-----------------------------------

*Tires with larger than 25" inside diameter, not to exceed 48" outside diameter	\$0.00 each (plus tipping fee)
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Electronic Waste:

All E-waste	\$0.00 each (plus tipping fee)
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Household Hazardous Waste:

At least one Household Hazardous Waste collection event will be provided at no charge to small-quantity generator permit holders.

C. The following additional charges apply to all commercial customers, cash customers, or any residential customers that exceed the yearly permit credit:

Appliances with refrigerants: (No limit)	\$15.00 each (plus tipping fee)
--	------------------------------------

Tires:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. _____

(No limit)

Passenger and light truck (up to 20" inside diameter)	\$5.00 each (plus tipping fee)
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Passenger and light truck tires on rim (up to 20" inside diameter)	\$10.00 each (plus tipping fee)
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*Commercial truck tires (off the rim)	\$15.00 each (plus tipping fee)
--	------------------------------------

*Commercial truck tires (on the rim)	\$ 25.00 each (plus tipping fee)
---	-------------------------------------

*Tires larger than a 48" outside diameter are not accepted.

Mattresses/Box Springs: (No limit)	\$10.00 each (plus tipping fee)
--	------------------------------------

Electronic Waste:	Current tipping fee
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Household Hazardous Waste (HHW): Charges and restrictions may apply to HHW events.

Section 2. The value of a residential permit credit will be based on budget policy and related resolutions set by the governing bodies of the City of Helena, Scratch Gravel Landfill District, and Lewis & Clark County.

Section 3. It is the intention of the Helena City Commission to repeal Resolution No. 20832.

Section 4. A public hearing on this matter was held on June 16, 2025, at 6:00 P.M in the City Commission Chambers at 316 North Park Avenue, Helena, Montana.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. _____

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF
HELENA, MONTANA, THIS 16th DAY OF JUNE, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

Commission Meeting

June 16, 2025

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director
Andrea Optiz, Executive Director, Helena Tourism Business Improvement District

Subject: Consider a Resolution to Approve the Work Plan and Budget for the Helena Tourism Business Improvement District and to Levy an Assessment on all Property within the District for Fiscal Year 2026.

Present Situation:

The Helena Tourism Business Improvement District (TBID) presented its FY26 Budget and Workplan for consideration to the City Commission on May 28th, 2025. A Resolution of Intention was passed by the City Commission on June 2, 2025.

Their annual budget proposes expenses of approximately \$677,270 which is recovered from assessing lodging facilities within the district which was voted in by the hoteliers. The Helena Tourism Alliance is the administrative organization for the TBID.

The mission of the TBID is to promote and preserve Helena as a unique destination in order to increase occupancy for lodging facilities thereby creating vibrant growth in the local economy.

Background Information:

Resolution No. 19644, passed April 20, 2009, created a Tourism Business Improvement District ("District") to promote tourism, conventions, trade shows, and travel to the City of Helena. The City expanded the District on August 22, 2011, by Resolution No. 19871; Resolution No. 20473, passed August 27, 2018, re-created the District for another ten (10) year period.

In order to defray the costs of the proposed workplan and budget, it is necessary for the City of Helena to levy an assessment on all property within the District.

The assessment for Fiscal Year 2026 on all lodging facilities used for providing overnight stays within the District is proposed to be computed by multiplying the number of rooms occupied from July 1, 2024, through June 30, 2025, for each lodging facility within the District, as reported by the District, by two dollars (\$2.00).

Proposal/Objective:

Consider a Resolution to Approve the Work Plan and Budget for the Helena Tourism Business Improvement District and to Levy an Assessment on all Property within the District for Fiscal Year 2026.

Advantage:

Approval of the Resolution for the TBID FY26 Workplan and Budget will allow the district to carryout its workplan in the next fiscal year.

Notable Energy Impact:

N/A

Disadvantage:

N/A

Notice of Public Hearing:

Yes. Copy attached in Packet

**Staff Recommendation/
Recommended Motion:**

Move to Approve a Resolution to Approve the Work Plan and Budget for the Helena Tourism Business Improvement District and to Levy an Assessment on all Property within the District for Fiscal Year 2026.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

RESOLUTION NO. _____

A RESOLUTION APPROVING THE WORK PLAN AND BUDGET FOR THE TOURISM BUSINESS IMPROVEMENT DISTRICT AND LEVYING AN ASSESSMENT ON ALL PROPERTIES WITHIN THE DISTRICT FOR FISCAL YEAR 2026

WHEREAS, Resolution No. 19644, passed April 20, 2009, created a Tourism Business Improvement District ("District") to promote tourism, conventions, trade shows, and travel to the City;

WHEREAS, the City Commission expanded the District on August 22, 2011, by Resolution No. 19871;

WHEREAS, Resolution No. 20473, passed August 27, 2018, re-created the District for another ten (10) year period;

WHEREAS, pursuant to § 7-12-1132, MCA, the Board of Trustees for the District must present to the City Commission a work plan and budget for the ensuing fiscal year;

WHEREAS, a work plan and budget for fiscal year 2026 was submitted to the Helena City Commission by the Board of Trustees for the District on May 28, 2025;

WHEREAS, in order to defray the costs of the work plan and budget, it is necessary for the City of Helena to levy an assessment on all property within the District; and

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

WHEREAS, a public hearing on this resolution was held by the City Commission on June 16, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:

Section 1. The City Commission approves the work plan and budget, as submitted by the District and attached hereto as Exhibit "A," and levies an assessment upon all property within the District for the fiscal year 2026 to defray the costs of said work plan and budget. The assessment for fiscal year 2026 on all lodging facilities used for providing overnight stays within the District is proposed to be computed by multiplying the number of rooms occupied from July 1, 2024, through June 30, 2025, for each lodging facility within the District, as reported by the District, by two dollars (\$2.00).

Section 2. If a property is not chargeable for the assessment above by reason of state or federal law, said property shall be exempt from the assessment.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 16th DAY OF JUNE, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

MAYOR

ATTEST:

CLERK OF THE COMMISSION

DRAFT



Helena Tourism Business Improvement District Fiscal Year 2026 Work Plan

1 ORGANIZATION SUMMARY

The TBID is funded by a room assessment that the hoteliers voted into action to help market Helena. The TBID operates under the direction of the TBID Board of Directors and reports to the City of Helena.

The Helena Tourism Alliance (HTA) is the administrative organization of the TBID. The TBID Board meets monthly on the second Wednesday of every month at 1:30 pm in the Reeder's Alley Conference Center, 120 Reeder's Alley.

The Helena Tourism Business Improvement District (TBID) continues to base our marketing and product development strategies on our mission.

Helena TBID Organizational Mission

To promote and preserve Helena as a unique destination to increase occupancy for lodging facilities thereby creating vibrant growth in the local economy.

Helena TBID Organizational Vision

The Helena TBID is the premier partner and leading advocate for Helena's quintessential experiences and profound opportunities.

Helena TBID Organizational Values

- Integrity
- Innovation
- Communication
- Participation
- Effective Teamwork

Helena TBID Organizational Goals

1. Community Partnerships: Build relationships with the community and make a coordinated effort to communicate effectively.
2. Market Helena: Develop a marketing plan that builds awareness, educates, and utilizes extension partnerships.
3. Big Picture: Explore additional partnership opportunities by identifying unique travel experiences utilizing unconventional ideas.
4. Organizational Development: Create training to develop innovative board members, staff, and stakeholders to enhance participation.

2 INTRODUCTION

The role of Destination Organizations, like Visit Helena, continue to evolve. Destination management calls for a coalition of many organizations and interests working towards a common goal, ultimately being the assurance of the competitiveness and sustainability of the tourism destination.

There have been great strides made with the City of Helena and other community partners working cohesively on a unified brand and messaging and a strategic roadmap. We will continue to work to strengthen community vitality; competitive positioning; and ensure the long-term viability of Helena.

Collaborative management of our destination will help to avoid overlapping functions and duplication of efforts in promotion, visitor services, training, business support, and resource management/protection.

Visit Helena will continue to work closely with community organizations, such as the City of Helena, Helena Area Chamber of Commerce and Convention and Visitors Bureau; Helena

Business Improvement District; Montana Business Assistance Connection; and many additional stakeholders.

One of the ultimate goals of tourism is to increase quality of life for residents of a destination. Visitation boosts economic impact. When the Helena area economy thrives, the resident experience also thrives, we understand it is a delicate balance. Visit Helena will work to identify & support destination product development opportunities as well as sustainability and stewardship of the destination.

In a world consumed by possessions rather than experiences, the Visit Helena team strives to amplify the voices of those working toward a welcoming and balanced Helena, reinvesting in our community for future generations while maximizing tourism dollars for a thriving city.

We will work on initiatives in destination management and marketing that focus on the **economic**, **social**, and **environmental** health of our town.

3 LEISURE RECRUITMENT

The TBID's overall leisure marketing strategy is to increase year-round visitation targeting regional, national, and international visitors. Strategies and goals will continue to be assessed and expanded and will focus on creative marketing to reach new and existing travelers.

The TBID will closely monitor opportunities for consumer trade shows including the Denver Travel and Adventure Show, Seattle Travel and Adventure Show, and The Outdoor Adventure & Travel Show in Calgary, among others.

The TBID will work with regional and state partners to monitor the international landscape, while continuing to foster partnerships with domestic and international tour operators. In addition, we will weigh the option to participate with other Montana DMOs in international travel recruitment shows like IPW, the travel industry's premier international marketplace and the largest generator of travel to the U.S.

4 YELLOWSTONE & GLACIER NATIONAL PARKS

For people exploring Montana's National Parks, Helena offers the perfect half-way destination. Helena is 178 miles from the west entrance of Yellowstone National Park and 187 miles from the eastern portion of Going to the Sun Road in Glacier National Park, making us the perfect location to overnight and/or spend several days.

Helena will continue to position the community as the half-way destination between the parks and highlight that traveling this route offers fabulous scenery; some of Montana's most special heritage places; and an opportunity to relax and take a break.

Our social media, SEO, and web content will also focus on Helena, Montana's Hometown, as a great place for starting a Montana vacation, redesigning the Between the Parks message as Montana's Destination. Helena is centrally located and should be the launching point for visitors to explore Montana's true heritage.

5 THE VISITOR EXPERIENCE

Designing a quality visitor experience has been a high priority of Visit Helena. The TBID will continue to work to align our destination's stakeholders, businesses, and front-line employees to support tourism and assist in facilitating and meeting visitor expectations. Ensuring visitors have positive experiences will directly impact the future of tourism in Helena, Montana.

The goal is to successfully align the following sectors because we all benefit from a positive visitor experience:

- Hotel / Lodging
- Attractions
- Downtown Merchants
- Restaurants
- Shopping / Retail
- Citizens / Volunteers

Making sure travelers feel welcomed and enjoy their stay will continue to be a major priority. We will work to determine streamlined ways to offer Front-Line Training to help those working with visitors every day be informed about what Helena has to offer.

Visit Helena understands that the visitor experience plays one of the most important roles in maintaining and growing visitation at a destination. Exceptional service leads to repeat visitation and extended stays. Employees drive the customer experience. By developing and providing this resource for the hospitality industry and business community it will shine a light on the importance of visitor orientation and facilitation which will help elevate the city and champion visitation.

With the new Events page on www.helenamt.com, we will continually lean into utilizing this platform to ensure visitors are aware and can take advantage of the local opportunities and even extend their stay.

6 GROUP TRAVEL & MEETINGS

The TBID works to monitor and evaluate our efforts on developing the group travel market. If appropriate, we will be members of the American Bus Association (ABA) and the National Tour Association (NTA) and will continue to assess whether to attend NTA Travel Exchange or ABA's Marketplace.

TBID will continue to encourage our local community to bring meetings to Helena and will collaborate with our conference facilities. Efforts will focus on small market meetings, and we will attend the Small Market Meetings Conference.

Growth in this segment will help support seasonality in hotel occupancy, and impact the local economy by filling restaurants, retailers, and attractions.

7 TBID GRANT PROGRAM

The TBID Grant Program will continue to be refined to build upon the vibrancy of the community and inspire innovative and creative ideas for events or signature experiences; provide funding in the early planning stages; and maximize regional and national exposure by promoting the events early enough for visitors to include in their itinerary. The grant program has provided financial assistance in supporting sports and tournaments, music festivals, outdoor recreation events and a variety of other events.

The TBID is committed to developing a more year-round tourism base and contributing to a healthy local economy by supporting local activities, spending, tax generation and jobs through increased visitation to the area. Therefore, we will promote and market this program and invite local organizations and businesses as well as seek opportunities for larger events to apply for grant monies.

8 SPORT EVENTS & TOURNAMENTS

Special Olympics of Montana (SOMT) will be in Helena for the State Basketball Tournament which will take place again in November 2025. We will support SOMT.

The TBID will continue to work with the Helena School District and the Athletic Director on bids for Montana High School Association Events. Even though Helena is limited with indoor facilities, we are keeping Helena actively involved in the bidding process and are on the rotation cycle for tournaments.

The TBID will continue to build relationships and support local sports organizations and be a valuable resource to tournament directors and associations in efforts to host and grow competitions that draw athletes and fans from across the region generating room nights for lodging partners.

We are centrally located and a community-based town and are in full support of youth programs. Positioning Helena as a sports event destination remains a priority for Visit Helena with staff looking at new opportunities such as robotics, e-sports competition, etc. and partnerships to help shape the future of sports events in Helena.

9 ARTS & CULTURE

The TBID will strongly lean into promoting arts and culture in Helena. We will emphasize that Helena has a great deal to offer those who appreciate the fine arts: The Archie Bray Foundation for Ceramic Arts, Holter Museum of Art, Grand Street Theatre, Myrna Loy Center for the Performing and Visual Arts, and the Helena Symphony. Numerous fine art galleries showing all types of art from traditional to contemporary and more, provide Helena with a solid mix of culture that will be highlighted.

10 HERITAGE TOURISM



With the anticipated opening of **The Montana Heritage Center, Montana's Museum**, in late 2025, we will partner alongside them to create awareness of this attraction.

The Montana Heritage Center will capture the grandeur of the Treasure State by celebrating the natural features, diverse cultures, and stories of our past. The new home for the Montana Historical Society will include expanded museum exhibits, educational classrooms, a public event center, an enhanced research center, and a cafe, plus an outdoor courtyard and rooftop terrace. Visitors from across Montana and the world will experience state-of-the-art displays of their ever-expanding collections.

We will market & support the preparation for their **Grand Opening June 25-28, 2026**.

In addition, we will be working to secure a plan for wayfinding and signage systems to enhance navigational experiences & improve overall connectivity, reinforce community brand, and support local businesses.

Visit Helena will also continue to support the Montana History Foundation to promote their [Helena History Tours](#). This program is designed to promote heritage tourism by showcasing Helena's regional history through exploration of its surrounding environment.

Direct beneficiaries include Helena residents and tourists, with the broader economy of Helena serving as a secondary beneficiary.

The summer of 2025 will include the following tours:

- Rediscover Reeder's Alley
- Pedaling through the Past
- Redlight Rendezvous

- Echoes of the Past
- Wandering the Westside

Tours are offered at regularly scheduled afternoon and evening times. All tours will be available for private group tour bookings as well as a “History Triple Play” offer so that visitors will be encouraged to stay additional nights to participate in all guided experiences.

The Montana History Foundation has a new office located in Reeder’s Alley which will be a wonderful opportunity to book a tour on site, as well as provide an additional opportunity to connect The Montana Heritage Center to Downtown Helena.

11 MARKETING METHODS

Aspects of the tourism industry are forever shifting, so we continue to look for ways to provide offerings that make Helena attractive . Building off the recent Helena Brand Strategy we will continue to follow the three phases of the travel decision process – inspiration, orientation, and facilitation and highlight strong imagery and stories of people and activities in and around Helena.

The benefits of technology provide people the opportunity to have a greater choice in deciding where they want to visit and live. To establish Helena as a destination in the minds of both consumers and businesses, it is critical to lean into our new brand and utilize a strong, unified brand voice along with messaging and positioning that will raise overall awareness.

Supporting a strong destination brand will help build a sense of community that will support business and economic stability. The new branding and marketing initiative are the first step in a larger vision to strengthen collaboration between the City of Helena, county, community business leaders and organizations into an integrated approach to preserve Helena as well as take advantage of opportunities for future growth.

The TBID understands the critical need for effective content in today’s ultra-competitive marketplace and will continue to work closely with the local creative marketing agency SOVRN. This year will focus on continuing the Hel Yeah Campaign by capturing new summer hype footage as well gathering historical assets to champion the rich history in Helena and connect it to The Montana Heritage Center-Montana’s Museum.

Visit Helena will also work to lean into and expand on Southwest Montana’s already established Drink It In Montana that was established in partnership with Central Montana. *Drink It In Montana aims to capture the story of Montana’s craft beverage industry by helping newcomers experience the unique flavors and locally-owned businesses. As you travel through Montana, Drink It In. Experience Montana the way the locals do and enjoy our regional flavor.*

With the Montana Distillery Trail, trails and trail lines will be added to work as itineraries. Distilleries are the destinations with the goal in between to highlight Montana history and experience other popular attractions (i.e., scenic landscapes, various towns and history, culture).

Driven by the transformational power of human relationships and the inclusion of diverse voices, Visit Helena will also focus on a project called the *Faces of Helena*.

FACES OF HELENA, MONTANA'S HOMETOWN

Storytelling is at the very heart of destination marketing. Visit Helena wants to engage our audience with authentic stories and the inside scoop on the faces of Helena.

Helena's inspirational people are its strongest brand attribute, and the cumulative stories of the Helena community are a key differentiator.

This travel blog will lean into the Visit Helena Brand and focus on authentic experiences, local traditions, hidden gems, and insider tips, and sharing personal stories of individuals who aren't always in the spotlight to help readers immerse themselves in the culture. We aim to peel back the quirky local history and reveal some of the characters and antidotes associated with them, showcase the spirit and unspoken way of life of locals live by here, highlight authentic encounters, convey that hometown, curated Helena feel that represents why individuals love Helena--- the people, build an emotional bond that compels visitations and ambassadors and garners loyalty, and increase awareness and preference of Helena as a travel destination, not as a pass through.

The TBID will continue to implement a well-rounded social media strategy aimed at growing our audience and maintaining engagement with residents and showcasing Helena's history and charm. We will track key performance metrics, audience insights, and overall progress on our accounts.

The media plan will be primarily digital allowing the plan to stay flexible with changes in creative and messaging along with some print. Search engine optimization (SEO), social media marketing, website optimization, and email marketing are a variety of elements we will utilize to help us grow our tourism & destination business.

This year we will continue investing in **The Zartico Destination Operating System** which is a data-powered toolbox of insights for strategic decision-making. It will assist us with:

- Capturing a snapshot of destination performance and visitor profiles.
- Visualize trends in movement, spending, events, and lodging performance.
- Pinpoint opportunities to fine-tune demand and product development.
- Maximize marketing ROI.

12 MEDIA RELATION AND OUTREACH

Highlighting Helena in a positive way and ensuring our story is heard is something we value, which is why we want to increase earned media.

Throughout the year, Visit Helena will continue to build relationships with influencers and journalists that will help grow the brand and inspire travel. Visit Helena will proactively reach out as well as respond to appropriate media and influencers with original, relevant, and timely stories. We will also work with other tourism partners and our SW Montana region to uncover opportunities for collaborating.

Attending events such as Public Relations Society of America Travel and Tourism Conference will increase contacts and exposure.

TBID Staff & Board of Directors

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FY2025-2026 HELENA TBID BUDGET

Current TBID Assets	\$187,869.78
Outstanding Projects	\$60,000.00
Outstanding Payments	\$38,600.00
	\$89,269.78

June 2025 TBID Receivables	\$294,000.00
Estimated January 2026 TBID Receivables	\$ 294,000.00
Total Receivables	\$588,000.00
Total FY 2025-2026Assets	\$677,269.78

Expense	
Administrative Staff + Taxes + Benefits	\$210,000.00
Operational Expenses	\$81,924.00
Tourism Education & Advocacy	\$10,000.00
Marketing & Publicity	\$251,850.00
Opportunities & Grants	\$57,150.00
Sponsored Events	\$10,000.00
Conventions/Tradeshows	\$25,000.00
Professional Development Training	\$15,000.00
Reserves	\$16,345.78
TOTAL FY 2025-2026 Expenses	\$677,269.78

City of Helena, Montana

Commission Meeting

June 16, 2025

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director
Tim Burton, City Manager

Subject: Consider a Resolution Adopting the Preliminary Budget, Budget Authorities and Appropriations for the Fiscal Year Beginning July 1, 2025 and ending June 30, 2026, and setting the Salary for the Municipal Court Judge.

Present Situation:

City Charter considerations:

The City of Helena's Charter Article III, Section 3.02, 2., k) charges the City Manager with the responsibility of preparing and presenting a budget to the Commission for its approval and execute the budget adopted by the Commission. The City Manager's presentation of the Fiscal Year 2026 budget was on June 2, 2024 at a Commission Meeting.

State Statute, MCA 7-6-4020, requires that a Preliminary Annual Operating Budget must be prepared for the local government. The Preliminary Budget must include, at a minimum:

- a) A listing of all revenue and other resources for the prior budget year, current budget year, and proposed budget year;
- b) A listing of all expenditures for the prior budget year, current budget year, and proposed budget year under one of the following categories:
 - a. Salaries and wages
 - b. Operations and Maintenance
 - c. Capital outlay
 - d. Debt Service
 - e. Transfers out
- c) A projection of changes in fund balance or cash balances available for governmental fund types and a projection of changes in cash balances and working capital for proprietary fund types. This projection must be supported by a summary for each fund or group of funds listing the estimated beginning balance plus estimated revenue, less proposed expenditures, cash reserves, and estimated ending balances.
- d) A detailed list of proposed capital expenditures and a list of proposed major capital projects for the budget year;
- e) Financial data on current and future debt obligations;
- f) Schedules or summary tables of personnel or position counts for the prior budget year, current budget year, and proposed budget year. The budgeted amounts for personnel services must be

supported by a listing of positions, salaries and benefits for all positions of the local government. The listing of positions, salaries and benefits is not required to be part of the budget document.

- g) All other estimates that fall under the purview of the budget;
- h) The preliminary annual operating budget for each fund for which the local government will levy and ad valorem property tax must include the estimated amount to be raised by the tax.
- i) If a government entity intends to increase property taxes, including an increase authorized under 15-10-420(1), the preliminary budget must include the amount by which property taxes will increase on homes valued at \$100,000, \$300,000, and \$600,000.

This preliminary budget submittal is believed to fulfill the requirements of State Statute and City Charter.

State Statute considerations:

State Statutes, MCA 7-6-4024 and 7-6-4036, require the Commission to adopt the final budget and fix the tax levy by the later of the first Thursday after the first Tuesday in September or within 30 calendar days after receiving certified taxable values from the Montana Department of Revenue. The reason for this late legal finalization of the budget/tax levy is the timing of tax valuation information. Budget revenue estimates and tax levies are dependent upon tax valuation. The budget is subject to revision, and not considered legally finalized until the tax levy is fixed by the City Commission resolution.

New Internal Service Fund considerations:

This budget also represents the creation of a new Internal Service Fund for the accounting of Public Works Administration, Industrial Facilities and Engineering Departments. Historically, the Public Works Admin (PW Admin) and Engineering Departments were part of the General Fund with 100% of PW Admin costs and 80% of Engineering costs recovered by enterprise funds. It is estimated that the Engineering department spends 20% of its time in general planning activities that benefit the city as a whole. In Fiscal Year 2023, a new division for Industrial Facilities was created. This division supports Public Works facilities and is 100% recovered from enterprise funds. A discussion with the Commission was held at the April 2, 2025 Administrative Meeting to propose moving these three divisions into their own internal service fund to create greater transparency for the use of general taxpayer revenue by removing both the expenses and cost recovery revenue out of the General Fund. It was recommended by the City Manager for the General Fund to partially contribute to the neFy26 w fund reserves in the amount of \$150,000, which is reflected in the Preliminary Budget.

Background Information:

The City Manager along with all Departments of the city presented their proposed budgets to the City Commission and Public on the following dates in a public meeting setting:

April 2, 2025 Engineering Fees for Infrastructure Review, Policy Requirements for Compliance with the Victims of Crime Act, Budget policies update, Proposal to create a new internal service fund, Strategic Plan implementation Strategies Update, General Fund Cash Overview, Department Budget presentation; Municipal Court.

April 16, 2025 Fiscal Year 2025 Mid-Year Report, Budget Presentations from the following departments: City Clerk Office; City Manager Office; City Attorney Office; Finance; Fire; Police Operations; Community Development and Building Department.

April 30, 2025 Budget presentations from the following departments: Human Resources, Non-Departmental Budgets, Parks, Recreation, Golf Civic Center, Open Lands & Urban Forestry, Community Facilities, Transportation Systems.

May 14, 2025 Budget presentations from the following departments: Public Works Administration, Engineering, Industrial Facilities, Water, Wastewater, Solid Waste, Transfer Station, Recycling, Storm Water; and discussion of staff cost of living adjustment; donations to outside agencies, funding for loan programs and general capital.

May 28, 2025 - Discussion on considering further appropriations for the Sidewalk Loan program and for sustainability projects in Fiscal Year 2026.

The Commission gave consensus to transfer \$96,000 from the General Fund Cash Reserves to the Loan Repayment Fund to fund additional Renewable Energy Loans. This transfer will increase the total available funds in Fiscal Year 2026 to \$216,000 for renewable energy loans.

The Commission gave consensus to transfer \$172,500 from the General Fund Cash Reserves to the General Capital fund for the purpose of funding sustainability projects, including the purchase of a glass crusher for the Transfer Station in the amount of \$80,000.

June 2, 2025 - The City Manager presented the Fiscal Year 2026 Preliminary Budget to the Commission at a public meeting.

The Commission gave consensus to increase the presented appropriations by \$5000 for an increase to a community non-profit donation.

The Helena Citizens Council presented their Fiscal Year 2026 budget recommendations.

The City Commission, Helena Citizens Council, and the general public had the opportunity to review submittals, ask questions, and make proposals and participate in the public process of formulating the Fiscal Year 2026 Preliminary Budget.

Proposal/Objective:

Consider a Resolution to Adopt the Preliminary Budget Authorities, and Appropriations for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026, and setting the Salary for the Municipal Court Judge.

Advantage:

Approval of the Preliminary Budget for Fiscal Year 2026 fixes the budget and allows for appropriations.

Notable Energy Impact:

Funding for sustainability projects.

Disadvantage:

Not approving the Preliminary Budget may place the City Commission at risk of meeting the expectation of having an adopted Preliminary Budget in place to allow appropriations to begin in Fiscal Year 2026.

Notice of Public Hearing:

Yes

**Staff Recommendation/
Recommended Motion:**

Move to Approve or Amend A Resolution Adopting Preliminary Budget Authorities, and Appropriations for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026, and setting the Salary for the Municipal Court Judge.

GENERAL FUND CASH FLOW REVIEW

	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY25 REVISED BUDGET	FY25 PROJECTED	PRELIMINARY FY26 PROPOSED
REVENUES:							
Taxes	12,334,496	13,140,821	15,207,988	15,528,000	15,528,000	15,881,000	16,428,000
License & Permits	572,460	548,793	563,093	563,000	563,000	589,601	582,750
Intergovernmental Revenues	5,213,154	5,285,922	5,530,736	5,756,588	5,756,588	5,720,632	5,966,964
Charges For Services	597,631	853,686	752,881	692,817	692,817	750,108	689,792
Intra-City Revenues	-	-	-	-	-	-	-
Fines & Forfeitures	397,311	445,380	474,016	438,500	438,500	438,800	443,800
Investment Earnings	17,607	442,254	579,180	500,000	500,000	500,000	400,000
Other Financing Sources / (Uses)	66,631	232,869	219,386	230,800	230,800	145,291	101,300
Subtotal - Other Operating Revenue	6,864,793	7,808,905	8,119,292	8,181,705	8,181,705	8,144,432	8,184,606
Internal Service Revenues	3,623,574	4,418,986	3,959,151	4,551,972	4,551,972	4,551,972	5,046,651
Less: PW Admin Internal Svc Fund Revenue							(2,152,636)
Interfund Transfers In	9,342,476	976,351	1,715,930	721,582	721,582	721,582	1,092,170
Subtotal - Internal Transactions	12,966,050	5,395,337	5,675,081	5,273,554	5,273,554	5,273,554	3,986,185
TOTAL REVENUE	32,165,339	26,345,063	29,002,361	28,983,259	28,983,259	29,298,986	28,598,791
EXPENSES:							
Personnel Services	17,543,885	19,136,247	20,513,410	22,047,652	22,086,736	20,998,016	22,926,733
Less: PW Admin Internal Svc Fund Expenses							(2,434,133)
Supplies & Materials	644,848	622,560	633,892	922,180	925,837	904,824	938,283
Purchased Services	2,334,788	2,124,285	2,477,273	3,072,721	3,348,320	3,148,992	3,488,193
Intra-City Charges	198,429	232,105	250,231	508,570	508,570	511,107	515,383
Fixed Charges	1,529,109	1,146,607	1,302,133	958,652	3,152,202	1,009,745	930,119
Subtotal - Maintenance and Operating	4,707,174	4,125,557	4,663,529	5,462,123	7,934,929	5,574,669	5,871,978
Internal Charges	763,718	917,623	922,530	775,772	775,772	775,773	1,186,955
Transfers Out	5,885,356	6,107,333	2,914,008	2,240,358	2,240,358	2,240,358	3,296,035
TOTAL EXPENSES	28,900,134	30,286,760	29,013,477	30,525,905	33,037,795	29,588,816	30,847,568
Revenues Over (Under Expenditures)	3,265,205	(3,941,697)	(11,116)	(1,542,646)	(4,054,536)	(289,829)	(2,248,777)
BEGINNING CASH	12,732,685	15,798,276	11,875,565	11,864,448	11,864,448	11,864,448	11,574,619
Other Cash Sources/(Uses)	(199,614)	18,986					
ENDING CASH	\$ 15,798,276	\$ 11,875,565	\$ 11,864,448	\$ 10,321,803	\$ 7,809,913	\$ 11,574,619	\$ 9,325,842

Operating Reserve	(4,138,675)	(4,522,155)	(4,935,068)	(4,368,113)	(4,734,035)
Contingency Reserve	(2,576,938)	(2,576,938)	(2,576,938)	(2,541,938)	(2,541,938)

FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY25 REVISED BUDGET	FY25 PROJECTED	FY26 PROPOSED
Commission Allocation Reserves:						
	Contingency-Homeless				(100,000)	(100,000)
	Family Promise				(250,000)	(250,000)
	Good Samaritan				(134,600)	(134,600)
	Budgeted Cash Balance for Capital	5,148,835	3,222,710		4,179,968	1,565,269

	FY24	FY25	FY25	FY25	FY26
	ACTUALS	ADOPTED BUDGET	REVISED BUDGET	PROJECTED	BUDGET
Transfers Out:					
Civic Center	360,000	360,000	360,000	360,000	360,000
Grandstreet	500	500	500	500	500
PEG	1,410	1,858	1,858	1,858	1,935
Aff Housing Trust	100,000	100,000	100,000	100,000	100,000
Public Arts	13,000	13,000	13,000	13,000	13,000
Renewable Energy	220,000	80,000	80,000	80,000	96,000
Sidewalk Loans	150,000	150,000	150,000	150,000	150,000
General Capital	1,514,998	1,000,000	1,000,000	1,000,000	1,889,600
Golf Course	107,100	85,000	85,000	85,000	85,000
Public Works Fund	-	-	-	-	150,000
Transit Operations	447,000	450,000	450,000	450,000	450,000
	2,914,008	2,240,358	2,240,358	2,240,358	3,296,035

	FY24	FY25	FY25	FY25	FY26
	ACTUALS	ADOPTED BUDGET	REVISED BUDGET	PROJECTED	BUDGET
Fixed Charges					
Assessments	110,511	129,000	129,000	118,526	120,000
Comm Svc Program	7,000	7,000	7,000	7,000	7,000
Humane Society	69,910	74,105	74,105	74,105	78,551
HACF	20,000	20,000	20,000	20,000	20,000
Historic Preservation	20,000	62,262	27,262	20,000	62,262
moved to purchased services >> PEG	224,542	-			
Other Donations	248,658	61,000	2,189,550	157,166	21,000
Contingency-Homeless	-	-	100,000	-	-
Banking Charges	18,436	18,000	18,000	24,000	24,000
Misc Other	16,723	4,500	4,500	6,165	4,500
Rental Charges	566,353	582,785	582,785	582,783	592,806
	1,302,133	958,652	3,152,202	1,009,745	930,119

Fiscal Year 2026 - Preliminary Budget
Use of Cash Reserves

General Fund Overview

Revenue	\$	28,598,791
Expenditures		(30,847,568)
Revenue Less Expenditures		<u><u>(2,248,777)</u></u>

List of Uses: Cash Reserves

Contribution to General Capital		1,717,100
Contribution to Community Organizations		
Big Sky Pride	1,000	
MBAC	5,000	
Sun Run	1,000	
Symphony	10,000	
Big Sky Rail	4,000	
Comm Svc Program	7,000	
HACF	<u>20,000</u>	48,000
Contributions to Programs:		
Sidewalk Program	150,000	
Sustainability Programs	243,500	
Affordable Housing Contribution	<u>100,000</u>	493,500
Impact of Public Works Internal Svc Fund		(13,723)
Minor adjustments		3,900
		<u><u>\$ 2,248,777</u></u>

Public Works Admin, Engineering, Industrial Facilities
Moving to new Internal Service Fund from General Fund

FY26 Budgeted Expenses:

Engineering	1,407,475	
PW Admin	537,654	
Industrial Facilities	489,004	
Total Expenses	2,434,133	

Impact to General Fund Revenues:

GF Revenue before Move		30,587,704
Less:		
Cost Recovery - Industrial Facilities	(470,910)	
Cost Recovery - PW Admin	(520,536)	
Cost Recovery - Engineering	(997,469)	(1,988,915)

Revised General Fund Revenue **28,598,789**

Impact to General Fund Expenses:

General Fund Costs Before Move		32,850,206
Less: Operating costs (PW, Indus Fac, Eng)	(2,434,133)	
Add:		
Gen Fung Proportionate Share of Engineering Costs	281,495	
Gen Fund Contribution to New Internal Svs Fund Reserves	150,000	(2,002,638)

Revised General Fund Expenditures **30,847,568**

Net Income Before Move	(2,262,502)
Net Income After Move	(2,248,779)
Total Impact to General Fund Net Income	(13,723)

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

RESOLUTION NO. _____

A RESOLUTION ADOPTING PRELIMINARY BUDGET, BUDGET AUTHORITIES, AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND SETTING THE SALARY FOR MUNICIPAL COURT JUDGE

WHEREAS, Section 7-1-114, MCA provides that a local government with self-governing powers is subject to any law regulating the budget, finance, or borrowing procedures and powers of local governments;

WHEREAS, appropriation adjustments are sometimes integral to other business actions, and in those situations separate budget amendment procedures are not necessary. To carry out this intent, the Local Government Budget Act was passed;

WHEREAS, Section 7-6-4006(3), MCA, states:

Appropriations may be adjusted according to procedures authorized by the governing body for:

- (a) debt service funds for obligations related to debt approved by the governing body;
- (b) trust funds for obligations authorized by trust covenants;
- (c) any fund for federal, state, local, or private grants and shared revenue accepted and approved by the governing body;
- (d) any fund for special assessments approved by the governing body;
- (e) the proceeds from the sale of land;
- (f) any fund for gifts or donations; and

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

(g) money borrowed during the fiscal year.

WHEREAS, Section 7-6-4012, MCA, states:

(1) In its final budget resolution, the governing body may authorize adjustments to appropriations funded by fees throughout the budget period. Adjustable appropriations are:

(a) proprietary fund appropriations; or
(b) other appropriations specifically identified in the local government's final budget resolution as fee-based appropriations.

(2) Adjustments of fee-based appropriations must be:

(a) based upon the cost of providing the services supported by the fee; and
(b) fully funded by the related fees for services, fund reserves, or non-fee revenue such as interest.

WHEREAS, Sections 2-7-504, 7-6-609, and 7-6-611(1)(a), MCA, require the City to maintain its accounting system in accordance with Generally Accepted Accounting Principles (GAAP) and require that changes to the accounting system be made in accordance with GAAP;

WHEREAS, appropriations authorized in the annual, or properly amended, budget will not change if restructured in such accounting system changes;

WHEREAS, Sections 3-6-203, MCA and 2-8-5(B), Helena City Code provide that the annual salary and compensation of the municipal court judge must be set by ordinance or resolution; and

WHEREAS, a public hearing on this resolution was held by the

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

City Commission on June 17, 2024, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HELENA, MONTANA:

Section 1. Legal Spending Limits: The Helena City Commission adopts the City of Helena's budget based upon the preliminary budget previously proposed, as subsequently amended, and after concluding a public hearing on the same. As part of the budget, the City Commission hereby sets the City's budget level for the fiscal year 2025 as shown in Appendix A attached hereto. Appendix A, Balances & Changes by Fund, of this resolution sets forth per fund:

- A. the estimated, July 1, beginning cash balances;
- B. the estimated revenues;
- C. the interfund transfers in and transfers out;
- D. the authorized appropriations; and
- E. the estimated, June 30, ending cash balances.

The authorized appropriations as stated in Appendix A - Balances & Changes by Fund, establish the legal spending limits of the municipality at the fund level. Detail below the fund level in

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

Appendix A is informational only and does not reflect the legal spending limits.

Section 2. Property Tax Adjustments: Property taxes are to be levied to the full extent as allowed by law. If the property tax levy as allowed by law exceeds the budgeted property tax revenues, the additional property tax revenue will be placed in the General Fund's Reserve for Emergency Contingencies, Capital, and Major Maintenance and is available for appropriation therefrom.

Section 3. Budget Implementation Authority: Management plans in the budget document and in the City's accounting records which detail revenues, expenditures and balances below the fund level are designated management tools. It is declared necessary for management to be able to adjust to changing circumstances while adhering to goals and objective principles. Budget and Reserve Policies are defined in the budget document and allow the City Manager certain management tools that retain budgetary control but provide effective operational flexibility and are adopted with this Resolution. The budget policies include:

- A. Follow-through Authority. As provided in Section 7-6-4006(3), MCA;
- B. Fee Based Authority. As provided in section 7-6-4012,

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

MCA;

C. Realignment Authority consistent with Sections 7-6-4030 and 7-6-4033, MCA, legal spending limit; and

D. Automatic Amendments as noticed in the City's budget policies defined in the budget document.

Section 4. Appropriated Reserves: Reserve policies for each fund type are defined in the budget document and are adopted with this Resolution.

Section 5. Contingency Accounts: Contingency account reserves and policies are defined in the budget document and are adopted with this Resolution.

Section 6. Budget Policies: Budget policies are defined in the budget document and are adopted with this Resolution.

Section 7. Appropriation Carry-overs: GAAP require expenditures to be recognized in the fiscal year in which the goods or services are received. As such, the Helena City Commission hereby authorizes the carry-over of prior year unspent budget authority under the following conditions:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

A. Previous fiscal year appropriations or segments thereof, are hereby declared authorized appropriations in addition to the appropriations set out in Appendix A, provided they meet the following criteria:

- i. related financing was provided in the prior fiscal year;
- ii. the appropriations were not obligated by year end;
- iii. the purpose was not included, or rejected, in current budget financing or appropriations; and
- iv. the City Manager determines the appropriation is still needed.

B. Outstanding purchase orders and other obligations, representing a City obligation to pay the claim after receipt of the goods or services, are recognized as "claims incurred." They are hereby declared authorized "carryover" appropriations in addition to the appropriations set out in Appendix A, provided they meet the following criteria:

- i. related financing was provided in the prior fiscal year;
- ii. the appropriations were not otherwise obligated by year end;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

- iii. the purpose was not included, or rejected, in current budget financing or appropriations; and
- iv. the City Manager determines the appropriation is still needed.

Section 8. Capital Re-Appropriation: The City Commission routinely updates its Comprehensive Capital Improvement Program in order to fully identify long-term capital needs and analyze projected financing capacity. After each fiscal year, there may be unspent appropriations within City operations. Therefore, the Helena City Commission authorizes the City Manager to re-appropriate prior year unspent budget authority and reserves into current year authorized capital appropriations or capital reserves in order to address capital needs. Such capital re-appropriations may be made under the following conditions:

- A. related financing was provided or in reserves from prior fiscal years;
- B. the projected unspent appropriation balance was not reallocated as financing for other appropriations;
- C. the appropriations were not obligated by year end;
- D. the purpose was not included, or rejected, in current budget financing, reserves, or appropriations;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

E. the City Manager determines the re-appropriation is needed to finance the Comprehensive Capital Improvement Program; and

F. after advising the City Commission of the City Manager's intent to make capital re-appropriations at a City Commission meeting or public work session.

Section 9. Municipal Judge Salary and Compensation: The annual salary for the Municipal Judge is \$118,216 and total salary and benefits are approximately \$159,357.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 16th DAY OF JUNE, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

Preliminary Budget Resolution - Exhibit A
Balances and Changes by Fund
For the Fiscal Year Ending June 30, 2026

	Estimated Beginning Cash Balance	(+) Sources			(-) Uses (Appropriations)			Cash Loans / Adjustments In / (Out)	Estimated Ending Cash Balance
		Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses		
1000 GENERAL FUND									
Non Departmental	na	22,465,274	-	22,465,274	727,188	3,296,035	4,023,223	na	na
City Clerk / Commission	na	268,370	-	268,370	899,881	-	899,881	na	na
General Administration	na	1,233,712	-	1,233,712	2,711,315	-	2,711,315	na	na
Police	na	905,685	-	905,685	9,153,687	-	9,153,687	na	na
Municipal Court	na	421,800	-	421,800	792,098	-	792,098	na	na
Fire Department	na	210,131	680,000	890,131	6,970,574	-	6,970,574	na	na
Community Development	na	41,150	391,270	432,420	1,302,941	-	1,302,941	na	na
Finance Services	na	1,427,233	-	1,427,233	1,905,012	-	1,905,012	na	na
Parks & Recreation	na	533,266	20,900	554,166	3,088,835	-	3,088,835	na	na
1000 Total General Fund	11,574,619	27,506,621	1,092,170	28,598,791	27,551,533	3,296,035	30,847,568	-	9,325,842
2000 Special Revenue Funds									
2110 Street & Traffic	7,578,612	7,742,523	-	7,742,523	8,238,458	20,900	8,259,358	-	7,061,777
2210 Civic Center	209,352	996,600	360,000	1,356,600	1,453,132	-	1,453,132	-	112,820
2000 Facilities Management	686,189	940,472	2,435	942,907	884,796	-	884,796	-	744,300
2001 Facilities Managemnt-HVCC	36,511	87,546	-	87,546	124,019	-	124,019	-	38
2002 Neighborhood Center	105,731	51,133	-	51,133	43,916	-	43,916	-	112,948
2301 Police Projects & Reimb	44,355	46,000	-	46,000	57,984	-	57,984	-	32,371
2918 Law Enforcement Block Grant	45,180	19,724	-	19,724	19,724	-	19,724	-	45,180
2850 9-1-1 Emergency Program	1,373,475	646,000	-	646,000	1,820,619	-	1,820,619	-	198,856
2851 Support Services Division	267,236	1,958,407	-	1,958,407	2,224,109	-	2,224,109	-	1,534
2321 CDBG/HOME	60,397	391,770	-	391,770	-	391,270	391,270	-	60,897
2322 Affordable Housing Trust	1,351,160	25,000	100,000	125,000	-	-	-	-	1,476,160
2323 Public Art Projects	12,059	500	13,000	13,500	23,500	-	23,500	-	2,059
2501 Open Space District Maint	603,863	671,150	-	671,150	796,917	-	796,917	-	478,095
2502 Urban Forestry	447,964	510,650	-	510,650	743,072	-	743,072	-	215,542
2820 Gas Tax	454,730	1,450,000	-	1,450,000	1,650,000	-	1,650,000	-	254,730
2821 Gas Tax HB473	41,896	-	-	-	-	-	-	-	41,896
2822 Storm Water Utility	6,820,310	2,590,500	-	2,590,500	1,826,506	6,164	1,832,670	-	7,578,140
2503 Watershed Projects	67,703	1,500	30,000	31,500	28,560	-	28,560	-	70,643
2340 Fire Safety Levy	630,992	1,236,000	-	1,236,000	202,106	680,000	882,106	-	984,886
2400 Lighting Districts - All	778,228	1,049,217	-	1,049,217	947,019	-	947,019	-	880,426
Total Special Revenue Funds	21,615,942	20,414,693	505,435	20,920,128	21,084,437	1,098,334	22,182,771	-	20,353,299
3000 Debt Service Funds									
3000 GO Bond Fund	586,667	510,750	-	510,750	579,850	-	579,850	-	517,567
3001 LTGO Bond	375,500	15,000	100,000	115,000	65,854	250,000	315,854	-	174,646
3201 Loan Repayment	303,939	15,627	96,000	111,627	-	-	-	(138,850)	276,716
Total Debt Service Funds	1,266,106	541,377	196,000	737,377	645,704	250,000	895,704	(138,850)	968,929

Preliminary Budget Resolution - Exhibit A
Balances and Changes by Fund
For the Fiscal Year Ending June 30, 2026

	Estimated Beginning Cash Balance	(+) Sources			(-) Uses (Appropriations)			Cash Loans / Adjustments In / (Out)	Estimated Ending Cash Balance
		Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses		
4000 Capital Project Funds									
4501 TIF Railroad District	1,732,737	759,300	-	759,300	500,000	-	500,000	-	1,992,037
4502 TIF Downtown District	2,314,276	1,272,600	-	1,272,600	500,000	-	500,000	-	3,086,876
4503 TIF Capital Hill URD	1,646,964	648,000	-	648,000	-	-	-	-	2,294,964
4000 Capital Improvements Fund	2,243,616	78,145	2,179,368	2,257,513	2,459,310	-	2,459,310	-	2,041,819
4001 Parks Improvement	421,739	88,200	-	88,200	136,560	-	136,560	-	373,379
4504 Sidewalk Improve/Constrct	8,822	12,000	150,000	162,000	150,000	-	150,000	-	20,822
Total Capital Project Funds	8,368,154	2,858,245	2,329,368	5,187,613	3,745,870	-	3,745,870	-	9,809,897
5000 Enterprise Funds									
5030 Building	2,400,672	1,459,500	-	1,459,500	1,527,946	-	1,527,946	-	2,332,226
5210 Water	8,754,010	10,587,000	-	10,587,000	14,755,638	43,255	14,798,893	-	4,542,117
5211 Water Service Line	879,052	30,000	-	30,000	-	-	-	(100,000)	809,052
5310 Wastewater	8,414,635	6,964,500	-	6,964,500	7,173,716	13,255	7,186,971	-	8,192,165
5311 Wastewater Service Line	1,717,610	45,000	-	45,000	-	-	-	(100,000)	1,662,610
5410 Solid Waste-Residential	1,961,073	2,817,330	-	2,817,330	2,726,464	276,774	3,003,237	-	1,775,165
5412 Solid Waste-Commercial	1,269,371	1,657,250	27,652	1,684,902	1,782,730	1,774	1,784,503	-	1,169,769
5413 Landfill Monitoring District	269,765	151,676	-	151,676	166,387	-	166,387	-	255,054
5414 Transfer Station	1,156,574	3,034,643	-	3,034,643	3,077,037	29,426	3,106,463	-	1,084,754
5415 Recycling	517,350	365,500	275,000	640,500	810,738	1,774	812,512	-	345,338
5510 Parking	415,498	1,981,200	-	1,981,200	2,082,937	-	2,082,937	-	313,760
5010 Golf Course	77,599	2,778,000	85,000	2,863,000	2,790,230	-	2,790,230	-	150,369
5712 City-County Building Fund	983,795	953,704	-	953,704	1,145,427	-	1,145,427	-	792,072
5713 City/Cnty Mail & Telephone	36,305	248,500	-	248,500	247,282	-	247,282	-	37,523
5714 CC Law & Justice Building	574,997	754,924	-	754,924	910,953	-	910,953	-	418,969
5800 Capital Transit	799,264	1,769,027	450,000	2,219,027	2,244,592	-	2,244,592	-	773,699
Total Enterprise Funds	30,227,569	35,597,754	837,652	36,435,406	41,442,076	366,256	41,808,332	(200,000)	24,654,643
6000 Internal Service Funds									
6070 Public Works Administration	-	2,284,131	150,000	2,434,131	2,434,134	-	2,434,134	-	(3)
6010 Fleet Services	485,673	2,381,706	-	2,381,706	2,219,298	100,000	2,319,298	-	548,081
6030 Copier Revolving	88,693	27,861	-	27,861	19,500	-	19,500	-	97,054
6060 Property & Liab Insurance	510,690	1,706,687	-	1,706,687	1,794,097	-	1,794,097	-	423,280
6051 Health & Safety Program	265,123	7,005,141	-	7,005,141	6,724,000	-	6,724,000	-	546,264
6050 Dental Program	111,848	404,593	-	404,593	402,000	-	402,000	-	114,441
6052 Vision Program	132,075	84,386	-	84,386	80,000	-	80,000	-	136,461
Total Internal Service Funds	1,594,102	13,894,505	150,000	14,044,505	13,673,029	100,000	13,773,029	-	1,865,578
Total All Budgeted Funds	74,646,492	100,813,195	5,110,625	105,923,820	108,142,649	5,110,625	113,253,274	(338,850)	66,978,188

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: VvZtmq28azD7FyivHpeO | **Proof Updated: May. 25, 2025 at 07:48am MDT**
Notice Name: City of Helena FY26 Preliminary Budget

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
CITY OF HELENA CITY OF HELENA sdanielson@helenamt.gov (406) 447-8417	Helena Independent Record

Columns Wide:	2	Ad Class: Legals
Total Column Inches:	9.63	
Number of Lines:	42	

06/07/2025: General Legal	36.00
06/14/2025: General Legal	30.00

Subtotal	\$66.00
Tax	\$0.00
Processing Fee	\$0.00
Total	\$66.00

See Proof on Next Page

City of Helena Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on June 16 th , 2025, at 6:00 PM** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID: zoom.helenamt.gov/j/36053471/publicmeetings** to find your local number please go to <https://us02web.zoom.us/j/36053471> , to consider the following:

A RESOLUTION ADOPTING PRELIMINARY BUDGETS, BUDGET AUTHORITIES, AND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026 FOR THE CITY OF HELENA, MONTANA, AND SETTING THE SALARY FOR THE MUNICIPAL COURT JUDGE.

