



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
July 02, 2019
7:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PROCLAMATIONS

PETITIONS AND COMMUNICATIONS

(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and address for the record.)

1. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

3. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

4. Miscellaneous reports and announcements from City Manager.

CONSENT AGENDA

The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.

5. Minutes, June 18, 2019, Commission Meeting.
6. Total Expenditures of \$3,292,640 for the period of May 31, 2019 through June 19, 2019, to include claims over \$5000, in the amount of \$2,985,496.
7. Contracts List.
8. Award a contract in the amount of \$153,190.00 to David W. Kuglin Construction for the 2019 CDBG ADA Handicap Ramps and Sidewalk, and authorize the City Manager to execute the construction contract documents.
9. Award a contract in the amount of \$588,900.00 to United Materials of Great Falls, Inc., for the Skyline Drive NW Improvements, and authorize the City Manager to execute the construction contract documents.

- [10.](#) Award a contract in the amount of \$71,795.00 to Capcon, LLC of Great Falls, MT for the 22nd Street SW Sanitary Sewer Replacement from Central Avenue West to 1st Avenue SW, and authorize the City Manager to execute the construction contract agreements.
- [11.](#) Postpone the award of a contract for the Water Main Crossings the Upper Missouri River and Sun River Project to July 16, 2019.
- [12.](#) Approve the application for the release of TIF funds to complete the additional final design elements, permit acquisition and provide assistance with the State Revolving Funds (SRF) loan application for the storm drainage system across the Central Montana Agri-Tech Park and approve Amendment No.1 in the amount of \$43,500 to Thomas Dean & Hoskins, Inc.
- [13.](#) Set the public hearing on Resolution 10300, Intent to Increase Property Tax for July 16, 2019.
- [14.](#) Set the annual budget hearing on Resolution 10301, Annual Budget Resolution for July 16, 2019.
- [15.](#) Set the public hearing for the 2019/2020 Business Improvement District (BID) Budget and Work Plan for July 16, 2019.
- [16.](#) Set the public hearing for the 2019/2020 Tourism Business Improvement District Budget and Work Plan for July 16, 2019.
- [17.](#) Set the public hearing for Resolution 10305 to levy and assess the Street Maintenance District for August 6, 2019.
- [18.](#) Set the public hearing for Resolution 10306 to levy and assess the General Boulevard Maintenance District for August 6, 2019.
- [19.](#) Set the public hearing for Resolution 10307 to levy and assess the Portage Meadows Maintenance District for August 6, 2019.
- [20.](#) Set the public hearing for Resolution 10308 to levy and assess Great Falls Park District No. 1 for August 6, 2019.
- [21.](#) Set the public hearing for Resolution 10309 to levy and assess properties within Special Improvement Lighting Districts for August 6, 2019.

Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

ORDINANCES / RESOLUTIONS

- [22.](#) Resolution 10299, Amending Resolution 10274, Extending the effective period in which to complete the nuisance abatement of property located at 520 8th Avenue South. *Action: Adopt or deny Res. 10299. (Presented by Craig Raymond)*

CITY COMMISSION

23. Miscellaneous reports and announcements from the City Commission.

24. Commission Initiatives.

ADJOURNMENT

(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.)

Commission meetings are televised on cable channel 190. If a video recording is available it will be posted on the City's website at <https://greatfallsmt.net> after the meeting. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.

JOURNAL OF COMMISSION PROCEEDINGS
June 18, 2019

Regular City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Bill Bronson, Mary Sheehy Moe, and Tracy Houck. Commissioner Owen Robinson was excused. Also present were the City Manager Greg Doyon; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; Park and Recreation Director Steve Herring; City Attorney Sara Sexe; and, Police Chief Dave Bowen.

AGENDA APPROVAL: There were no changes proposed by the City Manager or City Commission. The agenda was approved as submitted.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

1.

PROCLAMATIONS

Mayor Kelly read a proclamation for Paris Gibson Month (July).

PETITIONS AND COMMUNICATIONS

2. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

NEIGHBORHOOD COUNCILS

3. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

There were no miscellaneous reports and announcements from Neighborhood Council representatives.

BOARDS & COMMISSIONS

4. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.**

There were no miscellaneous reports and announcements from representatives of boards and commissions.

JOURNAL OF COMMISSION PROCEEDINGS

June 18, 2019

CITY MANAGER

5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon announced:

- He had dinner with the USS Montana captain and crew. This Virginia-class submarine is being built and named in honor of the State of Montana
- Planning and Community Development staff has begun preliminary training on their new software to enhance the development review process
- He attended the Association of Defense Communities National Summit last week in Washington, D.C. A primary theme that occurred during the course of the conference was the need for quality schools and housing. In particular, as it relates to the local two installations, they are contemplating studying how to factor that in to basing decisions. Rebuilding design and construction of Tyndall Air Force Base was also discussed and will be more integrated with the community and includes higher tech and security features
- He recently spoke at a meeting of the Uptown Optimist Club

CONSENT AGENDA.

6. Minutes, June 4, 2019, Commission meeting.
7. Total expenditures of \$1,709,691 for the period of May 17, 2019 through June 5, 2019, to include claims over \$5,000, in the amount of \$1,494,267.
8. Contracts List.
9. Accept the bid from Calumet Montana Refining Company of Great Falls and authorize staff to purchase 250 tons of liquid asphalt at \$445 per ton for a total of \$111,250.
10. Award a contract in the amount of \$98,000 to MJD Contracting for the Dewatering Pump Replacement project, and authorize the City Manager to execute the construction contract documents. **OF 1731.2**
11. Accept the low bid from Thatcher Company of Montana, Inc. and authorize staff to purchase liquid aluminum sulfate in the amount of \$382 per ton, up to the maximum amount of 800 dry tons for FY 2019/20.

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission approve the Consent Agenda as submitted.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

JOURNAL OF COMMISSION PROCEEDINGS

June 18, 2019

Motion carried 4-0.

PUBLIC HEARINGS

12. TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) 2018/2019 BUDGET AMENDMENT.

TBID Executive Director Rebecca Engum reported that the City Commission approved the 2018/2019 TBID Budget and Work Plan on July 17, 2018. That work plan included key performance indicators to complete a study at Montana ExpoPark for a MultiPurpose Event Center in Great Falls as well as increase traffic through Great Falls International Airport.

The TBID has placed assessment funds into reserves to be used for strategically aligned specific purposes and are declared as obligations available for expenditure according to the reserve purpose in the Fiscal Year needed.

During the March 28, 2019 Board of Directors meeting, the TBID Board approved an amendment to the budget to accommodate reserve spending to support moving the MultiPurpose Event Center forward with the Great Falls Area Lodging Association. The amendment also included financial investment to support increased direct air service by carriers into the Great Falls International Airport.

In an audit of the Great Falls Tourism Business Improvement District, the auditor delivered one finding related to increased expenses over the approved budget. This finding noted that an amendment to the 2017/2018 budget was not submitted to the City of Great Falls, even though presented and approved by the TBID Board.

To prevent any future findings, the TBID Board approved the budget amendment as presented to the City of Great Falls for approval.

Ms. Engum noted the word “and” is missing in the second paragraph under the “Background” section of the agenda report, and she provided a corrected copy.

Mayor Kelly declared the public hearing open, and he asked if the Commissioners or public had any questions of the applicant. No one responded.

No one spoke in support of or in opposition to the TBID’s 2018/2019 Budget Amendment. Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission approve the 2018/2019 Tourism Business Improvement District Budget Amendment.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

JOURNAL OF COMMISSION PROCEEDINGS

June 18, 2019

13. RESOLUTION 10296, ESTABLISHING USAGE FEES FOR THE COMMUNITY RECREATION CENTER.

Park and Recreation Director Steve Herrig reported that staff is proposing a range of fees for the Community Recreation Center to allow the flexibility to set fees based on cost recovery and market comparisons. Program costs will be determined and fees reviewed following the completion of each program.

The Community Recreation Center last set fees in July of 2014 for facility use and program fees. The proposed fees include an increase in adult basketball leagues and establishes a corporate membership for the fitness center for businesses and organizations with 50 or more employees.

While setting the public hearing date, Commissioner Moe inquired about the number of employees needed for the corporate rate. During the Park and Recreation Advisory Board meeting on June 10, 2019 the Board recommended reducing the requirement of 100 employees to 50 employees to allow for more businesses to be included.

The increase in adult basketball fees is needed to cover increased costs for referees. The corporate rate for the fitness center is intended to increase revenues through increased usage.

Mayor Kelly declared the public hearing open, and he asked if the Commissioners or public had any questions of staff.

Mayor Kelly inquired how the Board chose 50 employees for the corporate rate.

Director Herrig responded that number was a suggestion of the Board chairman. Other fitness centers in town do not offer a corporate rate. Staff does not want to overwhelm the fitness center, but wants it to get utilized.

No one spoke in support of or in opposition to Resolution 10296.

Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10296, Establishing Usage Fees for the Community Recreation Center.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Moe expressed appreciation to the Park and Recreation Advisory Board for reconsidering the 100 employee corporate membership, noting that there weren't many employers with over 100 employees except for public entities.

There being no further discussion, Mayor Kelly called for the vote.

JOURNAL OF COMMISSION PROCEEDINGS

June 18, 2019

Motion carried 4-0.

OLD BUSINESS

NEW BUSINESS

ORDINANCES/RESOLUTIONS

14. ORDINANCE 3201, AMENDING TITLE 2, CHAPTER 21, SECTIONS 080 AND 100 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), PERTAINING TO THE GREAT FALLS ETHICS COMMITTEE.

City Attorney Sara Sexe reported that the Great Falls Ethics Committee was established in 2017 to help City officials and staff continue to comply with Mont. Code Ann. Title 2, Chapter 2, pertaining to code of conduct for public officials, and the Great Falls Ethics Code, OCCGF Title 2, Chapter 21.

On May 17, 2019, the Ethics Committee updated its Rules and Procedures, by which complaints and responses referred to the Committee are received and heard. In the course of the discussion regarding these updates, the Ethics Committee indicated by consensus support for the Commission to consider changes to the ordinances governing the Committee.

Commissioner Mary Moe suggested a change during public comment on the updates that an alternate Ethics Committee member be appointed by the City Commission to address Committee member unavailability, which would revise OCCGF 2.21.080.

Additionally, in the update discussions, the Ethics Committee indicated support for a staff-recommended change in the determinations to be made under the current ordinance to avoid confusion by the Ethics Committee and all parties involved. This proposed change would replace the two-part process of determining: (1) whether there was an appearance of a violation, and (2) whether there was an actual violation. Legal staff recommends that the City Commission institute a significant process change amending OCCGF 2.21.100 to reflect the duties under Mont. Code Ann. §2-2-144, requiring the Committee to:

determine whether a complaint appears to be substantiated based on the information and testimony presented. If the Committee determines that a complaint appears to be substantiated, it may refer the matter to the Cascade County Attorney, or to the supervisor of a public employee who may be the subject of the complaint, for disposition. The Committee shall make written findings of its decision, which will be filed with the City Clerk.

If adopted, these changes will assist in allowing for timely due process for all parties involved, including the person who is the subject of any complaint. It also will allow employees the ability to defend challenges to their actions and allow their supervisors to address complaints which are found to be substantiated.

JOURNAL OF COMMISSION PROCEEDINGS

June 18, 2019

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission adopt Ordinance 3201.

Mayor Kelly asked if there were any comments from the public.

John Hubbard, 615 7th Avenue South, spoke about topics either not on topic or not within the jurisdiction of the City Commission. He was reminded this item is a procedural vote regarding the Ethics Committee processes.

Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

15. RESOLUTION 10293, INTENTION TO VACATE 11TH STREET SOUTH BETWEEN BLOCK 468 AND BLOCK 469.

Planning and Community Development Director Craig Raymond reported that this item is a request to consider the adoption of Resolution of Intention 10293 which provides for the initiation of the process of vacating a portion of 11th Street South between Block 468 and Block 469 of the Great Falls Original Townsite.

The applicant Great Falls Public Schools desires to construct a new elementary school campus on the site. During preliminary meetings for planning the new campus it was noted that an old remaining public right of way existed on the property. In order to properly place the new school building on the site, the vacation of rights of way become necessary.

Most of the existing utilities will be relocated out of the rights of way; however, a small portion of City sewer main will remain and a utility easement will be required to be approved and recorded to reflect the new utility locations.

Appropriate City departments were involved throughout the discussion and processing of this vacation and support the request.

Director Raymond noted an error within the resolution document in the agenda package. The agenda report notes the public hearing is scheduled for July 16th. The resolution document notes the public hearing date of July 2, 2019. Staff requests that the Commission make a motion to amend Resolution 10293 to reflect the appropriate public hearing date of July 16, 2019.

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10293 as corrected to reflect the appropriate public hearing date of July 16th, and set a public hearing for July 16, 2019.

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

JOURNAL OF COMMISSION PROCEEDINGS
June 18, 2019

Motion carried 4-0.

CITY COMMISSION

16. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

With regard to Item 14, Commissioner Moe expressed appreciation to the Ethics Committee for addressing her due process concerns and updating its procedures.

Commissioner Bronson noted that a member of the Ukrainian delegation was so taken by Commission member presentations regarding government during their recent visit that he is going back with the intention of running for the Ukrainian parliament. Commissioner Bronson provided the delegation with documentation regarding this Commission's public participation process that they are intending to try to eventually incorporate into their public participation policies and procedures in their country.

Commissioner Moe added that Advisory Commission on International Relationships (ACIR) member Sandra Erickson did a fantastic job organizing the complex event.

Mayor Kelly announced that he will be absent the July 16th Commission meeting.

17. COMMISSION INITIATIVES.

None.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Bronson moved, seconded by Mayor Kelly, to adjourn the regular meeting of June 18, 2019, at 7:35 PM.**

Motion carried 4-0.

Mayor Bob Kelly

City Clerk Lisa Kunz

Minutes Approved: July 2, 2019



ITEM: \$5,000 Report
 Invoices and Claims in Excess of \$5,000

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT
<http://greatfallsmt.net/finance/checkregister>

TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$5000:

ACCOUNTS PAYABLE CHECK RUNS FROM JUNE 6, 2019 - JUNE 19, 2019	3,255,748.51
MUNICIPAL COURT ACCOUNT CHECK RUN FOR MAY 31, 2019 - JUNE 19, 2019	36,891.50
TOTAL: \$	3,292,640.01

SPECIAL REVENUE FUND

SUPPORT & INNOVATION

GREAT FALLS BUSINESS IMPROVEMENT DISTRICT	MAY 2019 TAX DISTRIBUTION	59,211.59
GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT	MAY 2019 TBID TAX DISTRIBUTION	77,130.50

GAS TAX BARSAA

UNITED MATERIALS OF GREAT FALLS	OF 1679.7 ENCINO DR/GRANDE VISTA 2 ST REPAIRS	177,477.35
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STREET DISTRICT

GREAT FALLS SAND & GRAVEL INC	ASPHALTIC CONCRETE MATERIAL	16,858.42
STATE OF MONTANA DEPARTMENT OF TRANSPORTATION	MATCH MONIES FOR PARK DR/4TH AVE N PED CROSSING (SPLIT AMONG FUNDS)	5,435.72

PLANNING & COMMUNITY DEVELOPMENT

GREAT FALLS TRANSIT DISTRICT	PASS THRU REIMBURSEMENT FOR TRANSIT PLANNING FROM UPWP	22,187.03
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PARK & RECREATION SPECIAL REVENUE

STATE OF MONTANA DEPARTMENT OF TRANSPORTATION	MATCH MONIES FOR PARK DR/4TH AVE N PED CROSSING (SPLIT AMONG FUNDS)	10,882.97
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FEDERAL BLOCK GRANTS

SMITH RIVER CONSTRUCTION LLC	RLF WEAVER WATER LINE	8,200.00
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SPECIAL REVENUE FUND (CONT.)

PERMITS

GEOGRAPHIC TECHNOLOGIES GROUP	CONFIGURE ARCGIS PORTAL FOR ENERGY SOLUTION	5,000.00
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ENTERPRISE FUNDS

WATER

UNITED MATERIALS OF GREAT FALLS	OF 1465.2 LOWER SOUTH SIDE WMR PHASE III	381,768.24
THATCHER CO OF MONTANA	CHEMICALS	22,731.95
AE2S CONSTRUCTION LLC	OF 1637.1 WTP FILTRATION IMPROVEMENT	8,663.90
BISON MOTOR CO	F550 REG CAB/CHASSIS	42,469.00

SEWER

VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	247,722.79
VEOLIA WATER NORTH AMERICA	MONTHLY CONTRACTED CAPITAL IMPROVEMENTS	12,500.00
CENTRAL EXCAVATION	OF 1695.7 LIFT STATION #15 EMERGENCY REPAIR	58,006.08

STORM DRAIN

STATE OF MONTANA DEPARTMENT OF TRANSPORTATION	MATCH MONIES FOR PARK DR/4TH AVE N PED CROSSING (SPLIT AMONG FUNDS)	5,458.31
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SANITATION

KOIS BROTHERS EQUIPMENT CO	HEIL REAR LOAD BODY FOR UNIT 905	84,820.00
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INTERNAL SERVICES FUND

HEALTH & BENEFITS

MONTANA MUNICIPAL INTERLOCAL AUTHORITY	EMPLOYEE HEALTH INSURANCE PREMIUM	776,228.00
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FISCAL SERVICES

DATAPROSE LLC	POSTAGE & STATEMENT PRINTING MAY 19	7,764.49
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CENTRAL GARAGE

MOUNTAIN VIEW CO-OP	FUEL	24,446.51
MOTOR POWER GREAT FALLS INC	2019 KENWORTH DUMP/PLOW TRUCK	121,605.00
KOIS BROTHERS EQUIPMENT	HYDRAULIC W/SENSOR UNIT #912	5,549.74
HARDLINE EQUIPMENT LLC	SNOW BLOWER & FRT	9,336.80

ENGINEERING

US NUCLEAR REGULATORY COMMISSION	RENEWAL OF NUCLEAR DENSOMITER LICENSE	8,600.00
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PUBLIC WORKS ADMINISTRATION

HIGH POINT NETWORKS LLC	DOWN ON MITEL PHONE IMPLEMENTATION	19,622.92
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CC FACILITY SERVICES

A T KLEMENS INC	EMERGENCY AC CHANGE OUT FINANCE DEPARTMENT	6,870.00
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TRUST AND AGENCY

COURT TRUST MUNICIPAL COURT

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	29,582.50
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PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	48,537.00
ICMA RETIREMENT TRUST	EMPLOYEE CONTRIBUTIONS	10,010.84
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	56,120.67
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	68,373.81
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	128,486.04
POLICE SAVINGS & LOAN	EMPLOYEE CONTRIBUTIONS	11,333.00
US BANK	FEDERAL TAXES, FICA & MEDICARE	207,517.32
AFLAC	EMPLOYEE CONTRIBUTIONS	9,452.89
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	5,561.00
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	14,970.49

UTILITY BILLS

ENERGY WEST RESOURCES INC	MAY 2019 CHARGES	17,562.71
ENERGY KEEPERS INC	ELECTRICITY CHARGES FOR MAY 2019	50,748.75
HIGH PLAINS LANDFILL	MAY 2019 CHARGES	100,691.96

CLAIMS OVER \$5000 TOTAL:\$ 2,985,496.29

COMMUNICATION TO THE CITY COMMISSION

DATE: July 2, 2019

ITEM: CONTRACTS LIST
 Itemizing contracts not otherwise approved or ratified by City Commission Action
 (Listed contracts are available for inspection in the City Clerk’s Office.)

PRESENTED BY: Darcy Dea, Deputy City Clerk

ACTION REQUESTED: Ratification of Contracts through the Consent Agenda

MAYOR’ S SIGNATURE: _____

CONTRACTS LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Public Works Engineering	Horn Construction	07/02/2019-12/31/2020	\$35,892.40	Construction Agreement to replace 77 feet of deteriorated sewer main at the intersection of 5 th Street North and 7 th Alley North OF 1743.0
B	Public Works Engineering	A.T. Klemens, Inc.	07/02/2019-10/31/2019	\$36,700	Agreement to install three new HVAC coolers – Central Garage OF 1733.4
C	Planning and Community Development	Gregoire Construction	06/20/2019 – 07/01/2020	\$5,640	Ratification of City Parking Lot #4 Sidewalk Repair Agreement to remove and replace 245 square feet of 4” sidewalk and remove and replace 474 square feet of 6” reinforced driveway OF 1746.0

D	Planning and Community Development	ALR Contracting LLC	07/02/2019 – 07/02/2020	\$13,150	Agreement to trim trees away from roof; scrape off the curled shingles and overlay the roof with metal; scrape chipping paint, paint entire house and garage, and stain or paint the decks at 520 8 th Avenue South (Brainard/Guidotti), pursuant to Resolutions 10274 and 10299 declaring the property a nuisance, ordering the nuisance be abated, and authorizing City staff to force abatement if necessary (CR 010219.10; 070219.22)
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Item: 2019 CDBG ADA Handicap Ramps and Sidewalk.
From: Engineering Division
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Consider Bids and Approve Contract.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (award/not award) the construction contract in the amount of \$153,190.00 to David W. Kuglin Construction for the 2019 CDBG ADA Handicap Ramps and Sidewalk, and authorize the City Manager to execute the construction contract documents.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation:

Approve contract award.

Summary:

This project was initiated to provide an Americans with Disabilities Act (ADA) accessible route and improve the public right of way in a Low to Moderate Income (LMI) neighborhood as identified by the Community Development Block Grant (CDBG) census. The project area was identified using CDBG census information, the ADA Public Right of Way Transition Plan handicap ramp replacement schedule and stakeholder input. Existing non-compliant curb ramps and alley aprons will be replaced along 13th Street North from 2nd Avenue to 5th Avenues North, to create a route from the C.M. Russell Museum and surrounding neighborhoods, to a city park and an existing accessible route running east to west along 2nd Avenue North.

Background:

Citizen Participation

The construction activity will require temporary closure of 13th Street North at the intersections of 3rd and 4th Avenues North; and intermittent closures to 3rd, 4th and 5th Alley North. Construction activity will also require temporary closure of the sidewalks at the intersections under construction along 13th Street. Access to residences and businesses adjacent to the construction zones will be maintained.