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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, Anne Pichette, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490
TTY Relay Service 1-800-253-4091 or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623

June 7, 14, 2025 ##### MNAXLP



Preliminary Budget

Fiscal Year 2026





Table of Contents

Budget Messages.....	5	Community Development.....	79
Commission Transmittal Letter.....	6	Police.....	83
Message from the City Manager.....	7	Municipal Court.....	89
HCC Report.....	8	Fire.....	93
Budget at a Glance.....	17	Community Facilities.....	99
Budget Certification.....	18	Parks & Recreation.....	105
Revenue by Funding Source.....	19	Public Works.....	109
Revenue by Fund Type.....	20	Transportation Systems.....	115
General Fund Revenue by Source.....	21	Non Departmental.....	121
Revenue Overview.....	22	General Fund - Non Departmental.....	122
Expenditures by Category.....	24	Debt Service Funds - Non Departmental.....	123
Expenditures by Fund Type.....	25	Lighting Districts - Non Departmental.....	124
Expenditure Overview.....	26	Copier Revolving Fund - Non Departmental.....	125
Debt Service Overview.....	28	Property and Liability Insurance - Non Departmental.....	126
Long Term Debt Schedule.....	30	Medical, Dental and Vision - Non Departmental.....	127
Budget Policies.....	33	Schedule of Capital Outlay.....	129
Development & Administration.....	34	General Government Services.....	130
Required Budget Documents.....	36	Community Facilities.....	131
Appropriation and Adjustment Authority.....	37	Fire Department.....	134
Fund Operating Reserves.....	38	Parks and Recreation.....	135
Indirect Cost Allocation of Central Services.....	41	Public Works Department.....	137
Staffing and Compensation.....	45	Transportations Services Department.....	145
Wage and Benefit Adjustments.....	46	Adopting Resolutions.....	149
Staffing Overview.....	47	Budget Resolutions.....	150
Authorized Staff Positions By Division.....	50	Tax Increment Financing District Information.....	159
City Organization Chart.....	53	TIF Railroad District.....	160
City Organization Chart.....	54	TIF Downtown District.....	164
City Organization Chart.....	54	TIF Capital Hill District.....	168
Department Overviews.....	55	Glossary.....	173
City Clerk.....	57	Budget Glossary.....	174
City Manager.....	61	Improvement Districts.....	181
City Attorney.....	65	Tourism Business Improvement Distirict.....	183
Human Resources.....	69	Helena Business Improvement District.....	197
Finance.....	73		





Budget Messages

Preliminary Budget Fiscal Year 2026



Commission Transmittal Letter



Office of the
Mayor & Commission
316 North Park Avenue, Room 322
Helena, MT 59623

Phone: 406-447-8410
Email:
mayorandcommission@helenamt.gov

helenamt.gov

June 17, 2025

To the residents of Helena:

We are proud to share the City of Helena's Fiscal Year 2026 Annual Budget. This document serves as the primary tool for turning the City Commission's goals and the community's priorities into action.

The budget reflects the collaborative efforts of our dedicated City staff and engaged residents. Throughout April and May 2025, we held multiple budget work sessions, welcoming input from the Helena Citizens Council, community stakeholders, and City departments. These conversations helped guide the Commission in making thoughtful, informed decisions about how to best use our shared resources.

As we look ahead, the City remains focused on strengthening essential services in response to both economic uncertainty and the rapid growth in Helena and surrounding areas. The public hearing and formal adoption of the preliminary budget on June 16, 2025, offered another opportunity for community members to be part of this important process.

We recognize that city operations are constantly evolving. As such, adjustments to this budget may be necessary throughout the year to respond to new challenges or opportunities. Still, we believe this plan provides a strong foundation for the year ahead and positions us to meet the needs of our growing community.

Thank you for your continued engagement and support.

Wilmot Collins, Mayor

Sean Logan, Commissioner

Melinda Reed, Commissioner

Emily Dean, Commissioner

Andy Shirtliff, Commissioner

Message from the City Manager



City Manager's Office
316 North Park Avenue
Helena, MT 59623

Phone: 406.447.8403
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Email: tburton@helenamt.gov

helenamt.gov

Wednesday, May 21, 2025

Mayor and City Commissioners,

It's my pleasure to present to you the fiscal year 2026 budget for the City of Helena. In December 2023, the Commission held a two-day strategic planning retreat in which you worked toward a shared vision for the future of Helena that emphasized the core values of accessibility, sustainability, community engagement, and service to the community. Then, in June 2024, the Commission adopted the 2024 Strategic Plan with the following goals in mind:

- a. Maintain and improve city services to residents
- b. Provide holistic commercial and residential development
- c. Maintain and improve city infrastructure
- d. Be the employer of choice

This budget document is the result of thoughtful discussions at the department, leadership team and Commission level to bring operations into alignment with these goals. It prioritizes the use of technology to help modernize and improve access to and engagement with city services, supports continued efforts to streamline the development process, centers capital resources on needed infrastructure improvements and builds on a multi-year effort to recruit and retrain high caliber employees through consistent application of cost-of-living adjustments and strategic adjustments to the City's health benefit package. I believe this balanced budget will provide an excellent foundation for the next fiscal year and beyond.

Regards,

Tim Burton
City Manager, City of Helena

HCC Report



Prepared by the HCC Treasurer
Lori FitzGerald and HCC members
of the Budget Committee

May 28th, 2025



Helena Citizens' Council
316 N. Park Avenue, Room 324
Helena, MT 59623
Phone: 406 594-0010
www.helenamt.gov/hcc/

May 28th, 2025

TO: Helena City Commission
FROM: Helena Citizens' Council
RE: Helena Citizens' Council Review and Recommendations Regarding the Fiscal Year 2026 Preliminary City Budget

Summary of Review and Recommendations

Per our mandated responsibility outlined in Article IV of the Helena City Charter, the Helena Citizens' Council (HCC) is providing the Helena City Commission our review and recommendations regarding the fiscal year 2026 preliminary budget for the City of Helena. The Charter reads:

There shall be seven (7) Neighborhood Councils, collectively comprising a Helena Citizens' Council. Operating independently from the city commission or city officials, the Helena Citizens' Council shall review and recommend actions relating to the annual budget, and make recommendations relating to future development of the city.

The review and recommendations that follow were approved by a vote of the HCC on May 28th, 2025.

The HCC's recommendations for funding specific department requests and capital fund projects reflect the philosophical priorities for the Council. The budget philosophy that the HCC would recommend is that the City Commission identify alternative sources of money in a time when federal grants are not guaranteed, to ensure that funding for emergency services (fire/police) and city infrastructure are prioritized in a constrained budget. Overall, funding requests and capital improvement requests from City departments are supported by the Helena Citizens Council.

Clerk of Commission

The HCC recommends reconsideration of the Clerk’s restructuring of the HCC Coordinator Position, which reduces HCC support from the current 20 hours per week to now 8 hours per week. The HCC Coordinator position not only develops agendas and keeps minutes for HCC, but also prepares, manages and facilitates meetings, archives files, addresses correspondence from the public daily, maintains the HCC website and Facebook page, participates in community outreach activities, provides support for budget oversight, and plans/completes two open house events annually.

Open communication and timely responsiveness of government officials are enormously important for the HCC and for members of the public. Public engagement in the affairs of city government is critical to sound decision-making.

The HCC is composed of a diverse collection of individuals who are elected volunteers. Many of us work for state or federal government; many are new to working with local government. All volunteer their time to the business of the Council, some devoting inordinate hours to the project. The Coordinator has served as the central communication hub for the HCC and had been very responsive to all inquires. In addition to keeping the HCC’s public engagement at a high level and facilitating all meetings, the assistant has timely organized and made materials available for art walks, block parties, special events.

As an independent, elected body of neighborhood representatives that works to promote public participation in the affairs of local government, the HCC has greatly benefited from a dedicated employee working 20 hours per week on the business of the Council. We fear that our organization will diminish in cohesiveness if the hours of the Coordinator are significantly reduced as presently proposed.

HCC strongly requests in an effort to continue to be a viable and efficient recommending body for the Commission, to maintain the support of the HCC at 20 hours per week in a dedicated position.

Helena Citizen’s Council (HCC)

The HCC requests the following adjustments to the presented budget as follows: Anticipated expenses for FY26

Two open houses	\$250
Updated brochures	\$390
Neighborhood outreach (\$50x7 districts)	\$350
Water bill inserts	\$550
Yard signs for members (\$42x10 members)	\$420
Block party permit	\$100
Office supplies and Incidentals	\$300
TOTAL	\$2360
(approved per HCC March 2025 meeting)	

General Fund

Recommendations

- The HCC supports a 2.5% increase in salaries of the Mayor and City Commissioners (\$375 annually for the Mayor and \$275 annually for the Commissioners)
- The HCC supports the funding of continued Sustainability Projects through General Fund cash reserves (solar and sidewalk improvement) and recommends increasing the funding amount by \$120,000 for the Residential Energy Efficiency Renewable Loan Program and increase the Sidewalk Improvement Program to the amount of \$350,000 (to address the lingering wait list and increased cost of ADA corners).
- The HCC also supports the contribution of \$1000 to the annual Sun Run, which raises funds and awareness for solar panels benefiting local schools (Bryant, Central, etc.) and Food Share.
- HCC strongly supports a \$1 million General Fund Capital contribution to support the full completion of the Civic Center HVAC improvements, which will provide greater programming opportunities, ensure more year-round usage of the facility and enhance its financial sustainability.
- The HCC supports the proposed Commission Allocation Reserves of \$100,000 for Homeless, \$250,000 for Family Promise, and \$134,600 for Good Samaritan
- The HCC supports the funding of the downtown Art Walk four times yearly in the amount of \$2000 (\$500 per Art Walk)

Building Department

Recommendation:

- The Building Division should explore ways to create efficiencies in permitting building projects to speed up the development of new housing projects and reduce permitting costs associated with creating new housing.

Facilities

Recommendations

- Create a Firewise Demo area for residents, to educate the public about planting native drought and fire-resistant landscaping (ideally, at the Fire Station near the Civic Center or other prominent location such as the new Fire Station).
- HCC supports the provision of \$13,000 to the Helena Public Arts Commission and create a downtown walking mall mural, welcome signs, and decorated recycle bins

Fire/Police

Fund 013 - Fire Department

The Helena Citizens Council supports the Helena Fire Department (HFD) budget request as presented.

The current pause on some federal grants complicates FY2026 planning as reimbursement is not guaranteed. The grants and partnerships HFD currently relies on include the Assistance to Firefighters Grant Program and Staffing for Adequate Fire and Emergency Response funded by FEMA, and HAZMAT grants funded by Homeland Security.

In anticipation of budget shortfalls from impending tariffs and the pause in some federal grants, HFD is working with the City Manager and the Finance Department to explore available grants or other cost recovery options.

Fund 012 - Police & Court

The Helena Citizens Council supports the Helena Police Department (HPD) budget request as presented.

The current pause on some federal grants complicates FY2026 planning as reimbursement is not guaranteed. The grants and partnerships HPD currently relies on include: The Community Oriented Policing Services (COPS) which pays salaries, the grant for the majority of the salary for an officer on the Missouri River Drug Task Force, the Violence Against Women Act officer, and the Montana Analysis and Technical Information Center grant from Homeland Security.

In anticipation of budget shortfalls from impending tariffs and the pause in some federal grants, HPD is working with the City Manager and the Finance Department to explore available grants or other cost recovery options.

Community Development Fund 100-1401

HCC Supports:

- Completing the final stages of the Montana Land Use Planning Act (MLUPA), and continuing community engagement regarding the Helena Land Use Plan.

Downtown BID and Tourism BID

Recommendations

- The HCC supports funding \$12,000 to the Downtown BID for commissioning and creation of 3-5 murals that document Helena's rich history
- The HCC supports funding that will assist the Tourism BID to work with local partners to educate Helena but also Montana and beyond regarding the new Montana Heritage Center. This could include wayfinding and signage, as well as photo and video assets to tell the story, while focusing on Montana's overall rich history (not just the museum's)

Transportation

Recommendations:

- Support an appointment of at least one HCC representative to the newly created MPO technical advisory committee to help with engaging the public in preparation of the Long Range Transportation Plan (LRTP).
- Consider the creation of a "repair" and/or "replace" program for appropriate sidewalks that are non-compliant with City ordinance.
- Increase the zero interest loans for sidewalk replacement to cover all of the individuals on the waiting list and all of the ADA corners required. HCC also recommends that those individuals on the list for any given year move to the top of the list for the following year
- Safe Routes to School: Prioritize building out the sidewalk network, starting at and near schools. Repaint crosswalks near schools. Work with HCC to engage PTA, Parent Councils to encourage safer driving in school zones. Reduce speed limit to 15mph by all elementary and middle schools.
- HCC recommends continued annual support of \$75,000 for regular and systematic application of dust abatement on appropriate unpaved streets.
- Work with HCC to engage the public for all major road maintenance project proposals, to determine what street features need to be included, where ADA curbs should be, and where foot/bike lanes could be placed to prioritize non-vehicular modes of transport.

Public Works Department (PWD)

Recommendation: To continue to fund and implement the energy and cost saving measures detailed in the Sustainability Audit (March 2024) with projected annual savings of \$115, 650 and 400MTCO₂e. This is enough emissions savings to power 52 homes for a year or drive over 1,000,000 miles. Continue to work with other city departments to identify ongoing sustainability issues and opportunities for efficiency.

Fund #521 (Water) and #531 (Wastewater)

HCC supports the ongoing efforts of the Water Division to optimize its operations through energy, chemical and other efficiencies as well as the investigation into groundwater supply wells to help build increased resilience into Helena's water systems.

- Continued promotion of water conservation
- Establishment of water wise best practices
- Collaboration with the Lewis & Clark County Water Quality Protection District.
- HCC supports the PWD efforts to optimize its wastewater operations and look for energy efficiencies. e.g. invest in a new Turbo blower
- HCC supports the PWD's efforts to reduce stormwater contamination.

Recommendations:

- HCC supports an increase in Water rates of 2.25%, and also increasing block rate for water use, increasing rates step wise for those who choose to use more water
- HCC recommends the water rates be held steady for the lowest tier
- Allocate funding for a Water Conservation Specialist position within the city.
- The City should provide funding to assist residents in reducing their nutrient pollution through outreach, education and incentives. This will help meet water quality standards.

Fund #541 (Public Works Department – Solid Waste- Residential)

The HCC supports the City's efforts to divert waste and offer recycling services and applauds its efforts to expand its composting program.

Recommendations:

- The City will continue to implement its strategic plan for waste reduction and achieve its goal of 35% waste reduction by 2030 and 50% by 2040.
- HCC continues to recommend that the city reduce the maximum amount of waste (3000 pounds) city residents can dispose of directly at the Transfer Station with no additional charge and use the revenue from the additional tipping fees to offset operational costs.
- HCC supports the purchase of a glass crusher for \$80,000 to alleviate the need to ship glass recycling to SLC. This will likely pay for itself within 5 years.

- The HCC supports continued expansion of recycling drop off locations.
- The HCC recommends the city recognize the operational and cost saving benefits of diverting waste from the Landfill.
- The HCC recommends the City publicize its efforts to divert waste (e.g. chicken grants, Farmers Market tabling etc.)

Helena Citizens Conservation Board

Recommendation: Adopt and implement this year's Helena Citizens Conservation Board (CCB) recommendations.

Background: The Helena Citizens Conservation Board was established by the City Commission to advise the Commission on sustainability and climate change. The City Commission established sustainability goals around clean electricity (100% clean electricity by 2030; 80% by 2025), waste reduction (50% reduction by 2040; 35% by 2030), and has recognized the need for water conservation (e.g., City implemented irrigation restrictions in 2022 and participation in the national Mayors' Water Challenge). Adoption and implementation of the CCB's recommendations will help the City achieve these goals.

Recommendation:

- Adopt a new Climate Action and Resiliency Plan
 - Allow the 2009 document guide the 2025 decisions
 - 19% population growth since 2009. Plan should focus on both city actions and residential resiliency effort to mitigate and adapt to climate change.
 - The 2026 budget should include funding for this plan with details to meet the City's sustainability goals for electricity, waste reduction and water conservation.
- Support residential energy Efficiency and renewable Energy Loan Program
 - Funds were too quickly dispersed, the HCC recommends and requests that an additional \$120,000 be added to the Revolving Loan Program FY 2026.
- Invest in Green Transportation
 - Increase EV charging stations – budget for pilot program of city multi-department use of electric vehicles.
- Invest in Solid Waste Diversion
 - Budget for a glass crusher to allow local glass crushing, saving the cost of transporting to Utah(for recycling) labor and city machinery.
- Promote Water Conservation
 - Helena is nearing the 2009 Climate Action plan goal of 100 gallons per capita for 2/3 of the year.
 - Residential irrigation remains 2-3x higher from May thru September
 - Complete the Law and Justice Center building xeriscape to educate the public on drought tolerant native plant species and link those resources to the public.

The HCC builds upon the CCB's recommendation by tying it to the 2009 Climate Action Plan adopted by the City to create a resolution adopting the "Lush and Lean" Landscaping practices providing outreach and education to Helena residents, helping them reduce their water use during the summer irrigation season.





Budget at a Glance

Preliminary budget Fiscal Year 2026



Budget Certification

THIS IS TO CERTIFY that the Annual Budget for Fiscal 2026, was prepared according to and adopted by the City Commission, on _____, 2025 and that all financial data and other information set forth herein are completed and correct to the best of my knowledge and belief.

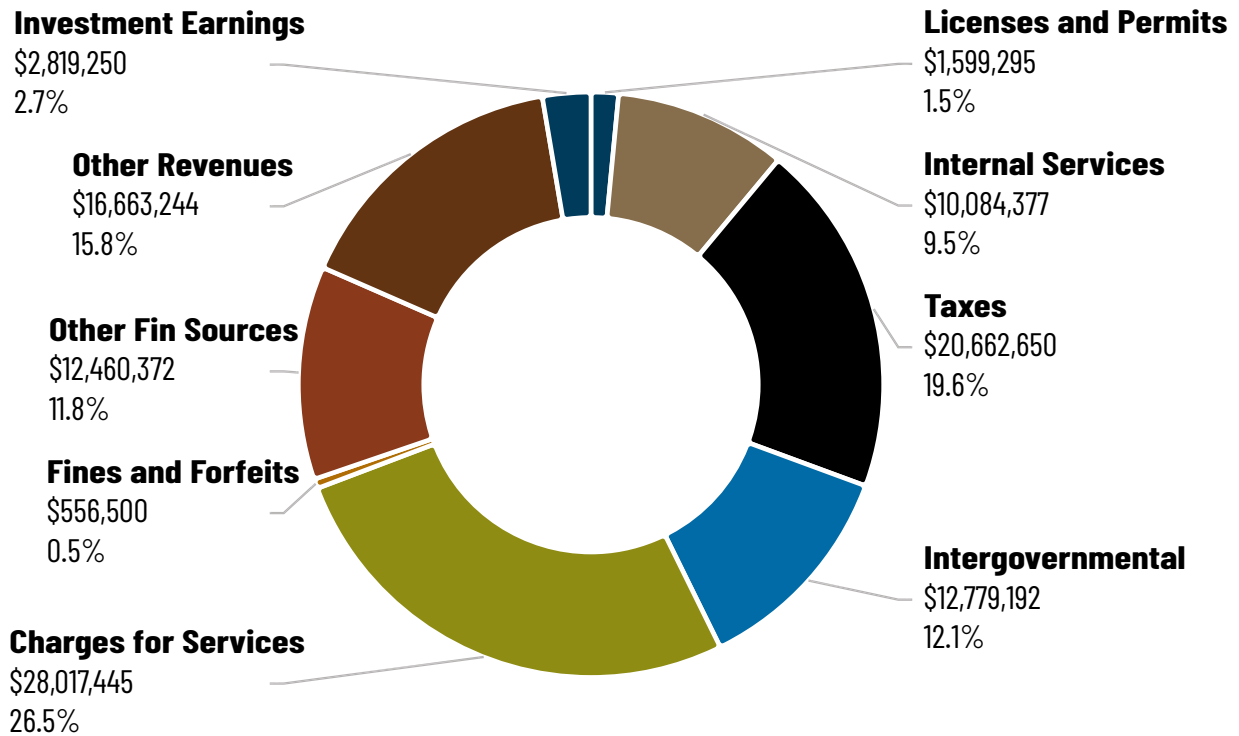
Signed _____ Date _____
Mayor

Signed _____ Date _____
City Manager

City of Helena, Montana

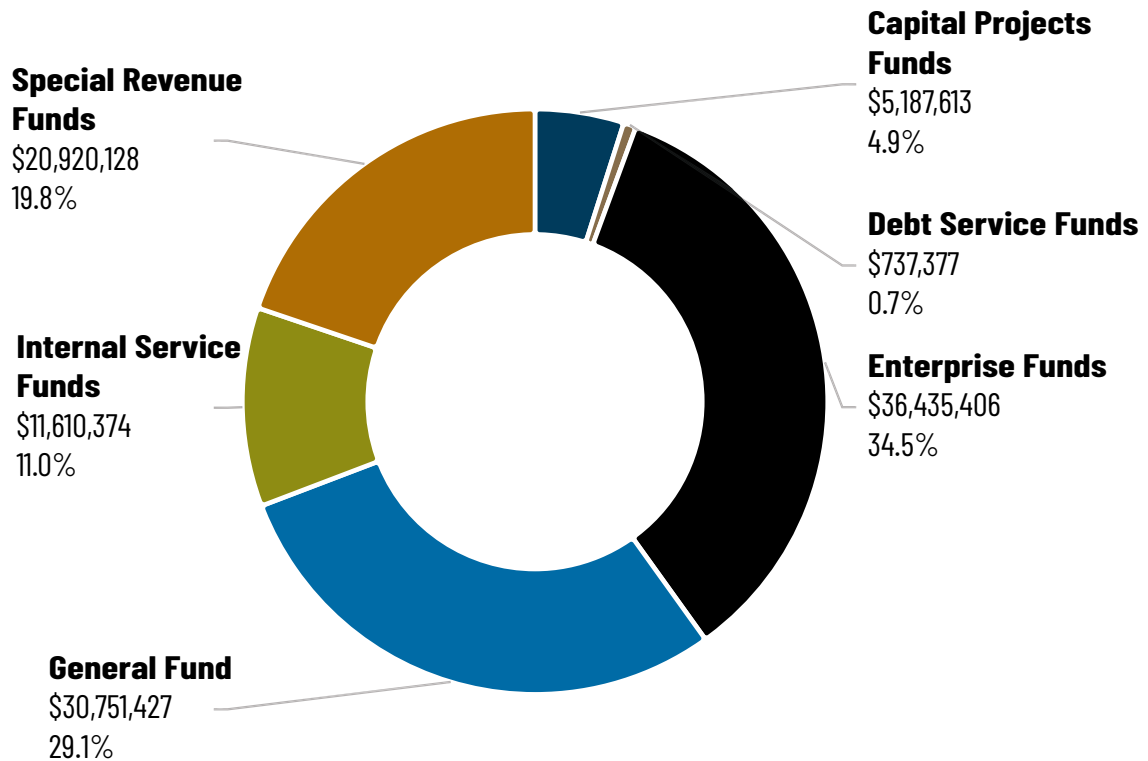
Revenue by Funding Source

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Taxes	\$ 14,871,415	\$ 15,670,509	\$ 19,306,426	\$ 19,416,650	\$ 19,416,650	\$ 20,026,650	\$ 20,662,650	\$ 1,246,000	6.4%
Licenses and Permits	1,551,727	1,767,361	1,872,763	1,608,093	1,608,093	1,684,821	1,599,295	(8,798)	(0.5)%
Intergovernmental	19,643,118	12,386,807	14,064,345	14,100,528	22,909,565	22,896,836	12,779,192	(1,321,336)	(9.4)%
Charges for Services	28,020,150	28,485,313	26,215,790	27,473,522	27,473,522	27,481,239	28,017,445	543,923	2.0%
Fines and Forfeits	470,843	563,775	597,270	551,200	551,200	551,500	556,500	5,300	1.0%
Other Revenues	14,279,398	14,756,467	16,337,552	16,290,896	16,625,330	16,795,251	16,663,244	372,348	2.3%
Investment Earnings	306,734	3,187,152	5,036,856	2,823,400	2,823,400	3,373,260	2,819,250	(4,150)	(0.1)%
Other Fin Sources	17,313,727	14,880,077	13,323,886	13,179,186	20,249,826	19,859,414	12,460,372	(718,814)	(5.5)%
Internal Services	7,164,209	8,414,960	8,250,158	9,286,400	9,286,400	9,286,400	10,084,377	797,977	8.6%
Total	\$103,621,321	\$100,112,421	\$105,005,046	\$104,729,875	\$120,943,986	\$121,955,371	\$105,642,325	\$ 912,450	0.9%



Revenue by Fund Type

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
General Fund	\$ 25,228,642	\$ 26,661,431	\$ 28,007,237	\$ 28,983,259	\$ 28,983,259	\$ 29,288,986	\$ 30,751,427	\$ 1,768,168	6.1%
Special Revenue Funds	28,096,392	21,530,966	22,759,377	21,821,988	23,187,990	23,399,194	20,920,128	(901,860)	(4.1)%
Debt Service Funds	622,361	592,904	707,438	1,755,271	1,755,271	1,799,471	737,377	(1,017,894)	(58.0)%
Capital Projects Funds	3,715,710	3,160,278	5,048,620	4,997,061	5,186,495	5,519,695	5,187,613	190,552	3.8%
Enterprise Funds	37,053,760	38,758,931	38,073,518	35,682,834	50,341,509	51,015,797	36,435,406	752,572	2.1%
Internal Service Funds	8,904,455	9,407,910	10,408,857	11,489,462	11,489,462	10,932,228	11,610,374	120,912	1.1%
Total	\$103,621,321	\$100,112,421	\$105,005,046	\$104,729,875	\$120,943,986	\$121,955,371	\$105,642,325	\$ 912,450	0.9%



General Fund Revenue by Source

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Taxes	\$ 12,754,497	\$ 13,316,010	\$ 15,207,988	\$ 15,528,000	\$ 15,528,000	\$ 15,881,000	\$ 16,428,000	\$ 900,000	5.8%
Licenses and Permits	574,104	566,049	563,094	563,000	563,000	589,601	582,750	19,750	3.5%
Intergovernmental	5,254,637	5,348,900	5,530,736	5,756,588	5,756,588	5,720,632	5,966,964	210,376	3.7%
Charges for Services	694,415	907,641	752,881	692,817	692,817	740,108	689,792	(3,025)	(0.4)%
Fines and Forfeits	397,311	445,380	474,016	438,500	438,500	438,800	443,800	5,300	1.2%
Other Revenues	47,655	179,230	219,477	220,800	220,800	145,291	101,300	(119,500)	(54.1)%
Investment Earnings	17,607	442,254	579,180	500,000	500,000	500,000	400,000	(100,000)	(20.0)%
Other Fin Sources	1,864,843	1,036,980	720,715	731,582	731,582	721,582	1,092,170	360,588	49.3%
Internal Services	3,623,574	4,418,986	3,959,151	4,551,972	4,551,972	4,551,972	5,046,651	494,679	10.9%
Total	\$ 25,228,642	\$ 26,661,431	\$ 28,007,237	\$ 28,983,259	\$ 28,983,259	\$ 29,288,986	\$ 30,751,427	\$ 1,768,168	6.1%

Investment Earnings

\$400,000
1.3%

Licenses and Permits

\$582,750
1.9%

Other Revenues

\$101,300
0.3%

Internal Services

\$5,046,651
16.4%

Other Fin Sources

\$1,092,170
3.6%

Fines and Forfeits

\$443,800
1.4%

Charges for Services

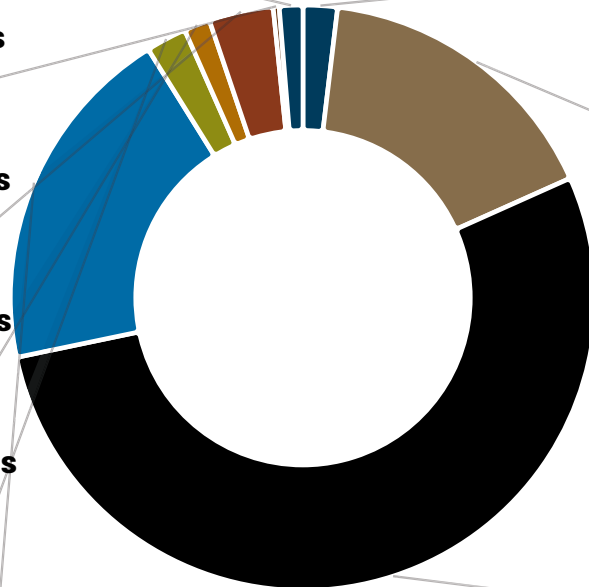
\$689,792
2.2%

Intergovernmental

\$5,966,964
19.4%

Taxes

\$16,428,000
53.4%



Revenue Overview

REVENUE OVERVIEW

Note: Some historical revenue amounts may differ from previous budget books due to our software conversion. The City of Helena budgets on a cash basis, however, account totals in Fiscal Year 2022 and Fiscal Year 2023 includes accrual information. The chart of accounts was revised for Fiscal Year 2024 going forward to eliminate accrual information for a better comparison to budget data.

Fiscal Year 2026 budget revenues are projected to increase approximately 1% from the Adopted Fiscal Year 2025 budget. While grants and debt proceeds noted below are declining, other revenues are expected to increase:

Notable Decreases:

- The CDBG fund was budgeted to receive \$550,000 in federal grants in fiscal year 2025 and has actually realized \$1.3 million in federal pass-through grants. There are no anticipated CDBG federal grants that are budgeted in fiscal year 2026.
- State Grants are budgeted at -67.4% less than fiscal year 2025. \$1.3 million less in Streets Maintenance assistance and \$266,000 less in Wastewater grants. These grants are project specific and will carryover to be realized in fiscal year 2026. The City is anticipating a \$391,270 state grant for community development planning that will offset MLUPA Land Use Planning – amended for Scope and for Zoning Ordinance and Subdivision Regulation Review in the General Fund.
- Investment earnings are not anticipated to perform as well with Treasury rates declining and are budgeted in fiscal year 2026 at around the same budget level as in 2025. The city budgeted conservatively for investment revenue in fiscal year 2025 at \$2.82 million but is projected to collect \$3.35 million.
- Historically, the liability insurance fund has transferred a discount on premiums back to the funds however, it is necessary to build the reserves back due to high rates of deductibles paid on liability insurance claims in fiscal year 2025. There is no budgeted transfer in fiscal year 2026. In fiscal year 2025, \$46,700 was budgeted to transfer to other funds.

- The City budgeted and received \$1,033,000 in debt proceeds in fiscal year 2025 for repairs at the central garage. Also budgeted in fiscal year 2025 was \$4.1 million in water bonds and \$1.5 million in wastewater bonds. There are no proceeds for debt service budgeted in fiscal year 2026, however, some debt proceeds for water and wastewater bonds will carry over to the next fiscal year as we draw down funds on these low interest loan from the State drinking water and pollution loan programs. We will amend the FY26 budget once the financing is finalized for a GO Bond for the third fire station.

Notable Increases:

- Tax Increment Financing (TIF) District property tax collections are projected to increase 10.8% or \$248,000. The Railroad, Downtown and Capitol Hill TIF districts are experiencing notable development with increasing property values.
- Motor vehicle taxes continue to increase rapidly and are expected to increase by 13.5% or \$190,000. Motor Vehicle registration activity continues to grow in the Helena, Lewis and Clark County and State of Montana.
- Tipping fees at the Transfer Station are projected to increase by 10% or \$257,000. A \$4 / ton rate increase (\$54.75 to \$58.75) will be passed in June for tipping fees. Tipping fees are charged to customers at the Transfer Station and then Lewis and Clark County in-turn charges the City tipping fees to dump at the County Landfill. \$2.00 of the \$4.00 increase per ton is above what the County charges the City; this was intentional to increase cash reserves for capital purchases.
- Facilities Administration is proposing rent increases for the City/County Building at 1.5% and the Law & Justice Center at 2.0%, generating \$61,000 more in revenue. This offsets the rising costs in staffing and materials with inflation. Rent is charged to the City of Helena and Lewis and Clark County based on occupied space.

Overview by Funding Source:

Taxes are budgeted at \$20.66 million in fiscal year 2026 as compared to \$19.42 million in fiscal year 2025, an increase of 6.4%. General Fund taxes are projected to

increase 5.8%, or \$900,000, and are budgeted at \$16.43 million in fiscal year 2026. Tax revenue includes property taxes, motor vehicle taxes, local option taxes and the permissive health levy. As noted above, the TIF district taxes are significantly higher due to rising taxable values, indicating the purpose of eliminating blight in those districts is working. The voted bond levy is approximately \$500,000 to cover debt service payments. Property taxes are limited by an inflation factor outlined in MCA 15-10-420, which is 2.11%. A local government is authorized to levy sufficient mills to generate the amount of property taxes actually assessed in the prior year plus one-half of the average rate of inflation for the prior three years. Assessed values will be released in August to fix the tax levies for the next tax year. The General Levy is fixed along with the Fire Levy, GO Bond Levy and Permissive Health Levy by the later of the first Thursday after the first Tuesday in September or within 30 days after receiving certified taxable values.

Special assessments and Other Revenue are budgeted at \$14.4 million and \$2.27 million respectively and are increasing 1.1% in fiscal year 2026. In Fiscal Year 2025, both the Landfill Monitoring District and Urban Forestry District boundaries were expanded to include all city limits when those districts were renewed. Assessments include Street Maintenance, Storm Water, Landfill Monitoring, Urban Forestry, Lighting Districts, Open Lands, and Residential Solid Waste. Other revenue includes rental charges, reimbursements, contributions and other miscellaneous revenue.

Licenses and permits budgeted at \$1.6 million includes business, liquor, and animal licenses. The permit revenue is primarily realized in the Building Fund (\$952,400) and represents building, electrical plumbing, street opening permits, etc. Rates for Building permits are set by the State Department of Labor and Industries, International Building Code. Since the launch of the new on-line permitting portal, customers now have the convenience of applying through that portal instead of having to come into the City/County Building. Also included in this category is franchise fees (\$388,000), business licenses (\$118,000), liquor/beer & wine (\$51,000), animal (\$25,000), and other miscellaneous permits.

Intergovernmental revenue budgeted at \$12.78 million includes State Entitlement revenue (\$5.43 million), County contributions for the Support Services Division (\$1.9 million) and Solid Waste operations (\$438,000), federal, state and local grants (\$2.69

million), payments in lieu of taxes (\$110,300), Gas Tax apportionments (\$1.4 million), and 9-1-1 fees (\$576,000). State Entitlement revenue is increasing by \$183,511, or 3.5% from the prior year. Grants vary from year to year with significant changes noted above. All other intergovernmental revenue is relatively stable as compared to the prior budget year.

Charges for Services budgeted at \$28.02 million are increasing slightly from the prior year budget by 1.98% or \$543,900. Water and wastewater rate changes will be presented to the Commission in fall for consideration with proposed implementation scheduled for November/ December 2025. Tipping fees will increase by \$4.00/ton as noted above. The City Commission passed Civic Center use fees that will be in effect in fiscal year 2026. Golf fees were increased for the 2025 season and proposed increases supported by inflation will be proposed for the 2026 season. MUNIS restaurant charges are based on formulas calculating cost of goods sold and are increased as needed.

Intra-City Revenues are increasing 11.6% or \$1.1 million from the prior year budget. These are internal charges that include General Fund overhead, Public Works cost recovery, Liability Insurance, Building Maintenance overhead, Liability / Fidelity Insurance allocations and Central Garage charges. Rates are set primarily by inflationary pressures for cost recovery. Due to software limitations for the preliminary budget book, this total increase is not reflected in the charts in this section but will be modified for the final budget book. The increase is related to funding for the new internal service fund.

Fines and Forfeitures are budgeted at \$556,500, an increase of 1% from budget 2025, and represent municipal court fines, civil costs, criminal offences, surcharges, and parking violations. Court fines have not changed in the last five years and no increases to these fees are proposed.

Other Financing and Investment Revenue is budgeted at \$12.4 million and \$2.82 million respectively, and represents investment income, insurance contributions (\$7.5 million), debt issuance and loan interest proceeds (\$9,627), and interfund transfers (\$4.96 million). These revenues vary each year dependent on market conditions and operations. Investment revenue is conservatively projected and not intended for use of ongoing operating costs.

Expenditures by Category

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services	\$ 32,011,371	\$ 33,892,744	\$ 37,599,622	\$ 40,678,942	\$ 40,753,026	\$ 39,787,654	\$ 42,238,135	\$ 1,559,193	3.8%
Supplies & Materials	4,346,066	4,509,411	4,182,531	5,586,856	5,741,080	5,750,687	5,601,453	14,597	0.3%
Purchased Services	12,900,754	12,264,329	12,611,794	15,799,117	17,911,741	17,562,393	16,396,492	597,375	3.8%
Intra City Charges	1,938,210	1,998,244	2,154,233	2,438,335	2,438,335	2,440,872	2,390,152	(48,183)	(2.0)%
Fixed Charges	7,366,957	8,464,089	9,340,589	9,728,071	9,728,071	9,620,605	10,216,546	488,475	5.0%
Internal Charges	5,107,284	6,433,372	6,075,296	6,803,949	6,803,949	6,803,861	7,915,311	1,111,362	16.3%
Grants and Other	534,572	142,119	745,268	924,091	4,868,693	2,703,040	208,537	(715,554)	(77.4)%
Other Objects	9,540,807	14,652,664	11,209,767	4,636,645	4,636,645	4,371,066	5,089,725	453,080	9.8%
Capital Outlay	9,467,984	14,707,490	15,366,333	19,622,470	59,044,999	57,606,465	20,229,889	607,419	3.1%
Debt Service	2,995,569	2,661,307	2,790,908	3,248,050	3,248,050	2,731,258	2,967,033	(281,017)	(8.7)%
Total	\$ 86,209,574	\$ 99,725,770	\$102,076,341	\$109,466,526	\$155,174,589	\$149,377,902	\$113,253,273	\$ 3,786,747	3.5%

Supplies & Materials

\$5,601,453
4.9%

Internal Charges

\$7,915,311
7.0%

Other Objects

\$5,089,725
4.5%

Fixed Charges

\$10,216,546
9.0%

Purchased Services

\$16,396,492
14.5%

Debt Service

\$2,967,033
2.6%

Personnel Services

\$42,238,135
37.3%

Grants and Other

\$208,537
0.2%

Intra City Charges

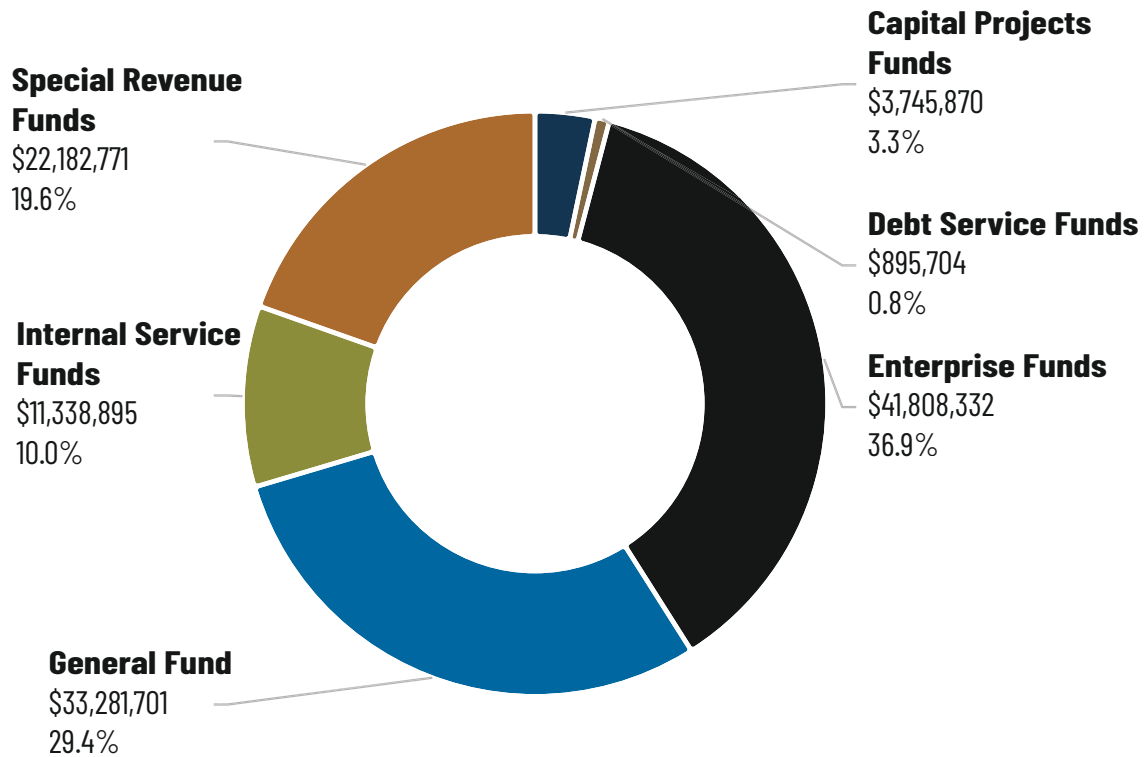
\$2,390,152
2.1%

Capital Outlay

\$20,229,889
17.9%

Expenditures by Fund Type

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
General Fund	\$ 18,860,312	\$ 29,677,693	\$ 29,013,478	\$ 30,525,905	\$ 33,072,795	\$ 29,589,730	\$ 33,281,701	\$ 2,755,796	9.0%
Special Revenue Funds	26,930,643	24,714,615	21,631,341	22,002,650	34,110,350	34,026,766	22,182,771	180,121	0.8%
Debt Service Funds	545,500	546,152	602,709	1,665,850	1,700,850	1,347,250	895,704	(770,146)	(46.2)%
Capital Projects Funds	1,775,223	2,372,720	5,348,251	3,937,660	7,413,943	6,381,707	3,745,870	(191,790)	(4.9)%
Enterprise Funds	29,782,531	32,386,575	34,872,971	40,344,503	67,796,693	67,072,288	41,808,332	1,463,829	3.6%
Internal Service Funds	8,315,364	10,028,015	10,607,590	10,989,958	11,079,958	10,960,162	11,338,895	348,937	3.2%
Total	\$ 86,209,574	\$ 99,725,770	\$102,076,341	\$109,466,526	\$155,174,589	\$149,377,902	\$113,253,273	\$ 3,786,747	3.5%



Expenditure Overview

EXPENDITURE OVERVIEW

Note: Some historical expenditure amounts may differ from previous budget books due to the system software conversion. The City of Helena budgets on a cash basis, however, account totals in Fiscal Year 2022 and Fiscal Year 2023 include accrual information. The chart of accounts was revised for Fiscal Year 2024 going forward to eliminate accrual information for a better comparison to budget data.

Fiscal Year 2026 expenditures are budgeted at \$113.25 million. This is a 3.46%, or \$3.79 million increase over Fiscal Year 2025 adopted budget. The City proposed a “status quo” budget to the City Commission with additional increases over the prior budget for high priority operating needs and inflationary adjustments. Excluding capital outlay and interfund operating transfers, the operating budgets increased by \$2.76 million or 3.20%.

Personnel Costs, budgeted at \$42.2 million increased by 3.83% or \$1.56 million from the prior year budget. The increase includes a 2.5% cola for eligible employees, planned step increases per our policies and the addition of 3.38 Full Time equivalents added to the City Clerk’s office (.50), Streets Operators (2.0) and police (.875). Bargaining unit contracts currently open include Police Wages, Records and Fire. The City factored in the same COLA adjustments for employees in these bargaining units, however, final negotiations and arbitration for the Fire contract will determine the outcome of those contract changes.

More information on personnel can be found in the Staffing section of this budget book.

Supplies and Materials, budgeted at \$5.6 million, increased 0.26% or \$14,600 from the prior year budget. Supply and material costs were budgeted as status quo as much as possible but subject to inflationary pressures. General Office supplies decreased \$10,000; Operating supplies such as chemicals decreased \$92,600; Clothing allowances decreased \$5,000; and general operating supplies decreased \$83,000; repair & maintenance supplies saw a slight increase of \$36,000 and computer equipment increased by \$49,000.

Purchased Services, budgeted at \$16.39 million, increased 3.78% or \$597,400 from the prior year budget. Significant changes from the prior year include:

- Tyler Tech software subscription \$300,000. Fiscal Year 2026 is the first year the Tyler Tech Subscription was passed on to the departments. It was absorbed by the project costs for the first two years. It is allocated to departments using the same method as the IT&S allocation model.
- As the city integrates to more online payment platforms, credit card fees follow. An 8.37% increase or \$23,750 is budgeted for credit cards fees for a total of \$307,450. Divisions are asked to consider this cost of doing business when they set their rates. Community Development has set a cap on credit card charges and when the utility billing online platform goes live in August 2025, there will be a limit as well to what customers can pay on their credit cards.
- IT&S rates increased 3.0% but the proportionate share of costs to the city decreased in the allocation resulting in roughly the same budget as fiscal year 2025 at \$1.1 million.
- Other notable increases from fiscal year 2025 budget include accounting and auditing costs (\$7,000), and election expenses (\$3,000)
- Notable decreases include: electricity charges down by 6.78% or \$171,500 (expected savings from solar panels and energy saving improvements); advertising down by 28.8% or \$36,200 (City Mgr. office/Comm. Dev. and Urban Forestry); and architect/engineering costs in streets funds down by \$33.2% or \$101,400 (transportation studies were budgeted in FY2025 and not expected to be as high in FY2026).

Intra-City Charges, budgeted at \$2.39 million decreased by 1.98% or \$48,200 from the prior year budget. These costs include participation in the copier revolving program, fleet service charges and central garage repairs and fuel charges. Departments are allocated these charges based on usage and can vary from year to year. They are associated with Intra-City Revenues.

Fixed Charges, budgeted at \$10.42 million, decreased by 2.13% or \$227,100 from the prior year budget. These costs include special assessments, rent, banking

charges, liability and property insurance, health insurance premiums, and donations to other entities. Donations in Fiscal Year 2025 were significantly higher as appropriated by the City Commission using General Fund Savings. The largest component of this expense category is Property & Liability Insurance (\$1.67 million) and Health Insurance premiums (\$7.15 million). Health Insurance premiums, through MMIA, were increased by 4% from the prior year.

The Airport Authority, Lewis and Clark County Library and several city retirees participate in the health insurance benefits, but are charged the full cost of premiums, which is budgeted in revenues.

Internal Service Charges, budgeted at \$7.92 million, increased by 16.33% or \$1.1 million from the prior year budget. These internal charges include general overhead allocations (\$5.3 million, 16.66% increase from FY2025), building maintenance and operating costs (\$886,000, 14.14% increase from FY2025), and property and liability insurance cost recovery (\$1.7 million, 16.48% increase from FY2025). They are associated with Intra-City Revenues and are projected based on usage in the prior year.

Transfers to Other Funds, budgeted at \$5.1 million. Similar to prior fiscal year and equal to “transfers in” revenue. They include \$3.3 million transfer from the General Fund to General Capital (\$1.9 million), Housing Trust Fund (\$100,000), Transit Fund (\$450,000), Civic Center (\$360,000), PW Admin Fund (\$150,000), Golf Course Fund (\$85,000), Sidewalk Program Fund (\$150,000), Renewable Energy Program (\$96,000), and Public Arts Fund (\$13,000). Also represented in transfers out is a \$680,000 transfer from the Fire Levy Fund to the General Fund to support six firefighters; \$391,270 transfer from the CDBG Fund to the General Fund for a planning grant; \$250,000 transfer from the LTGO Bond Fund to the General Capital Fund for shop

improvements costs; \$100,000 transfer from Central Garage Fund to the LTGO Bond Fund for debt service payments; and other miscellaneous operational transfers.

Debt Service Charges, budgeted at \$2.97 million, decreased by 8.65% or \$281,000 from the prior year budget. The Water Fund retired a state loan revolving debt service in Fiscal Year 2025. New debt service was taken for \$4.1 million for the water fund and \$1.3 million for the wastewater fund, however only a small amount has been drawn down on those loans to date. It is expected that large draw-downs on the loans will be taken in fiscal year 2026 as the cross-town connector and scum pump projects progress. The city will complete financing for the third fire station in fiscal year 2026, however, debt service loan repayments may not take place until fiscal year 2027.

More information on Debt Service can be found after this section.

Capital Outlay, budgeted at \$20.23 million increased by 3.1% or \$607,400 from the prior year budget. Major water and wastewater projects make up most of the capital outlay. A summary of budgeted capital is as follows:

- \$519,000 – Vehicle replacements
- \$2,996,000 – Buildings
- \$2,260,000 – Building Improvements
- \$2,146,900 – Machinery & Equipment
- \$1,850,000 – Street Construction
- \$3,350,000 – Transmission and Mains replacements

Please review the Capital Outlay section for more detail on capital.

Debt Service Overview

DEBT SERVICE OVERVIEW

Types of Debt Instruments issued by the City:

General Obligation Bonds:

This type of debt is typically issued to finance improvements that benefit the community as a whole. These obligations are backed by the full faith and credit and taxing power of the government.

Limited Tax General Obligation Bonds:

This type of debt is also typically issued to finance improvements that benefit the community as a whole. These obligations are backed by designated taxes and is not subject to non-appropriation. No “new” taxes are issued to cover this debt.

Revenue Bonds:

A revenue bond is issued to finance facilities or other projects that have a definable user or revenue base. The instruments are secured by as specific source of funds, either from operations of the project being financed or a dedicated revenue stream.

Certificates of Participation (COP):

COP's are lease purchase agreements. In a COP transaction, a government enters into an agreement with another party to lease an asset over a specified period of time at a predetermined annual cost. The lease payments are sufficient to pay for principal and interest on the leased asset.

Loans:

The City participates in the State of Montana's Board of Investments INTERCAP Loan program for a variety of projects. These loans are managed by the State and more information can be found by visiting the Montana.Gov website.

The City participates in the Montana State Natural Resources and Conservation Revolving Loan programs. These loans were established by the State for water pollution control and drinking water projects. Both

programs provide at or below market interest rate loans to eligible Montana entities. More information on these loans can be found by visiting the Montana.Gov website.

On occasion, the County will issue debt on behalf of the City for common occupied/owned facilities. This will count against the County's debt limits, but the City pays the debt service from rents collected by both entities.

Funds may also be authorized to borrow against each other. Interest is charged based on the market investment rate of return. There are currently no interfund loans.

Other Notes:

Debt Management Laws for Local Governments is defined in Montana Code Annotated 7-7 MCA

Debt limits are a calculation of borrowing capacity for the local government and may vary depending on the type of debt issuance.

The City uses certified estimated market value provided by the State of Montana Department of Revenue, to calculate its General Obligation legal debt limit. General Obligation debt should not exceed 2.5% of the total assessed value.

The following is a list of current outstanding debt principal as of the end of FY 2025:

General Obligation (Total \$4,213,000):

- Limited Tax GO Bond, Series 2017: \$1,445,000 (Golf Course Improvements) *
- GO Bond, Series 2017: \$1,645,000 – (Parks and Recreation Improvement Projects)
- Limited Tax GO Bond, Series 2015: \$90,000 (Parking Improvements)
- Limited Tax GO Bond, Series 2024: \$1,033,000 (Central Garage Roof/Boiler)

*Effective FY2021, this loan is being subsidized by the General Fund. The debt was achieved as a loan against the General Fund and was not a Revenue Bond against the Golf Course Fund. Revenues at Munis Restaurant

and the Pro-Shop have grown to support the debt for the clubhouse; however, the General Fund will continue to subsidize about 40% the loan payment in FY2026, and until such time as the Golf Course Fund can manage the full debt payment.

State of Montana Revolving Loans (\$13,522,500):

- DNRC, Drinking Water Refunding Loan, 2005: \$92,000 (Water System Project)
- DNRC, Drinking Water Refunding Loan, 2012: \$223,000 (Missouri River Treatment Plant)
- DNRC, Drinking Water Refunding Loan, 2016: \$420,000 (Tenmile Water Treatment Plant)
- DNRC, Drinking Water Refunding Loan, 2019: \$3,984,000 (Westside Distribution Line)
- DNRC, Drinking Water Refunding Loan, 2025: \$4,271,000 (Cross town Connector Project)
- DNRC, Wastewater Refunding Loan, 2019: \$2,188,000 (Open Loan for Pollution Control)
- DNRC, Wastewater Refunding Loan, 2023: \$815,000 (CIPP Rehabilitation)
- DNRC, Wastewater Refunding Loan, 2025A: \$496,500 (Scum Pump Rehabilitation) (Potential for Loan Forgiveness)
- DRNC, Wastewater Refunding Loan, 2025B: \$1,033,000 (Scum Pump Rehabilitation)

Certificate of Participation (\$5,575,000):

- COP, Series 2016: \$5,575,000 (15th Street Parking Garage)

State of Montana Board of Investments INTERCAP Loans (Total \$3,300,217)

- City/County Building (County Issued), 2020 - \$435,108 (Heating/Cooling Improvements)

- City/County Law & Justice Center (County Issued), 2021 - \$509,454 (Building Occupancy Improvements)
- Golf Course, 2023 - \$170,108 (Golf Cart Fleet Replacement)
- Golf Course, 2014 - \$152,126 (Irrigation upgrades)
- Parking, 2020 - \$303,449 (Parking Meter System)
- Fire Services, 2021 - \$539,237 (New Fire Aerial Ladder Truck)
- Solid Waste, 2025 - \$1,190,735 (2 New Solid Waste vehicles, Refurbish 3 Side Loaders)

Pending Debt Service (\$7,000,000):

- General Obligation Bond - \$7,000,000 (Fire Station #3 - Voted Bond)

The City's General Fund Debt Limit Calculation is defined by State Law (7-7-4104 MCA) and is calculated below. This demonstrates that as of this publication, the City has a borrowing capacity of up to \$2,750,000 in General Fund obligation debt (Secured by General Fund revenues).

The City's General Obligation legal debt margin is calculated from property assessed values. This calculation is defined in the State Law. Based on the most recent assessed values in 2024, the City's legal debt margin is \$149,472,956.

Revenue obligations are secured by pledged revenue. As of the end of Fiscal Year 2024, water bonds had a 507.9% coverage ratio; wastewater bonds had a 988.6% coverage ratio; and the certificate of participation has a 22.1% coverage ratio. Overall, the City has been very conservative in issuing debt, (2.5% of limit) and has used cash reserves to fund many major capital projects and equipment needs.

The long-term debt schedule for the City is the following table noted: "City of Helena: Long Term Debt Schedule".

Long Term Debt Schedule

30-Jun-2026

ORIGINAL ISSUANCE INFORMATION							BUDGET YEAR ACTIVITY							
		Type of Debt	Date of Issue	Final Maturity Date	Rate	Total Issue	Beginning Balance 30-Jun-25	Additional Issues	Principal Retired	Ending Balance 30-Jun-2026	Ending Balance		Interest Payment/ Expense	Paying Agent Fees
Fund	Name of Issue										Next FY Current	Long Term		
FIRE LEVY FUND:														
2340	INTERCAP - Fire Truck	INTERCAP	06/18/21	08/15/31	Variable	810,000	539,237	-	79,631	459,606	80,950	378,656	25,975	-
TOTAL FIRE LEVY FUND						810,000	539,237	-	79,631	459,606	80,950	378,656	25,975	-
DEBT SERVICE FUNDS:														
GENERAL OBLIGATION														
3000	General Obligation Refunding Bonds, Series 2017 G.O.		02/28/17	01/01/28	3.00%	5,180,000	1,645,000	-	530,000	1,115,000	550,000	565,000	49,350	400
3001	Limited Tax General Obligation Bonds, Series 2024 L.T.G.O.		08/22/24	08/15/39	3.75%	1,033,000	1,033,000	-	6,000	1,027,000	60,000	967,000	57,354	-
TOTAL GENERAL OBLIGATION						6,213,000	2,678,000	-	536,000	2,142,000	610,000	1,532,000	106,704	400
TOTAL DEBT SERVICE FUNDS						6,213,000	2,678,000	-	536,000	2,142,000	610,000	1,532,000	106,704	400
ENTERPRISE FUNDS:														
5210	WATER FUND													
	DNRC Drinking Water 2005 Refunding Revenue		12/05/12	07/01/25	2.25%	2,072,000	92,000	-	92,000	-	-	-	1,035	-
	DNRC Drinking Water 2012 Refunding Revenue		12/05/12	01/10/27	2.25%	1,325,000	223,000	-	110,000	113,000	113,000	-	4,399	-
	DNRC Drinking Water 2016 Refunding Revenue		11/29/16	07/01/37	2.50%	660,666	420,000	-	32,000	388,000	32,000	356,000	10,300	-
	DNRC Drinking Water 2019 TENMILE Revenue		09/05/19	07/01/39	2.50%	5,211,112	3,984,000	-	231,000	3,753,000	237,000	3,516,000	78,530	-
	DNRC Drinking Water 2025 - Crosstown Connector Revenue		05/28/25	07/01/45	2.50%	4,271,000	4,271,000	-	85,636	4,185,364	169,000	4,016,364	50,541	-
TOTAL WATER FUND						13,539,778	8,990,000	-	550,636	8,439,364	551,000	7,888,364	144,805	-
5412	SOLID WASTE RESIDENTIAL FUND													
	INTERCAP - Solid Waste Equipment	INTERCAP	01/24/25	02/15/35	Variable	1,350,530	1,190,735	-	-	1,190,735	pending	pending	pending	-
TOTAL SOLID WASTE RESIDENTIAL FUND						1,350,530	1,190,735	-	-	1,190,735	-	-	-	-

ORIGINAL ISSUANCE INFORMATION							BUDGET YEAR ACTIVITY							
		Type of Debt	Date of Issue	Final Maturity Date	Rate	Total Issue	Beginning Balance 30-Jun-25	Additional Issues	Principal Retired	Ending Balance 30-Jun-2026	Ending Balance		Interest Payment/ Expense	Paying Agent Fees
Fund	Name of Issue										Next FY Current	Long Term		
5310 WASTEWATER FUND														
	DNRC Pollution Control, Series 2019 Revenue		12/15/19	01/01/40	2.50%	2,754,000	2,188,000	-	122,000	2,066,000	125,000	1,941,000	43,151	-
	DNRC Pollution Control, Series 2023 Revenue		12/07/23	07/01/42	2.50%	848,581	815,000	-	34,000	781,000	35,000	746,000	16,130	-
	DNRC Pollution Control, Series 2025A Revenue		05/28/25	07/01/45	2.50%	496,500	496,500	-	496,500	-	-	-	-	-
	DNRC Pollution Control, Series 2025B Revenue		05/28/25	07/01/45	2.50%	1,033,000	1,033,000	-	18,000	1,015,000	41,000	974,000	15,209	-
TOTAL WASTEWATER FUND						5,132,081	4,532,500	-	670,500	3,862,000	201,000	3,661,000	74,490	-
5510 PARKING FUND														
	Limited Tax General Obligation Bond, Series 2015 G.O.		06/24/15	08/15/25	2.40%	845,000	90,000	-	90,000	-	90,000	-	1,071	-
	Certificates of Participation, Series 2016 - Refunding Lease Purchase		07/26/16	04/15/39	2.64%	8,200,000	5,575,000	-	335,000	5,240,000	345,000	4,895,000	157,347	2,200
	INTERCAP - Parking Meters 2020 INTERCAP		11/01/19	02/15/30	Variable	560,243	303,449	-	56,712	246,737	58,640	188,097	14,469	-
TOTAL PARKING FUND						9,605,243	5,968,449	-	481,712	5,486,737	493,640	5,083,097	172,887	2,200
5010 GOLF COURSE FUND														
	INTERCAP - Irrigation Upgrade 2014 INTERCAP		12/5/2014	2/15/2030	Variable	433,099	152,126	-	29,823	122,303	30,122	92,181	7,294	-
	Limited Tax General Obligation Bond 2017 G.O.		11/30/17	06/30/37	2.75%	2,100,000	1,445,000	-	105,000	1,340,000	105,000	1,235,000	39,738	-
	INTERCAP - Golf Cart Fleet Replacement - 2024 INTERCAP		11/30/17	06/30/37	Variable	184,195	170,108	-	14,936	155,172	15,805	139,367	8,321	-
TOTAL GOLF COURSE FUND						2,717,294	1,767,234	-	149,759	1,617,475	150,927	1,466,548	55,353	-
5712 CITY-COUNTY BUILDINGS														
	INTERCAP - City County Building - HVAC Repairs INTERCAP				Variable	750,000	435,108	-	74,813	360,295	76,695	283,600	95,938	-
5714 INTERCAP - Law & Justice Center - Building Occupancy Build-out INTERCAP														
					Variable	650,000	509,454	-	70,054	439,400	72,872	366,528	24,604	-
TOTAL CITY-COUNTY BUILDINGS						1,400,000	944,562	-	144,867	799,695	149,567	650,128	120,542	-
TOTAL ENTERPRISE FUNDS						33,744,926	23,439,318	-	1,997,474	21,396,006	1,546,134	18,749,137	568,077	2,200
TOTAL CITY - WIDE						40,767,926	26,656,555	-	2,613,105	23,997,612	2,237,084	20,659,793	700,756	2,600





Budget Policies

Preliminary Budget Fiscal Year 2026



Development & Administration

Budget Cycle:

The City of Helena's fiscal cycle runs from July 1st to June 30th each year. The annual budget process begins in December of each year with Departments reviewing organizational changes and new initiatives with the Budget Office.

In February, the Budget Office prepares budget worksheets containing columns with 3 prior year actuals, the current year's adopted budget, current year's amended (revised) budget, current year's actual projection and next year's request for every budgeted account in every fund. Worksheets are returned to Finance by mid-March where finance staff consolidates the information. Adjustments are made with Department Head approval and Finance works with preparing the department requested budget draft document for the City Manager. The City Manager meets with each department/division to review base line budgets, capital plans, organizational changes, and draft operating budgets. Adjustments, if applicable, are incorporated; New initiatives are tabulated for consideration.

In April and May, each department head presents their division(s) proposed operating and capital budgets to the Commission at Administrative Meetings. This provides the Commission the opportunity to ask clarifying questions, recommend appropriations or rates, projects and programs. Final budget decision points are clarified and incorporated into the City Manager's proposed budget.

The City Manager Preliminary Budget is prepared and delivered to the City Commission in June. The Preliminary Budget is prepared and presented to the Commission in two parts: 1) A formal presentation of the City Manager's proposed Preliminary Budget and action to set a public hearing date. 2) A Resolution, with accompanying public hearing, adopting the Preliminary Budget for the next fiscal year, typically by June 30.

In early August, the Department of Revenue delivers certified property values. The City fixes the mill levies and final revenues and a Final Budget is adopted by the Commission by early September.

Notable Dates per Montana Code Annotated (MCA):

"The hearing may be continued from day to day and must be concluded and the budget finally approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values from the department of revenue." (MCA 7-6-4024)

"A local government shall submit a complete copy of the final budget together with a statement of tax levies to the department of administration by the later of October 1 or 60 days after receipt of taxable values from the department of revenue." (MCA 7-6-4003)

Budget Basis:

Generally Accepted Accounting Principles (GAAP) require expenditures to be recognized in the fiscal year in which the goods or services are received. When it comes to budgeting, this may be difficult to predict how many expenses for the current fiscal year will be invoiced after the fiscal year has ended (June 30th). As such, the annual budget process is performed on a cash basis, with the assumption that all budgets will be spent or earned at 100%, resulting in an estimated ending cash balance for the current fiscal year. That estimate is then used as the beginning cash balance of the next fiscal year and budgets are prepared relative to that number. Prior to final adoption, projections are updated. Finally, previous year actuals are calculated after year end and updated in the budget document that is to be sent to the State per MCA 7-6-4003.

The Balance:

A balanced budget is not only a healthy practice but also a legally required one. But what makes a budget balanced? It may surprise you to know that there are two right answers to this question:

A. Structurally Balanced:

Being structurally balanced is a two-part equation and a recommended best practice.

Part 1: Total projected revenues equal or exceed total projected expenses. This means that the amount of money being earned in a current fiscal year is at least matching the amount of money being spent.

Part 2: Spending excess fund balance or "cash savings", on one-time, non-routine expenses, provided funding

from previous years is available and a plan is in place NOT to build ongoing expenses into this type of funding. This means you can use your “cash savings” to purchase one-time planned expenses such as large capital outlays or special projects.

Using ongoing revenue to cover ongoing expenses, plus expending cash savings on one-time or non-recurring items results in a structurally balanced budget.

B. Legally Balanced:

Per MCA 7-6-4030, the definition of a balance budget is as follows:
“The final budget must be balanced so that appropria-

tions do not exceed the projected beginning cash balance plus the estimated revenue of each fund for the fiscal year.”

In other words, the City cannot spend more money than it starts the year with plus the money it is projected to earn in the coming year. Spending more than you have to start with plus earnings would result in a negative cash balance (less than \$0 in the fund balance), which is not allowed.

The City of Helena strives to present both a legally balanced budget but also a structurally balanced budget to the City Commission for consideration.

Required Budget Documents

The State of Montana has a defined Local Government Budget Act in the Montana Code Annotated. Located In MCA Title 7 (Local Government), Chapter 6 (Financial Administration and Taxation), Part 40.

Within MCA 7-6-40, Section 4020 (Preliminary Annual Operating Budget), budgets are required to include, at a minimum, the following information for all funds:

1. A listing of all revenue and other resources for the prior budget year, current budget year, and proposed budget year;
2. A listing of all expenditures for the prior budget year, the current budget year, and the proposed budget year. All expenditures must be classified under one of the following categories:
 - a. Salaries and wages
 - b. Operations and maintenance
 - c. Capital outlay
 - d. Debt service
 - e. Transfers out
3. A projection of changes in fund balances or cash balances available for governmental fund types and a projection of changes in cash balances and working capital for proprietary fund types. This projection must be supported by a summary for each fund or group of funds listing the estimated beginning balance plus estimated revenue, less proposed expenditures, cash reserves, and estimated balances.
4. A detailed list of proposed capital expenditures and a list of proposed major capital projects for the budget year;
5. Financial data on current and future debt obligations;
6. Schedules or summary tables of personnel services must be supported by a listing of positions, salaries, and benefits for all positions of the local government. The listing of positions, salaries, and benefits is not required to be part of the budget document;
7. All other estimates that fall under the purview of the budget;
8. The preliminary annual operating budget for each fund for which the local government will levy an ad valorem property tax must include the estimated amount to be raised by the tax.
9. If a government entity intends to increase property taxes, including an increase authorized under 15-10-420(1), the preliminary budget must include the amount by which property taxes will increase on homes values at \$100,000, \$300,000 and \$600,000.

Appropriation and Adjustment Authority

The City Commission adopts the legal level of spending authority in its annual budget at the fund level stated in Appendix A of the Budget Resolution.

Realignment Authority:

Revenues, expenditures, and balances below the fund level are designated management tools. The City Manager is delegated the authority to adjust management level revenue and expenditures (i.e., transfers or revisions within or among line items) within the same fund, as long as there is no increase in total appropriations budgeted by fund.

- a. Police budgets:** The City Manager is delegated the authority to make transfers or revisions among the line items for all Police Department Budgets within or among the various funds provided there is no increase in the total appropriations budgeted for the Police Department.
- b. Street & Gas Tax Budgets:** The City Manager is delegated the authority to make transfers or revisions among the line items between the Street & Traffic and Gas Tax funds provided there is no increase in the total appropriations budgeted.
- c. Fire Budgets:** The City Manager is delegated the authority to make transfers or revisions among the line items for all Fire Department Budgets within or among the various funds provided there is no increase in the total appropriations budgeted for the Fire Department.

Automatic Amendments:

Joint operating agreements approved by the governing body, insurance recoveries, hazardous material recoveries, donations for specific purposes, and refund or reimbursements of expenditures shall automatically amend the annual appropriations or reduce recorded expenditures, whichever is correct in accordance with Generally Accepted Accounting Principles (GAAP).

Follow-through authority:

Circumstances may arise to adapt to changes, while maintaining goals and objective principles. In order to allow management flexibility, the City Manager is delegated budget appropriation follow-through authority according to 7-6-4006 (3) MCA, for expenditure of funds for any or all of the following:

- 10. debt service funds for obligations related to debt approved by the governing body,
- 11. trust funds for obligations authorized by trust covenants,
- 12. any fund for federal, state, local or private grants and shared revenue accepted and approved by the governing body, (including the authority to appropriate the related city match, if any, with funding from reserves or transfers of available surplus),
- 13. any fund for special assessments approved by the governing body,
- 14. the proceeds from the sale of land,
- 15. any fund for gifts or donations, and
- 16. money borrowed during the fiscal year.

Fee Based Authority:

As provided in 7-6-4012 MCA, the City Manager is delegated authority to adjust volume related appropriations funded by fees throughout the fiscal year for all of the following:

- a. Proprietary Funds
- b. General Fund
- c. Street & Traffic Fund
- d. Urban Forestry Fund
- e. Open Space/ Lands Fund
- f. Community Facilities Fund
- g. Project Projects Fund
- h. Stormwater Utility Fund

Fund Operating Reserves

The budget will establish appropriate operating reserves according to operational best practices:

The City desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. As an approximate measure of liquidity, fund balance is similar to the working capital of a private sector business. The difference between assets and liabilities in a governmental fund is known as fund balance. The difference between assets and liabilities in proprietary fund is known as net assets. Both governmental and proprietary funds should establish a reserve to ensure stability in operations.

Fund balances for governmental funds will be properly designated into the following categories:

- **Non-spendable:** Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact.
- **Restricted:** Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or enabling legislation.
- **Committed:** Amounts constrained to specific purposes by the City Commission; to be reported as committed, amounts cannot be used for any other purpose unless the City Commission takes action to remove or change the constraint.
- **Assigned:** Amounts the City intends to use for a specific purpose; intent can be expressed by the Commission or by an official or body to which the Commission delegates authority.
- **Unassigned:** Amounts that are available for any purpose; these amounts are reported only in the General Fund.

General Fund Reserve:

The General Fund acts as the main operating fund for the City. Governments are normally advised to maintain a minimum level of unrestricted fund balance in the General Fund equal to two months of operating reve-

nues or expenses depending on which is more predictable. Higher reserves may be warranted if there is excessive risk exposure such as significant volatility in operating revenues or expenses, drains on general fund resources from other funds, natural disasters, rapidly rising operating budgets, or disparities in time between revenue collection and expenditures.

The majority of the City's General Fund revenues are derived from property taxes and special assessments which are relatively stable sources of revenue. The City is currently not experiencing any excessive risk exposure to any of the circumstances noted above. Given that the General Fund has relatively stable revenue and is not facing excessive risk exposure, the City will maintain a minimum level of General Fund unrestricted reserve equal to 60 days operating expenditures or 15.0% of annual operating revenue, whichever is higher.

Should circumstances change exposing the City to a higher amount of risk exposure, the City may determine that a higher level of general fund balance reserve is warranted.

The General Fund reserve is committed to be used for cash flow purposes, accrued employee payroll benefits which are not shown as a liability, unanticipated equipment acquisition and replacement, and to enable the city to meet unexpected expenditure demands or revenue shortfalls. The minimum reserve should not be available to meet recurring operating expenditures.

If feasible, at the end of each fiscal year, up to twenty percent (20%) of General Fund reserves above targeted operating reserves, may be earmarked to a designated Contingency account in the General Fund or General Capital Fund. Spending from the Contingency Account will be dedicated only for unforeseen situations as determined by the City Manager and agreed upon by the City Commission.

Special Revenue Fund Reserve:

Special revenue funds are designed to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for a specific purpose other than debt service or capital projects. There is no need to establish a cushion for contingencies

for special revenue funds whose sole purpose is to demonstrate that dedicated revenues are expended for their intended purpose.

This reserve policy applies to those special revenue operating funds that receive property tax revenue, state shared tax revenue, assess a fee, or include operational expenditures restricted for specific use by local, state and federal laws. Funds not meeting any of these criteria do not have a minimum reserve requirement.

The City's special revenue operating funds depend on revenue that is distributed in quarterly or bi-annual distributions which warrants a higher reserve than the General Fund.

An established minimum reserve of 18.0% or 90 days of operating expenditures, whichever is greater, will be maintained for the following special revenue operating funds:

- Streets Operations (2110)
- Civic Center (2210)
- Facilities Management (2000)
- Open Lands (2501)
- Urban Forestry (2502)
- Stormwater (2822)
- Water Shed (2503)

Debt Service Funds Reserve:

General government debt service funds are used to accumulate resources in anticipation of debt service payments, either to fulfill legal or contractual obligations or voluntarily. The City will carry a fund balance in these funds at a level to maintain one year of debt service payments for general obligation debt, or to satisfy bond covenants, whichever is higher.

Capital Improvement Fund Reserve:

Capital improvement funds account for and report financial resources that are restricted, committed or assigned to expenditures of capital outlays. Section 7-6-16 of the Montana Code Annotated notes that a municipality may establish a capital improvement fund for the replacement, improvement, and acquisition of property, facilities or equipment costs in excess of \$5,000 and that

has a life expectancy of 5 years or more. The City follows this statute. It is expected that resources in a capital project fund will be spent out at the end of the project.

The city maintains general government, parks improvement, and sidewalk improvement capital funds. Money may be accumulated in these funds during any fiscal year to support annual appropriations and carry-overs to future fiscal periods; as such, reserves for these funds should be maintained at a level to meet equipment replacement needs and long-term capital plans.

The City maintains three tax increment capital financing funds of which assessments are collected and spent based on Commission approval. All fund balances in these funds are reserved to specific approval by the commission.

Enterprise Funds Reserve:

Enterprise funds are used to report activity for which a fee is charged for goods and services. Enterprise fund accounting is designed to highlight the extent to which fees and charges are sufficient to cover the cost of providing goods and services or the cost of providing a subsidy. The enterprise fund(s) should meet the demands of government services including unanticipated reductions in revenue or unplanned expense increases at a level to prevent service interruptions.

The City will maintain a minimum level of unrestricted reserves in its enterprise operating funds equal to 60 days of operating expenditures or 15.0% of annual appropriations, whichever is higher. * The unrestricted reserve is committed to be used for one-time expenditures, major equipment acquisition and replacement, and to enable the city to meet unexpected future expenditure demands or revenue shortfalls that may impede operations.

*The Building Fund is an Enterprise Fund but excluded by this reserve policy. That fund's reserve requirements are defined by Montana State Law which is enough to support the Building Code Enforcement Program for 24 months.

Internal Service Funds Reserve:

Internal Service funds are proprietary type funds used to report activity that provide goods or services to other government funds, departments or agencies on a cost

reimbursement basis. Internal Service funds may also be used to account for a government's risk financing activities.

These funds are designed to break-even over time. Significant and ongoing surpluses may indicate that charges are more than what is needed to reimburse costs. However, rates may be set to accumulate balances for replacement of capital assets, depreciation expense, claims, and debt service payments.

The City maintains internal services funds for Public Works Administration, Engineering and Industrial Facilities (one fund), Copiers, Health, Dental, Vision and Fleet services. The City will maintain a prudent reserve balance in these funds to recover the ongoing operating, capital, depreciation, and debt service needs.

Compliance with Operating Reserves:

In the event that required operating reserve falls below the minimum level established, the City will define the factors influencing the shortfall and will develop a plan to increase resources or reduce expenditures. The required reserve should be replenished back to the policy level within twenty-four months. If this is not feasible, the Commission can make a recommendation to do a one-time cash reserve transfer to the fund that is unable to reach the targeted reserve within two years.

Revenue resources that may be used to replenish reserve requirements may include non-recurring revenues, budget surpluses, or excess resources in other funds (if legally permissible and there is a defensible rationale).

Excess Operating Reserves:

In the event reserves exceed the minimum balance requirements, at the end of each fiscal year, any excess reserves may be used in the following ways:

- Fund long-term capital improvement programs.

- Fund Accrued Liabilities (priority given to those items that relieve financial operating pressure in future periods).
- Appropriated to lower the amount of outstanding debt principal.
- Charges for services fee reductions.
- One-time expenses that do not increase operating costs that cannot be funded through current revenues.
- Start-up expenses for new programs, provided the Commission has considered in the context of multi-year projections of revenues and expenses.
- Replenish fund balances of other funds that fall below policy level (if legally permissible and there is a defensible rationale).

Twenty percent (20%) of General Fund Excess Reserves will be earmarked to be transferred to the Contingency Account in the General Fund or General Capital Fund, if feasible.

General Fund Contingency Account Reserve:

General Fund operating contingency account appropriates are provided by the City Commission as flexible appropriates for general government use. They are intended to provide the City Manager with an effective management tool for adjusting to changing circumstances throughout the budgetary year.

The City Manager is delegated the authority to transfer part or all of any contingency appropriation and related financing within the General Fund or any other fund.

Use of contingency appropriations is restricted to transfers of that appropriation authority specific to operating budgets. Proper classification of expenditures to specific operations is required. Accordingly, charging of expenditures directly to contingency account is prohibited.

Annual City Manager contingency account reserve will be proposed by the City Manager in the annual budget for Commission consideration.

Indirect Cost Allocation of Central Services

Introduction Overview:

The City provides central support services to functional operating units (funds and departments) through its central administrative services hosted in the General Fund. Other functional areas benefiting from these central services should share the costs of activities benefitting them. This is done by allocating those costs from the General Fund to the benefitting funds and departments.

The method of allocating these services vary and are unique to each central service group. Therefore, allocation methods and statistics vary to align with the service group. In all cases, the city uses financial data from department/fund financial statements and statistics gathered that best reflect the service group activities in order to allocate costs.

Allocation methods for each central service group are defined in this policy.

The scope of this policy does not address IT&S, copier revolving, facility rental charges, facility maintenance and operating charges, fleet services, shop, or medical/dental/vision allocations. This policy also does not address functional operating department charges that may occur when one department charges another for actual services provided. When it does occur, the charge is typically based on actual time incurred as documented on a project item sheet, other tracking mechanism or actual equipment or supply use.

General Fund Central Services Subject to Allocations:

The central service functions listed below are accounted for in the General Fund. An indirect allocation formula as defined in this plan is used to account for the following functions supporting those benefitting funds and departments outside the General Fund. Benefitting departments and funds include Special Revenue, Internal Service and Enterprise Funds. Services supporting other General Fund functional areas are not being indirectly allocated to the operating departments but accounted for in the servicing function.

- Legislative (City Commission / City Clerk)

- Executive (City Manager)
- Legal (City Attorney)
- Personnel (Human Resources)
- Finance (Administration, Accounting, Budgeting)
- Finance (Payroll)
- Finance (Utility Customer Services)
- Publics Works Administration
- Engineering
- Parks and Recreation Administration

Funds being supported by the General Fund central services listed above and charged through the indirect allocation formulas are listed below*:

Special Revenue Funds:

- City Streets (2110)
- Civic Center (2210)
- Facilities Management (2000)
- Gas Tax (2820)
- Open Space District Maintenance (2501)
- Urban Forestry (2502)
- Storm Water Utility (2822)
- Lighting Districts (2400)

Internal Service and Debt Service Funds:

- Central Garage (6010)

Enterprise Funds:

- Building (5030)
- Water (5210)
- Wastewater (5310)
- Solid Waste – Residential (5410)
- Solid Waste – Commercial (5412)
- Landfill Monitoring District (5413)
- Transfer Station (5414)

- Recycling (5415)
- Parking (5510)
- Golf Course (5010)
- Capital Transit (5800)

The City captures various levels of accounting and financial detail at the fund level, department, function, and project level. Federal awards can be identified and excluded from receiving cost allocations or unallowed items.

The indirect charge for the current year will be the prior years' adopted budget. It is intended that basing the allocation on the prior year's estimates is a conservative approach since prior year projections do not include any of the cost inflators for the current year. At the end of each fiscal year, after the funds have been audited, if a determination that the actual dollars expended exceed a 15% variance** from the budget in which the costs were allocated, an adjustment will be made to reflect the increase or decrease to reflect actual services provided to allocated funds. Should General Fund divisions anticipate new costs in the next year's budget that are material, will be added to last year's appropriation for recovery.

*The City may add Funds to the list of funds benefiting from General Fund Services if that Fund is directly benefited by those services.

**Budgeted costs allocated to a fund were greater than 15% more than reconciled actual costs.

Methodology for General Fund Central Services Allocations:

Each Central Service Cost center group uses a unique method to allocate its costs to the benefitting departments/functional areas. However, several City services can use the same base, upon which, to allocate its costs (for example agenda item count and function activity). Other cost center groupings may use different methods for certain segments of its cost pool for allocations based on data it accumulates during the year.

The methodology allocation percentages used in formulas will be reviewed annually for material percentage increase or decrease. If the difference is material (more than 2%) the formula shall be adjusted.

Methods of allocating costs will also be reviewed annually with the functional areas to determine applicability to operations.

The Central Service Cost Center groups are allocated based on the following methods:

Council Agenda Items: (The count of agenda items is tracked)

- Legislative (City Commission and City Clerk) – Clerk's office is responsible for City Council (agendas, minutes, research), maintenance of processing of City Records, and city code codification. The Commission is the legislative and policy setting body enacting laws, resolutions, and policies.

Council Agenda Items/ Full Time equivalents/Operating Costs:

(The costs of the following central service departments are allocated as 33% Agenda Items, 33% FTEs, and 34% Operating Costs)

- Legal (City Attorney) – Chief Legal Advisor for Mayor, Commissioners, City Manager and all city departments.
- Executive (City Manager) - Strategic Planning, Providing Coordination with all departments on budget and administration of operations.

Full Time Equivalent (FTE) (The budgeted count of employees is tracked)

- Personnel (Human Resources) – Responsible for recruitment, policy development, benefits administration, employee relations, labor relations and risk management.
- Finance (Payroll) – Processing payroll and payroll taxes according to personnel policies, union agreements, and state and federal laws.

Operating Expenditures* (Operating budgets, exclusive of transfers, capital expenditures and debt service.)

- Parks & Recreation Administration – Administrative oversight for parks, recreation, open lands, trails, civic center and golf course.
- Finance (Budget, Administration, & Accounting – General Services) (Time spent on budgeting, general

finance administration, debt service, assessments, audit, internal control, investments, and financial reporting).

- Finance (Utility Customer Services) - Proportional share attributed to utilities (i.e.: water, sewer, solid waste, recycling, etc.)
 *Some special revenue funds may be adjusted for the General Fund to absorb partial costs dependent on the equitable distribution of costs in proportion to the assessments charged.

Accounts Payable Transactions (Number of invoices processed)

- Finance (Accounting - Accounts Payable) – Responsible for timely payment of all city services, equipment and goods.

Accounts Receivable Transactions (Number of cash receipts transactions by fund)

- Finance (Accounting - Accounts Receivable) - Responsible for revenue function.

Public Works Allocations: (Percentage of time directly proportional to fund activities determined by the public works departments.

- Engineering (Capital) – Allocated based on time spent in reference to the Capital Improvement Plan and project accounting. Costs for non-capital project related activities are absorbed in the General Fund.
- Public Works Administration – Allocated based on time spent proportional to public works departments.
- Industrial Facilities– Allocated based on time spent proportional to public works facilities.

Methodology for Insurance Liability Allocations:

The Insurance Fund is used to pay liability, property, and boiler insurance and compensation for damages.

- Liability insurance: Allocation based on salaries assigned to each department and fund (The cost is determined by Insurance provider).
- Liability insurance deductible claims: Costs are allocated to departments based on prior year claims paid for deductibles.
- Property Insurance: Costs are allocated to departments based on the current premium and allocated to funds/departments based on property values.
- Fidelity insurance: Costs are allocated based on the number of budgeted FTEs by department. (The cost per FTE is determined by insurance provider).





Staffing and Compensation

Preliminary Budget Fiscal Year 2026



Wage and Benefit Adjustments

Cost of Living Adjustments

The City of Helena is committed to achieving its goal of being an “Employer of Choice.” Through implementing market-based pay that keeps pace with cost-of-living increases and offering attractive benefits, the City’s workforce has stabilized, and recruitment efforts have improved.

Cost-of Living wage increases are intended to ensure that wages maintain competitiveness by compensating employees for such items as inflation, economic changes in the labor force, increases in goods and services, and increases in housing costs.

The City of Helena uses a methodology of informing cost-of-living salary adjustment (COLA) calculations by applying Bureau Labor Statistics (BLS) Consumer Price Index (CPI) data. It is important to keep in mind that, while CPI measures the cost of goods and services, the labor market and housing costs may also be factors in developing wage adjustment recommendations.

It is imperative that the City of Helena appropriately compensate our employees to make their income whole given their relative increase in day-to-day costs. Through BBER, the Bureau of Labor Statistics is now maintaining data for the Mountain Division (a sub-division of the West Region), dating back to 2018.

The City of Helena has made it a priority to maintain pace with CPI by providing commensurate COLAs given the available General Fund property tax revenue. Over the past four (4) fiscal years, the City has provided our employees COLA increases totaling 14.73% (2021-22: 2.2%; 2022-23: 5.03%; 2023-24: 4.0%; 2024-25: 3.5%). In keeping pace with the Mountain Region CPI, the City is recommending a 2.5% COLA for FY26.

Additionally, the City completed market wage studies in 2023 and 2024 which resulted in pay adjustments for positions whose wages had significantly fell behind. The City continues to develop a market-based pay plan that will serve to attract and retain employees. The pay plan is designed to be internally equitable, externally competitive, affordable and sustainable, and legally defensible.

Employees subject to Union Collective Bargaining Agreements are given wage adjustments bargained for in their respective agreements. The International Fire Fighters Association contract is currently in negotiations. Wage adjustments for these employees are estimated and will be finalized once arbitration is completed. Likewise, the unionized Public Safety Communicators (9-1-1 Dispatchers) and unionized HPD Police Support Services Division - Records, are also currently negotiating their Collective Bargaining Agreements for which wage adjustments have been estimated in the preliminary budget. Finally, the Helena Police Protective Association is in its third year of the Collective Bargaining Agreement which calls for a wage opener. As such, wage adjustments for employees affected by the HPPA wage opener negotiations have also been estimated for the preliminary budget.

Temporary employees will receive the same COLA percentage as permanent employees effective January 1, 2026.

Benefit Adjustments

The City of Helena participates in Montana Municipal Interlocal Authority, a self-funded public entity pool owned by cities and towns of Montana, where we contract our health and liability insurance. Given the City’s improved claims history, the City’s health insurance premium increased 4.5% (from an original 9.5% rate adjustment from MMIA). The City is committed to continuing our competitive position in the benefits arena, so we recommend the City absorb the 4.5% health insurance increase and not pass premium increases on to employees.

The City negotiated three-year rate guarantees for vision, life, and accidental insurance plans. We are entering Year 2 of those agreements.

The City of Helena received quotes from our workers’ compensation coverage from the MMIA and the Montana State Fund. After much deliberation, given the competitive nature of the Montana State Fund quote, the City of Helena has decided to withdraw from the MMIA Worker’s Compensation Program effective July 1, 2025.

Staffing Overview

Staffing Overview

The city employs almost 380 full and part-time employees and approximately 150 part-time temporary/seasonal workers. The temporary employees enhance the services provided by the city by offering recreational activities, maintaining our parks, upkeeping the city's facilities' grounds, taking care of our open lands, and supporting community services in various ways as noted below:

Most temporary seasonal workers are employed in Parks, Recreation, Golf Course and Open Lands:

Parks Maintenance, Golf Course Operations, Golf Course Muni's Restaurant and Beverage Cart, Swimming Pool, Recreation Programs, Kay's Kids, Open Space/Land Maintenance, Urban Forestry Maintenance and Civic Center events.

Other temporary seasonal workers are employed in the following divisions:

Wastewater Treatment Plant, Water Treatment Plant, Commercial and Residential Solid Waste, Transfer Station, Recycling, Streets Maintenance, Traffic Maintenance, and Parking Control.

Vacancy Rate Adjustments

Prior to Fiscal Year 2023, the city has not budgeted a vacancy rate to personnel costs. An analysis performed in FY23 demonstrated that in the General Fund, on

average over five years (taking out COVID years of FY20 and FY21), most departments experienced an average of 3.5% vacancy rate or higher in the prior five years. Vacancies create savings that remain in cash reserves. As the City's staffing is stabilizing, demonstrating that we are more competitive in recruiting and retaining employees with wages and benefits, vacancy adjustments are not being budgeted at the same rate as the last few years. In Fiscal Year 2025, a vacancy adjustment was only budgeted in the Fire and Police Departments.

In Fiscal Year 2026, a vacancy adjustment was only applied to the Police Department as this department still experiences a vacancy rate of about 3.0% – 4.0%.

Applying vacancy adjustments to support a balanced budget is re-evaluated each year. The vacancy adjustment does not imply that fewer positions are authorized, only how the department will manage their appropriations.

Salary and Benefits proposed broken down by Fund:

In FY23 the City of Helena re-designed its health insurance structure to enhance benefits for employees for recruitment and retention. We have seen many employees bring their families onto the city's plan with this restructuring as it offers affordable, quality health care. It has also proven to be a key tool in recruiting and retaining staff.

Fund Description	FY 2023 Salary & Benefits Actual	FY 2024 Salary & Benefits Actual	FY 2025 Salary & Benefits Adopted Budget	FY 2025 Salary & Benefits Projected	FY 2026 Salary & Benefits PRELIM Budget	FY26 PRELIM vs FY25 Adopted Change	Percent Change FY26 vs FY25
General Fund	19,136,247	20,513,410	22,047,652	21,020,599	22,926,733	879,081	4.0%
Street & Traffic	2,294,312	2,397,865	2,982,913	2,983,300	3,233,483	250,570	8.4%
Civic Center	498,797	515,829	599,559	599,642	633,184	33,625	5.6%
Facilities Management	326,862	376,627	396,349	394,564	470,087	73,738	18.6%
9-1-1 & Support Services	1,683,809	1,789,658	1,968,877	1,969,180	2,036,852	67,975	3.5%
Open Space Dist/Wtr Shed	263,006	269,826	350,585	350,634	379,444	28,859	8.2%
Urban Forestry	365,685	362,858	428,067	428,120	425,273	(2,794)	-0.7%
Storm Water	274,871	282,331	316,980	316,980	325,692	8,712	2.7%
Comm. Dev. Building	957,576	1,133,438	1,126,885	1,127,417	1,144,700	17,815	1.6%
Water	1,995,846	2,246,117	2,297,758	2,297,964	2,367,930	70,172	3.1%
Wastewater	1,302,845	1,371,936	1,560,556	1,560,556	1,622,159	61,603	3.9%
Solid Waste-Residential	618,396	762,087	645,556	645,696	713,652	68,096	10.5%
Solid Waste-Commercial	346,061	352,640	463,765	463,765	389,740	(74,025)	-16.0%
Transfer Station	886,573	965,232	955,964	956,104	987,054	31,090	3.3%
Recycling	137,390	75,912	151,156	151,156	155,786	4,630	3.1%
Parking	593,209	770,911	679,767	678,195	649,788	(29,979)	-4.4%
Golf Course	989,259	1,148,693	1,195,324	1,195,324	1,259,004	63,680	5.3%
City/County Bldg	252,645	276,145	280,580	280,580	260,327	(20,253)	-7.2%
City/County Mail / Telepone	56,501	64,678	72,856	72,855	49,020	(23,836)	-32.7%
CC Law & Justice Ctr.	169,718	135,964	196,864	196,901	192,735	(4,129)	-2.1%
Capital Transit	1,017,167	1,169,583	1,231,175	1,231,369	1,290,720	59,545	4.8%
Central Garage	620,462	700,937	669,812	669,812	668,492	(1,320)	-0.2%
	34,787,237	37,682,677	40,619,000	39,590,711	42,181,855	1,562,855	3.8%

New Position Requests for Fiscal Year 2026

Clerk of the Commission

- **.50 FTE** – Commission Administrative Support Coordinator

Due to legislative requirements and technological evolution, the work in Office of City Commission/ Clerk of the Commission demands additional resources to manage records retention, records management, and digitization. Restructuring duties and adding a .50 FTE to the current .50 FTE HCC Coordinator position will provide additional resources in managing the department's increasing demand and workload while still meeting demands of the Helena Citizen's Council.

Helena Police Department

- **0.875 FTE** (35 hrs./week) – Part-time Court Officer

MCA 3-6-303 calls for a paid member of law enforcement to serve as a court officer. The Court Officer will be a paid part-time peace officer and will have arrest

authority as described in MCA 46-6-210 when functioning as a representative of the Helena Police Department. For hours that the Court Officer will not be performing as a Court Officer, they may perform extra work in the Helena Police Department.

Transportation

- **2.0 FTE** – Street Equipment Operator

To meet the Streets maintenance responsibilities in newly annexed or in-fill areas of Helena, the Street Division is requesting 2 new FTEs. These responsibilities include roadway maintenance items such as filling potholes, sweeping, snow plowing, chip seal and mill & overlay operations.

- **.25 FTE** – Parking Control Officer

Parking currently employs a Parking Control Officer position for 30 hours/week (0.75 FTE). To improve retention and continuity in operations, an increase of 0.25 FTE is being requested. No new budget dollars are being requested as current funding will cover the cost of the increased .25 FTE.

Parks, Recreation, and Open Lands

- .25 FTE – Parks Maintenance

Parks, Recreation, and Open Lands currently has budgeted a .75 FTE Seasonal Worker as defined by MCA 1-18-101 who works 9 months/year. To improve retention in this position and complete work that temporary employees typically perform in the “off months,” increasing the FTE for this position will be beneficial. There is no new budget allocation being requested since .25 FTE will be funded with the current temporary budget allocation.

Position Reclassifications

In the course of regular business, departmental and divisional reorganizations are necessary, and positions evolve and change over time. Both result in requests for reclassifications of positions.

Requests to reclassify positions typically run concurrent to the budget planning cycle.

Transportation: Transportation is reorganizing the Parking division due to positions absorbing responsibilities from positions that have been eliminated, improving efficiencies, and shifting the City’s events coordination from Parking to Parks. Transportation has requested a reclassification of the Parking Operations Coordinator due to the position absorbing duties that

had been assigned to the Parking Manager that was eliminated from the FY25 budget. The Transportation Department reclassified a Parking Administrative Assistant I position to an Administrative Assistant II and is eliminating a Parking Administrative Assistant III position. The Transportation Department is also reclassifying a Traffic Coordinator position to a Street Supervisor to improve efficiencies in the Streets division.

The Fire Department is reclassifying their Administrative Coordinator position to an Administrative Officer.

Advancement Plans

Over the past year, the Human Resources Office has worked with several department heads to implement advancement plans. The purpose of advancement plans is to hire entry level employees in a tight employment market and provide career paths for them to advance their careers in the City of Helena. Employees must satisfactorily complete their initial probationary period before being eligible to advance to the next level. Employees may then advance to higher levels in the career path after certain certifications, knowledge, skills, and abilities are acquired. Advancement plans have been developed in Public Works for Water Operators and Workers, Transportation Equipment Operators, and Municipal Court Clerks. Parks, Recreation, and Open Lands is currently developing advancement plans for Parks Maintenance Workers.