Workload Impacts

Design phase engineering and plans and specifications were completed by the City Engineering staff. City Engineering staff will also provide construction phase engineering services and project inspection.

Purpose

The primary objective of this project is to provide accessible access and public right of way improvements in an LMI neighborhood. Additionally, as a result of the ADA handicap ramp upgrades, existing storm drainage inlets and street radii will be upgraded.

Project Work Scope

This project consists of replacing approximately 700 lineal feet of integral concrete curb and gutter, 18,000 square feet of four (4) inch concrete sidewalk, 3,700 square feet of six (6) inch concrete sidewalk and valley gutter, 24 truncated domes, 3,700 square feet of sod, 270 lineal feet of storm drain piping and 8 storm drain inlets. The project contract time is 35 calendar days. Patching of the street pavement will be completed following ramp and drainage improvements by the City Street Division.

Evaluation and Selection Process

Three (3) bids were received on June 19, 2019 with the bid prices ranging from \$153,190.00 to \$194,775.00. David W. Kuglin Construction submitted the low bid.

Conclusion

City staff recommends awarding the contract to David W. Kuglin Construction in the amount of \$153,190.00.

Fiscal Impact: The attached bid tabulation summarizes bids that were received. Community Development Block Grant funds and City Fuel Tax funds are programmed to fund this project.

Alternatives: The City Commission could vote to deny award of the construction contract and re-bid or cancel the project.

Attachments/Exhibits:

OF 1715.4 Bid Tab

Location map for project

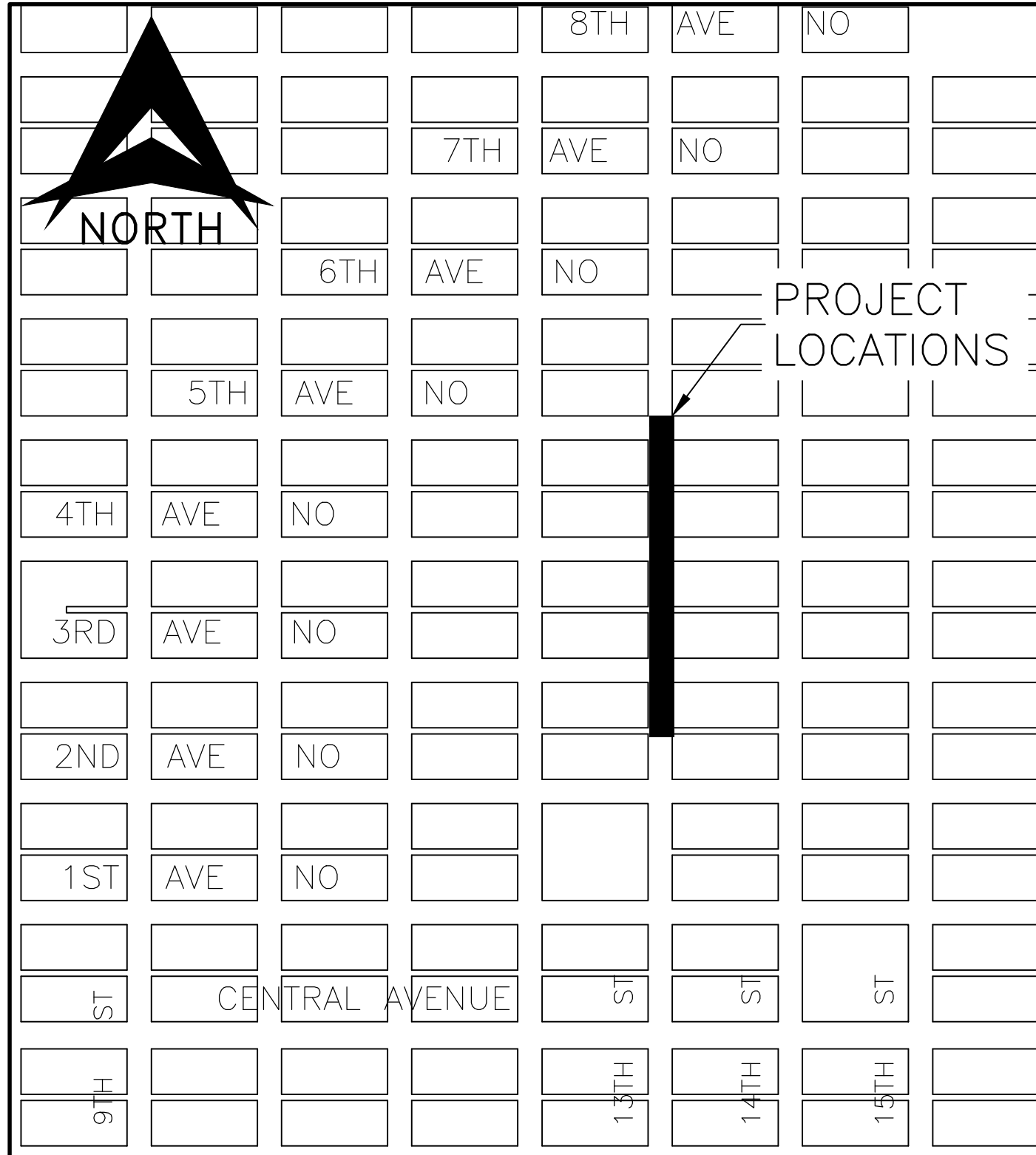
LONG FORM BID TAB - 2019 CDBG ADA Handicap Ramps and Sidewalk, O.F. 1715.4

6/20/2019

Engineers Estimate

Item #	Discription of Pay Items	Est Qty	Unit	Engineers Estimate		United Materials		Kuglin		M.R.T.E	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
101	Curb and Gutter	700	LF	\$42.00	\$29,400.00	\$50.00	\$35,000.00	\$36.00	\$25,200.00	\$40.00	\$28,000.00
102	4" Concrete Sidewalk (R&R)	1800	SF	\$8.00	\$14,400.00	\$7.50	\$13,500.00	\$7.50	\$13,500.00	\$7.25	\$13,050.00
103	6" Reinforced Concrete Sidewalk (R&R)	3700	SF	\$10.00	\$37,000.00	\$11.00	\$40,700.00	\$9.50	\$35,150.00	\$9.25	\$34,225.00
104	Truncated Domes	24	EA	\$250.00	\$6,000.00	\$250.00	\$6,000.00	\$260.00	\$6,240.00	\$225.00	\$5,400.00
105	Irrigation Remove and Reset	1	LS	\$1,200.00	\$1,200.00	\$4,225.00	\$4,225.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00
106	Sod	3700	SF	\$2.00	\$7,400.00	\$3.00	\$11,100.00	\$2.00	\$7,400.00	\$2.00	\$7,400.00
107	Sub-Base Course	40	EA	\$40.00	\$1,600.00	\$55.00	\$2,200.00	\$50.00	\$2,000.00	\$50.00	\$2,000.00
108	Traffic Control	1	LS	\$2,400.00	\$2,400.00	\$8,200.00	\$8,200.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00
109	Type I Curb Inlet with Concrete Apron	8	EA	\$1.00	\$8.00	\$3,700.00	\$29,600.00	\$3,000.00	\$24,000.00	\$3,300.00	\$26,400.00
110	12" SDR 35 PVC (includes removal of 8" pipe)	270	LF	\$90.00	\$24,300.00	\$65.00	\$17,550.00	\$60.00	\$16,200.00	\$90.00	\$24,300.00
111	Flowable Fill	30	CY	\$120.00	\$3,600.00	\$150.00	\$4,500.00	\$120.00	\$3,600.00	\$100.00	\$3,000.00
112	Remove and Replace Trees	3	EA	\$1,000.00	\$3,000.00	\$2,400.00	\$7,200.00	\$800.00	\$2,400.00	\$800.00	\$2,400.00
113	Miscellaneous Work	15000	Unit	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00
Total					\$145,308.00		\$194,775.00		\$153,190.00		\$167,675.00
<p>* note: it is expected that 200CY of Flowable Fill will be used on the project not 30 CY please see the updated engineers estimate and bid price below (this price reflects the contract price after this pending change order)</p>											
114	Additional Flowable Fill	170	CY	\$120.00	\$20,400.00	\$150.00	\$25,500.00	\$120.00	\$20,400.00	\$100.00	\$17,000.00
Total w/CO					\$165,708.00		\$220,275.00		\$173,590.00		\$184,675.00

VICINITY MAP





Item: Construction Contract Award: Skyline Drive NW Improvements, Office File 1708.0.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Consider Bids and Approve Contract.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (award/not award) a contract in the amount of \$588,900.00 to United Materials of Great Falls, Inc., for the Skyline Drive NW Improvements, and authorize the City Manager to execute the construction contract documents."

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Approve construction contract award.

Summary:

This project was initiated to reconstruct a portion of Skyline Drive NW from a point approximately 900-feet west of the intersection of 3rd Street NW and Skyline Drive NW east to a point approximately 175-feet east of the intersection. The project consists of reconstructing approximately 975 feet of road way; and installing curb and gutter, sidewalk, and ADA compliant curb ramps.

Background:

Workload Impacts:

Design phase engineering and plans and specifications were completed by the City Engineering staff with assistance from City Street Division and Utilities. City Engineering staff will provide construction phase engineering services and project inspection.

Purpose:

The purpose of this project is to update Skyline Drive NW to City Standards. Resolution 10253 annexed Skyline Addition Lots 1A, 2A, 3-5 and 6A; Tract 2 of Certificate of Survey #5150; and the adjoining right-of-way of Skyline Drive NW into the City. Storm drainage issues will also be corrected.

Project Work Scope:

Work to be performed under this contract includes the following: approximately 4,400 Square Yards of 4-inch A.C. Pavement; approximately 2,300 Lineal Feet of integral concrete curb and gutter; 5,800

Square Feet of 4-inch concrete sidewalk; 5,100 Square Feet of 6-inch reinforced concrete; 6 truncated domes; 10,000 Square Feet of Dryland seeding placement; and 10,000 Square Feet of Sod placement.

Evaluation and Selection Process:

The specifications were advertised two times in the Great Falls Tribune. Two bids were received on June 19, 2019 ranging from \$588,900.00 to \$669,250.00. United Materials of Great Falls, Inc., submitted the low bid.

Conclusion:

City staff recommends awarding the contract to United Materials of Great Falls, Inc., in the amount of \$588,900.00.

Fiscal Impact:

The attached bid tabulation summarizes bids that were received. The annexed residents will contribute \$117,670 in funding for this project as a part of the annexation agreements. City Street and Utility funds are programmed to fund the remaining costs of this project.

Alternatives:

The City Commission could vote to deny award of the construction contract and re-bid or cancel the project.

Concurrences:

City Engineering staff, City Street Division and Utilities Division recommends award of the bid.

Attachments/Exhibits:

Bid tabulation
Vicinity Map

CITY OF GREAT FALLS
 P.O. BOX 5021
 GREAT FALLS, MT 59403

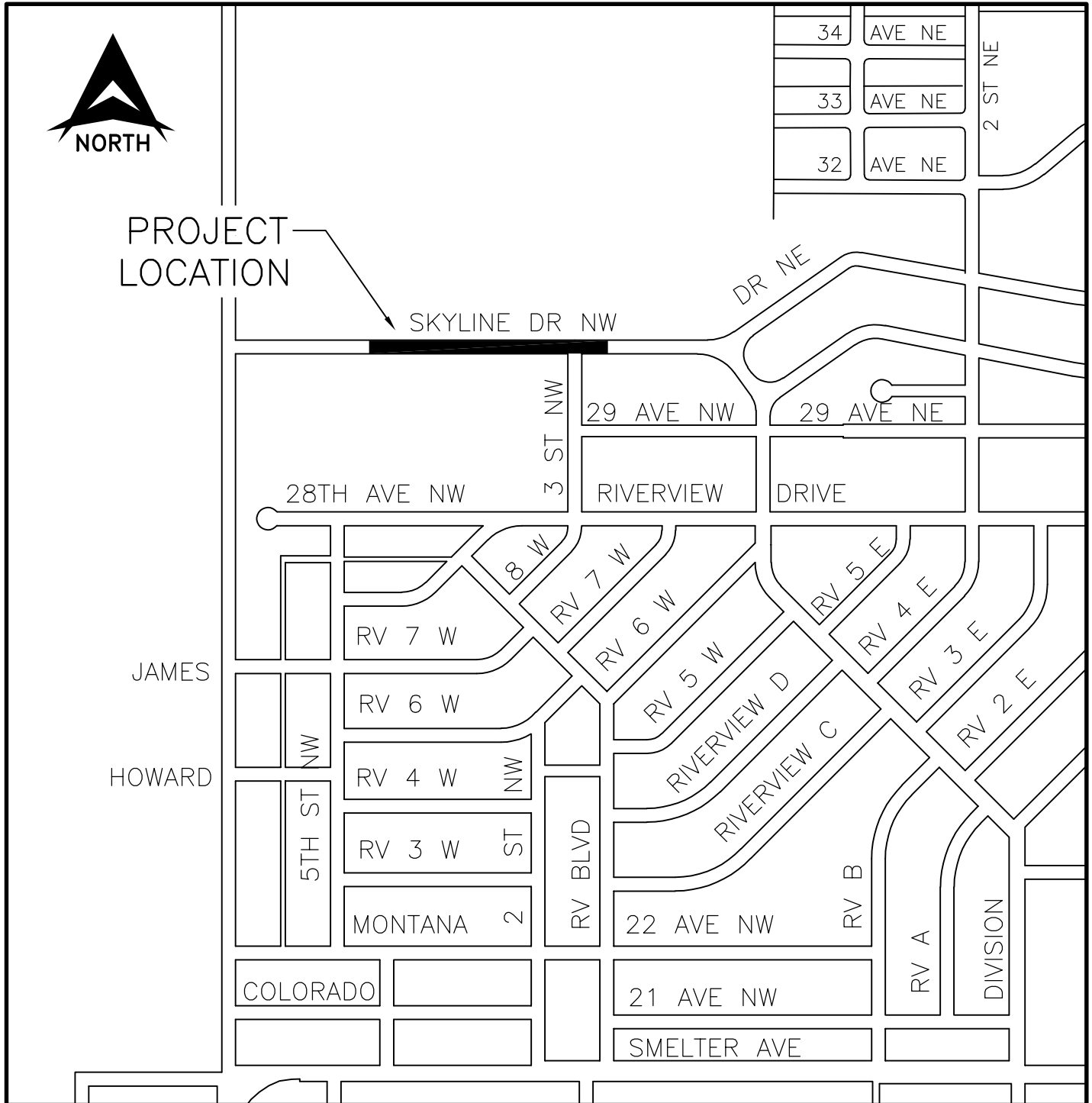
BID TABULATION SUMMARY

Skyline Addition
 O.F. 1708

Project Number _____
 Bids Taken at Civic Center
 Date: May 19, 2019
 Tabulated By: Russ Brewer

	Name & Address of Bidder	Acknowledge Addendum #1	Acknowledge Addendum #2	10% Bid Security	Affidavit of Non-Collusion	Certificate of Non-Segregated Facilities	Certificate of Compliance with Insurance Req.	Total Bid
1	MRTE	Yes	N/A	Yes	N/A	Yes	Yes	\$669,250.00
2	United Materials	Yes	N/A	Yes	N/A	Yes	Yes	\$588,900.00
3								
4								
5								
6								
7								
8								
9								
10	Engineer's Estimate							

VICINITY MAP





Item: Construction Contract Award: 22nd Street SW Sanitary Sewer Replacement from Central Avenue West to 1st Avenue SW - O.F. 1743.1
From: Engineering Division.
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Consider Bid and Award Construction Contract.

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (award/not award) a contract in the amount of \$71,795.00 to Capcon, LLC of Great Falls, MT for the 22nd Street SW Sanitary Sewer Replacement from Central Avenue West to 1st Avenue SW, and authorize the City Manager to execute the agreements.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Approve construction contract award.

Background:

Significant Impacts

This project will replace a segment of deficient sanitary sewer main along 22nd Street SW between Central Avenue West and 1st Avenue SW.

Workload Impacts

The Utility Division of the City’s Public Works Department identified this sanitary sewer main as needing replacement. City Engineering staff designed the project, and will perform construction inspection and contract administration duties.

Purpose

The existing clay tile pipe has deteriorated over the years and is in very poor condition requiring continual maintenance to keep it in operation.

Project Work Scope

Approximately 451 ft of new 8 inch PVC sanitary sewer main will be replaced with the existing main being abandoned in place. Three houses currently hooked up to the existing main will be re-connected to the new main. Asphalt pavement replacement and landscaping restoration are included in the work.

Evaluation and Selection Process

Six bids were received and opened on June 19, 2019, with the bids ranging from \$71,795.00 to \$102,754.00. Capcon, LLC submitted the low bid.

Conclusion

City Staff recommends awarding the construction contract to Capcon, LLC in the amount of \$71,795.00.

Fiscal Impact:

Attached is a bid summary of the received bids. Sanitary Sewer Funding is programmed for the project.

Alternatives:

The City Commission could vote to deny award of the construction contract and re-bid, or cancel the project.

Attachments/Exhibits:

Bid Summary

Vicinity Map

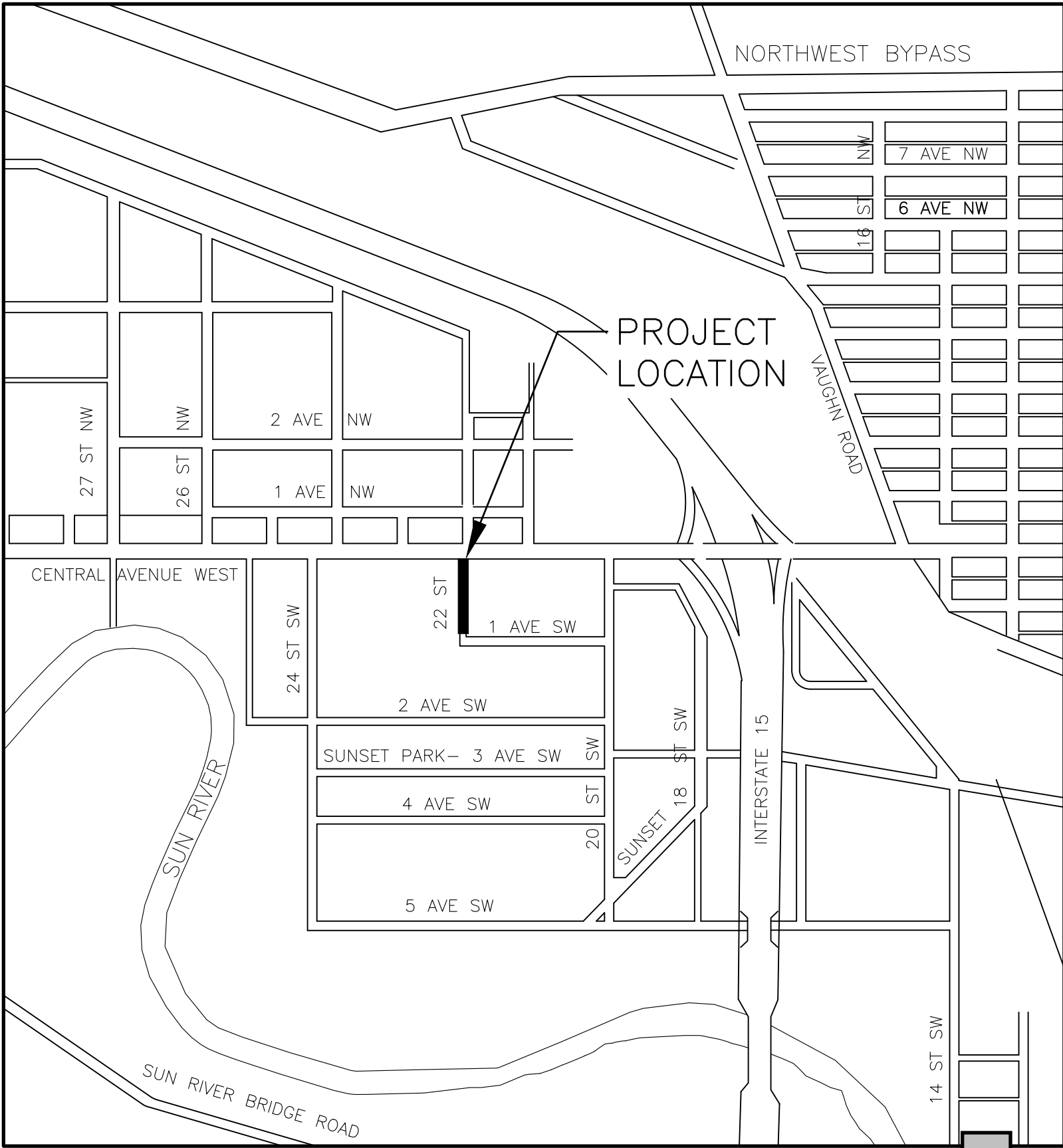
CITY OF GREAT FALLS
 P.O. BOX 5021
 GREAT FALLS, MT 59403

BID TABULATION SUMMARY
 22nd St SW Sanitary Sewer Replacement
 O.F. 1743.1

Project Number _____
 Bids Taken at Civic Center
 Date: June 19, 2019
 Tabulated By: Matt Proud

	Name & Address of Bidder	Acknowledge Addendum #1	Acknowledge Addendum #2	10% Bid Security	Affidavit of Non-Collusion	Certificate of Non-Segregated Facilities	Certificate of Compliance with Insurance Req.	Total Bid
1	United Materials	Yes	Yes	Yes	N/A	Yes	Yes	\$83,610.50
2	Geranios Enterprises	Yes	Yes	Yes	N/A	Yes	Yes	\$92,236.60
3	Central Plumbing & Excavation	Yes	Yes	Yes	N/A	Yes	Yes	\$81,839.00
4	Horn Construction	Yes	Yes	Yes	N/A	Yes	Yes	\$102,754.00
5	Kuglin Construction	Yes	Yes	Yes	N/A	Yes	Yes	\$78,850.00
6	Capcon, LLC	Yes	Yes	Yes	N/A	Yes	Yes	\$71,795.00
7								
8								
9								
10	Engineer's Estimate							

VICINITY MAP GREAT FALLS, MT





Item: Postpone Bid Award: Water Main Crossings the Upper Missouri River and Sun River.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Postpone Consideration of Bids and Contract Approval for OF1494.6

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission postpone consideration of a bid award and contract approval for the Water Main Crossings the Upper Missouri River and Sun River Project until the July 16, 2019 Commission meeting.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Postpone construction contract award.