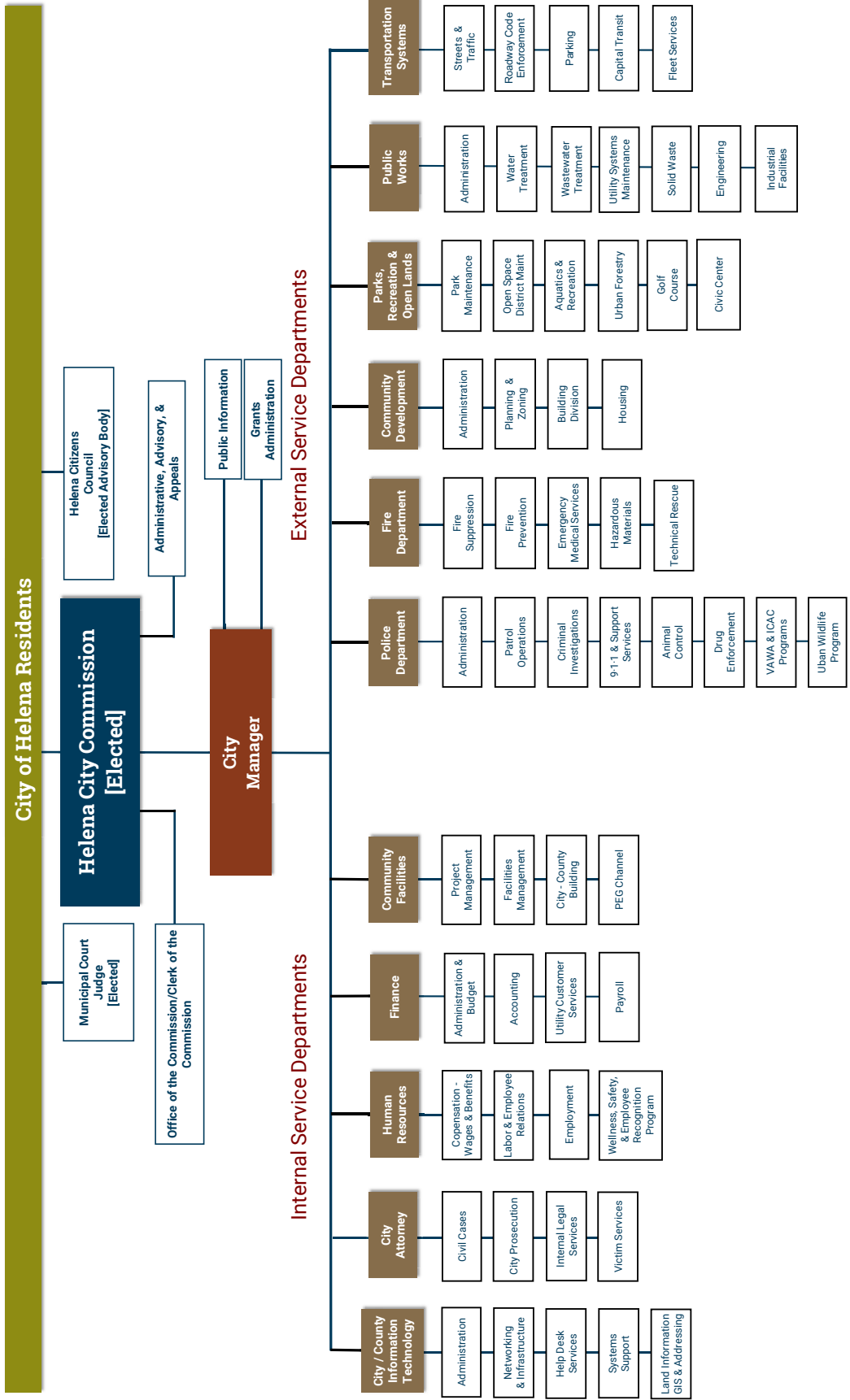
Authorized Staff Positions By Division

	FY 2023	FY 2024	FY 2025	FY 2026
GENERAL GOVERNMENT				
City Commission	8.00	8.00	8.00	8.80
Helena Citizens Council	0.50	0.50	0.50	0.20
City Manager	4.00	4.00	4.00	4.00
City Attorney	9.00	9.00	9.00	9.00
Human Resources	4.00	4.00	4.00	4.00
General Government Total	25.50	25.50	25.50	26.00
FINANCE SERVICES				
Admin. and Budget	3.00	4.00	3.00	3.00
Accounting & Payroll	5.00	5.00	5.00	5.00
Utility Customer Service	4.00	4.00	4.00	4.00
Finance Services Total	12.00	13.00	12.00	12.00
COMMUNITY DEVELOPMENT DEPARTMENT				
Planning & Development	5.50	6.00	6.00	6.00
Housing Coordinator	1.00	1.00	1.00	1.00
Building Division	10.50	10.50	10.50	10.50
Community Development Total	17.00	17.50	17.50	17.50
MUNICIPAL COURT				
Court Administration	6.00	6.00	6.00	6.00
City Court Total	6.00	6.00	6.00	6.00
POLICE DEPARTMENT				
Police Administration	6.65	7.15	8.15	8.00
Police Operations	49.00	49.00	49.00	49.88
Animal Control	2.00	2.00	2.00	2.00
Drug Enforcement	1.00	1.00	1.00	1.00
Violence Against Women	1.00	1.00	1.00	1.00
Records and Dispatch	21.50	22.50	22.50	22.50
Crash Investigator	1.00	1.00	1.00	1.00
Volunteer Coordinator	1.00	1.00	0.00	0.00
Police Department Total	83.15	84.65	84.65	85.38
FIRE DEPARTMENT				
Fire Administration	4.00	4.00	4.00	4.00
Fire Operations	36.00	36.00	36.00	36.00
Fire Marshal	2.00	2.00	2.00	2.00
Fire Inspector	1.00	1.00	1.00	1.00
Fire Department Total	43.00	43.00	43.00	43.00

	FY 2023	FY 2024	FY 2025	FY 2026
PARKS DEPARTMENT				
Parks and Rec. Admin.	2.00	2.00	2.00	2.00
Park Maintenance	8.80	8.80	8.80	9.30
Swim Pool	0.65	0.65	0.65	0.65
Recreation Program	0.60	0.60	0.60	0.60
Kay's Kids	0.00	0.00	0.00	0.00
Urban Trails	0.50	0.50	0.50	0.00
Urban Forestry	3.75	3.75	3.75	3.75
Open Space District	2.75	2.75	2.75	2.75
Watershed Projects	0.20	0.20	0.20	0.20
Civic Center	6.00	6.00	6.00	6.00
Golf Operations	3.00	3.00	3.00	3.00
Golf Concessions	2.75	2.75	3.75	3.75
Golf Course Maintenance	3.00	3.00	3.00	3.00
Parks and Recreation Total	34.00	34.00	35.00	35.00
COMMUNITY FACILITIES				
Facilities Management	2.61	2.61	2.11	3.86
Project Management	1.55	1.55	1.05	0.00
PEG	0.01	0.01	0.01	0.01
City-County Building	4.24	4.24	4.24	3.97
CCAB Mail Operations	0.42	0.42	0.42	0.68
CCAB Mail Delivery	0.34	0.34	0.34	0.00
CCAB Telephone	0.29	0.29	0.29	0.00
Law & Justice Center	3.02	3.02	3.02	2.96
Community Facilities Total	12.48	12.48	11.48	11.48
PUBLIC WORKS DEPARTMENT				
Public Works Admin.	2.50	2.50	2.50	2.50
Sustainability Coordinator	1.00	1.00	1.00	1.00
Engineering	11.00	9.50	9.50	9.50
Industrial Facilities	3.00	4.00	4.00	4.00
Water Treatment	12.50	12.50	13.00	12.50
Wastewater Treatment	9.50	9.50	10.50	10.50
Wastewater Pretreatment	0.50	0.50	0.50	0.50
Water Utility Maintenance	12.26	12.26	12.26	12.26
Wastewater Utility Maintenance	5.41	5.41	5.41	5.41
Storm Water Utility Maintenance	3.33	3.33	3.33	3.33
Residential Solid Waste	7.17	7.17	7.17	8.05

	FY 2023	FY 2024	FY 2025	FY 2026
Commercial Solid Waste	3.83	3.83	3.83	3.85
Transfer Station	9.80	9.80	9.80	10.05
Recycling	2.20	2.20	2.20	1.05
Public Works Total	84.00	83.50	85.00	84.50
TRANSPORATION SERVICES				
Streets	19.25	18.65	18.65	21.90
Metropolitan Planning Organization	0.00	0.00	1.00	1.00
Transportation Engineering	2.00	3.00	3.00	3.00
Roadway Code Enforcement	2.50	2.58	2.58	2.70
Traffic Maintenance	3.30	3.50	3.50	2.50
Signal Maintenance	0.14	0.19	0.19	0.00
Fleet Services	6.48	6.53	6.53	6.50
Capital Transit (Bus)	15.35	15.40	16.10	14.00
Parking Services	9.09	9.27	8.07	7.90
Transporation Services Total	58.10	59.11	59.62	59.50
CITY TOTALS	375.23	378.74	379.75	380.36
General Fund Supported FTE:	176.90	178.61	176.75	177.56
Other Funds Supported FTE:	198.33	200.13	203.00	202.80

CITY OF HELENA - ORGANIZATION CHART







Department Overviews

Preliminary Budget Fiscal Year 2026







City Clerk

Preliminary Budget Fiscal Year 2026



Dannai Clayborn, Clerk of the Commission

Department Overview

The department is divided into two divisions: Legislative Affairs and Records Management. The Legislative Affairs division handles public engagement and coordinates internally with staff on the daily activities of the City Commission, the Helena Citizens Council, and the City's Boards & Committees. The Records Management Division, serving as an administrative service to the city, oversees the document management system and supervises the record retention policy, fulfilling its role as the City's Records Manager.

Commission

The Helena City Commission consists of five (5) voting members, including the mayor. Members of the Commission are non-partisan and are elected for terms of four (4) years; two positions being filled at each general election. The City Commission is the legislative and policy determining body of the City. All powers of the City are vested in the Commission, except as otherwise provided by law or the city charter, and the Commission provides for the exercise thereof and for the performance of all other duties and obligations imposed on the City by law.

Helena Citizens' Council

The Helena Citizens' Council consists of four (4) representatives from seven (7) Neighborhood Councils, collectively comprising the 28 member Helena Citizens' Council. Operating independently from the City Commission or City officials, the Helena Citizens' Council reviews and recommends actions relating to the annual budget and makes recommendations relating to future development of the City.

Department Work Plan & Goals

Fiscal Year 2026

Continuing the work which began in Fiscal Year 22, the Records Management Team begins transitioning to several new digital workflows for city processes, including but not limited to: public record/information requests, legal notification, public hearings, and a new web-based portal for the City Commission meeting recordings. This work will further the development and adoption of the new modernized records policy. The records management schedule for the city and the corresponding processes will be revised with the assistance of the City Attorney and the Records Management Committee. The project is focused on the modernization of internal policy in accordance with state law. In addition, efforts to increase the digital archive made readily available to the public through the online portal is constantly growing, with new records being added every day.

The Legislative Services Division continues the City Boards and Committees Management Project. In FY26 the office will launch a new city webpage devoted to the city's boards system, complete with training resources and materials. The Commission approved in FY25 a revised training schedule for board members. Now offered as quarterly short-form trainings on varied topics specific to the boards work, with one of the trainings slated as a rotating keynote presentation on a timely subject. The principles of the digitization project and electronic meeting policy will continue to be applied to the advisory system to meet the demands of a more inclusive, transparent, and active boards system.

Following the adoption of the City's Electronic Meeting Policy for FY25, staff will introduce a Public Engagement Policy for consideration, building on the work done in the previous year. Additionally, the City Commission will discuss adopting revised by-laws to modernize its governance rules and align them more closely with the approved meeting policies. The Office of the Commission, in collaboration with the City Manager and City Attorney, is continuing to identify outdated processes and communication inefficiencies as directed by the Commission's Strategic Plan.

Summary of Changes FY 26

Personnel

- The Clerk's office is adding an additional .5 FTE and is expanding the role of the half-time HCC Coordinator/ Office Projects Assistant to a full-time administrative support position for both divisions. The position will work closely with the Legislative Services Division, including continued support to the Helena Citizens Council. Additionally, the position will support the Records Management Division to further the digitization of the cities records and the records retention policy of the City of Helena.

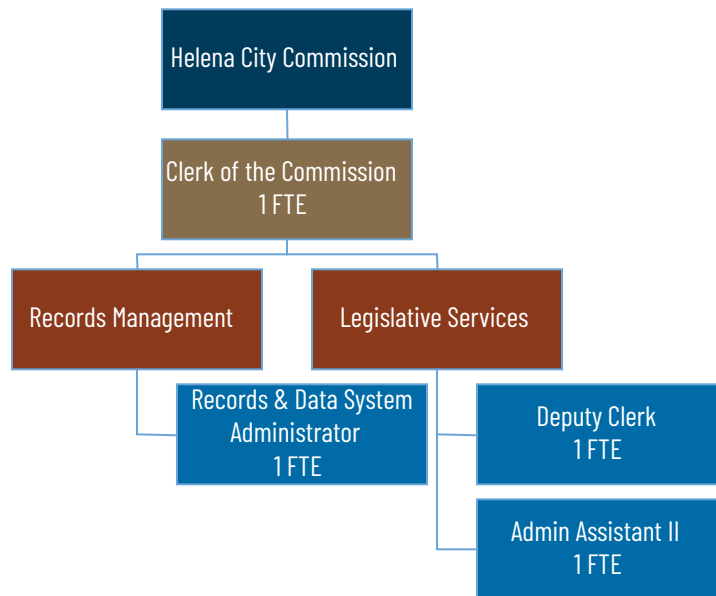
These costs are a continued effort to modernize the public's access to the City Commission and the city's records which presents additional costs associated with rising annual subscriptions.

- The department also absorbed software cost transfers from other departments, as well as costs associated with required operating system upgrades. These changes support the city in its effort to modernize fundamental processes and create efficiencies in licensing fees and renewals.
- The Election budget reflects an increase in funding for the city's elections. The increased costs are based upon projections provided by the County Clerk and Recorder and Elections Supervisor.
- Increased costs are reflected in the membership dues for Montana League of Cities and Towns.

Maintenance & Operations – As compared to Adopted FY25

- The FY26 operating budget includes increases in the areas of computer equipment and software supply.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 303,002	\$ 331,117	\$ 409,985	\$ 442,415	\$ 442,415	\$ 441,619	\$ 508,111	\$ 65,696	14.8%
Personnel Services Total	303,002	331,117	409,985	442,415	442,415	441,619	508,111	65,696	14.8%
Maintenance & Operating									
Fixed Charges	\$ 17,580	\$ 15,542	\$ 16,163	\$ 16,163	\$ 16,163	\$ 16,163	\$ 16,402	\$ 239	1.5%
Intra City Charges	1,821	1,912	1,878	1,910	1,910	2,034	2,041	131	6.9%
Other Objects	15,085	—	—	—	—	—	—	—	—%
Purchased Services	99,032	106,003	114,366	211,588	211,588	145,958	250,029	38,441	18.2%
Supplies & Materials	6,550	45,208	56,481	97,031	97,031	85,500	106,221	9,190	9.5%
Maintenance & Operating Total	140,068	168,665	188,889	326,692	326,692	249,655	374,693	48,001	14.7%
Internal Transactions									
Internal Charges	\$ 4,849	\$ 6,720	\$ 7,994	\$ 9,051	\$ 9,051	\$ 9,051	\$ 17,077	\$ 8,026	88.7%
Internal Transactions Total	4,849	6,720	7,994	9,051	9,051	9,051	17,077	8,026	88.7%
Debt & Capital									
Capital Outlay	\$ 15,085	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Debt & Capital Total	15,085	—	—	—	—	—	—	—	—%
Total	\$ 463,004	\$ 506,502	\$ 606,868	\$ 778,158	\$ 778,158	\$ 700,325	\$ 899,881	\$ 121,723	15.6%





City Manager

Preliminary Budget Fiscal Year 2026



Tim Burton, City Manager

Department Overview

The City Manager is the chief administrative officer for the city and is appointed by the Helena City Commission. The City Manager implements policy decisions of the City Commission and enforces City ordinances. In addition, the Manager appoints and directly supervises the directors of the City's operating departments and oversees the City's personnel system. The Manager is also responsible for preparing a proposed budget and submitting it to the City Commission for consideration and final approval consistent with state law, along with presenting recommendations and programs to the City Commission.

Public Information

The Office of the City Manager houses public engagement and information coordination for the city, and stakeholder networking.

Citywide Grants Administration

The Office of the City Manager administers citywide grant management, coordination and development.

Department Accomplishments

Fiscal Year 2025

- Guided the process to adopt the City's 2024 Strategic Plan and Implementation Strategies for the plan
- Led the creation of a balanced budget for Fiscal Year 2025, focusing on employee retention and recruitment through continuing with cost-of-living adjustments and maintaining competitive benefits
- Partnered with Clerk's Office to start the transition to our new OneMeeting Agenda system

- Coordinated efforts to secure \$5.99 million in grant awards in FY25, including \$4.5 million in new transportation grants
- Lead the City of Helena in modernizing and improving business processes and information systems and proactively addressed changing community needs

Department Work Plan & Goals

Fiscal Year 2026

- Continue work to reestablish the City of Helena as an employer of choice through prioritization of employee healthcare benefits and support for fiscally responsible, phased market-based pay adjustments and pay matrix evaluation
- Maintain citywide financial stability and responsible capital replacement through the implementation of policies and procedures based in industry best practices
- Prioritize the review and revision of outdated City policies and ordinances
- Continue to pursue alternative funding from state, federal and other sources to support city operations and projects, enhancing financial sustainability through diversification of funding sources
- Promote resident involvement in planning and decision-making, by continuing to refine the City's engagement process
- Prioritize clear, accessible, and consistent communication with the public by continuing to optimize the City's communication platforms
- Increase public understanding of the impact that growth has on public services, and how the Commission has prioritized addressing the issues

FY26 Summary of Changes

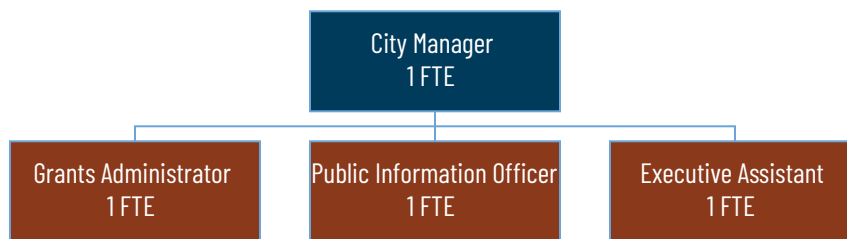
Personnel

- No personnel changes for FY26

Maintenance & Operations – As compared to Adopted FY25

- Salaries & wages will slightly increase due to one policy step increase for a staff member and the proposed 2.5% COLA.
- Fixed charges have increased due to increases to insurance and general computer equipment maintenance.
- A new shared cost for maintaining the new finance system, Tyler Technologies, has been added to this year's budget.
- Other contracted services have increased by \$5,000 for the host city contribution for the 2026 Montana League of Cities and Towns.
- The advertising budget was decreased, and funds were transferred to cover the costs for a new public outreach software GovDelivery.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 495,947	\$ 495,441	\$ 575,924	\$ 624,438	\$ 624,438	\$ 630,438	\$ 645,292	\$ 20,854	3.3%
Personnel Services Total	495,947	495,441	575,924	624,438	624,438	630,438	645,292	20,854	3.3%
Maintenance & Operating									
Fixed Charges	\$ 34,028	\$ 34,028	\$ 35,389	\$ 35,389	\$ 35,389	\$ 35,389	\$ 35,912	\$ 523	1.5%
Intra City Charges	607	607	607	625	625	625	668	43	6.9%
Purchased Services	115,894	73,435	67,352	70,813	65,813	62,881	74,597	3,784	5.3%
Supplies & Materials	51,153	42,298	25,210	23,479	23,479	23,479	28,709	5,230	22.3%
Maintenance & Operating Total	201,682	150,367	128,557	130,306	125,306	122,374	139,886	9,580	7.4%
Internal Transactions									
Internal Charges	\$ 11,901	\$ 22,098	\$ 11,877	\$ 13,170	\$ 13,170	\$ 13,170	\$ 15,057	\$ 1,887	14.3%
Internal Transactions Total	11,901	22,098	11,877	13,170	13,170	13,170	15,057	1,887	14.3%
Total	\$ 709,530	\$ 667,906	\$ 716,358	\$ 767,914	\$ 762,914	\$ 765,982	\$ 800,235	\$ 32,321	4.2%





City Attorney

Preliminary Budget Fiscal Year 2026



Rebecca J. Dockter, City Attorney

Department Overview

The City Attorney's Office (CAO) is composed of three units: Civil, Criminal Misdemeanor Prosecutions, and Victim Services, as well as two administrative support staff and a Paralegal.

Civil

The Civil division is comprised of three full time attorneys who serve as legal counsel to the City of Helena and as a legal adviser to the Helena City Commission, city departments, and, at times, to the advisory boards appointed by the Helena City Commission.

The CAO represents the city in litigation, arbitration, and administrative proceedings, prepares and reviews ordinances, resolutions, agreements, deeds, easements, and other legal documents, and renders legal interpretations and opinions as requested by the Helena City Commission and City Manager. The City Civil Attorneys regularly provide capacity for criminal prosecutions where necessary.

Criminal Misdemeanor Prosecution

This division is comprised of two full-time prosecutors who prosecute misdemeanors and city code violations committed within the city limits including initiation of prosecutions, preparing cases for prosecution, requesting warrants, reviewing police reports and conducting legal research, preparing briefs and court orders, trying cases, and recommending appropriate sentences.

The CAO also pursues civil driver's license suspension attendant to driving under the influence testing refusals.

Victim Services

The Victim Services Advocate provides outreach, support, information, and advocacy services to victims of violent crime, guides victims through the legal justice system by providing initial communication, information, support, and advocacy services to victims, family members and witnesses. The Advocate also assess victims' needs and prepares victims and witnesses for court proceedings.

Provides appropriate support for victims and witnesses including community resources.

Manages Victims of Crime Act grant.

Department Work Plan & Goals

Fiscal Year 2026

- Building capacity, succession planning, and training for all CAO employees.
- Increase safety of employees through construction of a video surveillance system.
- Create a public information disclosure policy that is consistent with HPD and County Law Enforcement.
- Fully transition paralegal into a fully developed role.
- Continue to digitize workflow through M-Files for matters that come through CAO that will result in more transparent public access.

FY 26 Summary of Changes

Personnel

- No Personnel Changes for FY 26.
- Personnel cost increases represent policy step increases and a 2.5% proposed COLA.

Maintenance & Operations – As compared to Adopted FY25

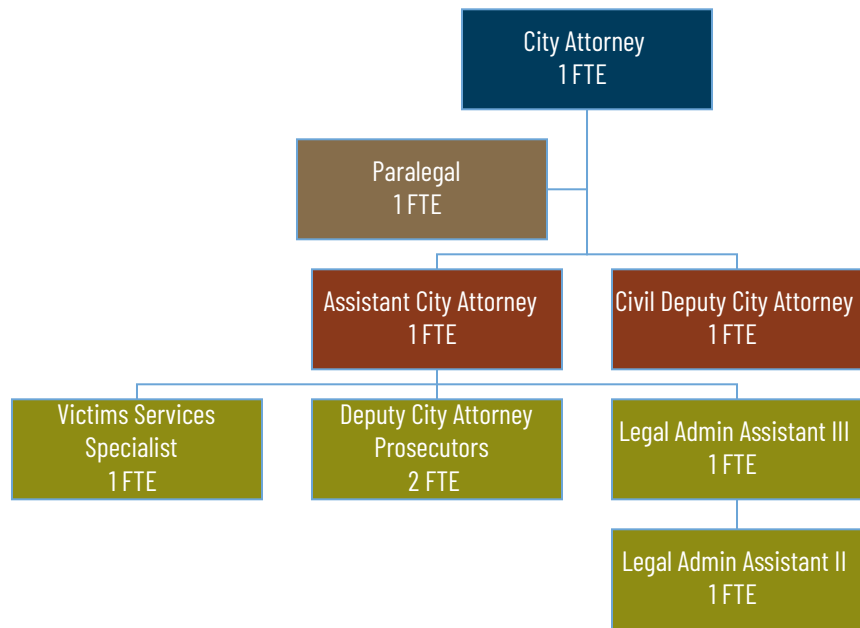
- Fixed Charges (license fees) have increased for required staff licensing needs.

- Computer supplies & software costs are increasing for new video surveillance software.

Capital Requests

- Install doors to create access to City Attorney office (\$10,500)
- Install video surveillance system for monitoring access into the City Attorney office – part of a larger project to include the Municipal Court and Civic Center totaling \$36,000
- Capital requests for this office are recognized in the General Capital Fun

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 833,496	\$ 833,346	\$ 1,015,513	\$ 1,076,792	\$ 1,076,792	\$ 1,025,015	\$ 1,096,153	\$ 19,361	1.8%
Personnel Services Total	833,496	833,346	1,015,513	1,076,792	1,076,792	1,025,015	1,096,153	19,361	1.8%
Maintenance & Operating									
Fixed Charges	\$ 37,301	\$ 37,798	\$ 39,309	\$ 47,685	\$ 47,685	\$ 47,685	\$ 47,847	\$ 162	0.3%
Intra City Charges	1,047	1,047	1,047	1,078	1,078	1,078	1,152	74	6.9%
Purchased Services	135,739	99,230	78,264	95,621	100,621	106,274	102,827	7,206	7.5%
Supplies & Materials	31,146	47,186	13,889	15,168	15,168	14,168	20,457	5,289	34.9%
Maintenance & Operating Total	205,232	185,261	132,510	159,552	164,552	169,205	172,283	12,731	8.0%
Internal Transactions									
Internal Charges	\$ 26,591	\$ 20,185	\$ 21,093	\$ 23,662	\$ 23,662	\$ 23,662	\$ 26,582	\$ 2,920	12.3%
Internal Transactions Total	26,591	20,185	21,093	23,662	23,662	23,662	26,582	2,920	12.3%
Total	\$ 1,065,319	\$ 1,038,792	\$ 1,169,116	\$ 1,260,006	\$ 1,265,006	\$ 1,217,882	\$ 1,295,018	\$ 35,012	2.8%





Human Resources

Preliminary Budget Fiscal Year 2026



Renee McMahon, Director

Department Overview

The City of Helena's Human Resources department is responsible for executing human resources strategic initiatives to champion the city as an Employer of Choice. The HR department fosters a positive, supportive, friendly workplace culture to hire and retain excellent employees. The Human Resources department strives to support stability of operations with the goal of all employees providing efficient, optimal, competent service to the citizens of the City of Helena.

The Human Resources department is committed to demonstrating value to each employee through offering competitive and sustainable wages and benefits, providing safe workplaces, providing work/life balance, providing professional development opportunities, and providing pathways for all employees.

Administration and Compliance

- Pay competitive market wages.
- Offer and administer competitive benefit suite.
- Promote a safe, healthy workplace.
- Develop and administer policies and procedures for recruiting and retaining excellent employees.
- Assure compliance with employment-related laws.
- Assure compliance with personnel policies and Union contract provisions.
- Assure accurate and compliant personnel records management.
- Continuously evaluate and improve service HR delivery methods and procedures.
- Provide human resources subject-matter expertise to all City of Helena employees.

Personnel Management

- Develop and administer employee professional development and performance improvement plans.
- Manage employee relations, disciplinary, and grievance procedures.
- Lead labor relations and union contract bargaining.
- Develop, implement, and administer personnel policies.

- Develop succession, promotion, and service continuity plans.
- Implement employee recognition and awards programs.
- Partner with MMIA and Allegiance in administering benefits.
- Administer drug testing and safety programs and protocols.
- Manager workers' compensation and provide light duty and return-to-work opportunities.
- Administer and manage employee leave policies to include sick, vacation, workers' compensation, FMLA.

Department Work Plan & Goals

Fiscal Year 2026

Become the Employer of Choice locally and among all cities in the state of Montana. This will occur through:

- Welcoming and celebrating an inclusive workplace.
 - Recruiting and retaining excellent employees.
- Continuing market-based pay plan efforts that:*
- Defines and determines the competitive market position of the City of Helena.
 - Motivates employees to perform to the best of their competencies, abilities, and skill sets.
 - Is fiscally responsible, demonstrates sound stewardship of community resources, and is financially and operationally sustainable over time.
 - Is fair, complies with the City of Helena's Equal Opportunity in Employment policy, and assures equal pay for equal work amongst city employees.
 - Improving technological efficiencies for employees in HR service delivery.
 - Supporting employees to feel valued and be the most efficient and effective as possible in their work.
 - Implementing competitive market-based wages and benefits.
 - Supporting workforce stability.
 - Supporting work/life balance.
 - Developing programs to support a safe workplace.

FY26 Summary of Changes

Personnel

- No FTE changes in FY26
- Personnel costs reflect a proposed 2.5% COLA and policy step increases. Health insurance selections also impact this line item.

Maintenance & Operations – As compared to Adopted FY25

- Purchased Services were maintained within the department budget for the continuation of market-based pay studies agreement and other legal contracted services.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 389,822	\$ 392,752	\$ 404,368	\$ 433,027	\$ 433,027	\$ 424,736	\$ 441,239	\$ 8,212	1.9%
Personnel Services Total	389,822	392,752	404,368	433,027	433,027	424,736	441,239	8,212	1.9%
Maintenance & Operating									
Fixed Charges	\$ 28,178	\$ 28,178	\$ 29,305	\$ 29,305	\$ 29,305	\$ 29,305	\$ 29,738	\$ 433	1.5%
Intra City Charges	2,221	2,221	2,221	2,288	2,288	2,288	2,445	157	6.9%
Other Objects	—	—	86,537	—	—	—	—	—	—%
Purchased Services	59,940	127,260	69,303	100,929	100,929	98,646	120,877	19,948	19.8%
Supplies & Materials	11,400	8,150	13,276	14,425	14,425	15,142	10,425	(4,000)	(27.7)%
Maintenance & Operating Total	101,739	165,808	200,642	146,947	146,947	145,381	163,485	16,538	11.3%
Internal Transactions									
Internal Charges	\$ 7,622	\$ 31,331	\$ 9,221	\$ 9,830	\$ 9,830	\$ 9,830	\$ 11,338	\$ 1,508	15.3%
Internal Transactions Total	7,622	31,331	9,221	9,830	9,830	9,830	11,338	1,508	15.3%
Debt & Capital									
Capital Outlay	\$ —	\$ 7,915	\$ 86,537	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Debt & Capital Total	—	7,915	86,537	—	—	—	—	—	—%
Total	\$ 499,182	\$ 597,806	\$ 700,768	\$ 589,804	\$ 589,804	\$ 579,947	\$ 616,062	\$ 26,258	4.5%





Finance Department

Preliminary Budget Fiscal Year 2026



Sheila Danielson, Director

Department Overview

The Finance Department is composed of three different units: Administration and Budget, Accounting, and Utility Customer Service. Each division collaborates with each other to provide customer service to external stakeholders, internal staff, the City Manager, and the City Commission.

The division strives to improve efficiencies, challenge the status quo and seek improvements in the way we do business in order to meet our customer demands for accurate and timely financial information, timely billing and payments, accountability and transparency.

Administration & Budget

This division is responsible for the administration of all financial affairs for the City in accordance with applicable laws and regulations and focuses on policy development, establishment of goals and monitoring compliance and performance, respectively.

The division is responsible for the coordination, preparation, strategic planning, multi-level review, adoption and execution of the City of Helena's annual budget. This includes revenue projections (such as taxes, assessments, and charges for services), personnel cost reviews, operating cost planning, capital planning, cash flow projections and fiscal analysis for strategic debt planning, culminating in the completion of the annual budget document. Post-adoption responsibilities include monitoring budget vs. actual performance throughout the fiscal year to address any adjustments needed and updating accounting systems to include amendments approved by the City Commission.

Additional attention is given to revenue analysis, long-term forecasting, administration of the procurement of goods and services, disposition of surplus assets, and other city-wide special projects coordination.

Accounting

The Accounting Division is responsible for all treasury activities including banking, payments, receivables, debt service payments, and credit card activity. They manage daily, monthly, quarterly and annual accounting and financial reporting responsibilities that uphold to professional accounting standards in accordance with

Generally Accepted Accounting Principles, Government Accounting Standards Board and State legislative requirements.

Accounting staff administer general ledger activity, payroll, fixed assets, pension activity, and liability insurance claims. Finally, this division recommends and monitors fiscal controls, policies, and procedures to ensure accurate records and financial reporting.

Utility Customer Service

The utility services division provides one central area for customer service dedicated to city services including water, wastewater, commercial solid waste, curbside recycling, fire lines, intrusion alarms and various loan programs. This division is responsible for accurately collecting and applying payments, scheduling monthly meter reads for over 12,500 meters in the city and processing monthly billing statements. This division is also responsible for preparing and collecting City of Helena business, animal, and liquor licenses.

Department Work Plan & Goals

Fiscal Year 2026

Staff Retention and Training

Finance continues to struggle with staffing vacancies; however, we strive to support our customers with outstanding and timely service. Our top priority in the next year is to recruit for vacancies and retain our staff. We will focus on training, becoming efficient, and recording standard operating procedures. Despite staffing challenges, we had a successful go-live with the ERP Payroll and Time and Attendance Modules in September 2025 in addition to accomplishing our day-to-day responsibilities.

Enterprise Resource Planning Software

- The city went live with the Finance phase in April 2024. This included general ledger, budgeting, accounts payable, accounts receivable, contracts and cash receipting modules. Finance staff are working with departments on gaining efficiencies and report development for business operations.
- The licensing module went live in May 2024 thanks to our dedicated Utility Customer Service division. This

has enhanced our citizen access to apply for a pay for their licenses.

- The final phase of our ERP implementation of utility billing kicked off and configuration is underway. Our scheduled go live date will be August 2025 and will provide online access to customer utility accounts and paperless billing.
- Despite going live with each module, Finance staff are continuing to learn the new system and make changes to maximize efficiencies and meet the needs of the diverse operations of the city.

Financial Reporting and Audit

- Finance Administration will administer a new voted general obligation bond for the purpose of building a new fire station.
- The Accounting Division will strive to successfully complete our financial and single audits and file our annual financial reports by established deadlines, and continue to maintain our annual esteemed award for the GFOA Certificate of Achievement in financial reporting.
- All of Finance will develop ad hoc reports using the new ERP system report writing functions to efficiently pull information from the financial system.
- All of Finance will enhance and monitor internal controls.

Business Licensing and Utility Customer Service

- As noted above, the utility customer service team is diligently working on our configuration of our new utility software. The new software boasts on-line account management and bill pay. This is in line with sustainability efforts to reduce paper and move to a dynamic electronic interface for superior customer services.

Budget Administration

- We have achieved great strides in building our budget structure and standard operating procedures. The process is predictable and transparent to the Commission and Public. In the next year, the Finance Department looks forward to collaborating with the City Clerk's office to pro-actively involve the Helena Citizens Council in developing a predictable meaningful process for the HCC to present their budget recommendations to the City Commission.
- Budget staff are learning a new budget software to bring this budget book into a streamlined electronic format that is linked to our live data base. This will improve our efficiency to produce a quality budget story for the Commission and Public.

Policy Development

- This budget year we introduced a new Investment Policy and Credit Card Policy for the Commission to adopt with other Budget Policies. Finance will focus on finalizing a City Procurement Policy and Debt Service Management Policy in FY 2026.

Summary of Changes FY26

Personnel

- Finance experienced vacancies in FY25 and utilized temporary staffing to fill the gaps. We will continue to use a part-time temporary staff to assist us with our responsibilities in FY26.
- Other than temporary staffing, no new permanent employees were incorporated into the budget, although next year we will again request another FTE for our growing responsibilities.
- Personnel costs reflect health benefit selections, policy step increases for some staff and a proposed 2.5% COLA.

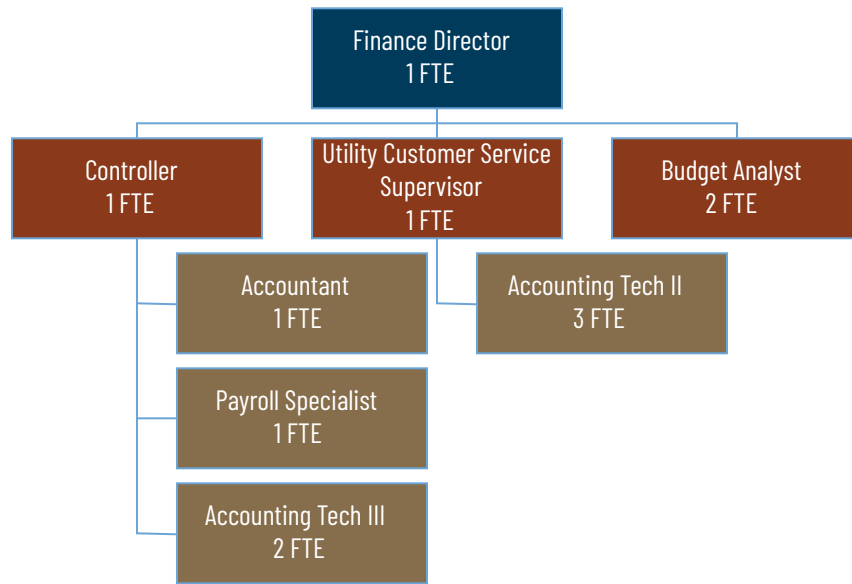
agreement. The first two years of the subscription costs were applied against the project budget. Starting in Fiscal Year 2026, each division throughout the city bears their proportionate share of the Tyler Technology subscription fee in addition to paying for “read-only” maintenance of our legacy software (Navaline/AS400). This amounts to an annual fee of approximately \$300,000 city-wide. The Finance Department’s proportionate share is approximately \$10,200.

- Training costs were increased to accommodate new and existing staff.
- Audit Services have increased to be in line with our three-year audit contract and to provide additional assistance with our ACFR filing deadlines. Additional services are being engaged to report on GASB Standards and to meet our filing deadlines.

Maintenance & Operations – As compared to Adopted FY25

- The city signed a five-year contract with our new software vendor as a subscription-based technology

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 973,457	\$ 1,057,892	\$ 1,181,413	\$ 1,178,239	\$ 1,213,239	\$ 1,067,101	\$ 1,280,309	\$ 102,070	8.7%
Personnel Services Total	973,457	1,057,892	1,181,413	1,178,239	1,213,239	1,067,101	1,280,309	102,070	8.7%
Maintenance & Operating									
Fixed Charges	\$ 58,725	\$ 80,147	\$ 83,921	\$ 83,484	\$ 83,484	\$ 89,484	\$ 90,453	\$ 6,969	8.3%
Grants and Other	5,141	(40)	(19)	—	—	(42)	—	—	—%
Intra City Charges	5,516	5,516	5,516	5,697	5,697	5,697	6,087	390	6.8%
Other Objects	609,371	1,090,187	972,438	—	—	1,661	—	—	—%
Purchased Services	408,902	385,735	405,687	412,413	412,413	440,602	432,090	19,677	4.8%
Supplies & Materials	57,776	40,648	48,824	63,775	63,775	62,775	64,625	850	1.3%
Maintenance & Operating Total	1,145,430	1,602,192	1,516,367	565,369	565,369	600,177	593,255	27,886	4.9%
Internal Transactions									
Internal Charges	\$ 20,106	\$ 22,316	\$ 25,067	\$ 24,980	\$ 24,980	\$ 24,980	\$ 31,448	\$ 6,468	25.9%
Internal Transactions Total	20,106	22,316	25,067	24,980	24,980	24,980	31,448	6,468	25.9%
Debt & Capital									
Capital Outlay	\$ 615,976	\$ 1,082,401	\$ 955,604	—	\$ 1,930,158	\$ 758,470	—	—	—%
Debt & Capital Total	615,976	1,082,401	955,604	—	1,930,158	758,470	—	—	—%
Total	\$ 2,754,969	\$ 3,764,801	\$ 3,678,451	\$ 1,768,588	\$ 3,733,746	\$ 2,450,728	\$ 1,905,012	\$ 136,424	7.7%







Community Development

Preliminary Budget Fiscal Year 2026



Christopher Brink, Director

Department Overview

Working in partnership with Helena's citizens, businesses and organizations, the city of Helena Community Development Department provides professional staff assistance in planning, development, and construction to maintain public health, safety, and welfare and create an attractive and sustainable community for all to live, work, play, and learn.

Planning

The Planning Division assists members of the community with zoning, land use and development questions. Staff also provides information and assistance to developers, the business community and the public relating to any planning, zoning, land use, housing, and development matter.

Building

The Building Division conducts building and site plan reviews, issues building permits, and provides inspection services at construction sites within the city limits to ensure compliance with adopted code and safeguard the public's health, safety, and welfare.

Housing

The City of Helena is committed to being part of a collaborative effort to address housing issues in our community. As part of that commitment, the city has developed several programs and partnerships to provide support. This area of the Community Development Department was created to further the efforts that the city is currently engaged in to provide or support housing for those in need.

Department Work Plan & Goals

Fiscal Year 2026

The Community Development Department, in collaboration with other City Departments will review our newly implemented Enterprise Permitting and Licensing system, to find ways to leverage our investment across all development and permitting processes.

The Building Division will, in collaboration with the State of Montana and other certified jurisdictions, review and make recommendations for the adoption of the 2025 edition of the International Codes for Building and Construction.

The Building Division will continue to revise existing handouts and create new handout documents to assist applicants with the changes of the pending code adoption.

The Planning Division will continue with implementation of the Montana Land Use Planning Act (SB 382) including the drafting of a new Land Use Plan for the City of Helena.

The Planning Division will begin a review of land use ordinances in anticipation of amendments to the zoning ordinance and subdivision regulation as required of the Montana Land Use Planning Act – identifying all barriers for development while ensuring the city residents' health, safety, and welfare.

The Planning Division will continue working with neighboring jurisdictions, Lewis & Clark County, East Helena, and Jefferson County, to facilitate sustainable and coordinated growth.

The Housing Staff will be working closely with the planning consultant to look at a full spectrum of housing strategies.

The Housing staff will be working on strategies and policy changes to the Affordable Housing Trust Fund that make the fund a more accessible and enticing tool for funding affordable housing projects while at the same time ensuring the fund is sustainable and available far into the future.

FY 26 Summary of Changes

Personnel

- No Personnel Changes for FY 2026
- Personnel costs reflect health benefit selections, policy step increases for some staff and a proposed 2.5% COLA.

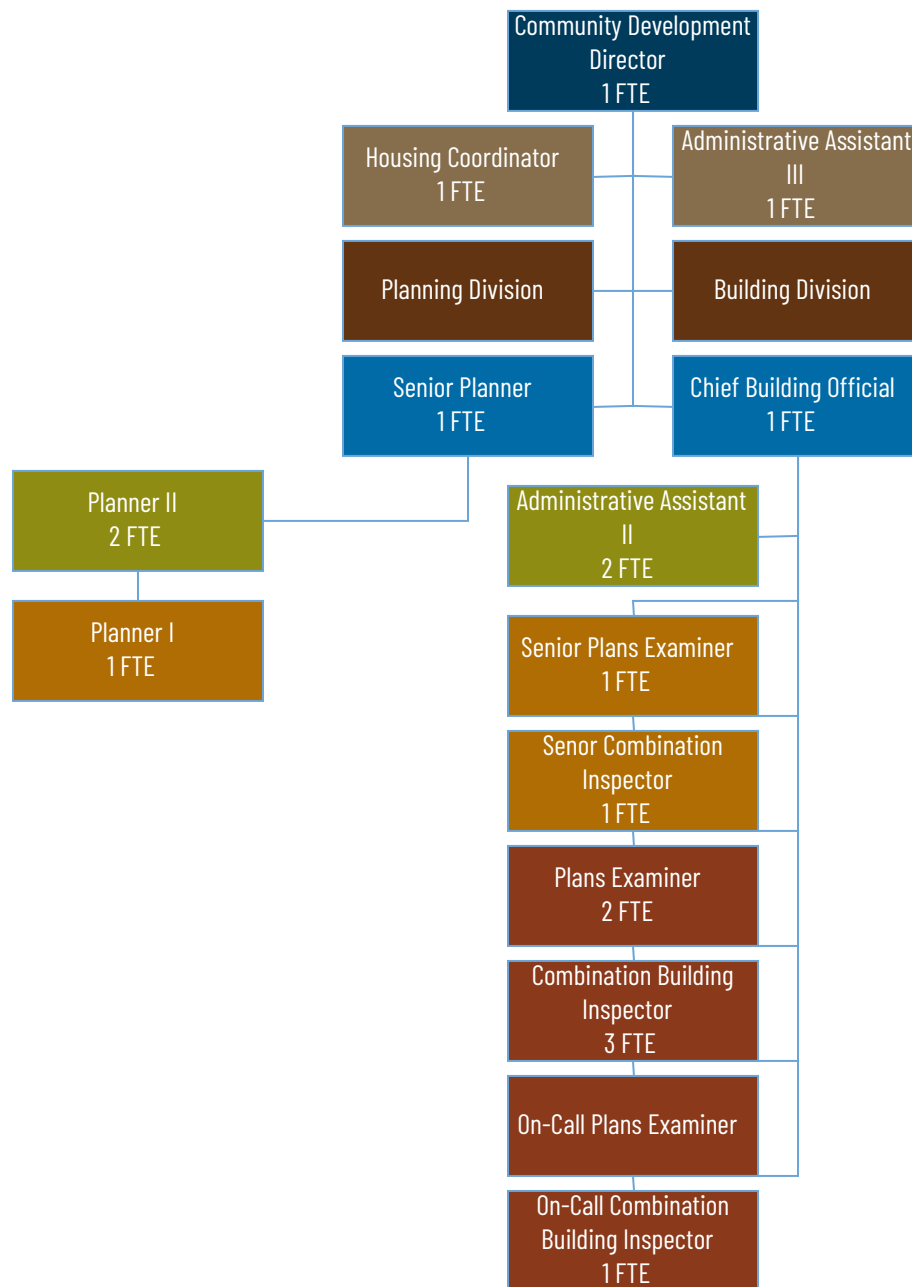
Maintenance & Operation – As compared to Adopted FY25

- Grant revenue in the CDBG Fund is less than FY25. These CDBG grants are based on awarded applications and budget adjustments are processed when the Commission formally accepts the grant. CDBG Grants in FY25 include grants for Rocky Mountain Development Council, Helena Food Share, YWCA Rehab, and

the Old Salt Coop. The planning division will be the recipient of a \$391,000 grant for planning and zoning regulation development in FY26.

- Purchased Services have increased with additional funds needed for the Land Use Plan and a potential Zoning/Subdivision contract amendment to support (SB 382) Implementation and form the substantial increase of public legal notices.
- Internal charges are increasing due to rising liability insurance charges.
- Supplies and Materials were significantly decreased due to a reduction in Computer Equipment and Software costs. The new Planning & Permitting Software is part of the Tyler Technologies subscription fee that is allocated to all divisions, eliminating all but a proportionate share of the legacy system software creating savings for this division.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 1,375,221	\$ 1,535,533	\$ 1,804,297	\$ 1,863,854	\$ 1,863,854	\$ 1,864,817	\$ 1,923,276	\$ 59,422	3.2%
Personnel Services Total	1,375,221	1,535,533	1,804,297	1,863,854	1,863,854	1,864,817	1,923,276	59,422	3.2%
Maintenance & Operating									
Fixed Charges	\$ 76,987	\$ 77,435	\$ 80,532	\$ 80,532	\$ 80,532	\$ 80,532	\$ 81,723	\$ 1,191	1.5%
Grants and Other	12,021	19,724	155,329	699,724	2,415,776	2,449,724	19,724	(680,000)	(97.2)%
Intra City Charges	14,082	14,136	17,105	18,599	18,599	18,599	19,689	1,090	5.9%
Other Objects	44,400	19,724	—	—	—	—	391,270	391,270	—%
Purchased Services	313,600	264,459	232,164	361,242	604,115	586,719	643,708	282,466	78.2%
Supplies & Materials	80,519	51,214	52,064	62,703	64,360	62,403	33,439	(29,264)	(46.7)%
Maintenance & Operating Total	541,608	446,691	537,194	1,222,800	3,183,382	3,197,977	1,189,553	(33,247)	(2.7)%
Internal Transactions									
Internal Charges	\$ 66,620	\$ 112,008	\$ 129,933	\$ 112,384	\$ 112,384	\$ 112,384	\$ 129,052	\$ 16,668	14.8%
Internal Transactions Total	66,620	112,008	129,933	112,384	112,384	112,384	129,052	16,668	14.8%
Debt & Capital									
Capital Outlay	\$ —	\$ 35,740	\$ —	\$ 8,600	\$ 8,600	\$ 8,600	\$ —	\$ (8,600)	(100.0)%
Debt & Capital Total	—	35,740	—	8,600	8,600	8,600	—	(8,600)	(100.0)%
Total	\$ 1,983,449	\$ 2,129,972	\$ 2,471,424	\$ 3,207,638	\$ 5,168,220	\$ 5,183,778	\$ 3,241,881	\$ 34,243	1.1%





Police Department

Preliminary Budget Fiscal Year 2026



Brett Petty, Chief of Police

The Helena Police Department is dedicated to providing our community with professional law enforcement services through equitable enforcement of the law, continued professional development, and respect for the needs of our citizens. We remain committed to the protection of human rights and focused upon making Helena a safe community in which to live and work.

Police Department Composition

The Helena Police Department is comprised of two major units:

1. Police

2. Support Services Division (SSD)

Police

The Police Department is made up of several subunits to include but not limited to: Patrol, Criminal Investigations, Evidence, School Resource Officers (SRO), DUI Officer, Volunteer Coordinator, Animal Control/Urban Wildlife Program (UWP), Montana Analysis and Technical Information Center (MATIC), Violence Against Women (VAWA), and Drug Enforcement (MRDTF). MATIC, VAWA and MRDTF are partially funded through annual grants.

Support Services Division (SSD)

The Support Services Division is made up of two separate units the Records unit and the 9-1-1 Center. The funding for records, as well as the funding for the 9-1-1 Center personnel costs are funded through the public safety mill levy. The 9-1-1 equipment costs are funded through the fee placed on most phones in the county.

The 9-1-1 Center provides emergency communications to three (3) local law enforcement agencies, three (3) ambulance services, fifteen (15) rural fire departments, one (1) city fire department and a half dozen state / federal agencies on an infrequent basis. The records section provides record keeping for the Helena Police Department and Sheriff's Office. It is also responsible for entering court documents for four (4) district courts, (2) Justice of Peace, and Municipal Court. Also, it is tasked with sexual and violent offender registry for Lewis and Clark County and all alarms permits for Helena.

Department Work Plan & Goals

Fiscal Year 2026

The Helena Police Department strives to provide the highest quality Police service through collaborative efforts and community partnerships to ensure a safe and secure community. We believe that Policing needs to be innovative and forward thinking with the purpose of enhancing the quality of life for the Helena community.

Objective #1: Staffing

■ Police Department is made up of:

- 54 (FTE) Sworn Officers
- 2 (FTE) Animal Control Officers; 6 (FTE) Civilian positions

Note: Currently 3 Officer Vacancies – conducting quarterly testing and interviews.

■ 9-1-1 Center is made up of:

- 1 (FTE) Operations Manager
- 1 (FTE) Program Manager
- 1 (FTE) Systems Administrator
- 14 (FTE) Dispatchers

Note: Currently at full capacity and focused on retention.

■ Record's Section is made up of:

- 4.5 Clerks

Note: Part-time vacancies

Objective #2: Innovation through Technology Updates & Funding Source Exploration

■ New Computer Aided Dispatch/Records Management System (CAD/RMS) to the Police Department, Sheriff's Office and 9-1-1 Center. This system went live March 24, 2025.

- With the new CAD/RMS system in place, we are working on taking some of our older software and utilizing the new functionality of the new system. The

plan would be to have the new system be the one stop place for the majority of our programs.

- Keep monitoring and exploring grants for new and ever-evolving technology.

Objective #3: Community Engagement & Partnerships

- Developed a Community Resource Officer Division that will include a Sergeant, SRO's and the Court Offi-

cer (will need additional staffing to get actual Community Resource Officers integrated into the division)

- Be proactive, solution-based and community driven and collaborate with the Helena community to identify and solve community problems.

- Continuously work on community outreach and engagement (Coffee w/ Cop, Citizen's Academy, National Night Out, Public Safety Open House, Explorers, etc.).