Summary:

The project consists of installing water main utilizing both Horizontal Directional Drill (HDD) and Open-Cut methods of installation. HDD method will install approximately 3,600 lineal feet of fused 24-inch DR18 PVC pipe under the Missouri River, 300 lineal feet of 42-inch steel casing pipe under BNSF railroad right-of-way, and 1,600 lineal feet of fused 20-inch DR18 PVC pipe under the Sun River. The Open-Cut method will install approximately 1,600 lineal feet of 24-inch pipe, and 1,200 lineal feet of 20-inch pipe.

Due to the complexity of the project and all HDD Contractors being located out of state, the bid date was moved back one week, from June 19th to June 28th. This additional week allowed HDD Contractors to get bids from local Contractors to do the open cut pipe installation and allow more contract clarification.

Once the bids are opened on June 28th additional staff time is needed for consideration of the bids and to make a recommendation to the City Commission at the July 16, 2019 Commission meeting.

Background:

The City needs to install additional water mains by way of Horizontal Directional Drill (HDD) crossing under the Upper Missouri River and Sun River to ensure adequate water pressure and quantity for our expanding City and to provide redundancy for unexpected repairs on our existing transmission mains.

To complete this project the following permits are necessary working in cooperation with different agencies:

- City of Great Falls Flood Plain Permit
- Montana Land-Use Easement
- US Army Corps of Engineers
- Montana Department of Transportation (MDT) – Utility Occupancy Permit
- Montana Department of Environmental Quality (DEQ)
- Burlington Northern Santa Fe Railroad (BNSF)
- Montana Historical Society
- Montana Department of Fish and Game (FWP)
- Montana Department of Natural Resource and Conservation (DNRC)
- Meadowlark Country Club (MLCC)

Fiscal Impact:

This project is being funded through the Water Capital Improvement fund.

Alternatives:

The City Commission could vote to not postpone the bid award. However, due to the complexity of this project, staff will not have had sufficient time to adequately review the documents and make an informed recommendation to the Commission.

Concurrences:

All permits have been obtained (DEQ, BNSF and MDT).

Attachments/Exhibits:

Project location map

CONSTRUCTION DRAWINGS FOR WATER MAIN CROSSINGS THE UPPER MISSOURI RIVER & SUN RIVER GREAT FALLS, MONTANA OFFICE FILE NO. (O.F.) 1494.6 MAY, 2019

J:\2018\18-114 City of Great Falls - Water Main Crossing - Upper Missouri & Sun River\CADD\CIVIL\18114-C1.0.dwg, 5/13/2019 12:37:53 PM, MWC

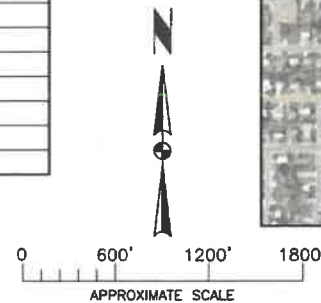
SHEET INDEX

SHEET	DESCRIPTION
C1.0	COVER SHEET
C2.0	NOTES, ABBREVIATIONS AND LEGEND
C2.1	EXISTING SITE TOPOGRAPHY, SHEET INDEX MAP AND BORE HOLE LOCATIONS
MISSOURI RIVER CROSSING - BASE BID	
C3.0	OVERALL WATER MAIN PLAN, HDD NOTES AND SURVEY CONTROL
C3.1	MEADOWLARK PARK EQUIPMENT STAGING AREA (PIPE SIDE)
C3.2	MEADOWLARK PARK PIPE STAGING PATH
C3.3	VERDE PARK EQUIPMENT STAGING AREA (ENTRY SIDE)
C4.0	PLAN AND PROFILE - MISSOURI RIVER STA. 12+51 TO 46+85
C4.1	PLAN AND PROFILE - FOX FARM RD STA. 80+00 TO 80+60 AND MEADOWLARK PARK STA. 1+03 TO 4+50
C4.2	PLAN AND PROFILE - MEADOWLARK PARK STA. 4+50 TO 12+51
C4.3	PLAN AND PROFILE - VERDE PARK STA. 46+85 TO 50+92 AND 19th AVE S. STA. 60+00 TO 60+98
SUN RIVER CROSSING & ALDER DR - BID ALTERNATE 1	
C5.0	OVERALL WATER MAIN PLAN, HDD NOTES AND SURVEY CONTROL
C5.1	SOUTH PIT EQUIPMENT STAGING AREA (ENTRY SIDE)
C5.2	NORTH PIT PIPE STAGING PATH
C5.3	NORTH PIT EQUIPMENT STAGING AREA (EXIT SIDE)
C6.0	PLAN AND PROFILE - SUN RIVER STA. 53+06 TO 68+59
C6.1	PLAN AND PROFILE - SOUTH PIT STA. 50+38 TO 53+06
C6.2	PLAN AND PROFILE - NORTH PIT STA. 68+59 TO 73+50
C6.3	PLAN AND PROFILE - NORTH PIT STA. 73+50 TO 74+85
C6.4	PLAN AND PROFILE - ALDER DR STA. 90+30 TO 93+90
C7.0	DETAILS
C7.1	DETAILS
C7.2	DETAILS
C7.3	DETAILS
LANDSCAPE - BASE BID	
L1.0	MEADOWLARK PARK LANDSCAPE & IRRIGATION (NOT INCLUDED)
L1.1	VERDE PARK LANDSCAPE & IRRIGATION (NOT INCLUDED)
TOTAL	
26 SHEETS	

SUN RIVER
PROJECT LOCATION



MISSOURI RIVER PROJECT LOCATION SITE LOCATION MAP



REV	DATE	REVISION



DRAWN BY: MWC
 DESIGNED BY: CEJ
 QUALITY CHECK: DDN
 DATE: 05.13.19
 JOB NO. 18-114
 FIELDBOOK

WATER MAIN CROSSINGS THE UPPER MISSOURI RIVER & SUN RIVER
GREAT FALLS, MONTANA
 O.F. 1494.6
COVER SHEET



Item: Central Montana Agriculture and Technology Park (CMATP) TIF Phase III Storm Drain, O.F. 1658.1

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Consider and approve additional Central Montana Agri-Tech Park (CMATP) Tax Increment Financing (TIF) funds be distributed and approve Amendment No. 1 to the Professional Services Agreement with TD&H.

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the application for release of TIF funds to complete the additional final design elements, permit acquisition and provide assistance with the State Revolving Funds (SRF) loan application for the storm drainage system across the Central Montana Agri-Tech Park.”

And

“I move the City Commission (approve/not approve) Amendment No.1 for the Central Montana Agri-Tech Park Phase III Storm Drain Project in the Amount of \$43,500 to Thomas Dean & Hoskins, Inc.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation:

City staff recommends approving the application for release of TIF funds for completion of final design elements, permit acquisition and to provide assistance with the State Revolving Funds (SRF) loan application for the storm drainage system and approve Amendment No.1 with Thomas Dean & Hoskins, Inc. (TD&H)

Summary:

As part of the Capital Improvement Plan for the CMATP the City has contracted with TD&H to complete final design, provided assistance with the environmental permit applications, and provide assistance with the SRF application for the storm drainage network across the CMATP.

Background:

The storm drainage system will serve the entire Central Montana Agri-Tech Park (CMATP) development and properties east of Black Eagle Road. The system will help protect properties from

damage and serve future developments. Future extensions can serve several hundred acres to the west and north of the current CMATP.

For the next phase of this project, the storm drain design will be finalized and construction documents will be completed. Easements and permits for the proposed alignment will be finalized and acquired. An amendment to the professional services agreement with TD&H is required for completion of the final engineering design, permit acquisition and assistance with the State Revolving Funds (SRF) loan application for the storm drainage network. City Engineering Division will perform administrative duties and coordinate the consultant's activities. The estimated cost for this phase of the project is \$50,000.

Once the final engineering plans are completed and construction costs determined, an additional request for TIF funding will be submitted for construction. It is anticipated that the construction funding will need to be financed as initial construction cost estimates exceed the funds currently available through the TIF.

Additional Project Work Scope:

The following elements were not included in the original scope of services for this project:

- Design inlets and piping from private stormwater ponds to the storm drain
- Wetland delineation
- Prepare review documents to satisfy SRF requirements
- Environmental and Permitting

Fiscal Impact:

This application for tax increment funding requests that 100% of the project costs for engineering design and administration be provided by available tax increment funds.

Alternatives:

The City Commission could reject the application and deny release of TIF funds for this project.

Concurrences:

City Engineering staff, City Utilities Division, and Environmental Division recommends release of the TIF funds and approve the amendment of the professional services agreement.

Attachments/Exhibits:

- Cover Memo
- TIF Application
- TIF Application Supplemental
- CMATP Storm Drain Location Map
- Amendment No. 1 to Professional Services Agreement

**City of Great Falls
Public Works/Engineering**

DATE: June 20, 2018

FROM: Dave Dobbs, P.E. City Engineer

SUBJECT: Central Montana Agriculture and Technology Park (CMATP) TIF Phase III Storm Drain, O.F. 1658.1

The City has been working with Thomas Dean & Hoskins, Inc (TD&H) to complete the master plan and preliminary design for the storm drainage network across the CMATP. The proposed alignment will begin on the east side of Highway 87 and extend to a point east of Black Eagle Road (see attached). In general, the proposed storm drain will follow the existing natural drainage. Storm water will initially enter the storm drain near the culvert at Highway 87 and inlet structures along the alignment will capture additional runoff and bypass flow. The proposed storm drain will convey the storm water to the east. Wherever possible, the new storm drain will parallel existing utilities and minimize utility crossings and encumbrance to the land.

The storm drainage system will serve the entire Central Montana Agri-Tech Park (CMATP) development and properties east of Black Eagle Road. The system will help protect properties from damage and serve future developments. Future extensions can serve several hundred acres to the west and north of the current CMATP.

For the next phase of this project, the design will be finalized and construction documents with cost estimates will be completed. Easements and permits for the proposed alignment will be finalized and acquired. The storm drain system designed will be finalized by TD&H. City Engineering Division will perform administrative duties and coordinate the consultant's activities. The estimated cost for this phase of the project is \$150,000

We have enclosed an application for Tax Increment Funding for the final engineering design and construction plans for the storm drainage system to be installed.

Sincerely,



Dave Dobbs, PE, City Engineer
(406) 771-1258

Exhibit A: TIF Application

CITY OF GREAT FALLS



**TAX INCREMENT FINANCING
(TIF)**

APPLICATION FOR FUNDS

**CITY OF GREAT FALLS
TAX INCREMENT FINANCING
(TIF) APPLICATION FOR FUNDS**

Project Name: CMATP TIF PHASE III STORM DRAIN

Date Submitted: _____

Name of TIF District: Central Montana Agri-Tech Park

APPLICANT INFORMATION

Name: City of Great Falls Public Works Department

Address: 1025 25th Avenue North East, P.O. Box 5021, Great Falls, MT 59403

Telephone: 406-771-1258 (Dave Dobbs, P.E., City Engineer)

DEVELOPMENT INFORMATION

1. Building Address: Adjacent to Malteurop, 2800 Great Bear Ave, Great Falls, MT 59404
2. Legal Description: Parcel A: The SE1/4NE1/4 of Section 30, T21N, R4E, P.M.M., Cascade County, Montana

Parcel B: Lot 12 of the Great Bear No. 2 Subdivision - Phase II, located in the NE1/4 of Section 30, T21N, R4E, P.M.M., City of Great Falls, Cascade County, Montana

3. Ownership: Parcel A: International Malting Company, LLC. Cc/ Malteurop North America
Address: 2800 Great Bear Ave, Great Falls, MT 59404

Ownership: Parcel B: Dali, LLC.
Address: P.O. Box 443, Holualoa, HI 96725

4. If property is not owned by the Applicant, list leasehold interest: (*Attach evidentiary materials*).
Name: As the design and alignment of the storm drain is finalized the City of Great Falls will enter negotiations with landowners for easement access.

Address: See Above

5. Existing/Proposed Businesses: Malteurop barely malting facility, ADF International steel fabrication, T&K Performance LLC diesel truck repairs and sales, Cargill research laboratories.

Business Description: See Above

6. Employment: Existing FTE Jobs: Malteurop employs approximately 50 people. ADF employs approximately 200-900 people. T&K Performance LLC. employs 2-5 FTE, Cargil employs Xx-Yy FTE.

New Permanent FTE Jobs created by project: No New jobs will be created. Construction FTE jobs: The storm drain installation will employ approximately 8 people during design and construction.

7. Architectural/Engineering Firm: City Public Works Engineering Division will manage the project. TDH Engineering has been retained to complete the design and develop the construction plans.

Address: 1025 25th Avenue North East, P.O. Box 5021, Great Falls, Montana 59403

Representative: 406-771-1258 (Dave Dobbs, P.E., City Engineer)

8. Please provide a description of the Total Project Development (attach a narrative explanation).

Currently, storm water flows along a natural drainage swale located in the developing industrial park. As the CMATP continues to develop, the amount of storm water runoff will increase, posing a risk to property and to the natural drainage features. East of Black Eagle Road, the existing drainage swale is already experiencing substantial amounts of erosion. Updates to the conveyance and detention systems are required in order to support future development in the area.

In general, the proposed storm drain will follow the existing natural drainage. Storm water will initially enter the storm drain near the culvert at Highway 87 and inlet structures along the alignment will capture additional runoff. The proposed storm drain will convey the storm water to the east. Following the existing drainage minimizes the length of inlet lateral piping and allows the pipe depth to be at a practical level. Wherever possible, the new storm drain will parallel existing utilities and minimize utility crossings.

The storm drainage system will serve the entire Central Montana Agri-Tech Park (CMATP) development and properties east of Black Eagle Road. The system will help protect properties from damage and serve future developments. Future extensions can serve several hundred acres to the west and north of the current CMATP. The storm drain system will be designed by a consultant. City Engineering Division will perform administrative duties and coordinate the consultant's activities.

9. Please provide rehabilitation/construction plans (attach schematics, site and landscaping plans).

See Attached map for the project.

10. What is the development schedule or estimated completion date for the Total Project Development? The Total Project Development is best defined as the entire development, not just the TIF improvements (please include project phasing if appropriate).

We anticipate the final design, environmental permit applications, and construction documents to be completed by July 30, 2019. Pending funding construction is anticipated to begin Summer/Fall 2019.

11. Do you plan on asking for any other tax abatements, grants, tax credits or other forms of relief? If so, what type?

No

12. Please describe your funding needs and the anticipated timing schedule for your identified Eligible TIF Activities (example: *I will be fronting the costs of all identified TIF improvements and would like to be reimbursed incrementally as TIF funds become available; I am interested in utilizing bond financing to complete the identified project improvements and would like to be reimbursed with TIF funds as they become available, I need TIF funds immediately to complete the identified TIF improvements, etc.*)

We are requesting that the TIF funds be made immediately available to complete the design and construction plans for the proposed storm drainage project.

13. Please indicate the amount of Public Infrastructure Need and the amount of Public Infrastructure being requested to be financed by the TIF District.

This application for tax increment funding requests 100% of the project costs for engineering design, and administration be provided by available tax increment funds.

TOTAL PROJECT DEVELOPMENT COSTS

The total project development cost is the cost to develop the entire project/site, and should include the cost of the TIF improvements.

Land and Site Preparation Improvements (Itemized)

- 1. Value of Land \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____

Subtotal

\$ _____

Construction/Rehabilitation Costs (Use general construction trade divisions)

(Total value of improvements)

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. Subtotal \$ _____

\$ _____

Equipment Costs

(Total value of equipment)

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____

Subtotal

\$ _____

Total Project Development Costs

\$ _____

ELIGIBLE TIF ACTIVITIES

Land Acquisition

	Total	Amount Requested from TIF	Timing for Funds
1.	_____	_____	_____

Demolition & Removal of Structures

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
Subtotal	_____	_____	_____

Relocation of Occupants

1.	_____	_____	_____
----	-------	-------	-------

Public Improvements

(acquisitions, construction and improvement of infrastructure which includes streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, storm sewers, etc.)

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
Subtotal	_____	_____	_____

Fees (associated with eligible activities)

(A&E design/supervision, permits & other fees)

1.	A&E design / Supervision	<u>\$50,000.00</u>	Includes professional services provided by private consultant and City Engineering Staff.
2.	_____	_____	_____
3.	_____	_____	_____

Total Project Development Costs

\$150,000.00

CERTIFICATION

I (we), James Rearden and David W. Dobbs (please print),
certify that the statements and estimates within this Application as well as any and all documentation
submitted as attachments to this Application or under separate cover are true and correct to the best of
my (our) knowledge and belief.

Signature _____

Title Director of Public Works

Address City of Great Falls, P.O. Box 5021, Great Falls, MT 59403-5021

Date June 19, 2019

Signature _____

Title City Engineer

Address City of Great Falls, P.O. Box 5021, Great Falls, MT 59403-5021

Date June 19, 2019

Central Montana Agri-Tech Park (CMATP) – Criteria for Review

Storm Drain

1. Public Infrastructure Improvements – The storm sewer main will immediately benefit the CMATP by providing drainage facilities that will reduce surface erosion.
2. Economic Stimulus – The total estimated cost of Engineering Design, regulatory permitting and SRF funding assistance is approximately \$200,000.

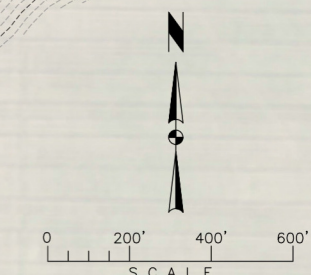
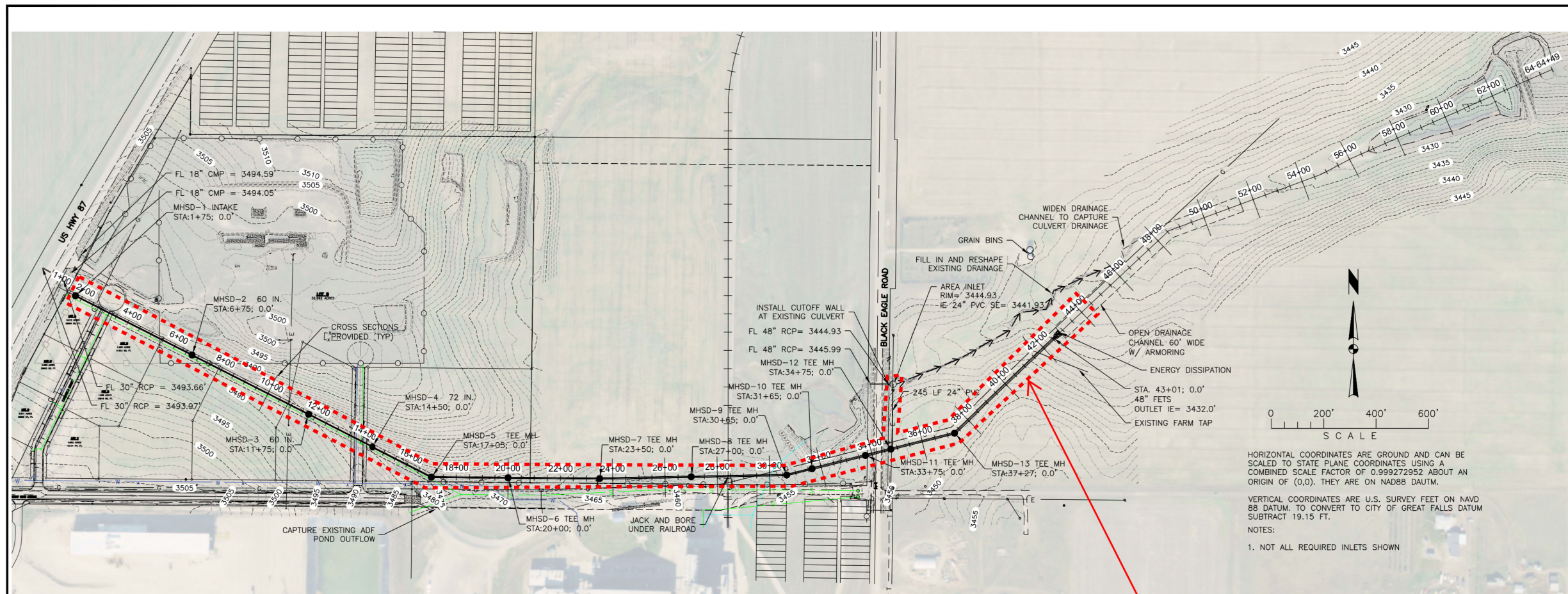
The storm sewer main can/will serve a much broader area than just the CMATP.

3. Tax Generation – As the CMATP grows additional taxable value will be generated.
4. Employment Generation – Malteurop employs approximately 50 people. ADF employs approximately 200-900 people. T&K Performance LLC. employs 5-10 FTE, Cargil employs 10-20 FTE. As the area grows more high paying jobs will be supported by this improvement. The storm drain installation will employ approximately 8 people during design and construction.
5. Elimination of Blight – No direct benefit, although the additional high paying jobs created may indirectly have a positive impact on blight in the community.
6. Special or Unique Opportunities – This infrastructure improvement is critical to the industrial park and surrounding areas. Great Falls has a minimum amount of “shovel ready” lands zoned I-2 Heavy Industrial. Attracting higher paying jobs in appropriate locations is the goal of the City, and this project advances this and related goals.
7. Impact Assessment – This project is compatible with the cities growth plan. The community has supported industrial development in this area. The location is some distance from existing or planned residential areas. Sound engineering and design standards in place ensure that environmental impacts will be minimized.
8. Financial Assistance – No other financial resources have been identified
9. Development’s Feasibility – The CMATP is expanding and will generate more storm runoff as the area grows due to increased impervious area. The proposed storm drain system will help convey increased storm water runoff in a safe and efficient manner as the area continues to develop.