FY 26 Summary of Changes

Personnel

- Requested two Special Service Officers (non-sworn) for Municipal Court Officers. This division has one additional .875 FTE in the proposed budget for this purpose.
- Note: HB581 was tabled. Instead of utilizing SSO's for Municipal Court, we will look at using Reserve Officers to fill this need.
- Requested a reclassification for our two managers at the 9-1-1 Center. Reclassification of Operations Manager, to create a chain of command and distribute responsibilities, ultimately increasing efficiency and giving clear direction. This restructure will continue to be reviewed by the Board.
- Collective Bargaining Units (9-1-1, Records, and Police Officers) are currently open and in negotiations. HPPA

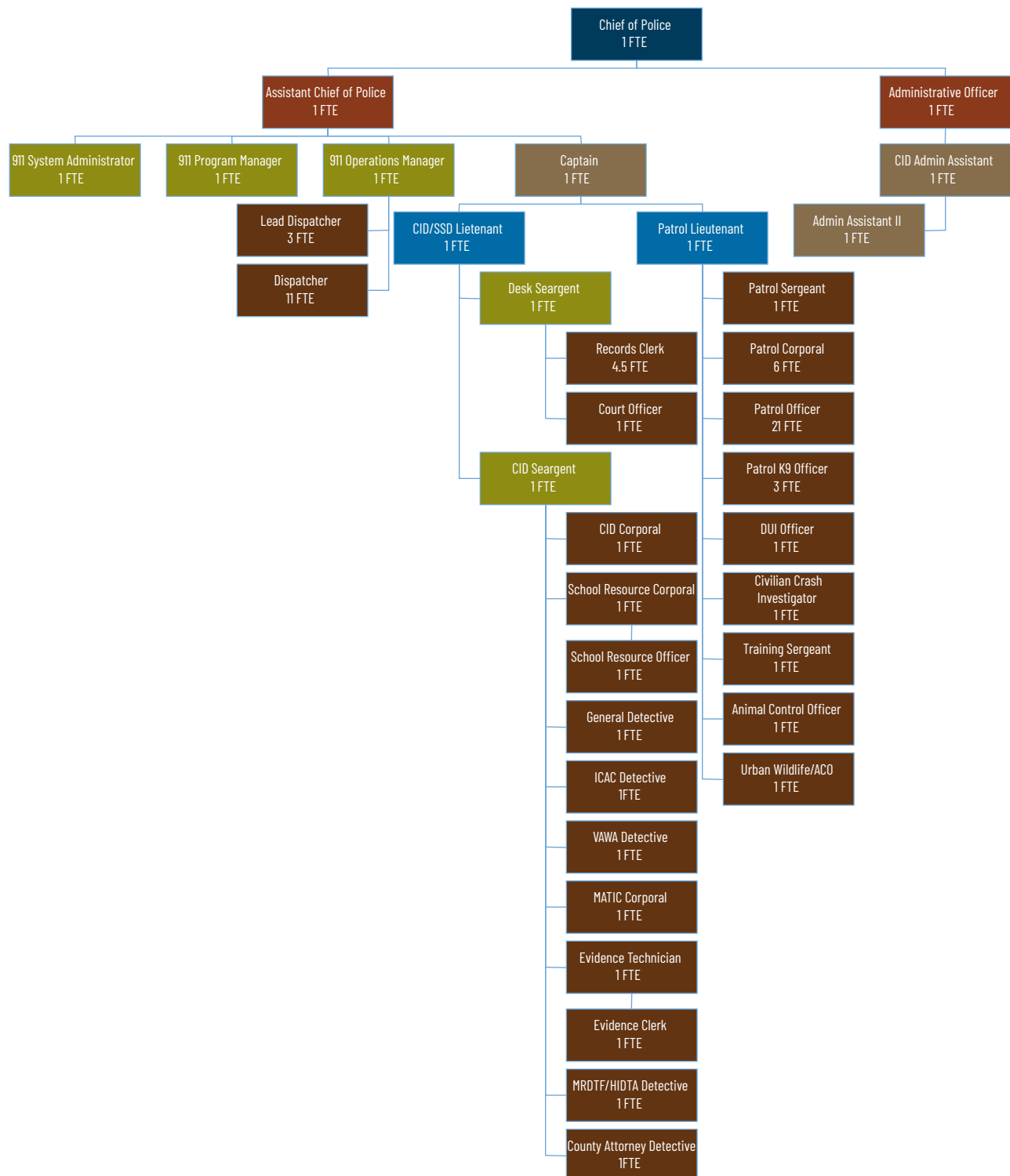
(Officers) is in the last year of their 3-year contract and is bargaining for wages.

- Personnel costs reflect a 2.5% COLA and health insurance benefit selections. Final personnel costs will be determined once contract negotiations are complete.

Maintenance & Operations – As compared to Adopted FY25

- Fixed Charges increased due to expanded space (rent) in the Law & Justice Building.
- Purchased services are primarily increasing with the allocation of Tyler Technologies subscription.
- Internal Charges increased due to liability & vehicle Insurance premiums.
- The Capital outlay can be viewed in the Capital section of this budget book.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 1,730,040	\$ 7,949,092	\$ 8,704,775	\$ 9,457,449	\$ 9,457,449	\$ 9,101,540	\$ 9,791,709	\$ 334,260	3.5%
Personnel Services Total	1,730,040	7,949,092	8,704,775	9,457,449	9,457,449	9,101,540	9,791,709	334,260	3.5%
Maintenance & Operating									
Fixed Charges	\$ 183,497	\$ 208,145	\$ 227,131	\$ 233,649	\$ 233,649	\$ 237,790	\$ 243,087	\$ 9,438	4.0%
Intra City Charges	189,187	197,810	239,434	254,421	254,421	256,834	253,847	(574)	(0.2)%
Other Objects	1,083	414,337	1,216,977	—	—	—	—	—	—%
Purchased Services	742,681	832,708	791,813	956,161	956,161	905,359	1,128,987	172,826	18.1%
Supplies & Materials	186,466	142,317	137,101	189,985	189,985	174,275	199,690	9,705	5.1%
Maintenance & Operating Total	1,302,914	1,795,317	2,612,456	1,634,216	1,634,216	1,574,258	1,825,611	191,395	11.7%
Internal Transactions									
Internal Charges	\$ 182,944	\$ 215,002	\$ 214,824	\$ 235,988	\$ 235,988	\$ 235,989	\$ 285,546	\$ 49,558	21.0%
Internal Transactions Total	182,944	215,002	214,824	235,988	235,988	235,989	285,546	49,558	21.0%
Debt & Capital									
Capital Outlay	\$ —	\$ 414,337	\$ 1,216,977	\$ 769,500	\$ 2,015,342	\$ 2,019,954	\$ 1,773,532	\$ 1,004,032	130.5%
Debt & Capital Total	—	414,337	1,216,977	769,500	2,015,342	2,019,954	1,773,532	1,004,032	130.5%
Total	\$ 3,215,898	\$ 10,373,748	\$ 12,749,032	\$ 12,097,153	\$ 13,342,995	\$ 12,931,741	\$ 13,676,399	\$ 1,579,246	13.1%







Municipal Court

Preliminary Budget Fiscal Year 2026



The Honorable Anne Peterson, Judge

Department Overview

Helena Municipal Court is part of the state judicial system and enforces laws for the City of Helena over which the Honorable Anne Peterson presides. Helena Municipal Court processes all misdemeanor traffic, criminal and animal control offenses, city ordinances, orders of protection and civil cases that occur within city limits.

Administration

Court “customers” are people who have been cited with a misdemeanor offense. The defendants in Helena Municipal Court have the right to contest the charges. They can call witnesses, testify, and introduce evidence. They have the right to request a Judge or Jury trial. At conclusion of a Judge trial, the city judge rules by stating whether she finds the accused guilty or innocent of charges. The Judge assigns fines based on the Montana Supreme Court statutes. City judges also have the authority to require guilty parties to participate in community service or educational programs designed to reinforce in them positive values and to deter them from committing subsequent illegal acts.

The clerks of the court are responsible for educating the defendant on their charge, fines, restitution, educational programs, jail time and community service requirements depending on the charge and sentence. Clerks of court maintain all documents and files regarding Municipal Court cases.

Proceedings

Municipal courts have jurisdiction over cases involving municipal ordinances and all offenses that occur within the municipality if the offenses are not subject to a fine of more than \$1500 and/or imprisonment of more 1 year.

The Judge and court clerks are responsible for:

- Due Process – Protection of individual rights
- Crime Control – Punishment and removal of criminals
- Rehabilitation – Treatment for offenders
- Bureaucratic Function – Speed and efficiency

Department Work Plan & Goals

Fiscal Year 2026

The mission of the Helena Municipal Courts is to provide an accessible legal forum for individuals to have their court matters heard in a fair and efficient manner, while holding to a high standard of integrity, professionalism, and customer service.

- Adjudication of cases in a fair and judicial manner
- To properly maintain the court and assist defendants in the process of the court to ensure the cases are resolved and do not become repeat offenders
- Provide fairest process of justice
- Treat defendants with fairness, dignity, and respect
- Assist the defendants to become contributing members of society

VALUES STATEMENT:

Integrity - Doing what we say we are going to do

Communication - Being professional, keeping promises, follow-up, timeliness

Encouragement - Building rapport and confidence, point out the things they are doing well

Teamwork - Support and cover for your team

GOALS FOR 2026:

- Continue to review Courtroom security upgrades for the safety of the public and employees.

FY 26 Summary of Changes

a higher Grade/Pay, which is reflected in the proposed budget.

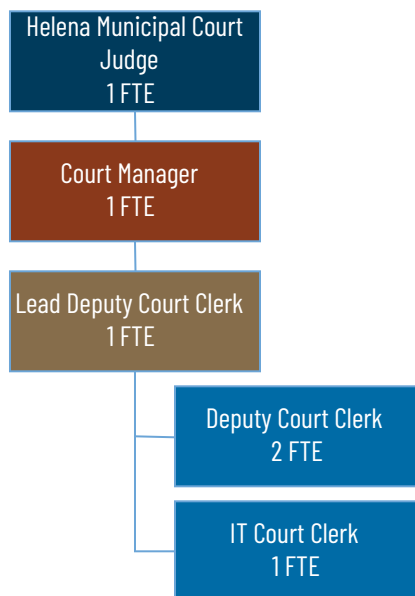
Personnel

- No FTE changes in FY26
- Personnel costs reflect health insurance benefit selections and a proposed 2.5% COLA. One staff member is in a training assignment and once the assignment is successfully completed, that employee will advance to

Maintenance & Operations – As compared to Adopted FY25

- Jury costs have increased, as well as postage due to the increase in jury trials.
- Internal Charges have increased due to increased liability insurance rates.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 532,551	\$ 578,907	\$ 613,105	\$ 637,031	\$ 637,031	\$ 593,897	\$ 652,638	\$ 15,607	2.4%
Personnel Services Total	532,551	578,907	613,105	637,031	637,031	593,897	652,638	15,607	2.4%
Maintenance & Operating									
Fixed Charges	\$ 48,961	\$ 55,537	\$ 57,759	\$ 57,758	\$ 57,758	\$ 57,758	\$ 59,045	\$ 1,287	2.2%
Intra City Charges	—	—	—	675	675	675	721	46	6.8%
Purchased Services	60,099	53,516	49,756	48,562	48,562	52,162	56,346	7,784	16.0%
Supplies & Materials	4,488	5,656	3,020	5,700	5,700	6,200	5,700	—	—%
Maintenance & Operating Total	113,548	114,709	110,535	112,695	112,695	116,795	121,812	9,117	8.1%
Internal Transactions									
Internal Charges	\$ 10,333	\$ 12,068	\$ 12,902	\$ 14,179	\$ 14,179	\$ 14,179	\$ 17,648	\$ 3,469	24.5%
Internal Transactions Total	10,333	12,068	12,902	14,179	14,179	14,179	17,648	3,469	24.5%
Total	\$ 656,432	\$ 705,684	\$ 736,542	\$ 763,905	\$ 763,905	\$ 724,871	\$ 792,098	\$ 28,193	3.7%





Fire Department

Preliminary Budget Fiscal Year 2026



Jon Campbell, Fire Chief

Department Overview

The mission of the Helena Fire Department:

“We, the members of the Helena Fire Department, proudly continue our tradition as Guardians of the Gulch, by professionally providing a quality, effective, skillful, safe and caring service to protect our community whenever and wherever needed.”

The Fire Dept. supports the strategic goals of the City of Helena to maintain and improve services and infrastructure, support development, and to be an employer of choice. Our Suppression Division contributes to these goals through incident response and property conservation. Our Prevention Division contributes to these goals through Fire Code utilization in new and existing construction and development.

Administration

The Fire Department has four primary divisions: Administration, Suppression, Training, and Fire Prevention which includes fire investigation and fire safety education.

Fire Suppression Functions

- Utilize risk management strategy to protect life and property in an emergency response environment.
- Structural firefighting
- Wildland firefighting
- Emergency medical services response (non-transport)
- Hazardous materials emergency management (Regional Hazmat Team)
- Vehicle rescue and extrication
- Specialty Rescues: high angle rope and confined space rescue, ice rescue, and surface water rescue
- Public assistance through fire prevention, investigation, and education activities

Fire Prevention, Investigation, and Education Functions

- Fire code enforcement

- Licensing inspections
- Public education
- Life safety commercial occupancy inspections
- Plan review for new construction
- Inspection and acceptance testing of fire protection systems

Department Work Plan & Goals

Fiscal Year 2026

Strategic Planning:

#1 - Suppression

Utilize the Fire Department Master Plan, National Fire Protection Association, and Insurance Services Organization references to drive strategic planning to enhance the department’s safety and capacity to provide services to the citizens of Helena and mutual aid partners.

#2 – Training

Continued development of career progression plans through accredited and internal performance metrics. Enhance wildland fire response capacity through training and experience-based mechanisms.

#3 - Fire Prevention and Investigation Bureau

Improve inspection, system testing, public education, fire investigation services, plan review, and urban interface risk reduction services through international fire code application. Provide for enhanced training, community outreach, and increased inspection frequency.

Goals:

Suppression Division

- Continue to utilize Fire Dept. Master Plan to set priorities, objectives, and work plan items.
- Explore alternate funding sources to create Fire Dept. dedicated revenue.
- Continue to utilize our strategic plan to address long term priorities of additional station, training facility, and staffing.

- Continue implementation process of Records Management System to enhance data collection and analysis improving organizational efficiency.

Training Division

- Utilize strategic plan for funding and constructing training facility.
- Continue development of individualized training plans for all members to provide direction and enhancement of professional outcomes.

Prevention Division

- Develop a training plan for FPIB personnel to address individual professional development and overall division improvement.
- Increase regularity of commercial occupancy inspections
- Promote City of Helena utilization of 2021 International Fire Code

FY 26 Summary of Changes

Personnel

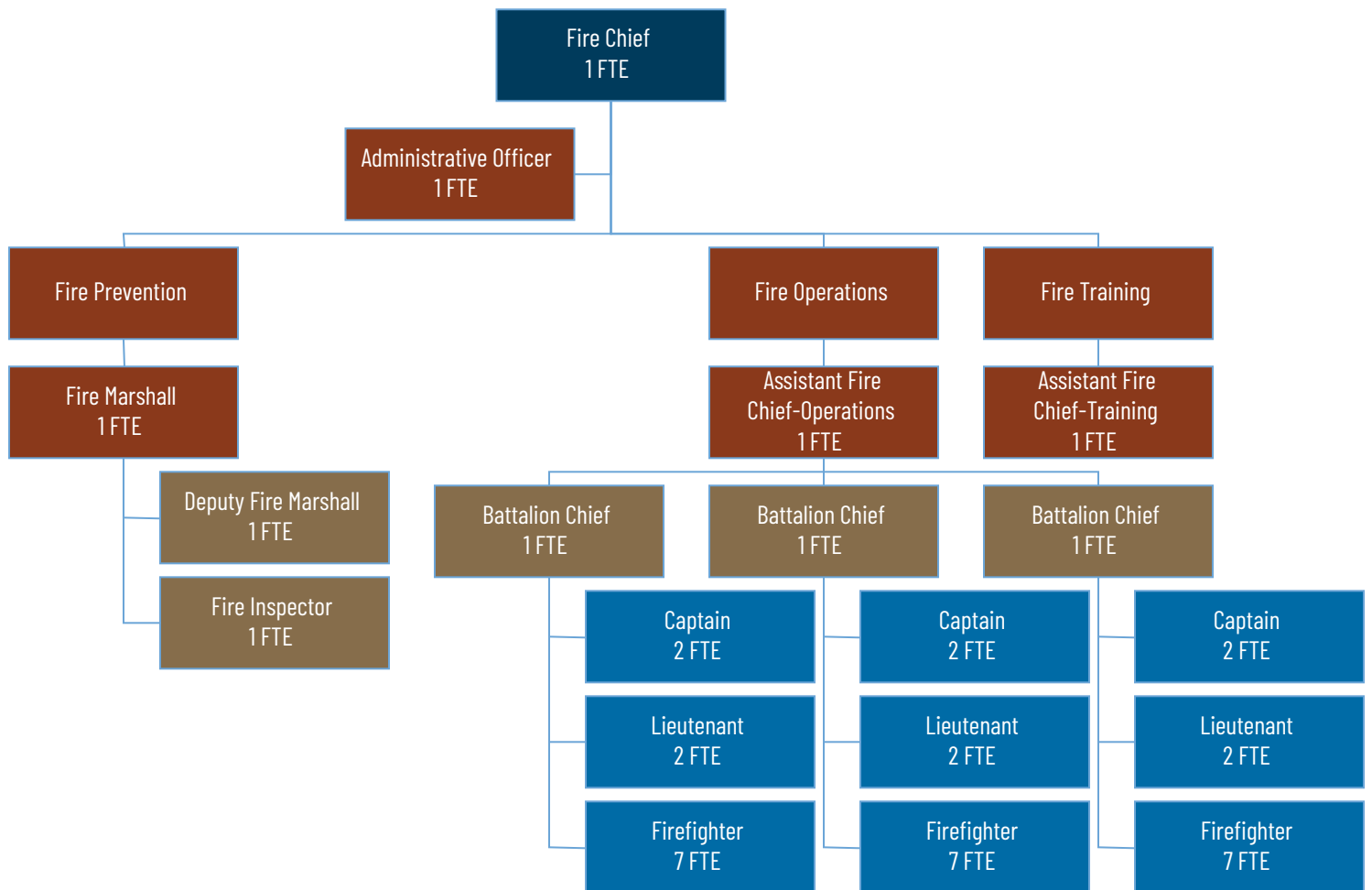
- No FTE changes for Fiscal Year 2026
- Personnel costs reflect health benefit selections and a proposed 2.5% COLA for all staff. Bargaining unit wages and benefits will be finalized once arbitration is finalized.

Maintenance & Operation – As compared to Adopted FY25

- Several new mission critical projects have been included in the FY26 budget primarily in the area of personal protective equipment.

- Purchased Services have increased promoting continued education, miscellaneous training, other contracted services, and travel and meeting expenses.
- The Fire Levy fund is transferring \$680,000 to the General Fund to support Fire Services in FY26.
- Debt service represents the INTERCAP loan for the Fire Ladder Truck. Those payments will expire in Fiscal Year 2031.
- Capital outlay can be viewed in the Capital section of the budget book.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 2,394,323	\$ 5,316,672	\$ 5,632,150	\$ 5,721,680	\$ 5,760,764	\$ 5,858,414	\$ 5,921,285	\$ 199,605	3.5%
Personnel Services Total	2,394,323	5,316,672	5,632,150	5,721,680	5,760,764	5,858,414	5,921,285	199,605	3.5%
Maintenance & Operating									
Fixed Charges	\$ 2,370	\$ 2,400	\$ 2,400	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ —	—%
Intra City Charges	69,506	73,501	99,818	91,899	91,899	91,899	98,408	6,509	7.1%
Other Objects	763,844	938,534	1,333,866	675,000	675,000	675,000	680,000	5,000	0.7%
Purchased Services	280,534	254,966	276,821	365,641	400,367	364,347	396,814	31,173	8.5%
Supplies & Materials	107,491	88,850	123,488	252,138	252,138	255,025	221,412	(30,726)	(12.2)%
Maintenance & Operating Total	1,223,745	1,358,250	1,836,393	1,387,678	1,422,404	1,389,271	1,399,634	11,956	0.9%
Internal Transactions									
Internal Charges	\$ 245,784	\$ 269,391	\$ 264,672	\$ 295,496	\$ 295,496	\$ 295,496	\$ 329,655	\$ 34,159	11.6%
Internal Transactions Total	245,784	269,391	264,672	295,496	295,496	295,496	329,655	34,159	11.6%
Debt & Capital									
Capital Outlay	\$ 97,347	\$ 246,314	\$ 668,508	\$ 54,500	\$ 70,439	\$ 70,439	\$ 96,500	\$ 42,000	77.1%
Debt Service	52,353	97,882	116,114	108,242	108,242	112,720	105,606	(2,636)	(2.4)%
Debt & Capital Total	149,700	344,195	784,622	162,742	178,681	183,159	202,106	39,364	24.2%
Total	\$ 4,013,552	\$ 7,288,509	\$ 8,517,837	\$ 7,567,596	\$ 7,657,345	\$ 7,726,340	\$ 7,852,680	\$ 285,084	3.8%







Community Facilities

Preliminary Budget Fiscal Year 2026



Troy Sampson, Director

Department Overview

The Community Facilities Department is responsible for the maintenance and repair of City facilities and the jointly owned City-County facilities, as well as the project management of facility related construction projects. The department manages the City and County central mail division as well as both entities' main phone lines. This department also serves as the liaison for the Public Art Committee and Public Education and Government channel.

Facility Management

The Facilities Management Division is responsible for the preventative maintenance, inspection, repairs, and capital improvements of City owned facilities and the equipment associated with those buildings that is necessary to operate the facility. This division also provides contracted and in-house services to maintain a clean and safe working environment for City employees. The facilities included in this division are the Civic Center, Fire Stations 1 & 2, Parks Maintenance Building, Fleet Services Shop, Capital Transit, Bill Roberts Golf Pro Shop and Muni's Clubhouse, Chamber Building, Neighborhood Center, and the Grand Street Theatre. The Facilities Department utilizes a computerized maintenance management software which allows staff to track the condition and maintenance schedules of facility assets and equipment. The information gathered by staff allows them to develop short term and long-term capital plans.

Joint City/County Facilities

The Joint City/County Facilities Division is responsible for the operations of the Law & Justice Center and City County Administration Building which includes in-house custodial services, preventative maintenance, inspection and repairs to the equipment that is necessary to operate the facilities along with a capital improvement plan. In addition, this division manages the City/ County mail system which operates out of the City County Building.

Project Management

The Project Management Division's main function is to plan and execute construction projects and capital improvements related to facilities. The division staff

work with project stakeholders and ensure that government procurement policies and procedures are followed, and projects are successful. The Facilities Department utilizes a project management software to track and manage its numerous concurrent projects.

Public Art

Community Facilities Department manages the maintenance of existing public art and coordinates with the Public Art Committee to plan and execute new public art opportunities.

Department Work Plan & Goals

Fiscal Year 2026

The Community Facilities Department will strive to prevent unanticipated failures of equipment or facility infrastructure through a scheduled preventative maintenance program. The department will continue to provide a safe, clean work environment for the employees and public that occupy our facilities.

Facilities Management & Joint City-County Facilities

- Focus on training and retention of employees
- Identify efficiencies in our day-to-day processes
- Evaluate department workload and staffing levels
- Track asset condition for capital replacement schedule
- Develop 30-year CCIP with funding Plan
- Continue to work on capital improvement and maintenance projects to bring them to completion
- Continue updating facility emergency action plans.
- Perform annual facility safety inspection

Project Management

- Evaluate potential energy efficiency project, prioritize the list, and discuss the return on investment with stakeholders.
- Focus on process efficiencies to complete projects in a timely manner
- plan and carryout projects using Project Management Institute Principles.

Fiscal Year 2026 Community Facilities Capital Project Requests

GENERAL CAPITAL

- Fire Station 2 Renovation of RR/ Locker Room \$488,000
- Video Security: Court, Attorney, Civic Center \$33,000
- City Attorney Door Installation \$10,500

PUBLIC ART

- Public Art Maintenance \$750
- Downtown Walking Mall Mural \$5,000
- Teen Mural Opportunity – Anchor Park \$500
- LJC Community Benches \$5,000
- Welcome to Helena Signs \$5,000
- Recycle Bin Murals \$1,000
- Community Collaboration \$5,000

CHAMBER BUILDING

- Roof Top Unit Replacement \$12,500
- Roof/Gutter Repairs \$42,000

CITY – COUNTY BUILDING

- Pad Heat Boiler Replacement \$7,000

- First Floor Mini – Split AC Units \$45,000
- Painting of Exterior Eaves \$20,000
- Gutter Drain Line Design & Repair \$35,000
- Feed Water Pump Replacement \$10,000
- Wayfinding Signage – Phase 2 \$5,000
- Wall & Ceiling Repairs and Painting \$10,000
- West Parking Lot Replacement \$130,300
- West Parking Lot Fence Replacement \$10,000
- Entrance Security Cameras \$10,000
- Ariens Power Brush 36" \$5,000

Law & Justice Center

- Replace HVAC Controls \$67,000
- Atrium Roof Replacement Design & Construction \$50,000
- North parking Lot Asphalt Repairs/Seal & Stripe \$16,000
- LED Lighting Upgrades \$70,784
- Lot #2 Pillar Bldg. Exterior Lighting \$13,750
- Basement Floor Replacement \$25,000
- Lawrence Street Alley Approach Replacement \$8,000
- Ariens Power Brush 36" \$5,000

Summary of Changes FY 26

Personnel

- The Community Facilities division requested the addition of two new FTEs, however, based on the facilities board recommendations, these requests were put on hold.
- There are no salaries allocated for telephone services in this division in FY26 as the Parking division took over this responsibility in the CCAB during FY25.
- The division re-allocated some personnel to the “Facilities Fund” rather than directly to the CCAB and LJC. Those personnel costs are being re-couped in the M&O Overhead allocation.

- Personnel costs reflect health benefit selections, policy step increases for some employees and a proposed 2.5% COLA.

Maintenance & Operation – As compared to Adopted FY25 Budget

- Internal charges are increasing due to the increase in liability insurance rates.
- Other Objects line item includes transfers to other funds in prior years. None are budgeted in FY26.
- Fixed charges include assessments which are decreasing in FY26.
- Purchased services and supplies were re-aligned in the FY26 budget accounting for the variances to FY25 budget.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 826,101	\$ 684,828	\$ 839,184	\$ 946,648	\$ 946,648	\$ 944,900	\$ 972,169	\$ 25,521	2.7%
Personnel Services Total	826,101	684,828	839,184	946,648	946,648	944,900	972,169	25,521	2.7%
Maintenance & Operating									
Fixed Charges	\$ 34,141	\$ 32,122	\$ 23,368	\$ 39,482	\$ 39,482	\$ 38,526	\$ 17,700	\$ (21,782)	(55.2)%
Intra City Charges	9,096	7,227	9,101	13,786	13,786	13,786	13,024	(762)	(5.5)%
Other Objects	276,502	89,175	90,331	63,000	63,000	63,000	—	(63,000)	(100.0)%
Purchased Services	996,859	893,269	893,979	1,006,465	1,031,056	991,672	939,855	(66,610)	(6.6)%
Supplies & Materials	62,758	95,444	103,928	120,154	120,154	141,117	145,945	25,791	21.5%
Maintenance & Operating Total	1,379,355	1,117,237	1,120,706	1,242,887	1,267,478	1,248,101	1,116,524	(126,363)	(10.2)%
Internal Transactions									
Internal Charges	\$ 220,613	\$ 376,143	\$ 378,758	\$ 417,073	\$ 417,073	\$ 416,984	\$ 511,646	\$ 94,573	22.7%
Internal Transactions Total	220,613	376,143	378,758	417,073	417,073	416,984	511,646	94,573	22.7%
Debt & Capital									
Capital Outlay	\$ 643,164	\$ 1,461,030	\$ 928,079	\$ 1,453,800	\$ 3,571,924	\$ 2,290,826	\$ 1,123,757	\$ (330,043)	(22.7)%
Debt Service	98,783	124,899	151,898	200,779	200,779	200,608	190,297	(10,482)	(5.2)%
Debt & Capital Total	741,947	1,585,929	1,079,977	1,654,579	3,772,703	2,491,434	1,314,054	(340,525)	(20.6)%
Total	\$ 3,168,015	\$ 3,764,137	\$ 3,418,625	\$ 4,261,187	\$ 6,403,902	\$ 5,101,420	\$ 3,914,392	\$ (346,795)	(8.1)%







Parks & Recreation

Preliminary Budget Fiscal Year 2026



Doug Smith, Director

Department Overview

The Helena Parks, Recreation and Open Lands Department is made up of a vast system of indoor & outdoor fixtures, facilities and programs including:

- 2,140 acres of developed and undeveloped parkland
- 30 parks including bike and pedestrian trails
- 50-Meter outdoor swimming pool with splash pad, lazy river and water slide
- Bill Roberts Municipal Golf Course
- The Helena Civic Center
- 3 Tennis and Pickleball sites
- Skateboard Park
- Bike Park
- 4 Outdoor Skating Rinks

All our parks and trails are beautifully maintained by our Parks Maintenance and Urban Forestry Division. These features are designed and developed so that people of all ages, abilities and incomes can participate in the recreational activities within the City of Helena.

The Parks Department has two main functions

- Administration/Planning
- Maintenance

Administration / Planning

The Parks Department administers permitting and reservations for all parks and open lands special events and uses including special events on the walking mall and all sports field permitting. The Parks Administration Division also books events and promotional events for the Civic Center and handles billing and fiscal and contract management for our many contracts and agreements.

Maintenance

The Parks Department maintains our developed parks and sports fields including playgrounds and all structures; urban and open lands trails and trailheads; parks

facilities like the bandshell and Kindrick Baseball Field; Ten-mile watershed fuels management; urban forestry including all parks and boulevard trees; open lands fuels reduction and forestry management; and maintenance of the walking mall, the Helena Civic Center, and the Golf Course.

Department Accomplishments

Fiscal Year 2025

- The Urban Forestry Division pruned over 800 trees, removed over 60 trees and planted over 200 new public trees.
- The Aquatics and Recreation programs offered 1,256 swim lesson spaces, 90 camper spaces per week for nine weeks in the Kay's Kids summer program and had 4,200 skaters visit the ice rink.
- The Parks Maintenance division installed two new playgrounds, four new picnic shelters, six new garbage can enclosures, improved over 300 yards of public sidewalk at city parks and maintained an excellent safety record.

Department Work Plan & Goals

Fiscal Year 26

- Urban Forestry Division will plant over 150 trees, reducing the percentage of green ash, and work with community partners to expand planting and watering opportunities.
- Aquatics and Recreation Programs FY26 goal is to exceed the FY25 numbers while balancing expenditures and revenues.
- Kay's Kids plans to add an additional two counselors and 30 camper spaces per week to the program.
- The Parks Maintenance Division will focus on improving water conservation and sustainable maintenance practices.
- Bring the Parks and Recreation Fire Tower restoration project to completion

Summary of Changes FY 26

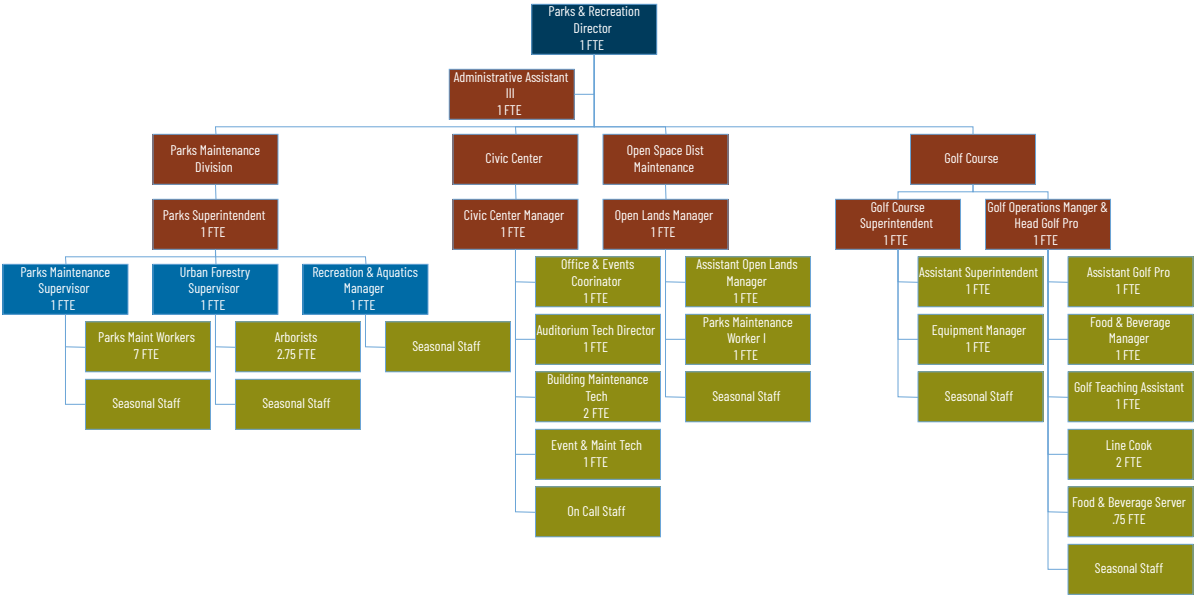
Personnel

- Reclassified temporary salaries to create a permanent, full time employee line cook position at Munis Restaurant located at Bill Roberts Municipal Golf Course.
- Reclassified parks maintenance temporary salaries to increase a part time employee to full time status.
- Personnel costs reflect health benefit selections, policy step increases for some employees and a proposed 2.5% COLA.

Maintenance & Operations – As compared to Adopted FY 25

- Internal Charges have increased due to general overhead allocations and liability insurance cost increases. Overhead is calculated on volume and activity and varies each year and is also subject to inflationary increases.
- Fixed Charges have increased to cover increased credit card fees at the Civic Center and special assessments.
- Other objects represent transfers. The FY25 transfer reflects funds from Parks Capital fund to General Capital Fund for the tennis court rebuild project.
- Capital and debt service detail can be found in other sections of this budget document.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 3,128,397	\$ 3,506,953	\$ 3,851,718	\$ 4,415,342	\$ 4,415,342	\$ 4,235,226	\$ 4,544,400	\$ 129,058	2.9%
Personnel Services Total	3,128,397	3,506,953	3,851,718	4,415,342	4,415,342	4,235,226	4,544,400	129,058	2.9%
Maintenance & Operating									
Fixed Charges	\$ 197,443	\$ 198,070	\$ 201,642	\$ 209,398	\$ 209,398	\$ 224,184	\$ 217,564	\$ 8,166	3.9%
Grants and Other	(1,403)	(1,485)	(132)	–	–	46	–	–	–%
Intra City Charges	134,874	139,352	137,966	174,255	174,255	174,255	173,766	(489)	(0.3)%
Other Objects	89,677	151,455	911,039	120,000	120,000	120,000	–	(120,000)	(100.0)%
Purchased Services	1,502,641	1,501,097	1,465,625	1,586,308	2,136,645	2,106,272	1,639,051	52,743	3.3%
Supplies & Materials	792,608	811,265	895,827	965,713	967,713	980,674	1,023,688	57,975	6.0%
Maintenance & Operating Total	2,715,842	2,799,753	3,611,967	3,055,674	3,608,011	3,605,431	3,054,069	(1,605)	(0.1)%
Internal Transactions									
Internal Charges	\$ 763,029	\$ 731,106	\$ 753,412	\$ 881,701	\$ 881,701	\$ 881,701	\$ 952,924	\$ 71,223	8.1%
Internal Transactions Total	763,029	731,106	753,412	881,701	881,701	881,701	952,924	71,223	8.1%
Debt & Capital									
Capital Outlay	\$ 133,510	\$ 216,042	\$ 699,744	\$ 984,400	\$ 1,794,072	\$ 2,801,660	\$ 1,562,160	\$ 577,760	58.7%
Debt Service	219,492	177,549	191,497	203,300	203,300	206,615	206,353	3,053	1.5%
Debt & Capital Total	353,002	393,591	891,242	1,187,700	1,997,372	3,008,275	1,768,513	580,813	48.9%
Total	\$ 6,960,270	\$ 7,431,404	\$ 9,108,339	\$ 9,540,417	\$ 10,902,426	\$ 11,730,634	\$ 10,319,906	\$ 779,489	8.2%





Public Works

Preliminary Budget Fiscal Year 2026



Ryan Leland, Public Works Director

Public Works Administration

The Public Works Department is responsible for providing administrative direction and coordination for all Public Works activities in the following divisions: Engineering, Industrial Facilities, Stormwater Utility Maintenance, Water Treatment, Water Utility Maintenance, Wastewater Treatment, Wastewater Utility Maintenance, Residential Solid Waste, Commercial Solid Waste, Landfill Monitoring District, Transfer Station, and Recycling.

Engineering

The Engineering Division is responsible for implementing approved capital projects either internally or by managing consultants. Engineering also participates in the development review process, assists other divisions with environmental permits/regulations, maintains the historical infrastructure archives, and assists the public with a multitude of inquiries.

Industrial Facilities

The industrial Facilities division was created in FY 23 and is responsible for managing and maintaining all Public Works Facilities. This division is made of a superintendent and three technicians. This division will assist in capital planning for all facilities and the implementation of approved facility projects.

Water Treatment

The Water Treatment Division is responsible for producing quality water in an adequate amount that meets all Federal and State water quality standards. Water Treatment manages two water plants (Tenmile and Missouri river), six pump stations, nine reservoirs and the Eureka well to meet these goals. The Treatment Division is also pursuing groundwater wells to supplement existing supply and perfect existing water rights. The Tenmile watershed is over fifty square miles and consists of Scott Reservoir, Chessman Reservoir, the 5-mile long Red Mountain Flume, six water diversions and two well pump stations. the watershed is monitored by Water Treatment Staff daily. To ensure public safety and provide the highest quality water, staff performs daily, weekly, monthly and yearly samples of the distribution system.

Waste Water Services

The Wastewater Treatment Division is responsible for treating wastewater and ensuring that effluent meets all Federal and State wastewater quality standards. Wastewater Treatment Manages one plant that serves customers within the City of Helena wastewater service area.

Utility Maintenance

Water Utility Maintenance is responsible for maintaining the distribution system that delivers water to customers within the City of Helena service area. The distribution system includes approximately 259 miles of mains, 1896 fire hydrants, 6 pump stations, 6238 system air relief and pressure reducing valves, 12,428 meters. Wastewater Utility Maintenance is responsible for maintaining the wastewater collection system. The collection system includes approximately 192 miles of mains, 3,885 manholes, and 8 lift stations. The Stormwater Utility Maintenance Division is responsible for the city's stormwater infrastructure which consists of approximately 55 miles of pipe, 48 miles of open channel ditches, and 2,248 manholes and inlets.

Residential Solid Waste

The Residential Solid Waste Division is responsible for the weekly collection and proper disposal of all residential generated waste within the City of Helena. This fund annually contributes to support the

Recycling Fund (currently \$275,000) and supports private curbside recycling efforts.

Commercial Solid Waste

The Commercial Solid Waste Division is responsible for the weekly collection and proper disposal of waste from commercial customers within the City of Helena. Commercial Solid Waste also provides roll-off service when requested and services all Transfer Station and remote recycling containers.

Landfill Monitoring District

The Landfill Monitoring District was initially created in December 2010 and re-established in FY24. The district is responsible for the on-going monitoring requirements of a closed landfill and for ensuring that all environmental requirements are met.

Transfer Station

The Transfer Station Division is responsible for the proper disposal of solid waste and for hosting a recycling site for all customers within the City of Helena and Lewis and Clark County. Transfer Station customers include City of Helena Residential and Commercial Solid Waste Divisions, Scratch gravel Landfill District customers, direct haul commercial accounts, roll-off customers, and out-of-area cash customers.

The Transfer Station currently processes approximately 185,000 customer transactions per year.

Recycling

Since 1992, the Recycling Division has provided a recycling site at the Transfer Station and has provided remote sites (currently seven) for all Helena area customers. Commodities currently diverted, recycled or re-used include Cardboard, Plastic, Scrap Metal, Newspaper, Magazines, Office Paper, Aluminum Cans, Tin Cans, Glass, Tires, Anti-Freezer, Automotive Batteries, Lithium Batteries, Oil, Grass, Leaves, Wood Chips, Christmas trees, and E-waste.

Department Work Plan & Goals

Fiscal Year 26

The Public Works Department will work to finalize the following multi-year master plans and capital projects during Fiscal Year: 2026:

Master Plans/Studies/ Design

- Water Treatment - Taste & Odor Disinfection Study

- Water Utility - Tenmile Transmission Main Design (Phase II)
- Wastewater Treatment – Screw Press Design
- Wastewater Utility - McHugh Lift Station Study
- Residential/Commercial Solid Waste – Rate Study
- SCADA Preliminary Engineering Report
- Stormwater - Centennial/Nature Park Capacity Study
- Stormwater - Downtown Stormwater Study
- Stormwater - Davis Street Lining & Inlets Design
- Transfer Station/Recycling – Scale House Plaza/Traffic Flow Design

ARPA and Grant Projects

- Water Treatment – Red Mountain Flume (ARPA)
- Water Treatment – Headgates/Diversion Structures (ARPA)
- Water Utilities – Upper Hale/West Main (ARPA)
- Water Utilities – Crosstown Connector Valves (ARPA)

Fiscal Year 2026 Requested Major Projects:

- Industrial Facilities – Facility Building
- Water Treatment – Hale Reservoir Refurbishment
- Water Treatment – Eureka Well Roof Replacement
- Water Utility – Water Meter Change-out (6,000 Meters)
- Water/Wastewater Utility – Covered Storage Building
- Transfer Station – Z-Wall

Personnel

- No FTE Changes proposed for FY 26
- Personnel costs represent health benefit selections, advancement plans, policy step increases and a proposed 2.5% COLA.

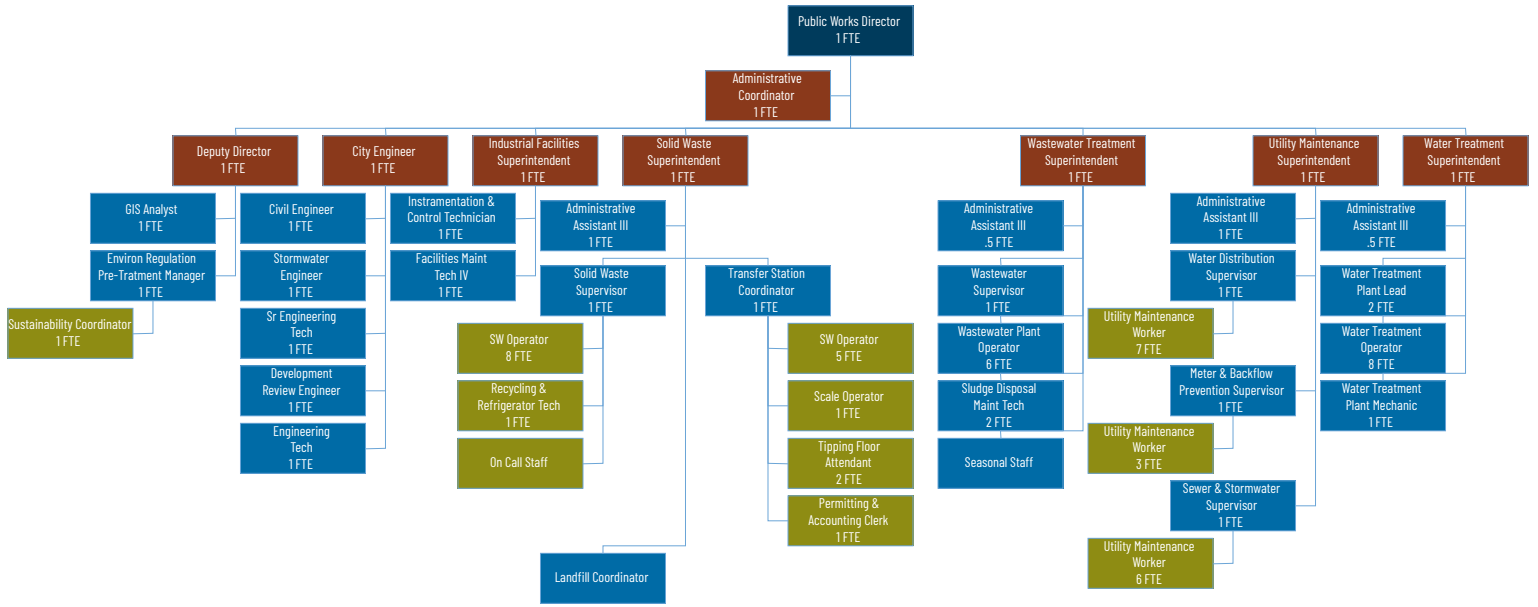
Building Fund for location services through the State of Montana. In addition, contracted services are increasing for on-call maintenance, Tyler Technology subscription fees, and solid waste tipping fees are increasing \$4 per ton at the County Landfill.

- Internal Charges are increasing primarily due to liability insurance increases, General Overhead, Industrial Facilities cost recovery and assuming Engineering staff will be fully staffed for its cost recovery in FY26.
- Dept service and capital outlay detail can be found in other sections of this budget book.

Maintenance & Operations – As compared to Adopted FY25

- Fixed Charges are increasing primarily due to inflation.
- Purchased services are increasing as the water/wastewater divisions assumed payments from the

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 6,394,233	\$ 6,749,294	\$ 7,568,220	\$ 8,315,360	\$ 8,315,360	\$ 8,037,276	\$ 8,619,071	\$ 303,711	3.7%
Personnel Services Total	6,394,233	6,749,294	7,568,220	8,315,360	8,315,360	8,037,276	8,619,071	303,711	3.7%
Maintenance & Operating									
Fixed Charges	\$ 234,771	\$ 237,519	\$ 238,824	\$ 249,499	\$ 249,499	\$ 249,499	\$ 254,210	\$ 4,711	1.9%
Grants and Other	1	(80)	(20)	—	—	—	—	—	—%
Intra City Charges	735,298	805,688	797,779	912,622	912,622	912,622	896,708	(15,914)	(1.7)%
Other Objects	519,749	532,733	664,457	391,613	391,613	374,373	372,420	(19,193)	(4.9)%
Purchased Services	4,907,763	4,964,089	4,795,360	5,942,159	5,942,159	5,936,805	6,086,933	144,774	2.4%
Supplies & Materials	1,341,259	1,109,193	1,185,794	2,064,567	2,144,197	2,144,759	2,029,820	(34,747)	(1.7)%
Maintenance & Operating Total	7,738,840	7,649,142	7,682,194	9,560,460	9,640,090	9,618,057	9,640,091	79,631	0.8%
Internal Transactions									
Internal Charges	\$ 2,441,628	\$ 3,351,146	\$ 3,194,485	\$ 3,568,113	\$ 3,568,113	\$ 3,568,113	\$ 3,958,878	\$ 390,765	11.0%
Internal Transactions Total	2,441,628	3,351,146	3,194,485	3,568,113	3,568,113	3,568,113	3,958,878	390,765	11.0%
Debt & Capital									
Capital Outlay	\$ 5,125,779	\$ 6,018,547	\$ 7,858,235	\$ 11,776,670	\$ 39,265,582	\$ 39,269,757	\$ 11,963,940	\$ 187,270	1.6%
Debt Service	1,401,032	1,045,302	1,080,350	1,415,129	1,415,129	963,931	1,166,000	(249,129)	(17.6)%
Debt & Capital Total	6,526,811	7,063,849	8,938,585	13,191,799	40,680,711	40,233,688	13,129,940	(61,859)	(0.5)%
Total	\$ 23,101,513	\$ 24,813,430	\$ 27,383,484	\$ 34,635,732	\$ 62,204,274	\$ 61,457,134	\$ 35,347,980	\$ 712,248	2.1%







Transportation Systems

Preliminary Budget Fiscal Year 2026



Davide Knoepke, Director

Department Overview

The primary responsibility of this Department is to operate and maintain the transportation network in Helena. This includes streets, traffic, transit, parking, fleet maintenance and associated infrastructure for the public's health, safety, and commerce. The Department is staffed with 58.5 full time employees who are responsible for the maintenance of this infrastructure. The Greater Helena Area Metropolitan Planning Organization (MPO) will continue focus on all aspects of transportation related planning within the boundary, consisting of Helena, East Helena and parts of Lewis & Clark County. This department will assist in the planning process, using federal funds on projects prioritized by the MPO. The current priority for the MPO is updating the Long-Range Transportation Plan.

Transportation Engineering

The Engineering section is responsible for the regulation of street related construction work performed in the public right-of-way and evaluates all planned public and private development impacts. Provides design and construction support for city streets/traffic divisions, assists with special event permit review, recommends operational changes within streets/traffic and manages the sidewalk program.

Streets Maintenance

Primary functions include pavement preservation, pothole patching, street repairs (chip sealing, seal coating, overlaying), Paving Street sweeping, dirt street grading, street sweeping, winter storm response operations (snow plowing, limited snow removal, deicing), and minor sidewalk grinding and replacement of not more than 6 feet of sidewalk in any 100-foot portion of sidewalk.

Traffic Maintenance

Repair, fabrication and installation of street signs and regulatory signs, as per MUTCD. The placement and maintenance of pavement markings. Operation, maintenance, and repair of traffic signal systems of city owned signals and related infrastructure. Traffic also assists with snow plowing to facilitate a coordinated efficient response to winter storms.

Roadway Code Enforcement

The prevention, detection, investigation and enforcement of violations of City Code resolutions or ordinances within the City Rights-of-ways regulating life, safety and health.

Helena Parking

Operates and maintains surface lots, parking garages, permit parking and on-street pay to park (primarily in the Downtown Area) to the citizens of Helena and to those who visit our city. Parking includes review of special event permitting, some private parking lot enforcement as well as residential parking districts.

Capital Transit

Provides Transportation for city patrons with limited service to East Helena. Our current service model within the city is curb to curb. This model continues to be received well by our ridership which continues to expand. Our limited service between Helena and East Helena is through cooperative funding with the Lewis & Clark County and East Helena.

Fleet Services

Facilitates the acquisition, disposal, maintenance, repair, fuel consumption needs, and historical data collection for all the City's vehicles and equipment. This is mission critical for delivering essential services to the citizens of the Helena community.

FY2025 Accomplishments

Transportation Admin/Engineering

- Continued Metropolitan Planning Organization (MPO) implementation.
- Installation of RRFB's strategic locations during FY25/ FY26 summer.
- Awarded Railroad Crossing Elimination and BUILD grant.
- Over 50 ADA ramps and 850 feet of replacement sidewalk installed.
- Continue to enhance ADA/sidewalk and Streets/Traffic asset infrastructure inventory.

Streets/Traffic

- Put into service the City's new paver and roller.

- 2 ¼ lane miles of Mill and Overlay and 10 ½ miles of Chip Seal completed.
- Repaired an estimated 1,950 potholes.
- Snow Plowing requests 32, Snow Berm request 38, Sanding requests 32, Pothole request 74
- Implementation of a dust suppression program for dirt city streets.

Safety

- Certified all department staff in Defensive Driving.
- Certified Fleet, Parking and Transit Staff in Blood Borne Pathogens.
- 18 locations for the mobile radar speed limit signs rotation.

Sidewalks

- 21 Trip Hazard Requests; 5 Have been repaired.
- 55 Sidewalk Obstruction Requests; All resolved.
- 14 Sight Distance Triangle Requests; 13 Resolved; 1 Awaiting Resolution

Snow Removal

- 78 Snow Removal Requests; 73 Cleared by Owner, 5 Cleared by Staff and Invoiced.
- Total Compliance Rate All Requests: 86%

Parking

- Brought Parking completely online for virtual business.
- Implemented one rate, one zone for hourly paid parking.
- Established the Parking Advisory Committee
- Identified opportunities for additional free and permitted parking
- Transferred Special Events Permitting to Parks and Recreation Department.
- 2,735 Active Permits

Capital Transit

- Average Quarterly Ridership approx. 11,000 (14,000 est. if fully staffed).
- Estimated fiscal year ridership 44,000 due to reduced staffing/vehicles damaged by other drivers.

- Maintained Low Level of No-Show Riders at 4%.
- Hit an all-time high for our on-time performance with reduced staff.
- Completed process to a direct recipient for Federal funding.

Fleet Services

- Hired a new Fleet Coordinator with 30+ years' experience.
- Implemented new work order software.

Customer Service

- Department wide we processed 792 service requests (as of May 5, 2025) down from 932 for the same period last year.

Department Work Plan & Goals Fiscal Year 2026

The City of Helena Transportation Systems Department wants to improve the quality of life for all our citizens and the Helena experience for those passing through by providing safe facilities for pedestrians, bicyclists, and the traveling public. Utilizing transparency, public outreach, stewardship of public funds, accountability, reliability and looking into the future for providing the best transportation network for Helena.

Transportation Core Goals

- Develop balanced budget for FY26.
- Complete streets implementation on all proposed public and private projects.
- Continue to promote sidewalks and ADA ramps to better connect our community.
- Support the Railroad Crossing Elimination and BUILD Grants.
- Metropolitan Planning Organization (MPO) Long Range Transportation Plan update.
- Continue sidewalk alternative funding discussions.
- Explore Safe Routes to School/Mobility plan.
- Identify and prioritize crossing/pedestrian safety concerns.
- Administer the Sidewalk Replacement Program.

Streets/Traffic

- The Streets team plans to complete up to 3 1/3 lane miles of Mill and Overlay work, and over 12 1/2 lane miles of Chip and Seal.
- Continue evaluation of the city street network and implementation of our revised pavement preservation program.
- Continuing to support improving ADA access across the city.

Safety

- Continue to evaluate and implement a pedestrian and traffic safety programs.

Roadway Code Enforcement

- Voluntary compliance through education first and enforcement second.

Parking

- Identify a clear vision for the future of Helena Parking in coordination with the Parking Advisory Committee.

Capital Transit

- Maintain and explore potential expansion and enhance services on the existing transit network where possible.

Fleet Services

- Improve efficiencies of maintenance with new fleet software.

Transportation Admin/Engineering

- Execute BSNF – Centennial Trail Permit.
- Centennial Trail – Henderson Crossing Feasibility Study once BNSF permit acquired.
- Update the Greater Helena Area Long Range Transportation Plan under the MPO.
- Roundabout Design options for existing location in the City of Helena.

- Continue sidewalk alternative funding discussions.
- Implement ADA infrastructure inventory study, dashboard and proposed funding levels.
- Continue Mini Malfunction Junction design and outreach.
- Continue Custer Reconstruction discussions.
- Conclude Concurrency Transportation Model.
- Administer the Sidewalk Replacement Program.

Streets/Traffic

- 12 ½ miles of Chip Seal and Pavement Markings.
- Mill & Overlay 3 1/3 miles of roadway.
- Implement 6th Ward TA grants for ADA ramps.
- Updating Fairgrounds roadway and parking facilities through Interlocal coordination.

Safety

- AEDs in every TSD building and some vehicles

Roadway Code Enforcement

- Continue to assist in special events and construction traffic/pedestrian control plan inspections.

Parking

- Continue to work on ADA audit Items.
- Work on Funding Deferred Maintenance identified in the Structural Evaluation of the Parking Garages.

Capital Transit

- Online Touchless Payments.
- Expand Service hours.

Fleet Services

- Create a vehicle replacement program
- Enhanced training opportunities to expand the services provided to the City Fleet.

Personnel

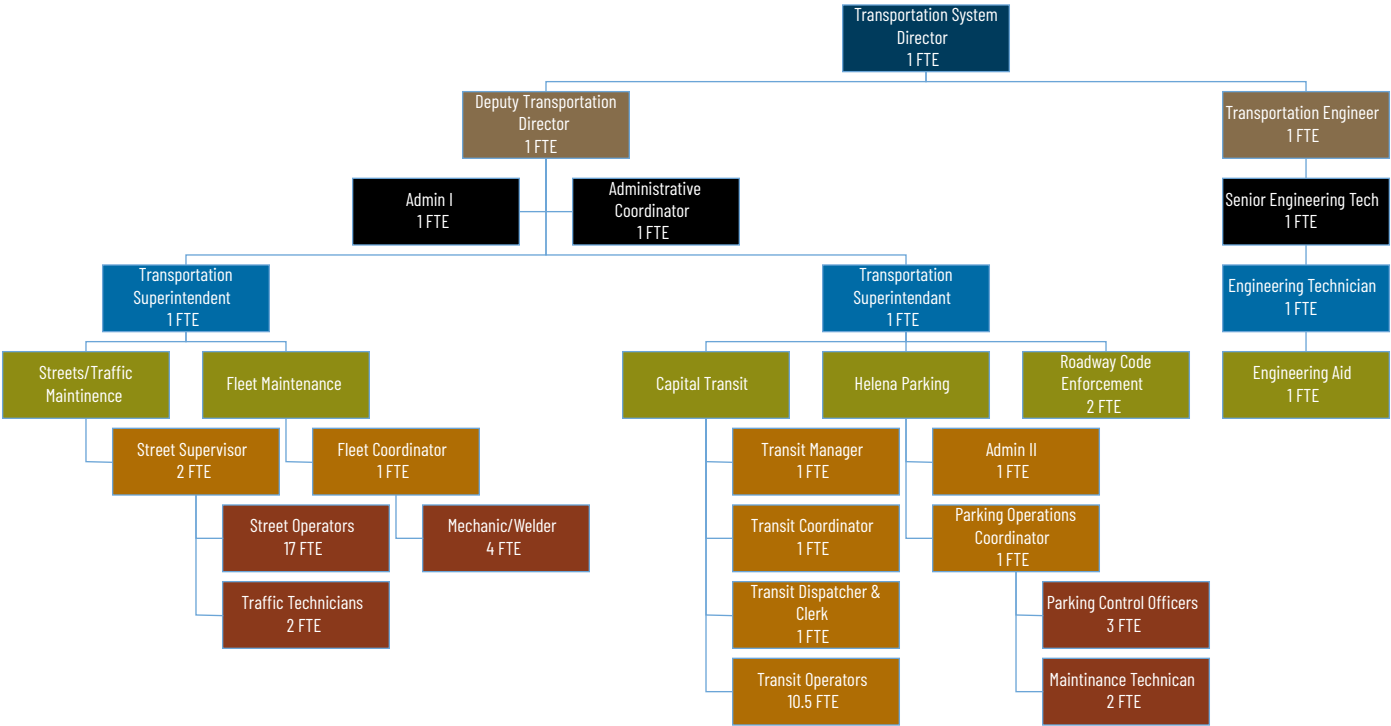
- One half time transit operator requested.
- Reclass Street Supervisor to Street/Traffic/Fleet Superintendent
- Reclass seven Street Operators from Grade 137 to 139 dependent on qualifications completed.
- Reorganization of Parking staff to eliminate Parking Manager position.

- The Fleet fund recognized a savings of about \$140,000 due mostly to the elimination of the Napa/IBS in-house program contractual costs.
- Intra-City charges have been decreased as in-house vehicle repairs have gone down. While fuel prices are still high, we are seeing slightly less costs than FY24 estimates.
- Fixed Charges remain relatively unchanged and represent Special Assessment payments and credit card fee transactions. We are working to switch all processing operations to Tyler payments to receive preferable rates.

Maintenance & Operations – As compared to Adopted FY25

- Supplies & Materials remain relatively unchanged from FY25 department wide.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Personnel Services									
Personnel Services	\$ 4,148,161	\$ 4,460,916	\$ 4,998,969	\$ 5,563,667	\$ 5,563,667	\$ 5,562,676	\$ 5,842,483	\$ 278,816	5.0%
Personnel Services Total	4,148,161	4,460,916	4,998,969	5,563,667	5,563,667	5,562,676	5,842,483	278,816	5.0%
Maintenance & Operating									
Fixed Charges	\$ 215,015	\$ 149,221	\$ 143,911	\$ 152,685	\$ 152,685	\$ 168,838	\$ 160,768	\$ 8,083	5.3%
Grants and Other	0	—	—	—	—	8	—	—	—%
Intra City Charges	774,956	749,229	841,761	960,480	960,480	960,480	921,596	(38,884)	(4.0)%
Other Objects	2,736,219	5,029,242	2,929,879	100,000	100,000	100,000	100,000	—	—%
Purchased Services	1,698,442	1,529,203	1,759,078	2,222,522	3,299,321	3,304,315	2,151,317	(71,205)	(3.2)%
Supplies & Materials	1,608,866	2,014,363	1,518,738	1,704,518	1,775,455	1,780,670	1,708,822	4,304	0.3%
Maintenance & Operating Total	7,033,498	9,471,257	7,193,367	5,140,205	6,287,941	6,314,310	5,042,503	(97,702)	(1.9)%
Internal Transactions									
Internal Charges	\$ 1,030,730	\$ 1,188,485	\$ 1,003,132	\$ 1,161,218	\$ 1,161,218	\$ 1,161,218	\$ 1,308,126	\$ 146,908	12.7%
Internal Transactions Total	1,030,730	1,188,485	1,003,132	1,161,218	1,161,218	1,161,218	1,308,126	146,908	12.7%
Debt & Capital									
Capital Outlay	\$ 2,837,123	\$ 5,225,166	\$ 2,938,908	\$ 4,565,000	\$ 10,378,882	\$ 10,380,522	\$ 3,710,000	\$ (855,000)	(18.7)%
Debt Service	678,583	669,625	691,899	654,750	654,750	650,134	653,073	(1,677)	(0.3)%
Debt & Capital Total	3,515,706	5,894,791	3,630,807	5,219,750	11,033,632	11,030,656	4,363,073	(856,677)	(16.4)%
Total	\$ 15,728,095	\$ 21,015,450	\$ 16,826,275	\$ 17,084,840	\$ 24,046,458	\$ 24,068,860	\$ 16,556,185	\$ (528,655)	(3.1)%





Non-Departmental

Preliminary Budget Fiscal Year 2026



General Fund - Non Departmental

Non-Departmental – General Fund

Non Departmental appropriations in the General Fund includes payments to Charter Communications (of which 50% is billed to the County) for PEG TV, payments to Helena Civic Television (paid from Franchise Fees collected), Light District Assessments for City Properties, Donations to other entities and Transfers to other funds.

Donations to other entities budgeted in Fiscal Year 2025 included a large distribution to a non-profit for an affordable housing project. The terms of the agreement were not finalized, the non-profit withdrew their application for funding, and that allocation went back into

General Cash Reserves for \$1.358 million. There remains \$484,600 in allocated non-profit donation appropriations that will carry over to Fiscal Year 2026.

Transfers to other funds in Fiscal Year 2026 includes: \$360,000 Civic Center; \$2,435 for Grandstreet Theatre and PEG TV assessments; \$100,000 Affordable Housing Fund; \$13,000 Public Arts Fund; \$96,000 Renewable Energy Loan Fund; \$150,000 Sidewalk Program; \$1,717,000 General Capital Fund; \$85,000 Golf Course (debt service); \$450,000 Capital Transit; and \$172,500 to the Capital Fund for Sustainability Projects.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
NavalSupportMaint	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	—%
Other Contracted Services	58,769	-	-	20,000	20,000	-	-	(20,000)	(100.0)%
Peg Tv	213,294	218,841	224,542	230,000	230,000	232,088	236,880	6,880	3.0%
Light District Assessments	28,545	31,762	18,421	36,000	36,000	18,735	20,000	(16,000)	(44.4)%
Engineering	-	-	-	-	-	-	281,495	281,495	—%
Donations to Other Entity	518,812	124,000	590,110	224,367	2,417,917	253,305	188,813	(35,554)	(15.8)%
Transfers to Other Funds	4,285,356	6,107,333	2,914,008	2,240,358	2,240,358	2,240,358	3,296,035	1,055,677	47.1%
Total	\$ 5,104,777	\$ 6,481,935	\$ 3,747,081	\$ 2,750,725	\$ 4,944,275	\$ 2,744,486	\$ 4,023,223	\$ 1,272,498	46.3%

Debt Service Funds - Non Departmental

Non Departmental – Debt Service Funds

Non-Departmental Debt Service appropriations include three funds:

Loan Repayment Fund: This fund is used to account for a loan receivable on an expired URD in the downtown area. there are no appropriations established for Fiscal Year 2026, however, one distribution in Fiscal year 2025 was made using these funds in the amount of \$35,000 to the Helena Symphony for a feasibility study on the Ming Theatre project. Cash is used in this fund to distribute renewable energy project funds and establish a loans receivable.

LTGO Bond Fund – This fund is used to account for Limited Tax Obligation Bond taken to fund a new roof and replace a boiler at the City Central Garage/Shop. Transfers to the General Capital Fund to reimburse project costs are \$750,000 in Fiscal Year 2025 and \$250,000 in Fiscal Year 2026. Principal and interest payments on the loan are expected to be \$63,354 in Fiscal Year 2026. Funds collected by the divisions that use the Central garage are collected to make the debt service payments.

GO Bond Fund – This fund is used to account for voted general obligation bonds taken for parks and recreation improvements. Principal and interest payments are expected to be \$579,350 in Fiscal Year 2026 Taxes are collected to make the debt service payments.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Budget & Accounting	\$ 175	\$ 102	\$ –	\$ –	\$ –	\$ –	\$ –	–	–%
Donations to Other Entity	–	–	–	–	35,000	–	–	–	–%
Transfers to Other Funds	–	–	43,559	1,000,000	1,000,000	750,000	250,000	(750,000)	(75.0)%
Principal	445,000	460,000	480,000	535,000	535,000	500,000	536,000	1,000	0.2%
Interest	99,225	85,650	78,750	129,350	129,350	64,350	106,704	(22,646)	(17.5)%
Paying Agent Fees	350	400	400	500	500	400	500	–	–%
Debt Issuance costs	–	–	–	–	–	32,500	–	–	–%
Arbitrage Fees/Costs	750	–	–	1,000	1,000	–	2,500	1,500	150.0%
Total	\$ 545,500	\$ 546,152	\$ 602,709	\$ 1,665,850	\$ 1,700,850	\$ 1,347,250	\$ 895,704	\$ (770,146)	(46.2)%

Lighting Districts - Non Departmental

Non Departmental – Light District Funds

Non Departmental Light District Funds account for 54 light districts within the Helena City Limits. Electricity, maintenance and administrative costs are estimated to

calculate a rate per square foot of property owned within the district. The rates per district are established each year by a City Resolution. The City collects the assessments and in turn pays for the energy, maintenance and administrative fees.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Electric Utility	\$ 727,155	\$ 824,158	\$ 926,816	\$ 991,693	\$ 991,693	\$ 840,907	\$ 908,180	\$ (83,513)	(8.4)%
Comm Mgr Atty Charges	57,353	58,449	30,156	15,615	15,615	15,615	22,402	6,787	43.5%
Budget & Accounting	17,005	16,822	17,770	21,489	21,489	21,489	16,437	(5,052)	(23.5)%
Total	\$ 801,513	\$ 899,429	\$ 974,742	\$ 1,028,797	\$ 1,028,797	\$ 878,011	\$ 947,019	\$ (81,778)	(7.9)%

Copier Revolving Fund - Non Departmental

Non Departmental – Copier Revolving Fund

The Copier Revolving Fund is an internal service fund used for departments to pay into for the maintenance and replacement of copy machines. Several divisions participate in this program, while some do not. An

annual maintenance fee is established for each division based on contracts with the copy machine vendors, in addition to a replacement cost estimate. When a division copy machine is at the end of life, this fund pays for the replacement. One new division came into the plan accounting for the increased equipment repair costs in Fiscal Year 2026.

Description	FY 2022		FY 2023		FY 2024		FY 2025		FY 2025		FY 2025		FY 2026		Difference	% Change	
	Actuals		Actuals		Actuals		Adopted Budget		Revised Budget		Projected Budget		Preliminary Budget				
Paper / Forms	\$.	1,680	\$.	1,115	\$.	1,537	\$.	2,500	\$.	2,500	\$.	2,000	\$.	2,500	\$.	—	—%
Equipment Repairs		6,979		11,040		11,309		15,000		15,000		15,000		17,000		2,000	13.3%
Rent of Buildings & Offices		4,837		—		—		—		—		—		—		—	—%
Machinery&Equipment		—		—		13,741		10,000		10,000		6,237		—		(10,000)	(100.0)%
Total	\$.	13,495	\$.	12,155	\$.	26,587	\$.	27,500	\$.	27,500	\$.	23,237	\$.	19,500	\$.	(8,000)	(29.1)%

Property and Liability Insurance - Non Departmental

Non Departmental – Property and Liability Insurance Fund

This fund is used to account for our Property, Liability, and Fidelity insurance policies. Our liability insurance premium is calculated based on payroll with a deductible of \$11,250 and a modification factor of .90. This equates to \$1,022,534, and increase of 15.7% from fiscal year 2025.

Fidelity rates have not changed and are based on the number of employees at \$7.50 per employee.

Both Vehicle and Property insurance are expected to increase by 10% from the prior fiscal year.

The Insurance deductible line is a recovery from other funds to replenish this fund when it pays the deductible for liability and property incidents. Fiscal year 2025 experienced unusually high incidents and is expected to amount to more than double what was budgeted or \$150,000. This amount was used to budget for Fiscal Year 2026 as claims against the city show no sign of slowing down. The deductibles paid in Fiscal Year 2024 are recovered by the associated departments in Fiscal Year 2026 – a two year look back on recovering the deductibles for the budget year.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change
Building & Property Insurance	\$ 248,320	\$ 316,380	\$ 370,076	\$ 444,810	\$ 444,810	\$ 444,810	\$ 489,291	\$ 44,481	10.0%
Vehicle Moveable Equip Insur	43,824	45,666	96,812	116,149	116,149	116,149	127,762	11,613	10.0%
Liability Insurance	703,168	612,001	673,163	883,607	883,607	768,216	1,022,534	138,927	15.7%
Fidelity Insur Prem	3,180	3,180	3,180	4,476	4,476	4,476	4,510	34	0.8%
InsDeductbl:Bldg/Prop	—	—	62,306	40,000	40,000	—	—	(40,000)	(100.0)%
InsDeductbl: Liability	53,824	30,595	53,950	60,000	60,000	150,000	150,000	90,000	150.0%
Transfers to Other Funds	199,522	79,945	46,677	46,674	46,674	46,674	—	(46,674)	(100.0)%
Total	\$ 1,251,838	\$ 1,087,767	\$ 1,306,164	\$ 1,595,716	\$ 1,595,716	\$ 1,530,325	\$ 1,794,097	\$ 198,381	12.4%

Medical, Dental and Vision - Non Departmental

Non Departmental Medical, Dental and Vision Funds

These funds are internal service funds used to account for the City's Medical, Dental and Vision benefits.

The City of Helena contracts with Montana Municipal Insurance Authority and Allegiance to administer our benefits. Premiums for health insurance increased

4.0%. In our continued effort for recruitment and retention, the City chose to absorb the premium increase this year. There were no premium increases for dental or vision benefits.

Premiums paid also include payments for the Airport Authority, Lewis and Clark County Library and retirees. These are on a cost reimbursement basis and the city does not subsidize these plans.

Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Adopted Budget	FY 2025 Revised Budget	FY 2025 Projected Budget	FY 2026 Preliminary Budget	Difference	% Change								
Employee Asst Program	\$.	—	\$.	—	\$.	3,000	\$.	3,000	\$.	—	\$.	—	\$.	(3,000)	(100.0)%		
Empl Awrds/Incentive Prgms	1,906	6,504	3,353	5,000	5,000	2,500	—	(5,000)	(100.0)%								
Non-City Admin Fees	55,219	56,480	50,743	62,000	62,000	58,147	61,000	(1,000)	(1.6)%								
Other Contracted Services	1,515	3,545	1,125	—	—	—	—	—	—%								
Refunds & Reimbursements	1,736	(43)	53	—	—	20,640	—	—	—%								
Medical Claims	342,817	400,688	429,461	425,000	425,000	440,065	425,000	—	—%								
Insur Prem: MMIA	4,769,448	5,867,680	6,453,567	6,480,000	6,480,000	6,400,000	6,720,000	240,000	3.7%								
Transfers to Other Funds	—	200,000	—	—	—	—	—	—	—%								
Total	\$.	5,172,640	\$.	6,534,853	\$.	6,938,301	\$.	6,975,000	\$.	6,975,000	\$.	6,921,352	\$.	7,206,000	\$.	231,000	3.3%





Schedule of Capital Outlays

Preliminary Budget Fiscal Year 2026



General Government Services

MAJOR CAPITAL PROJECT DETAIL - (\$80,000 and Up) **EXCLUDING VEHICLES AND EQUIPMENT***

General Government Services

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Fire #2: Restroom/Locker Renovation	488,000	488,000	-	-	-	-
Northwest Park Playground (Replacement)	95,000	95,000	-	-	-	-
Civic Center HVAC	1,000,000	1,000,000	-	-	-	-
Toro Turf Mower (Replacement for 540)	114,000			114,000		
Replacement for Sweeper for Pedestrian Mall	110,000		110,000			
Pioneer Park Playground Replacement	180,000		180,000			
Batch Softball Complex - LED Lighting Upgrade	270,000	-	270,000	-	-	-
Memorial Park Ice Rink Light Replacement	80,000		80,000			
Pool Deck Expansion Project	220,000		220,000			
Sustainability Plan/Audit Priorities	700,000		175,000	175,000	175,000	175,000
Glass Crusher	80,000	80,000				
Residential Energy Efficiency and Renewable Program	96,000	96,000				
	\$ 3,433,000	\$ 1,759,000	\$ 1,035,000	\$ 289,000	\$ 175,000	\$ 175,000

MINOR CAPITAL PROJECT DETAIL - (\$5,000 - \$79,999) **EXCLUDING VEHICLES AND EQUIPMENT**

General Government Services

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Video Security: Court, Attorney, Civic Center	36,000	36,000	-	-	-	-
Beattie Locomotive Fencing Replacment	20,000	20,000	-	-	-	-
Memorial Band Shell Repairs	70,000	70,000	-	-	-	-
Memorial Park ADA sidewalk Compliance	20,000	20,000	-	-	-	-
ADA Chair Lift for pool access	11,000	11,000	-	-	-	-
Civic Center Ballroom Video Upgrade	35,000	35,000	-	-	-	-
City Attorney Door Installation	10,500	10,500	-	-	-	-
CCAB & Law and Justice Air Handling Modernization	25,000	25,000				
Sustainability Signage and Outreach	7,500	7,500				
Cunningham Playground Replacement	44,000	-	-	44,000	-	-
Wesleyan Playground Replacement	60,000	-	-	60,000	-	-
	\$ 339,000	\$ 235,000	\$ -	\$ 104,000	\$ -	\$ -

VEHICLES AND EQUIPMENT

General Government Services

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Walker Mower H27i (replacement for 530)	11,600	11,600	-	-	-	-
CanAm ATV 570 with plow (replacment for 542)	20,000	20,000	-	-	-	-
Patrol Vehicles (4/Year)	1,010,000	325,000	335,000	350,000		-
Tasers: Taser10 model (53)	50,000	50,000				-
Police: Getac Tablets	100,000	20,000	20,000	20,000	20,000	20,000
2025 Ford Lightning	60,000	60,000				
Refurbish Police Dept Rifles	25,000	25,000	-	-	-	-
Pickup/SUV (Replace #101)	50,650		50,650			
Pickup/SUV (Replace #102)	49,710	49,710	-	-	-	-
Pickup/SUV (Replace #106)	53,730				53,730	
Pickup/SUV (Replace #201)	63,760			63,760		
Pickup/SUV (New Addition)	61,900		61,900			
Pickup/SUV (Replace #451)	76,870					76,870
Tool Cat 5600 (Replacement for 540)	68,000		68,000			-
Toro Turf Mower (Replacement for 521)	114,000			114,000		
200 CFM Air Compressor (Replacement 523)	24,000			24,000		
Walker Mower Replacement	22,000			22,000		
4X4 1/2 ton Pickup (Replacement 553)	52,000				52,000	
Format Copier/Printer/Scanner	13,440			13,440		-
	\$ 1,926,660	\$ 561,310	\$ 535,550	\$ 607,200	\$ 125,730	\$ 96,870

Community Facilities

MAJOR CAPITAL PROJECT DETAIL - (\$80,000 and Up) **EXCLUDING VEHICLES AND EQUIPMENT**

City-County Building

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
LED Lighting Upgrades	100,000		100,000	-	-	-
West Parking Lot Fence Replacement	10,000	10,000				
Design & Repair Exterior Ledging around building	230,000		230,000			
South Parking Lot Mill & Overlay	92,000	-	92,000	-	-	-
East Entry Cornice Replacement	427,000	-	-	427,000	-	-
West Hypalon Roof Replacement	98,000	-	98,000	-	-	-
West Parkinglot Mill & Overlay	260,600	130,300	130,300	-	-	-
Exterior Grout Pointing	141,000	-	-	141,000	-	-
East Entry Door Replacement	130,000	-	130,000	-	-	-
	\$ 1,488,600	\$ 140,300	\$ 780,300	\$ 568,000	\$ -	\$ -

Law & Justice Center

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
HVAC Digital Controls	259,000	67,000	192,000	-	-	-
Main Lobby Elevator Modernization Upgrades	150,000	-	150,000	-	-	-
Center Roof on 1972 Addition (Ballasted EPDM) Replacement	101,000	-	101,000	-	-	-
HVAC Upgrades	182,000	-	-	-	182,000	-
Chiller Replacement (1)	123,240	-	-	123,240	-	-
LIC LED Lighting Upgrades	70,784	70,784	-	-	-	-
	-	-	-	-	-	-
	\$ 886,024	\$ 137,784	\$ 443,000	\$ 123,240	\$ 182,000	\$ -

132 | Schedule of Capital Outlay Community Facilities

MINOR CAPITAL PROJECT DETAIL - (\$5,000- \$79,999) **EXCLUDING VEHICLES AND EQUIPMENT**

Community Facilities

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Chamber Building Roof Top Unit Replacement	\$ 12,500	12,500	-	-	-	-
Chamber Building Roof / Gutter Repairs	42,000	42,000	-	-	-	-
	-	-	-	-	-	-
	\$ 54,500	\$ 54,500	\$ -	\$ -	\$ -	\$ -

City - County Building

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Pad Heat Boiler Replacement	7,000	7,000				
Add new Mini Split Cooling Units in 1st Floor Treasurer Accounting & City HR	45,000	45,000		-	-	-
Painting of Exterior Eaves	20,000	20,000				
Gutter Drain Line Design & Repair	35,000	35,000				
Feed Water Pump Replacement	10,000	10,000				
Way Finding Signage - Phase 2	5,000	5,000				
Wall & Ceiling Repairs & Painting	10,000	10,000				
South Parking Lot repairs, crack seal, top coat & stripe	5,000	-	5,000	-	-	-
Freight Elevator Controls replacement	7,000	-	7,000	-	-	-
West Elevator Controls Replacement	10,000	-	-	10,000	-	-
Fire Extinguisher Replacement (39)	7,000	-	-	7,000	-	-
Defibrillator (AED) Replacement (4)	9,500	-	-	9,500	-	-
326,309 Split System Replacement	19,000	-	-	19,000	-	-
Water Heater Replacement (200GL)	10,000	-	-	-	10,000	-
Heating Controls Air Compressor replacement	10,000	-	-	-	10,000	-
	\$ 209,500	\$ 132,000	\$ 12,000	\$ 45,500	\$ 20,000	\$ -

Law & Justice Center

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Atrium Roof Replacement Design & Construction	50,000	50,000		-	-	-
North Parking Lot, Pavement, Asphalt Repairs, Seal & Stripe	16,000	16,000				-
Lot #2 Pillar Bldg Exterior lighting	13,750	13,750				
Lawrence St Alley Approach Replacement	8,000	8,000				
Basement Floor Replacement	25,000	25,000				
Packaged Terminal Air Conditioner, PTAC, Replace	13,000		\$13,000			-
Split System, Air Cleaner, Replace	9,000		\$9,000			-
North Building Restroom sheet vinyl replacement	13,000		13,000			-
Exterior Fixture w/ Lamp, any type, w/ LED Replacement, Replace	13,750		13,750			-
Parking Lot #2 Repairs, Seal Cracks, Stripe and Seal	5,800	-	-	-	5,800	-
North Roof on 1980 Addition (white TPO or Hypalon)	75,000				75,000	-
	\$ 242,300	\$ 112,750	\$ 48,750	\$ -	\$ 80,800	\$ -

VEHICLES AND EQUIPMENT

City-County Building

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Entrance Security Cameras	\$ 10,000	10,000	-	-	-	-
Ariens Power Brush 36"	5,000	5,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -

Law & Justice Center

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Ariens Power Brush 36"	\$ 5,000	5,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -

Fire Department

MAJOR CAPITAL PROJECT DETAIL - (\$80,000 and Up) **EXCLUDING VEHICLES AND EQUIPMENT **

Fire Safety Levy

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Station 3 (approved Bond)	\$ 7,000,000	7,000,000		-	-	-
Phoenix G2 Automated Dispatch System	150,000	-	-	150,000	-	-
	\$ 7,150,000	\$ 7,000,000	\$ -	\$ 150,000	\$ -	\$ -

MINOR CAPITAL PROJECT DETAIL - (\$5,000 - \$79,999) **EXCLUDING VEHICLES AND EQUIPMENT **

Fire Safety Levy

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Station 1 compressor	\$ -	-	-	-	-	-
Handheld Radio - 1 per year for replacement and rotation	32,000	8,000	8,000	8,000	8,000	-
Station 2 compressor - AFG Grant request	80,000	80,000	-	-	-	-
T1 Extrication Equipment	50,000	-	50,000	-	-	-
Gear Storage - St 2	40,000	-	40,000	-	-	-
Trench Rescue Equipment and Training	25,000	-	-	-	-	25,000
Knox Upgrade - physical portion (SW would be additional)	30,000	-	-	-	-	30,000
SCBA bottle replacements	150,000	-	-	150,000	-	-
Tech Rescue Equip Project; Tripod, Pulleys, Rope, etc	8,500	8,500	-	-	-	-
Station 2 Weight Room Equip Project	30,000	-	30,000	-	-	-
	\$ 445,500	\$ 96,500	\$ 128,000	\$ 158,000	\$ 8,000	\$ 55,000

** Will request appropriations from Commission upon grant award

VEHICLES AND EQUIPMENT

Fire Safety Levy

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Replace Reserve Engine (1999)	\$ 1,000,000	-	-	-	-	1,000,000
Tech Rescue Vehicle	\$ 110,000	-	-	-	110,000	-
3rd Command Vehicle	\$ 70,000	-	-	70,000	-	-
	\$ 1,180,000	\$ -	\$ -	\$ 70,000	\$ 110,000	\$ 1,000,000

Parks and Recreation

MAJOR CAPITAL PROJECT DETAIL - (\$80,000 and Up) **EXCLUDING VEHICLES AND EQUIPMENT****Golf Course**

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Irrigation System	\$ 3,575,000		75,000	3,500,000	-	-
	\$ 3,575,000	\$ -	\$ 75,000	\$ 3,500,000	\$ -	\$ -

MINOR CAPITAL PROJECT DETAIL - (\$5,000 - \$79,999)EXCLUDING VEHICLES AND EQUIPMENT******Golf Course**

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Golf Course/Munis Parking Lot Surface Work	\$ 75,000		75,000			
Pump Station Building Repairs of Wood E	7,000		7,000			
Par 3 Tee Enlargement	12,000		3,000	3,000	3,000	3,000
Oven For Munis Restraunt	6,000	6,000				
Golf Simulator New Software	37,960	37,960				
	-					
	-					
	-					
	-					
	-					
	\$ 137,960	\$ 43,960	\$ 85,000	\$ 3,000	\$ 3,000	\$ 3,000

Parks Maintenance (Non-General Fund)

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Replace Roof on Building at Lincoln Park	\$ 20,000	20,000				
Pool Entrance Steps Swimming Pool	5,000	5,000				
Lazy River Channel Pumps	55,600	55,600				
Veterans Memorial	10,000	10,000				
	\$ 90,600	\$ 90,600	\$ -	\$ -	\$ -	\$ -

VEHICLES AND EQUIPMENT

Open Space

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
CAT 301 Excavator	-	-	-	-	-	-
Snow Plow	-	-	-	-	-	-
Ford F550 Standard Cab 4 x 4	-	-	-	-	-	-
Box Sander	-	-	-	-	-	-
Dump Trailer	-	-	-	-	-	-
Tracked Chipper Rubber Drive Tracks	9,000	9,000	-	-	-	-
Bobcat Skid Steer	50,000	-	50,000	-	-	-
Bobcat Industrial Grapple Bucket	6,000	6,000	-	-	-	-
CAT 305 E Excavator	125,000	-	125,000	-	-	-
16 Foot Turf Trailer	15,000	-	15,000	-	-	-
Polaris Ranger Crew	24,000	-	24,000	-	-	-
Ford F250 Supercab	65,000	-	-	65,000	-	-
	\$ 328,000	\$ 15,000	\$ 214,000	\$ 65,000	\$ -	\$ -

Urban Forestry

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Dumping Chip Box Truck (replace 541) overdue 2017	\$ 130,000	130,000	-	-	-	-
1 ton dumping flatbed pickup (replace 507) overdue 2013	60,000	-	60,000	-	-	-
1 ton dumping flatbed pickup (replace 557)						60,000
Bandit Chipper Replacement 545	75,000	-	75,000	-	-	-
	\$ 265,000	\$ 130,000	\$ 135,000	\$ -	\$ -	\$ 60,000

Public Works Department

MAJOR CAPITAL PROJECTS (\$80,000 and Up) ** EXCLUDING VEHICLES AND EQUIPMENT***

Public Works - Storm Water

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
North Benton Avenue/County Shop Stormwater Improvements	250,000	250,000	-	-	-	-
Davis Street Lining and Inlets Design	200,000	200,000				
Davis Street Lining & Inlets - Phase I	666,280	-	666,280	-	-	-
Davis Street Lining & Inlets - Phase II	663,520	-	663,520	-	-	-
FY26 Covered Storage Building	200,000	200,000				
FY26 Industrial Facilities Office	150,000	150,000				
Broadwater Avenue Inlets	150,000	150,000				
Montana Ave RR Crossing Pipe Lining	332,720	-	332,720	-	-	-
Centennial Park Capacity Improvements	2,731,820	-	2,731,820	-	-	-
Kmart Pond Inlet - Pipe Upsize	2,238,050	-	-	2,238,050	-	-
Nature Park Storage and Treatment	1,310,320	-	-	1,310,320	-	-
Lamborn Street Lining	685,200	-	-	-	685,200	-
Malfunction Junction Reroute - Phase I	1,116,380	-	-	-	1,116,380	-
Phoenix Avenue Conveyance Channels	117,660	-	-	-	117,660	-
Harris Street Pond - Bypass Pipe	141,110	-	-	-	141,110	-
Harris Street Pond Improvements	1,989,000	-	-	-	1,989,000	-
	-					
	\$ 12,942,060	\$ 950,000	\$ 4,394,340	\$ 3,548,370	\$ 4,049,350	\$ -

Public Works - Solid Waste: Residential

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Warm Storage (Shared)	3,532,800	-	3,532,800	-	-	-
Industrial Facilities Office/Shop (Shared)	\$ 95,625	95,625	-	-	-	-
	\$ 3,628,425	\$ 95,625	\$ 3,532,800	\$ -	\$ -	\$ -

Public Works - Solid Waste: Commercial

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Warm Storage (Shared)	2,355,200	-	2,355,200	-	-	-
Industrial Facilities Office/Shop (Shared)	\$ 95,625	95,625	-	-	-	-
	\$ 2,450,825	\$ 95,625	\$ 2,355,200	\$ -	\$ -	\$ -

Public Works - Transfer Station

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Z-Wall	150,000	150,000				
Scale House Plaza/Traffic Flow Project	1,936,140	-	1,936,140	-	-	-
	-					
	\$ 2,086,140	\$ 150,000	\$ 1,936,140	\$ -	\$ -	\$ -

MAJOR CAPITAL PROJECTS (\$80,000 and Up) ** EXCLUDING VEHICLES AND EQUIPMENT***

Public Works - Recycling

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Z-Wall	150,000	150,000				
	-	-	-	-	-	-
	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -

Public Works - Water Treatment

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
M RTP - Lagoon Cleaning (4)	260,850	86,950		86,950		86,950
High Zone Frequency Drive #2	100,000	100,000	-	-	-	-
Taste & Odor Disinfection Pilot Project	150,000	150,000	-	-	-	-
PEN Chemical Feeder	100,000	100,000	-	-	-	-
Hale Reservoir Refurbishment	414,080	414,080	-	-	-	-
Facilities Office/Shop Transfer (Treatment)	375,000	375,000	-	-	-	-
M RTP - Filter Media	1,973,590		1,973,590	-	-	-
Taste & Odor Disinfection	1,844,810	-	1,844,810	-	-	-
TMTP - Lagoon Cleaning (3)	133,320	-	133,320	-	-	-
Malben Reservoir (Interior Seal Coating)	371,320	-	371,320	-	-	-
TMTP - Pre-sedimentation Basin	4,776,210	-	-	4,776,210	-	-
M RTP - PLC's, SCADA (Clearwell Pump Station)	302,520	-	-	302,520	-	-
High Zone Frequency Drive #1	106,090			106,090		
High Zone Frequency Drive #3	106,090	-	-	106,090	-	-
M RTP - Main Roof Replacement	163,910	-	-	163,910	-	-
TMTP - CAC Tanks (1-4)	537,560	-	-	537,560	-	-
Winnie Reservoir #1 (Interior Sealant Coating)	382,450	-	-	382,450	-	-
Winnie Reservoir #2 (Interior Sealant Coating)	382,450	-	-	382,450	-	-
M RTP - Powder Activated Carbon	180,610				180,610	-
M RTP - Flocculators	92,240				92,240	-
Pump Station CL2 Analyzers (6)	42,780	-	-	-	42,780	
Woolston Reservoir Replacement	4,537,770				4,537,770	-
Low Zone Reservoir/Pump Station	12,667,700				12,667,700	-
TMTP - Chemical Feed Tank	207,640	-	-	-	-	207,640
TMTP - CAC Actuators (12)	137,280	-	-	-	-	137,280
TMTP - Surface Wash Pump	91,520	-	-	-	-	91,520
TMTP - Electrical Panels MCC	2,287,930	-	-	-	-	2,287,930
TMTP - Back Wash Recycle Ponds	3,271,730	-	-	-	-	3,271,730
TMTP - Taste & Odor Disinfection	2,015,870	-	-	-	-	2,015,870
Malben Reservoir (Exterior Paint)	90,310	-	-	-	-	90,310
	\$ 38,103,630	\$ 1,226,030	\$ 4,323,040	\$ 6,844,230	\$ 17,521,100	\$ 8,189,230

MAJOR CAPITAL PROJECTS (\$80,000 and Up) ** EXCLUDING VEHICLES AND EQUIPMENT***

Public Works - Waste Water Treatment

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Screwpress Design	250,000	250,000	-	-	-	-
Industrial Facilities Building (Treatment Share)	375,000	375,000	-	-	-	-
Plant Improvements (Permit Dependent)	12,360,000	-	12,360,000	-	-	-
Primary Anaerobic Digester #1	3,209,410	-	3,209,410	-	-	-
Secondary Clarifier #2 Gear Unit	93,480	-	93,480	-	-	-
Screwpress/Beltpress Building	1,000,000	-	1,000,000	-	-	-
Screwpress/Beltpress Building Equipment	2,000,000	-	2,000,000	-	-	-
Intermediate Pump Station Equip/Wet Well	138,420	-	138,420	-	-	-
Secondary Sludge Pump Station Equipment	802,350	-	802,350	-	-	-
Secondary Clarifier #3 Gear Unit	128,380	-	128,380	-	-	-
Bioreactor Basin #1 Equipment	80,240	-	80,240	-	-	-
Bioreactor Basin #2 Equipment	80,240	-	80,240	-	-	-
Bioreactor Basin #3 Equipment	80,240	-	80,240	-	-	-
Secondary Blower Building Equipment	1,604,710	-	1,604,710	-	-	-
Plant Improvements (Permit Dependent)	12,360,000	-	-	12,360,000	-	-
Primary Anaerobic Digester #2	3,305,700	-	-	3,305,700	-	-
Primary Clarifier #2 Cover	826,420	-	-	826,420	-	-
Digester & Gravity Belt Thickener Equipment	1,447,070	-	-	-	1,447,070	-
Secondary Aeration Blower #1	136,190	-	-	-	-	136,190
Secondary Aeration Blower #2	136,190	-	-	-	-	136,190
Primary Clarifier #1 Cover	876,750	-	-	-	-	876,750
Non-Potable Water Station	1,304,770	-	-	-	-	1,304,770
	\$ 42,595,560	\$ 625,000	\$ 21,577,470	\$ 16,492,120	\$ 1,447,070	\$ 2,453,900

Waste Water Utility Maintenance

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Covered Storage Building	200,000	200,000	-	-	-	-
Industrial Facilities Building (Utility Share)	150,000	150,000	-	-	-	-
Shared Sewer Line Program	500,000	100,000	100,000	100,000	100,000	100,000
Main Replacements/Lining Program	3,750,000	750,000	750,000	750,000	750,000	750,000
Trunkline Monitoring/Samplers (1 Site per year)	375,000	75,000	75,000	75,000	75,000	75,000
SCADA Hardware	590,470	-	590,470	-	-	-
Airport Lift Station Rehab	397,780	-	397,780	-	-	-
Airport Gravity Main	2,275,270	-	2,275,270	-	-	-
	\$ 8,238,520	\$ 1,275,000	\$ 4,188,520	\$ 925,000	\$ 925,000	\$ 925,000

MINOR CAPITAL PROJECT DETAIL - (\$5,000 - \$79,999)EXCLUDING VEHICLES AND EQUIPMENT****

Public Works - Transfer Station

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Industrial Facilities Office/Shop (Shared)	\$ 31,875	31,875	-	-	-	-
Scale House Plaza/Traffic Flow Design	\$ 75,000	75,000	-			
Loading Chute	\$ 75,000	75,000				
Admin Office Sewer Repairs	\$ 20,000	20,000				
Pit Floor Resurfacing	\$ 44,340		44,340			
South Tunnel Panel Door	\$ 32,780	-	-	32,780	-	-
	\$ 278,995	\$ 201,875	\$ 44,340	\$ 32,780	\$ -	\$ -

Public Works - Recycling

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Industrial Facilities Office/Shop (Shared)	\$ 31,875	31,875	-	-	-	-
	\$ -	-	-	-	-	-
	\$ 31,875	\$ 31,875	\$ -	\$ -	\$ -	\$ -

Public Works - Water Treatment

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
TMTP - Irrigation Improvements	21,220	21,220	-	-	-	-
Eureka Well Roof Replacement	10,000	10,000				
M RTP - Irrigation Improvements	21,850	-	-	21,850	-	-
M RTP - Natural Gas Heaters - Pretreatment Bu	74,120				74,120	-
M RTP - Backwash Interconnect	34,320	-	-	-	-	34,320
M RTP - Security Gate	41,880	-	-	-	-	41,880
M RTP - Filter to Waste Tank	9,300	-	-	-	-	9,300
	\$ 212,690	\$ 31,220	\$ -	\$ 21,850	\$ 74,120	\$ 85,500

Public Works - Water Utility Maintenance

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Nob Hill Pump Station Refurbish	30,250	-	-	30,250	-	-
	\$ 30,250	\$ -	\$ -	\$ 30,250	\$ -	\$ -

MINOR CAPITAL PROJECT DETAIL - (\$5,000 - \$79,999)**EXCLUDING VEHICLES AND EQUIPMENT**

Public Works - Waste Water Treatment

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Administrative Building HVAC	15,000	15,000	-	-	-	-
Bioreactor Diffusers	60,000	60,000	-	-	-	-
Lighting Efficiency Project	46,350	46,350	-	-	-	-
Beltpress (Screwpress) Building Roll-off Floor	30,000	30,000	-	-	-	-
Roll-off Container Concrete Pad	20,000	20,000	-	-	-	-
Primary Clarifier #1 Gear Drive	64,190	-	64,190	-	-	-
Screwpress Building Roll-up Door	13,050	-	13,050	-	-	-
Primary Clarifier #2 Gear Drive	64,190	-	64,190	-	-	-
Wastewater Plant/Garage Doors	12,390	-	-	-	12,390	-
Wastewater Outside AC Unit	5,620	-	-	-	5,620	-
Administrative Building Roof	12,840	-	-	-	12,840	-
Staff Work Room Cabinets	11,230	-	-	-	11,230	-
Secondary Scum Pump #1	42,560	-	-	-	-	42,560
Secondary Scum Pump #2	42,560	-	-	-	-	42,560
GBT HMI Upgrade	40,320	-	-	-	-	40,320
	\$ 480,300	\$ 171,350	\$ 141,430	\$ -	\$ 42,080	\$ 125,440

Waste Water - Utility Maintenance

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Manhole Replacements/Rehab Program	250,000	50,000	50,000	50,000	50,000	50,000
Stone Meadows Lift Station Telemetry	75,630	-	-	-	75,630	-
Nob Hill Lift Station Telemetry	75,630	-	-	-	75,630	-
Golden Estates Lift Station Telemetry	75,630	-	-	-	75,630	-
Airport Lift Station Telemetry	75,630	-	-	-	75,630	-
Comfort Inn Lift Station Telemetry	75,630	-	-	-	75,630	-
Burnham Ranch Lift Station Telemetry	75,630	-	-	-	75,630	-
HARC Lift Station Telemetry	75,630	-	-	-	75,630	-
	\$ 779,410	\$ 50,000	\$ 50,000	\$ 50,000	\$ 579,410	\$ 50,000

Waste Water - Pre Treatment

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Septic Dump Station Camera/Security	28,980	-	28,980	-	-	-
	\$ 28,980	\$ -	\$ 28,980	\$ -	\$ -	\$ -

VEHICLES AND EQUIPMENT

Public Works - Storm Water

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Backhoe/loader (Unit #445)	217,880	-	217,880	-	-	-
3 yd Dump Truck 4X4 (Unit #449)	73,010	-	-	-	73,010	-
Pipe Saw (Shared)	2,920	-	-	2,920	-	-
Light Tower Trailer (Replace #434)	12,870	-	-	12,870	-	-
Sewer Jet Pump	30,000	30,000	-	-	-	-
Sewer Jet (Unit #448)	352,410	-	-	352,410	-	-
	\$ 689,090	\$ 30,000	\$ 217,880	\$ 368,200	\$ 73,010	\$ -

Public Works - Solid Waste: Residential

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Pressure Washer/Trailer (Replace #225 -Shared)	5,320	-	5,320	-	-	-
PU 1/4T 4 X4 Crew cab/Accessories (Shared - Replace #155)	12,770	-	12,770	-	-	-
PU 1/2T 4X4/Accessories (Shared - Replace #153)	15,750	-	-	15,750	-	-
PU 1/2T 4X4/Accessories (Shared - Replace #161)	15,750	-	-	15,750	-	-
Side-Loaders (4)	1,744,120	-	-	-	1,744,120	-
Side-Loaders (2)	898,220	-	-	-	-	898,220
Pressure Washer (Shared)	6,720	-	-	-	-	6,720
	\$ 2,698,650	\$ -	\$ 18,090	\$ 31,500	\$ 1,744,120	\$ 904,940

Public Works - Solid Waste: Commercial

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Roll-off Truck/Accessories (Replace #248)	320,130	320,130	-	-	-	-
Pressure Washer/Trailer (Replace #225 -Shared)	5,320	-	5,320	-	-	-
PU 1/4T 4 X4 Crew cab/Accessories (Shared - Replace #155)	12,770	-	12,770	-	-	-
PU 1/2T 4X4/Accessories (Shared - Replace #153)	15,750	-	-	15,750	-	-
PU 1/2T 4X4/Accessories (Shared - Replace #161)	15,750	-	-	15,750	-	-
Air Compressor	6,960	-	-	6,960	-	-
Pressure Washer (Shared)	6,720	-	-	-	-	6,720
	\$ 383,400	\$ 320,130	\$ 18,090	\$ 38,460	\$ -	\$ 6,720