10. Developer Ability to Perform – The applicant (City of Great Falls Engineering Division) successfully handles from 30-50 projects annually with a total value of \$10,000,000 and \$20,000,000. We are committed to successfully delivering this project.
11. Timely Completion – It is critical that the Engineering portion of the project be completed by November 2018 so that financing for the construction portion of the project can begin.
12. Payment of Taxes – Not applicable

FIGURE 1

PRELIMINARY
NOT FOR
CONSTRUCTION



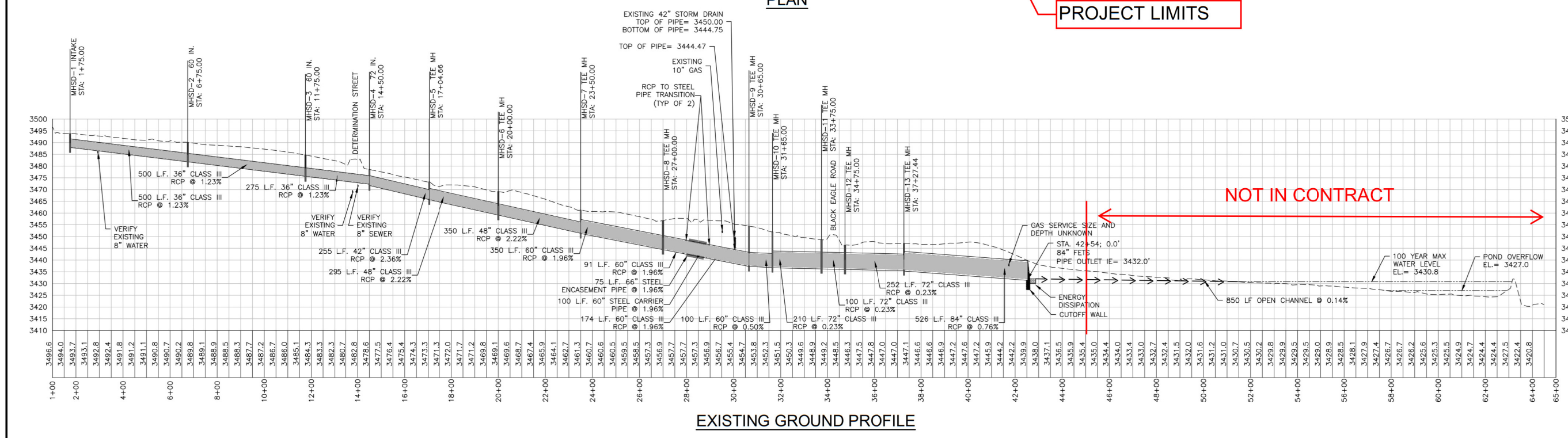
HORIZONTAL COORDINATES ARE GROUND AND CAN BE SCALED TO STATE PLANE COORDINATES USING A COMBINED SCALE FACTOR OF 0.999272952 ABOUT AN ORIGIN OF (0,0). THEY ARE ON NAD88 DATUM.

VERTICAL COORDINATES ARE U.S. SURVEY FEET ON NAVD 88 DATUM. TO CONVERT TO CITY OF GREAT FALLS DATUM SUBTRACT 19.15 FT.

NOTES:
1. NOT ALL REQUIRED INLETS SHOWN

PLAN

PROJECT LIMITS



NOT IN CONTRACT

EXISTING GROUND PROFILE

REV	DATE	REVISION

TD&H
Engineering

13-208 FIGURES.DWG

DESIGNED BY: CJS
QUALITY CHECK: CJS
DATE: 7/12/16
JOB NO. 13-208
FIELDBOOK

CMATP TIF STORM DRAIN PHASE 3
O.F. 1658.1
GREAT FALLS, MT

PRELIMINARY STORM DRAIN ALIGNMENT

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT

THIS AMENDMENT is entered into this 2nd day of July, 2019 by and between the CITY OF GREAT FALLS, a Municipal Corporation, hereinafter referred to as "OWNER" and Thomas Dean & Hoskins, Inc (TD&H Engineering) hereinafter referred to as "ENGINEER" and agrees as follows:

1. The OWNER and ENGINEER entered into a Professional Services Agreement for the project known as CMATP TIF Phase III Storm Drain, O.F. 1658.1 dated the 8th day of August 2018; and
2. The OWNER and ENGINEER mutually agree to modify the Scope of Services located in Exhibit 'A' of the Agreement as follows: See Revised Engineer Services Amendment Proposal Dated May 29, 2019 (Attached)
3. All other conditions and provisions of the Agreement entered into and approved by the Commission on August 8th, 2018 remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment 1 to Professional Services Agreement the day and year first above written.

CITY OF GREAT FALLS

TD&H Engineering Inc.

By: _____
Gregory T. Doyon, City Manager

By: 
Wade DeBoo
President

Attest:

By: _____
Lisa Kunz, City Clerk

(Seal of the City)

*Approved as to Form:

By: _____
Sara R. Sexe, City Attorney

* By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

Work Change Directive

No. 1

Date of Issuance: May 31, 2019

Effective Date: May 31, 2019

Project: CMATP TIF Phase III Storm Drain, O.F. 1658.1	Owner: City of Great Falls	Owner's Contract No.: OF 1658.1
Contract: CMATP TIF Phase III Storm Drain, O.F. 1658.1		Date of Contract: August 8, 2018
Contractor: TD&H Engineering		Engineer's Project No.: PW331316

The consultant is hereby instructed to complete the additional work as outlined in the amended proposal for engineering services.

Attachments (list documents supporting change): Additional Fee Proposal Storm Drainage Design Engineering Services TD&H Job No. 13-208

Purpose for Work Change Directive:




The items listed in the Amended Proposal for Engineering services were not included in the original scope and are necessary for preparing and completing the Montana State Revolving Fund loan application.

Authorization for Work described herein to proceed on the basis of Cost of the Work due to:

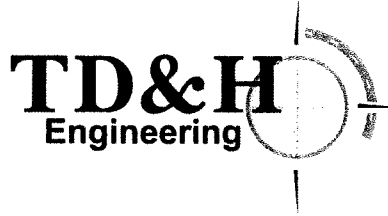
- Nonagreement on pricing of proposed change. N/A
- Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time. N/A

Estimated change in Contract Price and Contract Times:

Contract Price \$43,500.00 (increase/decrease) Contract Time NA (increase/decrease)

Recommended for Approval by Engineer: 	Date: <u>6/5/2019</u>
Authorized for Owner by: 	Date: <u>6/7/19</u>
Approved for Contractor by: 	Date: <u>6/12/19</u>
Received by Funding Agency (if applicable):	Date:

1800 River Drive North
Great Falls, MT 59401



406.761.3010
tdhengineering.com

May 29, 2019

Russ Brewer, PE
City of Great Falls – Engineering Department
PO Box 5021
Great Falls, MT 59403

RE: CMATP STORM DRAIN PHASE 3, O.F. 1658.1
ENGINEER SERVICES AMENDMENT PROPOSAL - REVISED
TD&H ENGINEERING JOB NO. 13-208

Mr. Brewer:

TD&H Engineering is pleased to submit the following revised engineering proposal to assist the City of Great Falls with the additional design, survey, and permitting support for the CMATP storm drain project. As requested at the May 7th meeting, we have revised the tasks and fee estimates for the following: previously completed out-of-scope services, additional surveying and civil design. The proposed services will supplement the work identified in the existing Agreement.

The proposed activities are associated with the recently-identified environmental requirements related to restoration of the eroded drainage east of Black Eagle Road, potential impacts to wetlands throughout the alignment, environmental and design coordination with the SRF program, and the revised storm drain inlet locations.

PREVIOUSLY COMPLETED efforts not included in the original scope of services are as follows:

Preliminary Design (updated):

- Per Contract Task 2.11, TD&H worked with the City on several MS4 treatment alternatives. After the City's review of the December 2018 Final Storm Drain Report, a settling swale was selected and TD&H confirmed the dimensions with the City. The Revised Final Storm Drain Report documented the settling swale characteristics and performance. After publication of the revised report, TD&H redesigned the swale after City Engineering received comments from City Environmental.

Final Design (updated):

- Returned the storm drain parallel piping alignment to November 2018 configuration: interchange existing conditions and future parallel storm drain alignment and sizing beginning at the railroad crossing.

Environmental and Permitting:

As indicated in Exhibit A of the contract, environmental assessments were excluded from the original scope.

- Investigated the permitting implications of repairing the eroded drainage east of the Black Eagle Road culvert.
- Contacted the USACE, DEQ, and Montana Fish, Wildlife, and Parks to investigate which permits, if any, would be required.
- Multiple calls to the USACE to discuss NEPA requirements, wetland mitigation, water of the US determination, general vs. standard permits, and application process.
- Prepared project exhibits to clarify the possible impacts for the USACE.
- Coordinated with internal and external wetland and permitting specialists to clarify project jurisdiction, process, and schedule.

Funding Agency Coordination:

As indicated in Exhibit A of the contract, State Revolving Fund (SRF) applications were excluded from the original scope.

- Reviewed SRF program requirements including plan review, specs, and environmental.
- Prepared exhibits for SRF environmental agency correspondence.

PROPOSED tasks are anticipated to include the following:

Our research indicates that the existing drainage will likely be classified as a jurisdictional Water of the United States since there is evidence of seepage and outflow from the Stock Pond which eventually flows into the Missouri River. Whether or not the wetlands are jurisdictional will be determined through a wetland delineation and aquatic resources investigation. A 404 permit and SPA 124 permit are anticipated, and the following tasks have been prepared accordingly. The proposed tasks are in addition to the remaining final design, bidding, and construction administration tasks identified in Exhibit A of the 2018 CMATP contract.

Surveying (updated):

- Topographic survey to address the following:
 - New inlet corridor to the ADF pond,
 - Cargill and Great Bear Lot 10 ponds and outlet structures (currently referencing design CAD files, not as-built),
 - Recently constructed Black Eagle Road farm approach near proposed storm drain alignment,
 - Confirm Innovation St. sag location and utilities,
 - Verify key elevations and geometry of Malteurop pond.

Easements:

- Update property owner research since project has been delayed.
- Additional easements not anticipated at the time of the 2017 Work Change Directive (prepare easement exhibits and documents):
 - Innovation St. to Highway 87 (existing sewer and future parallel storm drains),
 - ADF pond,
 - Additional easement in Great Bear Subdivision east of Innovation St. (future parallel main).

Civil Design (updated):

- Plans and Specs:
 - Design inlets and piping from private stormwater ponds in the City limits to the storm drain pipe (Cargill, Great Bear Lot 10, ADF, and Malteurop); document sizing in a memorandum.
 - An initial design and one revision of the ADF and Malteurop inlet run alignments are included in the fee estimate.
 - Design two curb inlets and inlet runs in Innovation St.; document sizing in a memorandum.
 - Adjust piping and manholes to accommodate new inlet connections.
 - Illustrate wetland areas in the plans and include details or notes to address wetland replacement or mitigation recommendations provided by the wetland specialist and USACE.
 - Incorporate SRF program contract documents. (Note – TD&H will update bid and contract documents to include SRF funding provisions, including AIS and wage rate requirements at no additional cost to the City.)
- Black Eagle Road County Approach permit for access road to impact basin and settling swale.
- Prepare DEQ review documents to satisfy SRF requirements:
 - Bid documents, technical specifications, and construction drawings (included in existing contract).
 - Design documentation consisting of the February 2019 Revised Final Storm Drain Report, updated settling swale calculations from March 8, 2019, and design memoranda proposed herein.
- Additional Design:
 - Coordination with ADF for new inlet structure.
 - Evaluate existing eroded drainage east of Black Eagle Road to satisfy permitting requirements:
 - Existing channel capacity
 - Post-construction channel capacity after restoration
 - Develop repair/restoration details for permitting agency approval
 - Evaluate drainage slope to account for the Geotechnical Investigation and permissible velocity/tractive force results.
 - Document in a memorandum.