Public Works - Transfer Station

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Skid-steer Loader/Accessories (Replace #216)	104,000	-	104,000	-	-	-
PU 1/4T 4 X4 Crew cab (Replace #155 - Shared)	12,770	-	12,770	-	-	-
Pressure Washer/Trailer (Replace #225 -Shared)	5,320	-	5,320	-	-	-
Semi-Tractor (Replace #227)	300,130	-	-	300,130	-	-
Transfer Trailer (Replace #229)	159,960	-	-	159,960	-	-
PU 1/2T 4X4 (Replace #153 - Shared)	15,750	-	-	15,750	-	-
PU 1/2T 4X4 (Replace #161 - Shared)	16,040	-	-	16,040	-	-
Forklift/Attachments (Replace Unit 238 - Shared)	54,770	-	-	54,770	-	-
Transfer Trailer (Replace #234)	164,760	-	-	-	164,760	-
Front-End Wheel Loader (Replace #204)	329,450	-	-	-	329,450	-
Pressure Washer/Trailer (Replace #205 -Shared)	5,220	-	-	-	5,220	-
Generator (Replace #200)	6,040	-	-	-	-	6,040
Semi-Tractor (Replace #236)	328,220	-	-	-	-	328,220
	\$ 1,502,430	\$ -	\$ 122,090	\$ 546,650	\$ 499,430	\$ 334,260

VEHICLES AND EQUIPMENT

Public Works - Recycling

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Roll-Off Containers	18,580		18,580	-	-	-
Roll-Off Containers	18,580		18,580	-	-	-
PU 1/4T 4 X4 Crew cab (Replace #155 - Shared)	12,770	-	12,770	-	-	-
Pressure Washer/Trailer (Replace #225 - Shared)	5,320	-	5,320	-	-	-
PU 1/2T 4X4 (Replace #153 - Shared)	15,750	-	-	15,750	-	-
PU 1/2T 4X4 (Replace #161 - Shared)	16,040	-	-	16,040	-	-
Forklift/Attachments (Replace Unit 238 - Shared)	54,770	-	-	54,770	-	-
Pressure Washer/Trailer (Replace #205 - Shared)	5,220	-	-	-	5,220	-
Roll-Off Containers	20,300		-	-	-	20,300
	\$ 167,330	\$ -	\$ 55,250	\$ 86,560	\$ 5,220	\$ 20,300

Public Works - Water Treatment

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Treatment - Utility Trailer	10,000	10,000	-	-	-	-
Treatment - Skidsteer/Attachments (Replace #425)	71,730	-	71,730	-	-	-
Treatment - Vehicle (Replace #430)	45,020	-	45,020	-	-	-
Treatment - Pickup/Accessories (Replace #431)	70,340	-	70,340	-	-	-
Treatment - Boat/Trailer (Replace #426, #427)	5,080	-	-	5,080	-	-
Riding Lawn Mower (Replace #483A)	6,160	-	-	6,160	-	-
MRTP - Plant Air Compressor	22,670				22,670	-
MRTP - Air Scour Blowers	18,600				-	18,600
MRTP - Filter to Waste Pumps	10,160				-	10,160
TMTP - CL2 Analyzers	16,720	-	-	-	-	16,720
TMTP - Backwash Actuator Valve	12,400	-	-	-	-	12,400
Treatment - Pickup/Accessories (Replace #452)	52,260	-	-	-	-	52,260
Treatment - EZ Dump Trailer	10,780	-	-	-	-	10,780
	\$ 351,920	\$ 10,000	\$ 187,090	\$ 11,240	\$ 22,670	\$ 120,920

VEHICLES AND EQUIPMENT

Public Works - Water Utility Maintenance

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Utilities - Pipe Saw	5,840	-	-	5,840	-	-
Utilities - Pickup/Accessories (Replace #150)	51,820	-	-	51,820	-	-
Pickup/Accessories (Replace #415)	57,960	-	-	57,960	-	-
Pickup/Accessories (Replace #416)	81,150	-	-	81,150	-	-
Utilities - Skidsteer/Attachments (Replace #447)	99,330	-	-	-	99,330	-
	\$ 296,100	\$ -	\$ -	\$ 196,770	\$ 99,330	\$ -

Public Works - Waste Water Treatment

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
ATV (Replace #433)	30,000	30,000				
ISCO auto sampler	23,000	23,000				
U.V. Cover	7,790	-	7,790	-	-	-
Refrigerator	5,290	-	5,290	-	-	-
Pickup/Accessories (Replace #476)	78,790	-	-	78,790	-	-
Secondary Aeration Blower #1 Actuator	13,440	-	-	13,440	-	-
Secondary Aeration Blower #2 Actuator	13,440	-	-	13,440	-	-
Secondary Aeration Blower #3 Actuator	13,440	-	-	13,440	-	-
Methane Meters	32,250	-	-	32,250	-	-
Primary Sampler	16,880	-	-	-	16,880	-
Lab Dishwasher	18,000	-	-	-	18,000	-
	\$ 252,320	\$ 53,000	\$ 13,080	\$ 151,360	\$ 34,880	\$ -

Public Works - Waste Water Utility

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Backhoe/Loader - (Unit #441)	164,290	-	164,290	-	-	-
Forklift (Replace #454)	74,260	-	74,260	-	-	-
Air Compressor (Unit #401)	40,680	-	-	40,680	-	-
Pipe Saw - Shared with Water/Storm	5,840	-	-	5,840	-	-
Pickup/Accessories (Replace #461)	96,020	-	-	-	96,020	-
Air Compressor (Unit #421)	21,840					21,840
Sewer Vacuum Jet (Replace #429)	497,250					497,250
	\$ 900,180	\$ -	\$ 238,550	\$ 46,520	\$ 96,020	\$ 519,090

Transportations Services Department

MAJOR CAPITAL PROJECT DETAIL - (\$80,000 and Up)EXCLUDING VEHICLES AND EQUIPMENT****

Streets

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
6th & Davis Improvements	\$ 200,000	200,000	-	-	-	-
Lawrence/LCG	175,000	-	175,000	-	-	-
6th LCG Improvements TIF Match	200,000	-	200,000	-	-	-
Pedestrian Improvements	300,000	-	200,000	100,000	-	-
Redesign of Park/Neill Ave	325,000	-	-	325,000	-	-
TBD Improvements	800,000	-	-	-	400,000	400,000
	\$ 2,000,000	\$ 200,000	\$ 575,000	\$ 425,000	\$ 400,000	\$ 400,000

Parking

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Deferred Maintenance Assessments projects	\$ 400,000	-	100,000	100,000	100,000	100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	\$ 400,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

Gas Tax

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Pavement Preservation-Overlay	\$ 3,850,000	700,000	750,000	800,000	800,000	800,000
Pavement Preservation-Chip Seal	3,800,000	950,000	750,000	700,000	700,000	700,000
	\$ 7,650,000	\$ 1,650,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000

MINOR CAPITAL PROJECT DETAIL - (\$5,000 - \$79,999) EXCLUDING VEHICLES AND EQUIPEMENT**

Streets

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Equip Storage Plan	-	-	-	-	-	-
Traffic Office Remodel Ph 1	-	-	-	-	-	-
Traffic Office Remodel Ph 2	-	-	-	-	-	-
Wash Clean Out Refurbish	30,000	-	30,000	-	-	-
	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -

Parking

PROJECT DESCRIPTION	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Deferred Maintenance Assessment Projects	\$ 45,000	45,000	-	-	-	-
	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -

VEHICLES AND EQUIPMENT

Streets

[illegible]

Parking

	Estimated Cost	FY2026	FY2027	FY2028	FY2029	FY2030
Lease to Own Enforcement - Highlander	\$ 20,000	10,000	10,000	-	-	-
Maintenance Pickup Replacement	55,000	-	-	55,000	-	-
	-	-	-	-	-	-
	\$ 75,000	\$ 10,000	\$ 10,000	\$ 55,000	\$ -	\$ -





Adopting Resolutions

Preliminary Budget Fiscal Year 2026



Budget Resolutions

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

RESOLUTION NO. _____

**A RESOLUTION ADOPTING PRELIMINARY BUDGET, BUDGET AUTHORITIES, AND
APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND
ENDING JUNE 30, 2026, AND SETTING THE SALARY FOR MUNICIPAL COURT
JUDGE**

WHEREAS, Section 7-1-114, MCA provides that a local government with self-governing powers is subject to any law regulating the budget, finance, or borrowing procedures and powers of local governments;

WHEREAS, appropriation adjustments are sometimes integral to other business actions, and in those situations separate budget amendment procedures are not necessary. To carry out this intent, the Local Government Budget Act was passed;

WHEREAS, Section 7-6-4006(3), MCA, states:

Appropriations may be adjusted according to procedures authorized by the governing body for:

- (a) debt service funds for obligations related to debt approved by the governing body;
- (b) trust funds for obligations authorized by trust covenants;
- (c) any fund for federal, state, local, or private grants and shared revenue accepted and approved by the governing body;
- (d) any fund for special assessments approved by the governing body;
- (e) the proceeds from the sale of land;
- (f) any fund for gifts or donations; and

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

(g) money borrowed during the fiscal year.

WHEREAS, Section 7-6-4012, MCA, states:

(1) In its final budget resolution, the governing body may authorize adjustments to appropriations funded by fees throughout the budget period. Adjustable appropriations are:

(a) proprietary fund appropriations; or
(b) other appropriations specifically identified in the local government's final budget resolution as fee-based appropriations.

(2) Adjustments of fee-based appropriations must be:

(a) based upon the cost of providing the services supported by the fee; and
(b) fully funded by the related fees for services, fund reserves, or non-fee revenue such as interest.

WHEREAS, Sections 2-7-504, 7-6-609, and 7-6-611(1)(a), MCA, require the City to maintain its accounting system in accordance with Generally Accepted Accounting Principles (GAAP) and require that changes to the accounting system be made in accordance with GAAP;

WHEREAS, appropriations authorized in the annual, or properly amended, budget will not change if restructured in such accounting system changes;

WHEREAS, Sections 3-6-203, MCA and 2-8-5(B), Helena City Code provide that the annual salary and compensation of the municipal court judge must be set by ordinance or resolution; and

WHEREAS, a public hearing on this resolution was held by the

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

City Commission on June 17, 2024, in the Commission Chambers at 316
North Park Avenue in Helena, Montana, at 6:00 P.M.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE
CITY OF HELENA, MONTANA:

Section 1. Legal Spending Limits: The Helena City
Commission adopts the City of Helena's budget based upon the
preliminary budget previously proposed, as subsequently amended, and
after concluding a public hearing on the same. As part of the
budget, the City Commission hereby sets the City's budget level for
the fiscal year 2025 as shown in Appendix A attached hereto.
Appendix A, Balances & Changes by Fund, of this resolution sets
forth per fund:

- A. the estimated, July 1, beginning cash balances;
- B. the estimated revenues;
- C. the interfund transfers in and transfers out;
- D. the authorized appropriations; and
- E. the estimated, June 30, ending cash balances.

The authorized appropriations as stated in Appendix A - Balances &
Changes by Fund, establish the legal spending limits of the
municipality at the fund level. Detail below the fund level in

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

Appendix A is informational only and does not reflect the legal spending limits.

Section 2. Property Tax Adjustments: Property taxes are to be levied to the full extent as allowed by law. If the property tax levy as allowed by law exceeds the budgeted property tax revenues, the additional property tax revenue will be placed in the General Fund's Reserve for Emergency Contingencies, Capital, and Major Maintenance and is available for appropriation therefrom.

Section 3. Budget Implementation Authority: Management plans in the budget document and in the City's accounting records which detail revenues, expenditures and balances below the fund level are designated management tools. It is declared necessary for management to be able to adjust to changing circumstances while adhering to goals and objective principles. Budget and Reserve Policies are defined in the budget document and allow the City Manager certain management tools that retain budgetary control but provide effective operational flexibility and are adopted with this Resolution. The budget policies include:

- A. Follow-through Authority. As provided in Section 7-6-4006(3), MCA;
- B. Fee Based Authority. As provided in section 7-6-4012,

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

MCA;

C. Realignment Authority consistent with Sections 7-6-4030 and 7-6-4033, MCA, legal spending limit; and

D. Automatic Amendments as noticed in the City's budget policies defined in the budget document.

Section 4. Appropriated Reserves: Reserve policies for each fund type are defined in the budget document and are adopted with this Resolution.

Section 5. Contingency Accounts: Contingency account reserves and policies are defined in the budget document and are adopted with this Resolution.

Section 6. Budget Policies: Budget policies are defined in the budget document and are adopted with this Resolution.

Section 7. Appropriation Carry-overs: GAAP require expenditures to be recognized in the fiscal year in which the goods or services are received. As such, the Helena City Commission hereby authorizes the carry-over of prior year unspent budget authority under the following conditions:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

A. Previous fiscal year appropriations or segments thereof, are hereby declared authorized appropriations in addition to the appropriations set out in Appendix A, provided they meet the following criteria:

- i. related financing was provided in the prior fiscal year;
- ii. the appropriations were not obligated by year end;
- iii. the purpose was not included, or rejected, in current budget financing or appropriations; and
- iv. the City Manager determines the appropriation is still needed.

B. Outstanding purchase orders and other obligations, representing a City obligation to pay the claim after receipt of the goods or services, are recognized as "claims incurred." They are hereby declared authorized "carryover" appropriations in addition to the appropriations set out in Appendix A, provided they meet the following criteria:

- i. related financing was provided in the prior fiscal year;
- ii. the appropriations were not otherwise obligated by year end;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

- iii. the purpose was not included, or rejected, in current budget financing or appropriations; and
- iv. the City Manager determines the appropriation is still needed.

Section 8. Capital Re-Appropriation: The City Commission routinely updates its Comprehensive Capital Improvement Program in order to fully identify long-term capital needs and analyze projected financing capacity. After each fiscal year, there may be unspent appropriations within City operations. Therefore, the Helena City Commission authorizes the City Manager to re-appropriate prior year unspent budget authority and reserves into current year authorized capital appropriations or capital reserves in order to address capital needs. Such capital re-appropriations may be made under the following conditions:

- A. related financing was provided or in reserves from prior fiscal years;
- B. the projected unspent appropriation balance was not reallocated as financing for other appropriations;
- C. the appropriations were not obligated by year end;
- D. the purpose was not included, or rejected, in current budget financing, reserves, or appropriations;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

E. the City Manager determines the re-appropriation is needed to finance the Comprehensive Capital Improvement Program; and

F. after advising the City Commission of the City Manager's intent to make capital re-appropriations at a City Commission meeting or public work session.

Section 9. Municipal Judge Salary and Compensation: The annual salary for the Municipal Judge is \$118,216 and total salary and benefits are approximately \$159,357.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 16th DAY OF JUNE, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

Determination of Proposed Property Tax Increase

Section 7-6-4020 & Section 7-6-4030, MCA
Aggregate of GENERAL & GO Debt Funds - City of Helena, MT
FYE June 30, 2026 - PRELIMINARY BUDGET

FY2026 Increase(decrease) in property taxes

\$	2.08	\$	6.24	\$	12.47
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(Increase(decrease) in Calculated Total Property tax(line 7) from Calculated

FY2025 Calculation:

Current Market Value	\$ 100,000.00	\$ 300,000.00	\$ 600,000.00
Taxable Rate: 1.35% of Current Market Value	\$ 1,350.00	\$ 4,050.00	\$ 8,100.00
Taxable Value Per Mill (1/1000th)	\$ 1.35	\$ 4.05	\$ 8.10
Total Levy in Mills(Line 11 on the Mill levy Calculation Form)	153.91	\$ 153.91	\$ 153.91
Calculated Total Property Tax	\$ 207.78	\$ 623.34	\$ 1,246.67

FY2025 Calculation:

Current Market Value	\$ 100,000.00	\$ 300,000.00	\$ 600,000.00
Taxable Rate: 1.35% of Current Market Value	\$ 1,350.00	\$ 4,050.00	\$ 8,100.00
Taxable Value Per Mill (1/1000th)	\$ 1.35	\$ 4.05	\$ 8.10
Total Levy in Mills(Line 11 on the Mill levy Calculation Form)	152.37	\$ 152.37	\$ 152.37
Calculated Total Property Tax	\$ 205.70	\$ 617.10	\$ 1,234.20



TIF District Information

Preliminary Budget Fiscal Year 2026



TIF Railroad District

RAILROAD TIF (4501)
CASH FLOW STATEMENT

	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED	FY25 PROJECTED	FY26 PROPOSED
REVENUES:						
Real Property Taxes Genl Levy	310,456	296,012	703,308	688,500	690,300	710,300
Personal Property Taxes	10,647	11,259	8,095	8,000	16,200	18,000
Penalty Interest Del Taxes	797	788	592	600	1,000	1,000
Investment Earnings	1,326	22,620	55,229	30,000	61,000	30,000
Total Revenue	323,226	330,679	767,224	727,100	768,500	759,300
EXPENSES:						
Other Contracted Services	170,000	30,000	133,378	450,000	450,000	500,000
Total Expenditures	170,000	30,000	133,378	450,000	450,000	500,000
Total Revenue Over(Under) Expenditures	153,226	300,679	633,846	277,100	318,500	259,300
Beginning Cash	326,485	479,711	780,391	1,414,237	1,414,237	1,732,737
Ending Cash	479,711	780,391	1,414,237	1,691,337	1,732,737	1,992,037

5/19/2025

City of Helena



NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 26001 FY26 Budget					FOR PERIOD 99		
ACCOUNTS FOR:							
Tax Increment - Railroad	2024 ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2025 ACTUAL	2025 PROJECTION	2026 Prelim Commission	COMMENT
45470310 TIF Dev - Railroad							
45470310 311010 Taxes-Gen	-682,715.05	-680,000.00	-680,000.00	-478,183.93	-680,000.00	-700,000.00	
45470310 311022 PP Tax	-8,095.01	-8,000.00	-8,000.00	-16,197.91	-16,200.00	-18,000.00	
45470310 312000 Pen/Int	-592.06	-600.00	-600.00	-1,157.15	-1,000.00	-1,000.00	
45470310 316000 Ent-HB124	-20,592.91	.00	.00	-10,296.46	-10,300.00	-10,300.00	
45470310 335000 State Grnt	.00	-8,500.00	-8,500.00	.00	.00	.00	
45470310 371010 Inv Earn	-55,229.16	-30,000.00	-30,000.00	-57,392.90	-61,000.00	-30,000.00	
45470310 439000 OthContSvc	133,377.82	450,000.00	450,000.00	35,266.00	450,000.00	500,000.00	
TOTAL TIF Dev - Railroad	-633,846.37	-277,100.00	-277,100.00	-527,962.35	-318,500.00	-259,300.00	
TOTAL Tax Increment - Railro	-633,846.37	-277,100.00	-277,100.00	-527,962.35	-318,500.00	-259,300.00	
TOTAL REVENUE	-767,224.19	-727,100.00	-727,100.00	-563,228.35	-768,500.00	-759,300.00	
TOTAL EXPENSE	133,377.82	450,000.00	450,000.00	35,266.00	450,000.00	500,000.00	
GRAND TOTAL	-633,846.37	-277,100.00	-277,100.00	-527,962.35	-318,500.00	-259,300.00	
** END OF REPORT - Generated by Sheila Danielson **							



RAILROAD URBAN RENEWAL DISTRICT WORK PLAN, AUGUST 2022

Approved by City Commission 9/26/2022

Funding Accruals

Approximately \$300,000 is currently available for projects in the Railroad Urban Renewal TIF District as of August 2022.

Prioritized Projects

The Railroad Urban Renewal District TIF Advisory Board recommends that applicants may request up to fifty percent match (50%) funding for all projects. The board further recommends the following development program prioritizations for FY2023, and seeks to solicit applications based on these priorities:

- **RURD Housing Program** → Grant awards may be made for projects that create or retain affordable housing opportunities in the district.
- **Infrastructure Improvement Program** → Grants awards may be made for projects that identify and prioritize upgrades to water, sewer, stormwater drainage infrastructure, and vehicular, parking, and pedestrian/bike transportation improvements.
- **Transportation Planning Study Program** → Grant awards may be made for transportation planning studies within the Railroad Urban Renewal District to address vehicular and pedestrian/bike transportation planning needs.
- **Demolition Program** → Grant awards may be made for the demolition and removal of blighted structures.
- **Historic Façade & Site Improvement Program** → Grant awards may be made for projects that restore/rehabilitate historic buildings and other historic site features, such as brick paving, fencing, and lighting.
- **Marketing/Branding Project Program** → Grant awards may be made to establish a marketing and/or branding plan and an implementation strategy for the Railroad Urban Renewal District.
- **RURD Planning Study Program** → Grant awards may be made for planning efforts that identify regulatory roadblocks to redevelopment and promote sound urban design through zoning reform for the Railroad Urban Renewal District.



Additionally Recognized Eligible Project Priorities

The RURD TIF Advisory Board, having ranked all Railroad Urban Renewal Plan projects and programs, recommends additional project and program activities as being eligible urban renewal projects for tax increment financing ("Additional Projects"). Although Additional Projects are eligible as urban renewal projects, such Additional Projects expressly are not recommended at this time for funding amounts and prioritization. The Additional Projects and Programs that may be eligible for funding in the event additional tax increment funds become available are listed within the Project and Program Prioritization Table once the Work Plan is formally amended and solicitations are made for projects of that type and recommended for funding.

TIF Downtown District

DOWNTOWN TIF (4502)

CASH FLOW STATEMENT

	FY22	FY23	FY24	FY25	FY25	FY26
	ACTUALS	ACTUALS	ACTUALS	ADOPTED	PROJECTED	PROPOSED
REVENUES:						
Real Property Taxes Genl Levy	183,154	327,580	1,220,669	1,050,000	1,232,100	1,232,100
Personal Property Taxes	29,970	3,246	6,578	7,000	10,000	10,000
Penalty Interest Del Taxes	202	415	1,358	500	1,300	500
Investment Earnings	970	13,386	50,290	15,000	70,000	30,000
Total Revenue	214,295	344,626	1,278,895	1,072,500	1,313,400	1,272,600
EXPENSES:						
Other Contracted Services	290,391	17,567	186,544	618,160	618,600	500,000
Total Expenditures	290,391	17,567	186,544	618,160	618,600	500,000
Revenue Over(Under) Expenditures	(76,096)	327,059	1,092,351	454,340	694,800	772,600
Beginning Cash	276,163	200,066	527,126	1,619,476	1,619,476	2,314,276
Ending Cash	200,066	527,126	1,619,476	2,073,816	2,314,276	3,086,876

5/19/2025

City of Helena



NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 26001 FY26 Budget				FOR PERIOD 99			
ACCOUNTS FOR:							
Tax Increment - Downtown	2024 ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2025 ACTUAL	2025 PROJECTION	2026 Prelim Commission	COMMENT
45470311 TIF Dev - Downtown							
45470311 311010 Taxes-Gen	-1,162,869.31	-1,000,000.00	-1,000,000.00	-816,248.53	-1,200,000.00	-1,200,000.00	
45470311 311022 PP Tax	-6,577.54	-7,000.00	-7,000.00	-9,747.05	-10,000.00	-10,000.00	
45470311 312000 Pen/Int	-1,357.91	-500.00	-500.00	-1,610.54	-1,300.00	-500.00	
45470311 316000 Ent-HB124	-64,108.94	.00	.00	-32,054.47	-32,100.00	-32,100.00	
45470311 335000 State Grnt	.00	-50,000.00	-50,000.00	.00	.00	.00	
45470311 371010 Inv Earn	-50,290.00	-15,000.00	-15,000.00	-65,261.54	-70,000.00	-30,000.00	
45470311 439000 OthContSvc	186,544.00	500,000.00	618,160.00	682,512.00	618,600.00	500,000.00	
TOTAL TIF Dev - Downtown	-1,098,659.70	-572,500.00	-454,340.00	-242,410.13	-694,800.00	-772,600.00	
TOTAL Tax Increment - Downto	-1,098,659.70	-572,500.00	-454,340.00	-242,410.13	-694,800.00	-772,600.00	
TOTAL REVENUE	-1,285,203.70	-1,072,500.00	-1,072,500.00	-924,922.13	-1,313,400.00	-1,272,600.00	
TOTAL EXPENSE	186,544.00	500,000.00	618,160.00	682,512.00	618,600.00	500,000.00	
GRAND TOTAL	-1,098,659.70	-572,500.00	-454,340.00	-242,410.13	-694,800.00	-772,600.00	
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DOWNTOWN URBAN RENEWAL DISTRICT WORK PLAN, MAY 2022

Funding Accruals

Limited funding is currently available for projects in the Downtown Urban Renewal TIF District, not inclusive of any outstanding taxes that remain to be paid for May 2022

Prioritized Projects

The Downtown Urban Renewal District TIF Advisory Board recommends that applicants may request up to fifty percent match (50%) funding for projects exceeding \$10,000 or up to twenty-five percent match (25%) for projects equal to or less than \$10,000. Additionally, the board recommends the following development program prioritizations for FY2023, and seeks to solicit applications based on these priorities:

- **Infrastructure Improvement Program** → Grants awards may be made for projects that identify and prioritize upgrades to water, sewer, stormwater drainage infrastructure, and vehicular and pedestrian/bike transportation improvements as well as increasing fiber optic capability.
- **Site Redevelopment & Public Space Activation Program** → Grant awards may be made for redevelopment of underutilized or underperforming properties, adaptive reuse of existing structures, demolition activities, or improvements to property aesthetics through enhanced lighting, landscaping, public art, or other creative means to better activates public-facing spaces.
- **DURD Housing Program** → Grant awards may be made for projects that create or retain affordable housing opportunities.
- **Façade Improvement Program** → Approved applications would receive match funding toward the cost of the façade improvement projects that promote historic preservation and/or promote designs in keeping with the character of the district.
- **Marketing/Branding Project Program** → Grant awards may be made to establish a marketing and/or branding plan with a wayfinding component and an implementation strategy for the Downtown Urban Renewal District.
- **Cruse Avenue Redevelopment Program** → Grant awards may be made to study and implement activities addressing parcel surveying, the future surplus of city-owned property, and infrastructure planning for the Cruse Avenue right-of-way to pave the way for redevelopment activities.
- **Rodney Street Commercial Center Program** → Grant awards may be made to reinvigorate the Rodney Street Commercial Center through gateway signage, infrastructural connectivity, and public art improvements.



Additionally Recognized Eligible Project Priorities

The DURD TIF Advisory Board, having ranked all Downtown Urban Renewal Plan projects and programs, recommends additional project and program activities as being eligible urban renewal projects for tax increment financing (“Additional Projects”). Although Additional Projects are eligible as urban renewal projects, such Additional Projects expressly are not recommended at this time for funding amounts and prioritization. The Additional Projects and Programs that may eligible for funding in the event additional tax increment funds become available are listed within the Project and Program Prioritization Table once the Work Plan is formally amended and solicitations are made for projects of that type and recommended for funding.

TIF Capital Hill District

CAPITAL HILL TIF (4503)
CASH FLOW STATEMENT

	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED	FY25 PROJECTED	FY26 PROPOSED
REVENUES:						
Real Property Taxes Genl Levy	133,086	189,289	585,594	618,000	609,200	609,200
Personal Property Taxes	4,431	2,964	2,505	3,000	18,000	18,000
Penalty Interest Del Taxes	10,167	234	789	800	800	800
Investment Earnings	272	8,971	32,351	15,000	42,000	20,000
Total Revenue	147,956	201,458	621,240	636,800	670,000	648,000
	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Revenue Over(Under) Expenditures	147,956	201,458	621,240	636,800	670,000	648,000
Beginning Cash	-	147,956	349,414	976,964	976,964	1,646,964
Other Financing Sources (uses)			6,309			
Ending Cash	147,956	349,414	976,964	1,613,764	1,646,964	2,294,964

5/19/2025

City of Helena



NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 26001 FY26 Budget					FOR PERIOD 99		
ACCOUNTS FOR:							
Tax Increment - Capital Hill	2024 ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2025 ACTUAL	2025 PROJECTION	2026 Prelim Commission	COMMENT
45470312 TIF Dev - Capital Hill							
45470312 311010 Taxes-Gen	-567,298.87	-600,000.00	-600,000.00	-316,618.06	-600,000.00	-600,000.00	
45470312 311022 PP Tax	-2,505.39	-3,000.00	-3,000.00	-17,742.88	-18,000.00	-18,000.00	
45470312 312000 Pen/Int	-789.11	-800.00	-800.00	-825.62	-800.00	-800.00	
45470312 316000 Ent-HB124	-18,295.60	.00	.00	-9,147.80	-9,200.00	-9,200.00	
45470312 335000 State Grnt	.00	-18,000.00	-18,000.00	.00	.00	.00	
45470312 371010 Inv Earn	-32,351.32	-15,000.00	-15,000.00	-40,812.12	-42,000.00	-20,000.00	
TOTAL TIF Dev - Capital Hill	-621,240.29	-636,800.00	-636,800.00	-385,146.48	-670,000.00	-648,000.00	
TOTAL Tax Increment - Capita	-621,240.29	-636,800.00	-636,800.00	-385,146.48	-670,000.00	-648,000.00	
TOTAL REVENUE	-621,240.29	-636,800.00	-636,800.00	-385,146.48	-670,000.00	-648,000.00	
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	
GRAND TOTAL	-621,240.29	-636,800.00	-636,800.00	-385,146.48	-670,000.00	-648,000.00	
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RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. 20618

A RESOLUTION FINDING THAT THE CAPITAL HILL MALL AREA WITHIN THE CITY OF HELENA, MONTANA IS A BLIGHTED AREA AND THAT REHABILITATION AND REDEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTERESTS OF PUBLIC HEALTH, SAFETY, MORALS, OR WELFARE OF THE RESIDENTS OF HELENA

WHEREAS, the State of Montana has provided for the rehabilitation and redevelopment of those portions of its municipalities that are blighted and constitute a menace to public health and safety, an economic and social liability, impair the sound growth of municipalities, and aggravate traffic problems;

WHEREAS, Montana Code Annotated (MCA), in Title 7, Chapter 15, Parts 42 and 43, authorizes municipalities to exercise statutory urban renewal powers for redevelopment and rehabilitation after the municipality has made a finding that a blighted area exists;

WHEREAS, the City of Helena directed Better City, to evaluate the "Capital Hill Mall Area" generally described as one block north of Prospect Avenue, extending one block south of 11th Street, bounded to the west by North Dakota Street and to the east by I-15, including a number of hotel parcels around the highway interchange and the Samuel V. Stewart Homes development managed by the Helena Housing Authority, located on a block bounded by

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20618

Billings Avenue, Butte Avenue, Montana

Avenue, and Roberts Street, as shown on the attached Exhibit "A" and more particularly describe on the attached Exhibit "B;"

WHEREAS, Better City conducted a study and prepared a Statement of Blight as shown on attached Exhibit "C" hereto which documents the existence of blight in the "Capital Hill Mall Area" and, in its opinion, has found blight (as defined by § 7-15-4206(2), MCA) exists in the area, and in particular found:

- substantial physical dilapidation, deterioration, age obsolescence, or defective construction, material, and arrangement of buildings or improvements, both residential and nonresidential;
- defective or inadequate street layout;
- faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
- defective arrangement of buildings or improvements;
- excessive land coverage; and
- unsanitary or unsafe conditions;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20618

OF HELENA, MONTANA, AS FOLLOWS:

Section 1. The Capital Hill Mall Area within the City of Helena is a blighted area, and its rehabilitation and redevelopment is necessary in the interests of the public health, safety, morals, or welfare of the residents of the City of Helena, Montana.

Section 2. An Urban Renewal Plan will be created for the Capital Hill Mall Urban Renewal Area.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 24th DAY of AUGUST, 2020.

/S/ WILMOT COLLINS
MAYOR

ATTEST:

/S/ DANNAI CLAYBORN
CLERK OF THE COMMISSION



Glossary

Preliminary Budget Fiscal Year 2026



Budget Glossary

Accrual Basis of Accounting

Accrual Basis of Accounting is the method of accounting under which revenues are recorded when earned and expenses that are recorded when goods and services are received (regardless of the timing of related cash flows).

Actual

Actual, as used in the fund summaries and department and division summaries within the budget document, represents the FYXX actual results of operations.

Appropriation

An Appropriation is expenditure authority with specific limitations as to the amount, purpose, and time established by formal action of a governing body such as the City Council for a specific use.

Assessed Market Valuation

The Assessed Market Valuation is the value set upon real estate or other property by a government as a basis for levying taxes.

Balanced Budget (MCA 7-6-4030)

Final appropriations (expenses) may not exceed the projected beginning balance plus the estimated revenue of each fund for the fiscal year.

Bonds

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date) together with interest at a stated rate or according to a formula for determining the interest rate.

Budget

A Budget is a financial plan for the control of government operations. A budget primarily focuses on available reserve, revenue, and expenditure estimates as the means of control.

Budget Document

The Budget Document is the official written statement/document which presents the approved budget to the legislative body.

Budget Message

The Budget Message is the opening section of the budget document which provides the City Commission and the public with a general summary of the most important aspects of the current budget, changes from previous year and recommendations regarding the financial policy for the coming period.

Annual Audit Report

The Annual Financial Audit Report is the official annual financial report of the City encompassing all funds of the City. It includes an introductory section, management's discussion and analysis (MD&A), basic financial statements, required supplementary information other than MD&A, combining and individual fund statements, schedules, and a statistical section.

Capital Assets

Capital Assets are assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CARES Act/ARPA (Coronavirus Aid, Relief, and Economic Security Act/American Rescue Plan)

The Coronavirus Aid, Relief, and Economic Security (CARES) Act (2020) and the Coronavirus Response and Consolidated Appropriations Act (2021) provided economic assistance for American workers, families, small businesses, and industries.

The CARES Act implemented a variety of programs to address issues related to the onset of the COVID-19 pandemic. The Consolidated Appropriations Act continued many of these programs by adding new phases, new allocations, and new guidance to address issues related to the continuation of the COVID-19 pandemic.

The CARES Act was passed by Congress on March 25, 2020 and signed into law on March 27, 2020. The Consolidated Appropriations Act (2021) was passed by Congress on December 21, 2020 and signed into law on December 27, 2020.

The American Rescue Plan continues many of the programs started by the CARES Act (2020) and Consolidated Appropriations Act (2021) by adding new phases, new allocations, and new guidance to address issues related to the continuation of the COVID-19 pandemic. The American Rescue Plan also creates a variety of new programs to address continuing pandemic-related crises, and fund recovery efforts as the United States begins to emerge from the COVID-19 pandemic.

The American Rescue Plan was passed by Congress on March 10, 2021 and signed into law on March 11, 2021.

Cash Reserves

Cash Reserves are unobligated, excess cash in each of the funds.

CDBG (Community Development Block Grant)

The Community Development Block Grant (CDBG) Program is a federally funded program designed to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities primarily for persons of low and moderate incomes. Eligible projects must fall within the three focus areas of Public Facilities, Housing and Economic Development. Projects typically funded include Housing Rehabilitation, Business Loans, Public Service Activities, and Neighborhood Improvement Projects carried out in the City's lower income neighborhoods. All projects must meet at least one of the program's three national objectives: benefit low to moderate income persons; aid in the prevention or elimination of blight; or meet an urgent need that must be addressed because conditions pose a serious and immediate threat to health or welfare of the community and other financial resources are not available to meet such needs.

Contingency

A Contingency is an appropriation of funds to cover unforeseen expenditures that may occur during the budget year. An Emergency Contingency Fund will be dedicated only for unforeseen emergency situations as

determined by the City Manager and the City Commission.

Cost Center

A cost center is a function within an organization that does not directly add to profit, but still costs the organization money to operate.

HBID (Helena Business Improvement District - Downtown)

The Helena Business Improvement District (HBID) is an organization that represents property owners within Helena's legally constituted city district. The mission of the HBID is to serve as a facilitator, provider and advocate for a planned, creative program that aims for the continual improvement of property values and properties in Downtown Helena. Revenues to fund HBID services are derived from a special assessment on the district's property owners' tax bill.

Debt Service Funds

The Debt Service Funds account for revenues and transfers for related principal and interest expenditures.

DHI (Downtown Helena Inc.)

The Downtown Helena Inc. (DHI) is a non-profit organization working to encourage cooperation among members; establish and develop cooperative advertising and promotional campaigns activities; and foster favorable public relations for Downtown Helena.

EMS

EMS refers to Emergency Medical Services.

Encumbrance

An Encumbrance is a commitment of funds against an appropriation until such time as goods or services (related to an unperformed contract) are received by the City.

Enterprise Funds

Enterprise Funds account for businesslike activities supported primarily by user charges. Examples are the

City Water and Wastewater Utilities, Parking garages, and Transit systems.

Expenditures

The term, Expenditures, refers to the outflow of funds paid for an asset obtained or goods and services rendered.

Fiscal Year (FY)

Fiscal Year (FY) is a twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The City of Helena's fiscal year runs from July 1 through June 30.

Franchise Fees

Franchise Fees are paid by utility companies as rent for using public rights-of way.

FTE

Full-time equivalent (FTE) of one position is 2080 hours per year.

Fund

A Fund is a fiscal and accounting entity with a self-balancing set of accounts.

Fund Balance

Fund Balance is the difference between revenues and expenditures. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

GAAP (General Accepted Accounting Principles)

Uniform minimum standards for financial accounting and recording, encompassing the rules and procedures that define accepted accounting principles. The financial statements of the City of Helena have been prepared in conformity with General Accepted Accounting Principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles.

GASB (Governmental Accounting Standards Board) Statement 34

GASB 34 changes the presentation of governments' external financial statements to insure inclusion of all assets like infrastructure assets in the statement of net assets. The objective of GASB 34 is to enhance the clarity and usefulness of government financial statements to the citizenry, oversight bodies, investors and creditors. Key aspects are: analysis of the government's financial performance for the year and its financial position at year-end. The City is required to report financial operations, net assets and prepare statements at the government-wide level. Governments will now be required to use a "net program cost" format for the government-wide statements instead of a traditional operating statement. The City will also be required to record certain infrastructure assets.

General Fund

The General Fund accounts for all resources not devoted to specific activities and include many City services such as Legal, Administration, Municipal Court, Finance and Parks and Recreation. Major revenue sources are real property taxes, business licenses, charges for services, and miscellaneous.

General Obligation Bonds (G.O. Bonds)

General Obligation Bonds (G.O. Bonds) are bonds which are secured by the full faith and credit of the issuer.

GIS (Global Information System)

Global Information System (GIS) – the City of Helena/Lewis and Clark Information Technology Systems Department is actively working on the development of a citywide GIS. The GIS will contain data layers that will consist of city infrastructure data, tax data, and various other pertinent city data. This information will be used for inventory purposes, compliance of GASB 34, and many other uses.

Grant

A Grant is a contribution by the State or Federal government or other organization for a specific purpose, activity, or facility.

Interfund Transfers

Interfund Transfers are amounts transferred from one fund to another within the City.

Internal Service Funds

Internal Service Funds account for the financing of services provided by one department to other departments of the City.

Intrafund Transfers

Intrafund Transfers are amounts transferred within the same fund.

Levy

Levy – (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, and/or service charges imposed by a government.

Mill

A Mill is the traditional unit of expressing property tax rates. One Mill equals one thousandth (1/1000) of a dollar, or \$1 tax per \$1,000 of taxable valuation.

MLCT

MLCT is the Montana League of Cities and Towns.

MMIA

The Montana Municipal Insurance Authority (MMIA) is a self-insured pool made up of the participating cities and towns within the State of Montana. The MMIA makes available two coverages to each of the municipalities: the Workers Compensation Program and the General Liability Program. The City of Helena is a member of both programs.

Modified Accrual Basis of Accounting

Modified Accrual Basis of Accounting is an accounting method by which revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the

accounting period in which the fund liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences, claims, and judgments, are recorded only when payment is due.

Non-departmental/City-wide Expenditures

General Fund expenditures that are not specifically allocable to an individual general fund department are termed Non-departmental. The largest such expenditures include transfers to the Public Safety Fund and property/liability insurance payments.

Ordinance

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Park Maintenance Districts (PMD)

Park Maintenance Districts (PMD) are districts established in certain areas for the collection of assessments to cover the costs to complete operations and maintenance of parks.

Personal Services

Personal Services are those costs related to employee compensation, including salaries, wages, and benefit costs.

Refunding

Refunding is the redemption of a bond with proceeds received from issuing lower-cost debt obligations ranking equal to, or superior to, the debt to be redeemed.

Resolution

Resolution is a formal expression of opinion or intent voted by an official body such as the City Commission.

Revenue

Revenue is the total income produced by a given source, such as business taxes, permits, fines and forfeitures, etc.

Risk Management

Risk Management is an organized attempt to protect a government's assets against accidental loss in the most economical method.

SDF

System Development Fees (SDF) are one-time fees assessed against new water or wastewater customers as a way to recover a part of the cost of additional system capacity constructed for their use. The amount of the fees is based upon the size of the customer's water meter.

SID

Special Improvement Districts (SID) are districts established for specific improvements such as lighting, water, sanitary sewer, storm drain, and/or streets. These improvements are paid for by special assessments.

Special Assessment

A Special Assessment is a levy made against certain properties to defray part or all of the cost of a specific improvement or service primarily benefiting those properties.

Special Revenue Funds

Special Revenue Funds are funds earmarked for special activities as required by law or administrative regulation. Examples are City-County Library, Street/Gas tax, Tax Increment District, and the Community Development Grants.

Structurally Balanced Budget

Government Finance Officers Association: 1. ongoing expenses should be covered by ongoing revenues. Ongoing revenues are revenues that can be expected to continue year to year. 2. One-time or short-term revenues are used to fund one-time or short-term expenses.

SVRO Coordinator

Sexual or Violent Offender Registry Coordinator is a newly requested position within the Police Dept. for fiscal year 2022.

Tax Increment Bond

Tax Increment Bond is a specially limited obligation bond payable from anticipated incremental increases in tax revenues, resulting from the redevelopment of an area. Tax revenue from construction and improvements in the Tax Increment District provides funding for new construction and improvements.

Tax Increment District(s)

Tax Increment Districts are areas within the City which allows for special property tax treatment. Boundaries of the District are set, and tax revenue (based upon taxable value) is determined. This taxable value amount becomes the BASE value. Tax collections from the BASE continue to be distributed to the taxing entities. The taxable value in excess of the BASE (tax increment) is used to pay for incentives established to create tax value growth. After a period of time, the District sunsets and all tax collections are distributed to the taxing entities.

Taxable Valuation

The Taxable Valuation is the portion of the assessed value of a property that is taxable.

TBID (Tourism Business Improvement District)

The Tourism Business Improvement District's (TBID) purpose is to market the Helena region as a preferred travel destination.

Transfers

Transfers are authorized exchanges of cash or other resources between funds.

Transmittal Letter

Transmittal Letter is a general discussion of the proposed budget as presented in writing by the City Manager to the City Commission. The message contains an explanation of the principal budget items and recommendations regarding the financial policy for the upcoming year. Separately, the Commission creates the Budget Message which is a letter to the Community summarizing their priorities for the City from which the City Manager will address within the budget.

Working Capital

Working Capital is net current assets. The balance can be identified as available for commitment on the short term (usually one year).

Formula:

1. Add cash:
2. Add other current assets (known as receivables which can be expected to be available for expenditure in the short term): and,
3. Deduct current liabilities (payables which are expected to be paid in the short term).





Improvement Districts

Preliminary Budget Fiscal Year 2026







Tourism Business Improvement District

Preliminary Budget Fiscal Year 2026





Helena Tourism Business Improvement District Fiscal Year 2026 Work Plan

1 ORGANIZATION SUMMARY

The TBID is funded by a room assessment that the hoteliers voted into action to help market Helena. The TBID operates under the direction of the TBID Board of Directors and reports to the City of Helena.

The Helena Tourism Alliance (HTA) is the administrative organization of the TBID. The TBID Board meets monthly on the second Wednesday of every month at 1:30 pm in the Reeder's Alley Conference Center, 120 Reeder's Alley.

The Helena Tourism Business Improvement District (TBID) continues to base our marketing and product development strategies on our mission.

Helena TBID Organizational Mission

To promote and preserve Helena as a unique destination to increase occupancy for lodging facilities thereby creating vibrant growth in the local economy.

1

Helena TBID Organizational Vision

The Helena TBID is the premier partner and leading advocate for Helena's quintessential experiences and profound opportunities.

Helena TBID Organizational Values

- Integrity
- Innovation
- Communication
- Participation
- Effective Teamwork

Helena TBID Organizational Goals

1. Community Partnerships: Build relationships with the community and make a coordinated effort to communicate effectively.
2. Market Helena: Develop a marketing plan that builds awareness, educates, and utilizes extension partnerships.
3. Big Picture: Explore additional partnership opportunities by identifying unique travel experiences utilizing unconventional ideas.
4. Organizational Development: Create training to develop innovative board members, staff, and stakeholders to enhance participation.

2 INTRODUCTION

The role of Destination Organizations, like Visit Helena, continue to evolve. Destination management calls for a coalition of many organizations and interests working towards a common goal, ultimately being the assurance of the competitiveness and sustainability of the tourism destination.

There have been great strides made with the City of Helena and other community partners working cohesively on a unified brand and messaging and a strategic roadmap. We will continue to work to strengthen community vitality; competitive positioning; and ensure the long-term viability of Helena.

Collaborative management of our destination will help to avoid overlapping functions and duplication of efforts in promotion, visitor services, training, business support, and resource management/protection.

Visit Helena will continue to work closely with community organizations, such as the City of Helena, Helena Area Chamber of Commerce and Convention and Visitors Bureau; Helena

Business Improvement District; Montana Business Assistance Connection; and many additional stakeholders.

One of the ultimate goals of tourism is to increase quality of life for residents of a destination. Visitation boosts economic impact. When the Helena area economy thrives, the resident experience also thrives, we understand it is a delicate balance. Visit Helena will work to identify & support destination product development opportunities as well as sustainability and stewardship of the destination.

In a world consumed by possessions rather than experiences, the Visit Helena team strives to amplify the voices of those working toward a welcoming and balanced Helena, reinvesting in our community for future generations while maximizing tourism dollars for a thriving city.

We will work on initiatives in destination management and marketing that focus on the **economic**, **social**, and **environmental** health of our town.

3 LEISURE RECRUITMENT

The TBID's overall leisure marketing strategy is to increase year-round visitation targeting regional, national, and international visitors. Strategies and goals will continue to be assessed and expanded and will focus on creative marketing to reach new and existing travelers.

The TBID will closely monitor opportunities for consumer trade shows including the Denver Travel and Adventure Show, Seattle Travel and Adventure Show, and The Outdoor Adventure & Travel Show in Calgary, among others.

The TBID will work with regional and state partners to monitor the international landscape, while continuing to foster partnerships with domestic and international tour operators. In addition, we will weigh the option to participate with other Montana DMOs in international travel recruitment shows like IPW, the travel industry's premier international marketplace and the largest generator of travel to the U.S.

4 YELLOWSTONE & GLACIER NATIONAL PARKS

For people exploring Montana's National Parks, Helena offers the perfect half-way destination. Helena is 178 miles from the west entrance of Yellowstone National Park and 187 miles from the eastern portion of Going to the Sun Road in Glacier National Park, making us the perfect location to overnight and/or spend several days.

Helena will continue to position the community as the half-way destination between the parks and highlight that traveling this route offers fabulous scenery; some of Montana's most special heritage places; and an opportunity to relax and take a break.

Our social media, SEO, and web content will also focus on Helena, Montana's Hometown, as a great place for starting a Montana vacation, redesigning the Between the Parks message as Montana's Destination. Helena is centrally located and should be the launching point for visitors to explore Montana's true heritage.

5 THE VISITOR EXPERIENCE

Designing a quality visitor experience has been a high priority of Visit Helena. The TBID will continue to work to align our destination's stakeholders, businesses, and front-line employees to support tourism and assist in facilitating and meeting visitor expectations. Ensuring visitors have positive experiences will directly impact the future of tourism in Helena, Montana.

The goal is to successfully align the following sectors because we all benefit from a positive visitor experience:

- Hotel / Lodging
- Attractions
- Downtown Merchants
- Restaurants
- Shopping / Retail
- Citizens / Volunteers

Making sure travelers feel welcomed and enjoy their stay will continue to be a major priority. We will work to determine streamlined ways to offer Front-Line Training to help those working with visitors every day be informed about what Helena has to offer.

Visit Helena understands that the visitor experience plays one of the most important roles in maintaining and growing visitation at a destination. Exceptional service leads to repeat visitation and extended stays. Employees drive the customer experience. By developing and providing this resource for the hospitality industry and business community it will shine a light on the importance of visitor orientation and facilitation which will help elevate the city and champion visitation.

With the new Events page on www.helenamt.com, we will continually lean into utilizing this platform to ensure visitors are aware and can take advantage of the local opportunities and even extend their stay.

6 GROUP TRAVEL & MEETINGS

The TBID works to monitor and evaluate our efforts on developing the group travel market. If appropriate, we will be members of the American Bus Association (ABA) and the National Tour Association (NTA) and will continue to assess whether to attend NTA Travel Exchange or ABA's Marketplace.

TBID will continue to encourage our local community to bring meetings to Helena and will collaborate with our conference facilities. Efforts will focus on small market meetings, and we will attend the Small Market Meetings Conference.

Growth in this segment will help support seasonality in hotel occupancy, and impact the local economy by filling restaurants, retailers, and attractions.

7 TBID GRANT PROGRAM

The TBID Grant Program will continue to be refined to build upon the vibrancy of the community and inspire innovative and creative ideas for events or signature experiences; provide funding in the early planning stages; and maximize regional and national exposure by promoting the events early enough for visitors to include in their itinerary. The grant program has provided financial assistance in supporting sports and tournaments, music festivals, outdoor recreation events and a variety of other events.

The TBID is committed to developing a more year-round tourism base and contributing to a healthy local economy by supporting local activities, spending, tax generation and jobs through increased visitation to the area. Therefore, we will promote and market this program and invite local organizations and businesses as well as seek opportunities for larger events to apply for grant monies.

8 SPORT EVENTS & TOURNAMENTS

Special Olympics of Montana (SOMT) will be in Helena for the State Basketball Tournament which will take place again in November 2025. We will support SOMT.

The TBID will continue to work with the Helena School District and the Athletic Director on bids for Montana High School Association Events. Even though Helena is limited with indoor facilities, we are keeping Helena actively involved in the bidding process and are on the rotation cycle for tournaments.

The TBID will continue to build relationships and support local sports organizations and be a valuable resource to tournament directors and associations in efforts to host and grow competitions that draw athletes and fans from across the region generating room nights for lodging partners.

We are centrally located and a community-based town and are in full support of youth programs. Positioning Helena as a sports event destination remains a priority for Visit Helena with staff looking at new opportunities such as robotics, e-sports competition, etc. and partnerships to help shape the future of sports events in Helena.

9 ARTS & CULTURE

The TBID will strongly lean into promoting arts and culture in Helena. We will emphasize that Helena has a great deal to offer those who appreciate the fine arts: The Archie Bray Foundation for Ceramic Arts, Holter Museum of Art, Grand Street Theatre, Myrna Loy Center for the Performing and Visual Arts, and the Helena Symphony. Numerous fine art galleries showing all types of art from traditional to contemporary and more, provide Helena with a solid mix of culture that will be highlighted.

10 HERITAGE TOURISM



With the anticipated opening of **The Montana Heritage Center, Montana's Museum**, in late 2025, we will partner alongside them to create awareness of this attraction.

The Montana Heritage Center will capture the grandeur of the Treasure State by celebrating the natural features, diverse cultures, and stories of our past. The new home for the Montana Historical Society will include expanded museum exhibits, educational classrooms, a public event center, an enhanced research center, and a cafe, plus an outdoor courtyard and rooftop terrace. Visitors from across Montana and the world will experience state-of-the-art displays of their ever-expanding collections.

We will market & support the preparation for their **Grand Opening June 25-28, 2026**.

In addition, we will be working to secure a plan for wayfinding and signage systems to enhance navigational experiences & improve overall connectivity, reinforce community brand, and support local businesses.

Visit Helena will also continue to support the Montana History Foundation to promote their [Helena History Tours](#). This program is designed to promote heritage tourism by showcasing Helena's regional history through exploration of its surrounding environment.

Direct beneficiaries include Helena residents and tourists, with the broader economy of Helena serving as a secondary beneficiary.

The summer of 2025 will include the following tours:

- Rediscover Reeder's Alley
- Pedaling through the Past
- Redlight Rendezvous

7

- Echoes of the Past
- Wandering the Westside

Tours are offered at regularly scheduled afternoon and evening times. All tours will be available for private group tour bookings as well as a “History Triple Play” offer so that visitors will be encouraged to stay additional nights to participate in all guided experiences.

The Montana History Foundation has a new office located in Reeder’s Alley which will be a wonderful opportunity to book a tour on site, as well as provide an additional opportunity to connect The Montana Heritage Center to Downtown Helena.

11 MARKETING METHODS

Aspects of the tourism industry are forever shifting, so we continue to look for ways to provide offerings that make Helena attractive . Building off the recent Helena Brand Strategy we will continue to follow the three phases of the travel decision process – inspiration, orientation, and facilitation and highlight strong imagery and stories of people and activities in and around Helena.

The benefits of technology provide people the opportunity to have a greater choice in deciding where they want to visit and live. To establish Helena as a destination in the minds of both consumers and businesses, it is critical to lean into our new brand and utilize a strong, unified brand voice along with messaging and positioning that will raise overall awareness.

Supporting a strong destination brand will help build a sense of community that will support business and economic stability. The new branding and marketing initiative are the first step in a larger vision to strengthen collaboration between the City of Helena, county, community business leaders and organizations into an integrated approach to preserve Helena as well as take advantage of opportunities for future growth.

The TBID understands the critical need for effective content in today’s ultra-competitive marketplace and will continue to work closely with the local creative marketing agency SOVRN. This year will focus on continuing the Hel Yeah Campaign by capturing new summer hype footage as well gathering historical assets to champion the rich history in Helena and connect it to The Montana Heritage Center-Montana’s Museum.

Visit Helena will also work to lean into and expand on Southwest Montana’s already established Drink It In Montana that was established in partnership with Central Montana. *Drink It In Montana aims to capture the story of Montana’s craft beverage industry by helping newcomers experience the unique flavors and locally-owned businesses. As you travel through Montana, Drink It In. Experience Montana the way the locals do and enjoy our regional flavor.*

With the Montana Distillery Trail, trails and trail lines will be added to work as itineraries. Distilleries are the destinations with the goal in between to highlight Montana history and experience other popular attractions (i.e., scenic landscapes, various towns and history, culture).

Driven by the transformational power of human relationships and the inclusion of diverse voices, Visit Helena will also focus on a project called the *Faces of Helena*.

FACES OF HELENA, MONTANA'S HOMETOWN

Storytelling is at the very heart of destination marketing. Visit Helena wants to engage our audience with authentic stories and the inside scoop on the faces of Helena.

Helena's inspirational people are its strongest brand attribute, and the cumulative stories of the Helena community are a key differentiator.

This travel blog will lean into the Visit Helena Brand and focus on authentic experiences, local traditions, hidden gems, and insider tips, and sharing personal stories of individuals who aren't always in the spotlight to help readers immerse themselves in the culture. We aim to peel back the quirky local history and reveal some of the characters and antidotes associated with them, showcase the spirit and unspoken way of life of locals live by here, highlight authentic encounters, convey that hometown, curated Helena feel that represents why individuals love Helena--- the people, build an emotional bond that compels visitations and ambassadors and garners loyalty, and increase awareness and preference of Helena as a travel destination, not as a pass through.

The TBID will continue to implement a well-rounded social media strategy aimed at growing our audience and maintaining engagement with residents and showcasing Helena's history and charm. We will track key performance metrics, audience insights, and overall progress on our accounts.

The media plan will be primarily digital allowing the plan to stay flexible with changes in creative and messaging along with some print. Search engine optimization (SEO), social media marketing, website optimization, and email marketing are a variety of elements we will utilize to help us grow our tourism & destination business.

This year we will continue investing in **The Zartico Destination Operating System** which is a data-powered toolbox of insights for strategic decision-making. It will assist us with:

- Capturing a snapshot of destination performance and visitor profiles.
- Visualize trends in movement, spending, events, and lodging performance.
- Pinpoint opportunities to fine-tune demand and product development.
- Maximize marketing ROI.

12 MEDIA RELATION AND OUTREACH

Highlighting Helena in a positive way and ensuring our story is heard is something we value, which is why we want to increase earned media.

Throughout the year, Visit Helena will continue to build relationships with influencers and journalists that will help grow the brand and inspire travel. Visit Helena will proactively reach out as well as respond to appropriate media and influencers with original, relevant, and timely stories. We will also work with other tourism partners and our SW Montana region to uncover opportunities for collaborating.

Attending events such as Public Relations Society of America Travel and Tourism Conference will increase contacts and exposure.

10

TBID Staff & Board of Directors

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FY2025-2026 HELENA TBID BUDGET

Current TBID Assets	\$187,869.78
Outstanding Projects	\$60,000.00
Outstanding Payments	\$38,600.00
	\$89,269.78

June 2025 TBID Receivables	\$294,000.00
Estimated January 2026 TBID Receivables	\$ 294,000.00
Total Receivables	\$588,000.00
Total FY 2025-2026 Assets	\$677,269.78

Expense	
Administrative Staff + Taxes + Benefits	\$210,000.00
Operational Expenses	\$81,924.00
Tourism Education & Advocacy	\$10,000.00
Marketing & Publicity	\$251,850.00
Opportunities & Grants	\$57,150.00
Sponsored Events	\$10,000.00
Conventions/Tradeshows	\$25,000.00
Professional Development Training	\$15,000.00
Reserves	\$16,345.78
TOTAL FY 2025-2026 Expenses	\$677,269.78





Helena Business Improvement District

Preliminary Budget Fiscal Year 2026





Work Plan and Budget Proposal

Fiscal Year 2026

History

Helena created Montana's first Business Improvement District in 1986 when a group of business and property owners collaborated with the goal of promoting economic growth in downtown Helena. The Helena BID is a 501 (C)(6) created by state statute through a resolution of the City of Helena. The BID's most recent creation was approved by the City Commission on January 13, 2020, [Resolution No. 20589](#).

Helena Business Improvement District (BID) represents property owners within Helena's legally constituted city district. Revenues to fund the BID programs and services are derived from a special assessment on the property owners' tax bills.

Goal

The goal of the BID is to ensure the long-term preservation and vitality of the city's economic, cultural, social, human, and natural assets. Through our programs and services, the BID works to keep the downtown a beautiful, vibrant, and safe place to work, shop, invest, explore, dine, and play.

Mission

The mission of the BID is to serve as a facilitator, provider, and advocate for planned, creative programs that continually improve property values and properties in downtown Helena.

Governance

The BID is operated by a volunteer Board of Trustees who are property owners or designated representatives from within the district. Trustees are appointed by the City Commission. The Board of Trustees meets monthly on the second Tuesday at 3:30 p.m. at our office, 330 Jackson St. All meetings are open to the public and agenda, minutes and financials posted for public inspection.

PROGRAMS AND SERVICES

The BID proposes continuing our existing projects in FY26, with some additions. We propose spending slightly more than our projected revenue, using our cash balance from FY25.

Flowers and Landscaping

This year, the BID will purchase, install, and maintain 100 flower baskets and 30 flower barrels. Flower barrels continue to be popular, as they require less water and stay vibrant longer. The BID buys the flowers from High Country Growers and pays our Maintenance Ambassadors to water them. The BID also contracts with the City for water and beautification, including trash pickup. The flowers are displayed throughout downtown, including the Great Northern Town Center, from June through September on historic lamp posts and cobra lights.

In addition to summer flowers, the BID maintains 11 landscaped beds along the 300 and 400 blocks of Last Chance Gulch.

Holiday Decorations

The BID installs holiday decorations downtown. These include lighted and unlighted garlands, bows, and wreaths on the historic lamp posts along Last Chance Gulch and the cobra poles elsewhere in the district. Additional lighting throughout the Pedestrian Mall includes decorating the trolley, gazebo, and entrance to Performance Square. The BID contracts the work for installation and removal and maintains the decorations from November to January.

In FY25, we purchased and installed 26 new rope lights to wrap around cobra lights on Last Chance Gulch. Along with other decorations traditionally installed, the BID plans to install additional rope lights and anchors on height-appropriate buildings for garlands to be strung across Last Chance Gulch as appropriate.

Sanitation

The BID owns and maintains 23 trash cans in the district. The BID employs 4 Maintenance Ambassadors to empty and clean the cans. We plan to replace the vinyls on the can lids this year, in collaboration with the Holter Afterschool Teen Arts Council for a variety of designs. The vinyls will also have a QR code with the BID's website for maintenance needs.

BID rented and maintained a portable toilet in Constitution Park during FY25 and it has been a successful undertaking. The BID will continue to maintain the portable toilet in FY26 until no longer necessary. The BID has been working with the City Parks and Recreation Department to install a public restroom in Constitution Park. The City Commission had approved \$98,000 of General Fund Surplus money and the County Commission has committed \$35,000. The BID is allocating \$25,000 of the FY26 budget toward the landscape architectural contract. To help fund the installation of the toilet, the BID will use funds from our STIP account. Currently, we are prepared to spend \$44,000 for installation.

Graffiti Removal and Prevention

The BID contracts with professional graffiti removers to prevent or remove vandalism while safeguarding building integrity.

Banners

The BID purchases, installs, and maintains 144 downtown banners. The Maintenance Ambassadors do seasonal banner changes in November and April.

We also offer other organizations an opportunity to purchase their own banners and contract with the BID for installation. Banners for the Prickly Pear Land Trust, Governor's Cup, and Septemberfest will be on display during the summer of 2025. The board has voted to slightly increase the cost of the program. We will continue to grow this program in FY26 and conduct targeted outreach to event organizers in Helena to make them aware of this opportunity.

Façade and Parklet Grants

The BID offers a one-to-one match of up to \$5000 per project for façade improvements. In FY25, the BID awarded 6 façade grants. These funds are given to reimburse downtown businesses for new awnings, painting, new fixtures, etc.

The BID funds a Parklet Grant program but did not see any interest in this program in FY25. We have reduced the budget for that program but will continue to reserve funds should the interest arise.

Event Grants

With the dissolution of Downtown Helena, Inc. at the end of 2023, the BID recognized the need to encourage event organizers to continue to hold events in the downtown core. The BID will again set aside \$10,000 in Event Grants during FY25 to meet those needs. A portion of this amount will be made specifically available to encourage new events downtown. Awardees may request up to \$1000 in funding for promotion and permitting costs associated with holding an event downtown. This program was very successful in FY25, receiving 12 applications and awarding almost all the budgeted funds.

Business Development

BID allocates funds to assist with business development and incubation, seeking partnerships and suitable projects to support new business startups in downtown Helena. In FY 25, \$5000 was allocated toward matching grants for new businesses in the district. In FY25, five were funded. In FY26, an additional \$1,500 will be allocated to this grant program.

Marketing

The BID promotes downtown Helena through various channels including its website, social media and flyers with guidance from the Promotion Committee. Website maintenance and all social media are being done in-house. We hired two photographers to take photos of all businesses in the district for their use and the use of the BID in its social media efforts. The BID also collaborates with the Helena Chamber of Commerce and Visit Helena on promotional efforts.

Safety Initiative

In response to growing concerns over the safety of downtown events, the BID is collaborating with City officials in the fire, police and transportation divisions, to provide training to event volunteers. The training includes Crowd Management, CPR, First Aid and fire extinguisher use. To date, 65 people have completed all or a portion of this training.

Advocacy

The BID acts as a liaison between downtown property/business owners and the City and other entities. In FY25, it began collaborating with the Helena Chamber of Commerce at “Connections of Cruse” to meet monthly with business owners and other stakeholders to solicit feedback and address concerns and coordinate efforts. The cost of this advocacy work is reflected in payroll.

Capital/Large Projects

The BID maintains a reserve for large expenditures such as the proposed installation of a public restroom and wayfinding associated with the opening of the new Heritage Museum. All checks over \$5000 must be signed by two signatories and approval for large one-time expenditures must be obtained from the Board of Trustees. The BID used a part of this reserve during FY25 to cover the gap of \$23,425 between the BID’s income and expenses. The BID will continue to utilize the two full-time professional staff budgeted in FY25 to grow programs, sponsorships and increase the income of the organization.

FY2026 BID Budget	
Income	
BID Assessment	\$360,600
Community Sponsorships	\$10,000
Equipment Rental	\$1,000
Nuggets Program	\$7,000
Safety Initiative income	\$500
Banner Program	\$3,4000
Office Rent	\$2500
Grants	0
STIP Interest	\$12,000
Total Income	\$397,000
Expenses	
Program and Services	

Public Restroom/ Maintenance	\$26,500
Event Grants	\$15,000
Flowers	\$11,000
Landscaping	\$1,200
Holiday Lighting	\$1,000
Safety Initiative (crowd manage., CRP, first aid)	\$2,500
Graffiti	\$8,000
Banners/Banner Services	\$6,000
Façade Grants	\$25,000
Parklet Grants	\$500
New Business Development grants	\$6,500
Marketing	\$35,000
Total Program and Services Expenses	\$138,200
Payroll	
Salaries/Wages (2 FTE, 4 PTE)	\$152,000
Payroll Taxes/Benefits	\$31,000
Total Payroll Expenses	\$183,000
Administrative Expenses	
Facilities and Equipment	\$41,000
Administrative	\$36,000
Total Administrative Expenses	\$77,000
Total Expenses	\$398,200
Income/Loss	-1,200

METHOD OF LEVYING ASSESSMENT

Montana Code Annotated 7-12-1133 states that when the board submits the annual budget and work plan to the governing body (City of Helena), the board shall also recommend a method of levying an assessment within the district that will best ensure the assessment of each lot or parcel is equitable in proportion to the benefits to be received.

Background: During the creation process in 2019-2020, several property owners suggested a review of the assessment. An ad hoc committee was formed in October 2020 to address this request. The Board of Trustees approved an assessment methodology change for fiscal year 2023, and the change was adopted for fiscal year 2024. There is no change for the fiscal year 2025 or 2026.

FY26 Assessment Methodology Recommendation (MCA 7-12-1133 2(g))

- Every assessment code will be assessed a flat fee, except vacant or non-valued properties, city parks, and city rights of way.
- Every private property assessment code will be assessed the flat fee plus a taxable valuation fee.
- Every non-taxed property assessment code will be assessed the flat fee plus a square foot fee for area.
- Every vacant or “non-valued with specials” (NVS) assessment code is exempt from all assessments.

Assessment Matrix

Property Type	Flat Fee	SF rate	TV rate
All other property not referred to below	\$300	\$0.00	4.0%
City except parks	\$300	\$0.00	0.0%
City parks	\$0	\$0.00	0.0%
City right of way	\$0	\$0.00	0.0%
Vacant or NVS per DOR	\$0	\$0.00	0.0%
Residential	\$100	\$0.00	1.0%
Other property without tax value	\$300	\$0.030	0.0%

Methodology Features

- Relies solely on Department of Revenue property classifications.
- Treats every property with a tax code as an independent entity.
- Eliminates the area portion of the calculation for all properties besides non-taxed, for which the area portion is retained in lieu of the taxable value portion.
- Eliminates “aggregation” of residential and commercial condo units and “accessory parking,” which had been inconsistently applied.

OPERATING AND PARTNERSHIP AGREEMENTS**Downtown Helena Inc. (DHI)**

DHI, a 501(C)(6) organization, was dissolved in December `2023. The BID continues to provide minimal administrative support to the Downtown Nuggets program, which had been administered by DHI. Nuggets will continue to be redeemed by BID until 2029.

Helena Community Foundation

The Helena Community Foundation has supported BID in the past by managing donations and sponsorship efforts on its behalf. In FY26, the BID will explore additional fundraising opportunities and utilize the Helena Community Foundation in these efforts.

City of Helena

The City of Helena and the BID have maintained a collaborative partnership on various projects. A Memorandum of Understanding (MOU) has been drafted between the BID and the City to delineate shared responsibilities, particularly regarding flower maintenance, sanitation, and landscaping. As part of this MOU, the City will sponsor some of the sanitation and beautification efforts of the BID in FY26. An MOU with the City Parks & Recreation Department is also in place regarding collaborative efforts on the Constitution Park restroom.

Main Street Program

The Montana Main Street Program, a collaborative initiative between the Community Development Division and the Montana Office of Tourism at the Montana Department of Commerce, assists communities in strengthening and preserving their historic downtown commercial districts. This is achieved through economic development, urban revitalization, and historic preservation efforts focusing on long-range planning, organization, design, and promotion. The BID coordinates for the Helena community. The City of Helena has been recertified as a 2025 Montana Main Street community.

City of Helena, Montana

Commission Meeting

June 16, 2025

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Resolution Relating up to \$7,000,000 in Principal Amount of General Obligation Bonds: Authorizing the Issuance and Calling for the Public Sale thereof.

Present Situation:

City staff are requesting the City Commission consider a resolution authorizing the sale of General Obligation Bonds for the costs of acquiring a site and the design, construction, furnishing and equipping of a new fire station, to include a training facility and the cost associated with the sale and issuance of the bonds.

The General Obligation Bond principal will not exceed \$7,000,000 and total bonds sales may or may not include any premiums/discounts. The term will be set for 20 years. The Series 2025 Bonds shall be offered and sold at a public competitive sale pursuant to certain Terms and Conditions of Sale.

An application will be made to S&P Global ratings (S&P) for a rating on the Bonds. The City's general obligation debt is currently rated "AA" by S&P.

The Financing Team includes Steven Scharff, Senior Manager for Baker Tilly as Municipal Advisor and Dan Semmens of Dorsey Whitney LLP as bond counsel, who provide the legal opinion and draft all legal documents related to the bond.

A Rating conference will be conducted the week of June 23, 2025.

Competitive bids to be received by July 14, 2025

Pricing Committee will consider the award of the bond on July 14, 2025 following the opening of the bids.

The City Commission will consider the Bond Resolution on July 21, 2025
Expected receipt of proceeds and settlement of the Bonds is August 14, 2025.

A Pre-issuance report is included in the packet along with the Draft Resolution.

Background Information:

Pursuant to Section 7-7-4221, Montana Code Annotated ("MCA"), the City is authorized, upon approval of the electorate of the City, to issue general obligation bonds secured by the full faith and credit and taxing power of the City for any purpose authorized by law, provided that such indebtedness will not cause the total indebtedness of the City to exceed 2.5% of the total assessed value of the taxable property of the City, determined as provided in Section 15-8-111, MCA, ascertained by the

last assessment for state and county taxes.

The electors of the City at an election duly called, noticed and held on June 4, 2024, authorized this Commission to sell and issue general obligation bonds of the City in the aggregate principal amount of up to \$7,000,000 for the purpose of paying costs of acquiring a site, (if necessary,) and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs (the "Improvements"); and costs associated with the sale and issuance of the bonds.

The City has determined at this time to sell and issue general obligation bonds of the City (the "Series 2025 Bonds") to finance or reimburse the City for costs of the Improvements and to pay costs of issuing the Series 2025 Bonds.

The total assessed value of the taxable property of the City, ascertained by the last assessment for state and county taxes, was equal to \$6,147,438,252 (2.5% equals \$153,685,956.30). The issuance of the Series 2025 Bonds in the principal amount of \$7,000,000 will not cause the total indebtedness of the City to exceed the limitation set forth in Section 7-7- 4201, MCA.

Proposal/Objective:

Consider a resolution authorizing the sale of general obligations bonds for a new fire station and training facility.

Advantage:

Passage of the Resolution will enable staff to proceed with a rating process and issuance of the bonds in addition to proceeding with the acquisition of the site, design and construction of a new fire station as approved by the voters of Helena.

Notable Energy Impact:

N/A

Disadvantage:

N/A.

Notice of Public Hearing:

N/A

**Staff Recommendation/
Recommended Motion:**

Move to Approve Resolution Relating up to \$7,000,000 in Principal Amount of General Obligation Bonds: Authorizing the Issuance and Calling for the Public Sale thereof.

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and appointed Clerk of the Commission of the City of Helena, Montana (the “City”), hereby certify that the attached resolution is a true copy of Resolution No. _____ entitled: “RESOLUTION RELATING TO UP TO \$7,000,000 IN PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS; AUTHORIZING THE ISSUANCE AND CALLING FOR THE PUBLIC SALE THEREOF” (the “Resolution”), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Commission at a meeting on June 16, 2025, and that the meeting was duly held by the City Commission and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Commission Members voted in favor thereof: _____
_____; voted against the same: _____
_____; abstained from voting thereon: _____
_____; or were absent: _____.

WITNESS my hand and seal officially this 16th day of June, 2025.

Clerk of the Commission

(SEAL)

RESOLUTION NO. _____

RESOLUTION RELATING TO UP TO \$7,000,000 IN PRINCIPAL AMOUNT
OF GENERAL OBLIGATION BONDS; AUTHORIZING THE ISSUANCE AND
CALLING FOR THE PUBLIC SALE THEREOF

BE IT RESOLVED by the City Commission (the “Commission”) of the City of Helena, Montana (the “City”) as follows:

Section 1 Recitals. Pursuant to Section 7-7-4221, Montana Code Annotated (“MCA”), the City is authorized, upon approval of the electorate of the City, to issue general obligation bonds secured by the full faith and credit and taxing power of the City for any purpose authorized by law, provided that such indebtedness will not cause the total indebtedness of the City to exceed 2.5% of the total assessed value of the taxable property of the City, determined as provided in Section 15-8-111, MCA, ascertained by the last assessment for state and county taxes.

The electors of the City at an election duly called, noticed and held on June 4, 2024, authorized this Commission to sell and issue general obligation bonds of the City in the aggregate principal amount of up to \$7,000,000 for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs (the “Improvements”); and costs associated with the sale and issuance of the bonds.

The City has determined at this time to sell and issue general obligation bonds of the City (the “Series 2025 Bonds”) to finance or reimburse the City for costs of the Improvements and to pay costs of issuing the Series 2025 Bonds.

The total assessed value of the taxable property of the City, ascertained by the last assessment for state and county taxes, was equal to \$6,147,438,252 (2.5% equals \$153,685,956.30). The issuance of the Series 2025 Bonds in the principal amount of \$7,000,000 will not cause the total indebtedness of the City to exceed the limitation set forth in Section 7-7-4201, MCA.

Section 2 Public Sale. The Series 2025 Bonds shall be offered and sold at a public competitive sale pursuant to certain Terms and Conditions of Sale (the “Terms and Conditions”) to be determined and finalized by the City Manager and City Finance Director, in consultation with Baker Tilly Municipal Advisors LLC, as municipal advisor to the City (“Baker Tilly”). The City Manager and City Finance Director, in consultation with Baker Tilly, shall determine the date and time that bids will be opened and tabulated. The City Manager and City Finance Director will prepare or cause to be prepared a notice of the sale of the Series 2025 Bonds, expected to be substantially in the form attached as Exhibit A, and the Clerk of the Commission is authorized and directed to cause notice of the sale of the Series 2025 Bonds to be published in the Helena Independent Record or otherwise in accordance with state law. Following tabulation of bids, the City Manager and City Finance Director, in consultation with Baker Tilly, will award the sale of the Series 2025 Bonds to the responsive bidder with the lowest true interest cost; subject to approval and confirmation by the Commission. With respect to the Series 2025

Bonds, the City Manager and City Finance Director shall have the right to reject any and all bids in their sole discretion and to waive any informality and irregularity in any and all bids. In the event that all bids are rejected, the City Manager and City Finance Director are authorized to initiate a new public, competitive sale of the Series 2025 Bonds and to prepare such additional Terms and Conditions, offering materials and notices, in accordance with this resolution or to abandon a public, competitive sale and pursue a negotiated sale. The form of the Series 2025 Bonds and the final terms and conditions will be set forth in a subsequent resolution or resolutions to be adopted by this Commission following the award of the sale of the Series 2025 Bonds.

Section 3 Authorization to Award Sale; Parameters. Following tabulation of the bids as described in Section 2, the City Manager and City Finance Director are hereby authorized to award the sale of the Series 2025 Bonds, in their discretion, subject to ratification and confirmation by the Commission, on the terms and at a purchase price subject to the following limitations and conditions:

- (i) the aggregate principal amount of the Series 2025 Bonds shall not exceed \$7,000,000 (exclusive of original issue premium or discount);
- (ii) the purchase price of the Series 2025 Bonds shall not be less than 97% of the principal amount thereof;
- (iii) the true interest cost of the Series 2025 Bonds shall not exceed 5.25%;
- (iv) the term of the Series 2025 Bonds shall not exceed twenty (20) years.

The Series 2025 Bonds will be dated, as originally issued, as of their date of delivery (expected to be on or about August 14, 2025). The Series 2025 Bonds with stated maturities on or after July 1, 2036 will be subject to redemption on July 1, 2035, and any date thereafter, at the option of the City, in whole or in part, at a redemption price equal to the principal amount thereof to be redeemed plus interest accrued to the redemption date, without premium.

Section 4 Expected Denominations. The Series 2025 Bonds are expected to mature, subject to redemption as provided above, on July 1 in each of the following years and amounts (unless combined into one or more term bonds), subject to adjustment as described below:

<u>Year</u>	<u>Principal Amount⁽¹⁾</u>	<u>Year</u>	<u>Principal Amount⁽¹⁾</u>
2026	\$255,000	2036	\$345,000
2027	225,000	2037	360,000
2028	240,000	2038	380,000
2029	250,000	2039	395,000
2030	265,000	2040	410,000
2031	275,000	2041	430,000
2032	290,000	2042	450,000
2033	305,000	2043	470,000
2034	320,000	2044	490,000
2035	335,000	2045	510,000

⁽¹⁾ Preliminary; subject to change.

The City reserves the right, after bids are opened and prior to award, to increase or decrease the amount of any maturity or maturities in multiples of \$5,000 in order to produce sufficient net proceeds and to meet the City's structuring goals.

Section 5 Preliminary Official Statement. The City Manager, City Finance Director and other officers of the City, in consultation with Baker Tilly, are hereby authorized and directed to prepare, on behalf of the City, a Preliminary Official Statement to be distributed to potential bidders. The Preliminary Official Statement shall contain the Terms and Conditions and such other information as shall be advisable and necessary to describe accurately the City, the terms and conditions of the Series 2025 Bonds and the security therefor. The City Manager and City Finance Director are authorized on behalf of the City to deem the Preliminary Official Statement "final" as of its date, in accordance with Rule 15c2-12(b)(1) under the Securities Exchange Act of 1934, and to thereafter authorize the original purchaser of the Series 2025 Bonds to distribute the Preliminary Official Statement.

Section 6 Continuing Disclosure. In order to permit bidders for the Series 2025 Bonds and other participating underwriters in the primary offering of the Series 2025 Bonds to comply with paragraph (b)(5) of Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934 (the "Rule"), the City will covenant and agree for the benefit of the registered holders and beneficial owners from time to time of such outstanding series of Series 2025 Bonds, to provide annual reports of specified information and notice of the occurrence of certain events. The City is the only "obligated person" in respect of the Series 2025 Bonds within the meaning of the Rule for the purposes of disclosing information on an ongoing basis. A description of the undertaking will be set forth in the Preliminary Official Statement. Failure of the City to enter into an undertaking substantially similar to that described in the Preliminary Official Statement would relieve the successful bidder of its obligation to purchase the Series 2025 Bonds.

Section 7 Effective Date. This Resolution shall become effective upon passage.

PASSED, ADOPTED, AND APPROVED by the City Commission of the City of Helena, Montana, at a regular session thereof held on the 16th day of June, 2025.

Mayor

ATTEST:

Clerk of the Commission

(SEAL)

EXHIBIT A

[Form of Notice of Sale of Series 2025 Bonds]

NOTICE OF SALE OF
\$7,000,000
GENERAL OBLIGATION BONDS, SERIES 2025
CITY OF HELENA, MONTANA

Notice is hereby given that the City Commission (the “Commission”) of the City of Helena, Montana (the “City”), will receive bids for the purchase of General Obligation Bonds, Series 2025, in the aggregate principal amount of \$7,000,000 (the “Series 2025 Bonds”). The proceeds of the Series 2025 Bonds will be used by the City to (i) finance or reimburse the City for costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs; and (ii) pay the costs associated with the sale and issuance of the Series 2025 Bonds.

The Series 2025 Bonds, including interest thereon, are general obligations of the City payable from the proceeds of an ad valorem tax that the City will covenant to levy annually on all taxable property within the City, without limitation as to rate or amount.

The Series 2025 Bonds shall be dated, as originally issued, as of their date of delivery, expected to be August 14, 2025, and shall bear interest payable semiannually on January 1 and July 1 of each year, commencing January 1, 2026, to the registered owners of the Series 2025 Bonds as such appear in the bond register as of the close of business on the 15th day (whether or not a business day) of the immediately preceding month, at a rate or rates designated by the successful bidder at public sale and approved by the Commission. Interest will be calculated on the basis of a 360-day year consisting of twelve 30-day months.

Bids shall be for not less than \$7,000,000.00, plus accrued interest, if any, on the total principal amount of the Series 2025 Bonds. The Series 2025 Bonds shall mature, subject to redemption as hereinafter provided, on July 1 in each of the following years and amounts (unless combined into one or more term bonds), subject to adjustment as described below:

<u>Year</u>	<u>Principal Amount⁽¹⁾</u>	<u>Year</u>	<u>Principal Amount⁽¹⁾</u>
2026	\$255,000	2036	\$345,000
2027	225,000	2037	360,000
2028	240,000	2038	380,000
2029	250,000	2039	395,000
2030	265,000	2040	410,000
2031	275,000	2041	430,000
2032	290,000	2042	450,000
2033	305,000	2043	470,000
2034	320,000	2044	490,000
2035	335,000	2045	510,000

⁽¹⁾ Preliminary; subject to change.

The City reserves the right, after bids are opened and prior to award, to increase or decrease the amount of any maturity or maturities in multiples of \$5,000 in order to produce sufficient net proceeds and to meet the City’s structuring goals.

The Series 2025 Bonds with stated maturities on or after July 1, 2036 will be subject to redemption on July 1, 2035, and any date thereafter, at the option of the City, in whole or in part, at a redemption price equal to the principal amount thereof to be redeemed plus interest accrued to the redemption date, without premium. If less than all of the Series 2025 Bonds are to be redeemed, the Series 2025 Bonds to be redeemed shall be from such stated maturities and in such principal amounts as the City may designate in writing to the Registrar (or, if no designation is made, in inverse order of maturities and within a maturity in \$5,000 principal amounts selected by the Registrar by lot or other manner as directed by the City).

The Series 2025 Bonds shall be in the denomination of \$5,000 each or any integral multiple thereof of single maturities. The Series 2025 Bonds will be issued as fully registered bonds only. The Series 2025 Bonds will be issued in book-entry only form. The purchase price of the Series 2025 Bonds shall not be less than 97% of the principal amount thereof.

The Series 2025 Bonds will be designated by the City as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), and financial institutions described in Section 265(b)(5) of the Code may treat the Series 2025 Bonds for purposes of Sections 265(b)(2) and 291(e)(1)(B) of the Code as if they were acquired on August 7, 1986.

The City reserves the right to reject any and all bids and to sell the Series 2025 Bonds at a private or other sale.

Bids will be received by Baker Tilly Municipal Advisors, LLC, the City’s municipal advisor, or by electronic transmission through PARITY[®] pursuant to the instructions set forth herein until 9:00 a.m., M.T., on Monday, July 14, 2025, at which time bids will be opened and tabulated. The tabulation of bids will be presented to a designated Pricing Committee subsequent to the opening of bids, at which time the Pricing Committee will consider the bids received and, if a responsive and acceptable bid is received, award sale of the Series 2025 Bonds to the bidder with the lowest true interest cost, subject to approval and confirmation by the Commission. To have its bid considered for award, the successful bidder is required to submit a good faith deposit via wire transfer to the City in the amount of \$140,000.00 no later than 1:00 p.m. M.T. on Monday, July 14, 2025.

Prospective bidders should consult the Terms and Conditions of Sale and the Preliminary Official Statement for a detailed description of the Series 2025 Bonds, the security therefor, and the form of legal opinion proposed to be rendered by Dorsey & Whitney LLP, of Missoula, Montana, as bond counsel. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, prospective purchasers are referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223 3000, or by email: bids@bakertilly.com.

Dated: June 16, 2025.

BY ORDER OF THE CITY COMMISSION

Publish: June 19, 2025
June 26, 2025



June 3, 2025



Pre-issuance report for

City of Helena, Montana

\$7,000,000 General Obligation Bonds, Series 2025 (the “Bonds”)

PRE-ISSUANCE REPORT

PREPARED BY
Baker Tilly Municipal Advisors, LLC
Anaconda, MT

ADVISOR
Steve Scharff | Director
406-692-7966
steve.scharff@bakertilly.com

Issue Summary

PROPOSED ISSUE

The City Commission has under consideration the issuance of the Bonds to finance (i) the costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and (ii) the costs associated with the sale and issuance of the Bonds. This document provides information relative to the proposed issuance (the "Purpose").

AUTHORITY

Statutory Authority: The Bonds are being issued in accordance with the provisions of Title 7, Chapter 7, Part 42, Montana Code Annotated, a duly held special election granting authorization to sell and issue general obligation bonds of the City in one or more series for this Purpose, and pursuant to a resolution adopted by the City Commission on June 16, 2025. The election on the question of issuing the Bonds was held on June 4, 2024. A total of 10,219 votes were cast of which, 5,154 (50.44%) voted in favor and 5,065 (49.56%) voted against the issuance of general obligation bonds.

Parameters Resolution: Pursuant to the Resolution adopted on June 16, 2025, the authority to award the sale of the Bonds has been delegated to a pricing committee subject to the following parameters:

- i. the aggregate principal amount of the Bonds shall not exceed \$7,000,000 (exclusive of original issue premium or discount);
- ii. the purchase price of the Bonds shall not be less than 97% of the principal amount thereof;
- iii. the true interest cost of the Bonds shall not exceed 5.25%;
- iv. the term of the Bonds shall not exceed twenty (20) years.

Pricing Committee: The authority to award the sale of the Bonds to the winning underwriter shall be delegated to the "Pricing Committee", which is comprised of the City Manager and City Finance Director. This authority is only provided within the above conditions established by the Resolution.

SECURITY / SOURCE OF PAYMENT

The Bonds are a general obligation of the City payable from the proceeds of an ad valorem tax, which the City will covenant to levy annually on all taxable property within the City, without limitation as to rate or amount. The full faith and credit and taxing power of the City will be pledged to the payment of the Bonds.

The City will make its first levy for the payment of the Bonds in the fall of calendar year 2025. The first half of taxes will be due November of 2025 with second half tax collections due May of 2026. Each first half of collections will be used to pay the January 1 interest payment as it becomes due. Each second half collection of taxes along with surplus first half collections will be used to make the July 1 principal and interest payment on the Bonds.

METHOD OF SALE

The Bonds shall be offered and sold at a public competitive sale pursuant to certain Terms and Conditions of Sale as prescribed in the Resolution.

FINANCING STRUCTURE

In consultation with City staff, the Bonds have been structured with a twenty-year term with approximately level annual payments of principal and interest. The attached structure is an example of pricing whereas the Bonds would be reoffered at par. This structure was developed for purposes of presenting an available project proceeds with a par amount of \$7,000,000.

Any premium received by the City above the par amount of the Bonds, net of paying costs of issuance and underwriter's discount, will be deposited into the project fund and will be available for use for this Purpose.

On the day of sale, the maturity amounts for the Bonds will be adjusted to accommodate the desired structure of the Bonds.

Issue Terms

BANK QUALIFICATION

The City does not expect to issue more than \$10 million in tax-exempt obligations that count against the \$10 million limit for this calendar year; therefore, the Bonds are designated as bank qualified.

VARIABILITY OF ISSUE SIZE

A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.

RISKS / SPECIAL CONSIDERATIONS

The outcome of this financing will rely on the market conditions at the time of the sale. Schedules included are for illustrative purposes based on current market conditions and do not represent the final pricing for the Bonds.

As noted above, the Bonds have been structured to result in additional proceeds generated from a par bid. There is no guaranty that the winning bidder will price the Bonds with a premium in the amount estimated, which could result in less or more additional proceeds than what is currently shown in the attached schedules.

OPTIONAL REDEMPTION

Bonds maturing on or after July 1, 2036, may be prepaid at a price of par plus accrued interest on or after July 1, 2035.

Rating

An application will be made to S&P Global Ratings (S&P) for a rating on the Bonds. The City's general obligation debt is currently rated "AA" by S&P.

Issuance Timeline

EVENT	DATE
City Commission considers resolution authorizing the issuance of the Bonds and calling for the sale thereof, setting certain parameters and designating a pricing committee to award the Bonds (6:00 pm)	June 16, 2025
Rating conference is conducted	Week of June 23, 2025
Competitive bids are received	July 14, 2025
Pricing Committee considers award of the Bonds	July 14, 2025 (Following the opening of bids)
City Commission considers Bond Resolution (6:00 pm)	July 21, 2025
Receipt of proceeds and settlement of the Bonds	August 14, 2025

Post Issuance

ARBITRAGE/REBATE

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements for the Bonds and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves.

Under certain circumstances any “excess earnings” will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or, for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations, and expenditures, including any investment proceeds, will have to meet the spending criteria to qualify for the exclusion. The City expects to meet the 24-month spending exception for the Bonds.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

CONTINUING DISCLOSURE

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement. The City currently provides its own secondary disclosure.

We understand that arbitrage rebate responsibilities are being monitored through other third-party providers of that service.

Finance Team

The issuance of the Bonds will require the work of various other public finance professionals. Fees for these professionals shall be paid by proceeds of this issuance unless directed otherwise by the City. The following professionals and their roles have been identified below:

Bond Counsel: Dorsey & Whitney LLP

Municipal Advisor: Baker Tilly Municipal Advisors, LLC

Attachments

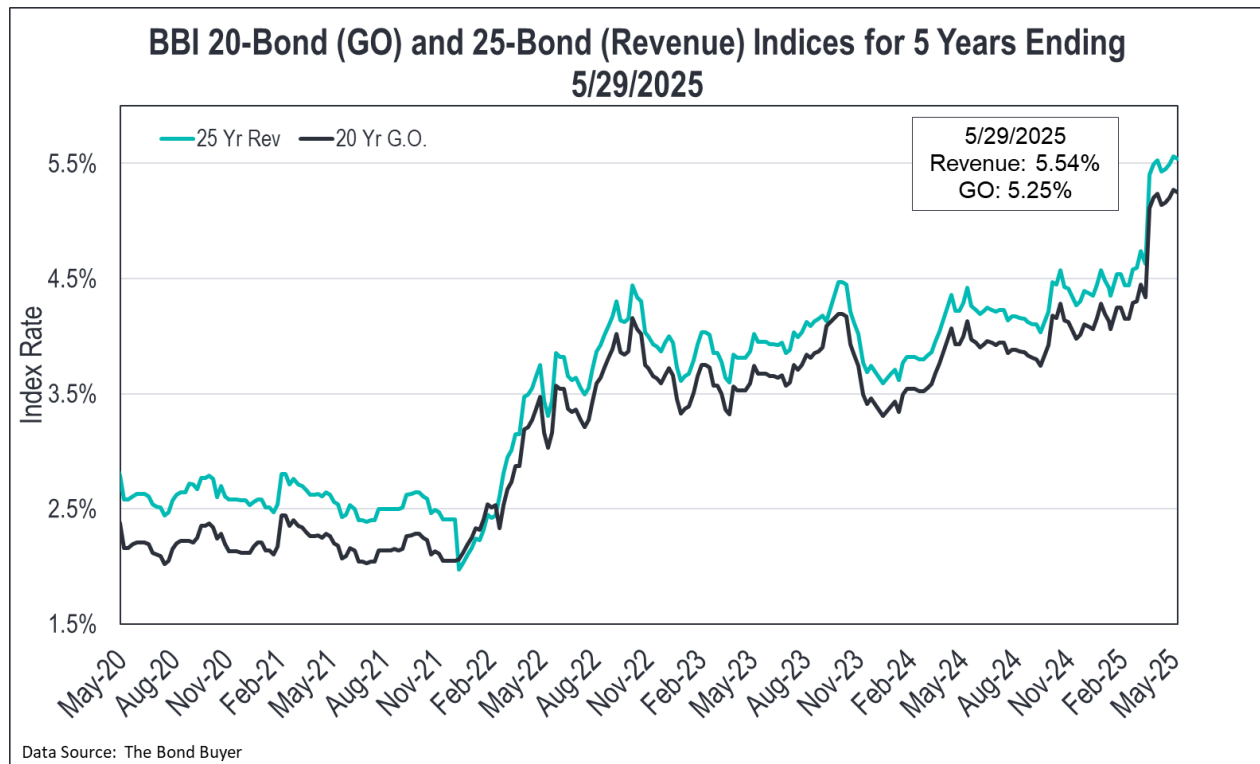
Schedules attached for the Bonds include:

- I. Bond Buyer Index
- II. Estimated Sources and Uses
- III. Estimated Annual Debt Service
- IV. Estimated Semi-Annual Debt Service

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2025 Baker Tilly Municipal Advisors, LLC

I. Bond Buyer Index

Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



II. Estimated Sources and Uses

Sources of Funds

Par Amount of Bonds	\$7,000,000.00
Est. Reoffering Premium	35,741.95

Total Sources	\$7,035,741.95
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Uses of Funds

Est. Deposit to Project Construction Fund	6,870,091.95
Est. Costs of Issuance	95,650.00
Est. Total Underwriter's Discount (1.000%)	70,000.00

Total Uses	\$7,035,741.95
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III. Estimated Annual Debt Service

Date	Principal	Coupon	Interest	Total P+I
07/01/2026	255,000.00	5.000%	282,201.55	537,201.55
07/01/2027	225,000.00	5.000%	307,731.26	532,731.26
07/01/2028	240,000.00	5.000%	296,481.26	536,481.26
07/01/2029	250,000.00	5.000%	284,481.26	534,481.26
07/01/2030	265,000.00	5.000%	271,981.26	536,981.26
07/01/2031	275,000.00	5.000%	258,731.26	533,731.26
07/01/2032	290,000.00	5.000%	244,981.26	534,981.26
07/01/2033	305,000.00	5.000%	230,481.26	535,481.26
07/01/2034	320,000.00	4.125%	215,231.26	535,231.26
07/01/2035	335,000.00	4.250%	202,031.26	537,031.26
07/01/2036	345,000.00	4.250%	187,793.76	532,793.76
07/01/2037	360,000.00	4.250%	173,131.26	533,131.26
07/01/2038	380,000.00	4.250%	157,831.26	537,831.26
07/01/2039	395,000.00	4.375%	141,681.26	536,681.26
07/01/2040	410,000.00	4.375%	124,400.00	534,400.00
07/01/2041	430,000.00	4.375%	106,462.50	536,462.50
07/01/2042	450,000.00	4.500%	87,650.00	537,650.00
07/01/2043	470,000.00	4.500%	67,400.00	537,400.00
07/01/2044	490,000.00	4.625%	46,250.00	536,250.00
07/01/2045	510,000.00	4.625%	23,587.50	533,587.50
Total	\$7,000,000.00	-	\$3,710,520.43	\$10,710,520.43

Yield Statistics

Bond Year Dollars	\$82,498.89
Average Life	11.786 Years
Average Coupon	4.4976611%
DV01	6,040.70
Net Interest Cost (NIC)	4.5391866%
True Interest Cost (TIC)	4.5597217%
Bond Yield for Arbitrage Purposes	4.4437480%
All Inclusive Cost (AIC)	4.7210011%

IRS Form 8038

Net Interest Cost	4.4716098%
Weighted Average Maturity	11.680 Years

IV. Estimated Semi-Annual Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/14/2025	-	-	-	-	-
01/01/2026	-	-	121,960.92	121,960.92	-
07/01/2026	255,000.00	5.000%	160,240.63	415,240.63	537,201.55
01/01/2027	-	-	153,865.63	153,865.63	-
07/01/2027	225,000.00	5.000%	153,865.63	378,865.63	532,731.26
01/01/2028	-	-	148,240.63	148,240.63	-
07/01/2028	240,000.00	5.000%	148,240.63	388,240.63	536,481.26
01/01/2029	-	-	142,240.63	142,240.63	-
07/01/2029	250,000.00	5.000%	142,240.63	392,240.63	534,481.26
01/01/2030	-	-	135,990.63	135,990.63	-
07/01/2030	265,000.00	5.000%	135,990.63	400,990.63	536,981.26
01/01/2031	-	-	129,365.63	129,365.63	-
07/01/2031	275,000.00	5.000%	129,365.63	404,365.63	533,731.26
01/01/2032	-	-	122,490.63	122,490.63	-
07/01/2032	290,000.00	5.000%	122,490.63	412,490.63	534,981.26
01/01/2033	-	-	115,240.63	115,240.63	-
07/01/2033	305,000.00	5.000%	115,240.63	420,240.63	535,481.26
01/01/2034	-	-	107,615.63	107,615.63	-
07/01/2034	320,000.00	4.125%	107,615.63	427,615.63	535,231.26
01/01/2035	-	-	101,015.63	101,015.63	-
07/01/2035	335,000.00	4.250%	101,015.63	436,015.63	537,031.26
01/01/2036	-	-	93,896.88	93,896.88	-
07/01/2036	345,000.00	4.250%	93,896.88	438,896.88	532,793.76
01/01/2037	-	-	86,565.63	86,565.63	-
07/01/2037	360,000.00	4.250%	86,565.63	446,565.63	533,131.26
01/01/2038	-	-	78,915.63	78,915.63	-
07/01/2038	380,000.00	4.250%	78,915.63	458,915.63	537,831.26
01/01/2039	-	-	70,840.63	70,840.63	-
07/01/2039	395,000.00	4.375%	70,840.63	465,840.63	536,681.26
01/01/2040	-	-	62,200.00	62,200.00	-
07/01/2040	410,000.00	4.375%	62,200.00	472,200.00	534,400.00
01/01/2041	-	-	53,231.25	53,231.25	-
07/01/2041	430,000.00	4.375%	53,231.25	483,231.25	536,462.50
01/01/2042	-	-	43,825.00	43,825.00	-
07/01/2042	450,000.00	4.500%	43,825.00	493,825.00	537,650.00
01/01/2043	-	-	33,700.00	33,700.00	-
07/01/2043	470,000.00	4.500%	33,700.00	503,700.00	537,400.00
01/01/2044	-	-	23,125.00	23,125.00	-
07/01/2044	490,000.00	4.625%	23,125.00	513,125.00	536,250.00
01/01/2045	-	-	11,793.75	11,793.75	-
07/01/2045	510,000.00	4.625%	11,793.75	521,793.75	533,587.50
Total	\$7,000,000.00	-	\$3,710,520.43	\$10,710,520.43	-

Yield Statistics

Bond Year Dollars	\$82,498.89
Average Life	11.786 Years
Average Coupon	4.4976611%
DV01	6,040.70

Net Interest Cost (NIC)	4.5391866%
True Interest Cost (TIC)	4.5597217%
Bond Yield for Arbitrage Purposes	4.4437480%
All Inclusive Cost (AIC)	4.7210011%

IRS Form 8038

Net Interest Cost	4.4716098%
Weighted Average Maturity	11.680 Years