Environmental and Permitting:

- Aquatic Resources Investigation and Report (wetlands and stream).
- Prepare Exhibits for Aquatic Resources Investigation
- Additional survey to pickup the 'flagged' wetland areas.
- Joint Application for SPA 124 permit and Section 404 permit.
- Coordinate design and permitting with USACE and other stakeholders.

Miscellaneous Services:

- Provide miscellaneous engineering services related to tasks not addressed herein. Miscellaneous engineering services shall only be as directed and authorized by the Owner. A similar fee was incorporated into the original Contract.

SRF Application Assistance:

- Provide SRF application support as requested and directed by the Owner. Services would be invoiced on a time and materials basis and may include:
 - Preliminary Engineering Report narrative, appendices, or figures;
 - Uniform Application.

DELIVERABLES:

The following deliverables will be provided in addition to those in the existing contract:

- Design memo(s)
- DEQ review documents
- Permit applications
- Aquatic Resources Investigation Report
- Additional easement exhibits and language
- Approach permit

EXCLUSIONS:

The following tasks are not included in the proposed services:

- Additional revisions to the SSA model's drainage basin properties.
- Additional revisions to the original storm drain sizing design criteria; the February 2019 Revised Final Storm Drain Report will be referenced for pipe sizes except at the new inlet runs.
- Additional revisions to the main storm drain pipe alignment.
- Private stormwater detention or treatment analysis and design (including, but not limited to, ADF, the Malt Plant, Cargill, or Great Bear Lot 10).
- Easement negotiations.
- Permit, application, or review fees.
- DEQ design report addressing DEQ-8 standards.

Our fee estimates for the aforementioned services are identified below. Unless otherwise noted, the work will be invoiced as lump sum on a percent complete basis, similar to our existing Agreement.

We have re-organized various tasks to maintain the Miscellaneous Services fee under the existing contract and to reflect the proposed bidding and construction fee reduction. We have also consolidated the "previously completed out-of-scope services" tasks into a single line item.

Bidding and Construction Reduction:

Our current contract includes bidding and construction services for two construction phases; however, we understand the project will be bid and constructed in one phase. Approximately 40% of our fees for bidding and construction services were budgeted for the second phase; therefore, we are proposing reduction in the contract to reflect this change. Our current bidding and construction services budget is approximately \$20,800.

Existing Contract (including Misc. Services)	\$123,806
40% Bidding and Construction Reduction	<u>-\$ 8,300</u>
<i>Revised Existing Contract</i>	<i>\$115,506</i>

Proposed Additional Fees:

An hourly breakdown of the proposed services is attached for your reference. The previously completed out-of-scope services have been consolidated into one item.

Previously Completed Out-of-Scope Services.....	\$12,500
Additional Topographic Surveying	\$ 4,000
Additional Easements	\$ 2,300
Additional Civil Design	\$14,000
Environmental and Permitting	\$14,000
Funding Application Support (time and materials)	<u>\$ 5,000</u>
<i>Estimated Additional Fees</i>	<i>\$51,800</i>

Proposed Amendment 1 Fee Adjustment:

The proposed Amendment 1 fee adjustment accounts for the bidding and construction reduction and the proposed additional fees. It is summarized below:

40% Bidding and Construction Reduction	-\$ 8,300
Estimated Additional Fees	<u>\$51,800</u>
<i>Proposed Amendment 1 Fee Adjustment</i>	<i>\$43,500</i>

Total Contract and Amendment 1..... \$167,306

Thank you for considering the proposed tasks and fees described above. Please let me know if you have additional questions or if you would like to meet to discuss the proposal.

Sincerely,



Camille Johnson PE
 Project Manager
 TD&H ENGINEERING

ATTACHED: EXHIBIT 1 PROPOSED TASK AND FEE BREAKDOWN - REVISED

J:\2013\13-208 CITY OF GF PRELIM STORM DRAIN PH 3\DOCUMENTS\CONTRACTS\2018 DESIGN SERVICES\2019-04 AMENDMENT 1 AND SCOPE CHANGE\2019-05-29---13-208 AMENDMENT #1 REVISED.DOCX



tdhengineering.com

AMENDMENT 1 - EXHIBIT A

Exhibit 1 TD&H Engineering Fee Estimate - AMENDMENT NO. 1
 CMATP Storm Drain Phase 3, O.F. 1658.1
 City of Great Falls

5/31/2019

CEVJ A summary of the proposed Amendment 1 fees and an hourly breakdown of the proposed additional services is provided below.

Existing Contract (Including Misc. Services): \$ 123,806

Proposed Additional Fees:

Previously Completed Out-of-Scope Services: \$ 12,500

Proposed Additional Services Breakdown	E6	E3	E3	E2	AM	GA	CD3	LS1	LS3	LS5	II2	E4	Labor Cost per Task	Mileage (miles)	Computer Usage (CAD) (hours)	Computer Usage (Non-CAD) (hours)	Subcontractors/ Direct Expenses (e.g. printing or Materials Testing)	Reimbursables Cost per Task	Total Cost per Task
	Engineer VI (Dustin)	Engineer III (Camille)	Engineer III (Nate)	Engineer II (Nicole)	Production (Cindy)	Grant Administrator (Laura)	CAD / Production Manager (Curt)	Surveyor's Assistant	Field Survey Party Chief	Registered Land Surveyor (Dan)	Industrial Hygiene Technician (Katie)	Engineer IV (Peter)							
Additional Easements										19			\$ 2,166.00		11		\$ 24.00	\$ 134.00	\$ 2,300.00
Additional Civil Design	8	35	39	0	4		32						\$ 13,398.00	15	32	43	\$ 142.50	\$ 602.00	\$ 14,000.00
Environmental and Permitting		4			2		32		8	2	16	2	\$ 6,488.00		34	20	\$ 7,112.00	\$ 7,512.00	\$ 14,000.00
Additional Topographic Surveying								16	16	5			\$ 2,922.00	30			\$ 1,057.00	\$ 1,078.00	\$ 4,000.00
Funding Application Support		12	12		8	12							\$ 4,432.00				\$ 568.00	\$ 568.00	\$ 5,000.00
Total	8	51	51		14	12	64	16	24	26	16	2		45	77	63	N/A		
Rate	\$ 160.00	\$ 115.00	\$ 115.00	\$ 98.00	\$ 86.00	\$ 82.00	\$ 102.00	\$ 62.00	\$ 85.00	\$ 114.00	\$ 89.00	\$ 130.00	Labor Cost	\$ 0.70	\$ 10.00	\$ 3.00	N/A		
Cost	\$ 1,280.00	\$ 5,865.00	\$ 5,865.00		\$ 1,204.00	\$ 984.00	\$ 6,528.00	\$ 992.00	\$ 2,040.00	\$ 2,964.00	\$ 1,424.00	\$ 260.00	\$ 29,406.00	\$ 31.50	\$ 770.00	\$ 189.00	\$ 8,903.50	\$ 9,894.00	\$ 39,300.00

Proposed Additional Services: \$ 39,300

Total Estimated Additional Fees: \$ 51,800

Bidding and Construction Reduction:

40% Bidding and Construction Reduction: \$ (8,300)

Proposed Amendment 1 Fee Adjustment: \$ 43,500

Total Contract and Amendment 1: \$ 167,306



Item: Set Public Hearing on Resolution 10300 – Intent to Increase Property Tax for July 16, 2019.

From: Gregory T. Doyon, City Manager

Initiated By: Statutory Budget Requirements

Presented By: Melissa Kinzler, Finance Director

Action Requested: Set Public Hearing on Resolution 10300 – Intent to Increase Property Tax for July 16, 2019.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing on Resolution 10300 – Intent to Increase Property Tax for July 16, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission set the public budget hearing on Resolution 10300 for July 16, 2019, and provide notices for the public hearing on the Intent to Increase Property Tax.

Background: Prior to the adoption of the City’s annual budget the City is required to hold public hearings on 1) the intent to increase revenue from property taxation, and 2) the proposed annual budget. This action would schedule the public hearing on the intent to increase revenue from property taxation.

The City of Great Falls has a limited ability to increase property tax revenue because of a statewide property tax cap. Under Section 15-10-420, MCA, the City is authorized to increase property tax revenue by “one-half of the average rate of inflation for the prior 3 years.”

For Fiscal Year 2020 (Tax Year 2019) as provided by the Montana Department of Administration, the allowable inflationary adjustment is 1.02%. This amounts to \$168,142 of additional revenue for the General Fund.

Sections 15-10-420 and 2-9-212(2)(a), MCA, also allow property tax levy increases for premium contributions for group benefits. The City is proposing an additional 2.79% property tax levy increase for health insurance premiums. This would provide \$460,000 in additional revenue to help offset the

health insurance increases in the General Fund. Health insurance premiums increased 10.6% for Fiscal Year 2020.

The total proposed allowable property tax levy increase is 3.81%.

The hearing on Resolution 10300 is the Intent to Increase Property Tax, whereas additional action by the City Commission will be needed in the future to set the increased mill levy. This will occur after the City receives its certified taxable value from the Montana Department of Revenue in August.

Fiscal Impact: The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$2.33 for Fiscal Year 2020. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$6.38. The total impact on a residential home with a taxable market value of \$100,000 would be \$8.71 for the year. The fiscal impact of not authorizing the increase for inflation mills to the General Fund would result in a revenue shortfall of \$628,142 for the proposed budget.

Alternatives: If the hearing on Intent to Increase Property Taxes is not held, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$628,142 or using General Fund balance of \$628,142. The General Fund balance is projected to be \$5.8 million (17.0% of expenditures) at the end of Fiscal Year 2020 without any additional use of General Fund balance. The City of Great Falls fund balance policy set in the Annual Budget resolution is a minimum of 22%. Due to the short term impact of the Calumet protest the fund balance of the General Fund will fall below the policy. Once the protest is settled it is projected the fund balance will reach the recommended policy.

Attachments/Exhibits:

Resolution 10300

Notice of Budget Increase from Property Taxes

RESOLUTION NO. 10300
RESOLUTION OF INTENT TO INCREASE PROPERTY TAX
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

WHEREAS, Mont. Code Ann. § 2-9-212(2)(b) requires the City to hold a public hearing and subsequently adopt a resolution of its intent to increase property tax revenue, prior to budgeting for any increase in property tax revenue from existing property; and

WHEREAS, Mont. Code Ann. §15-10-420(1)(a) allows the City to increase its annual property tax levy by "one-half of the average rate of inflation for the prior 3 years"; and

WHEREAS, Mont. Code Ann. § 15-10-420(1)(c) provides for the average rate of inflation to be calculated "using the consumer price index, U.S. City average, all urban consumers, using the 1982-1984 base of 100, as published by the Bureau of Labor Statistics of the United States Department of Labor"; and

WHEREAS, the applicable consumer price indexes had a three year average of 2.04% and an allowed tax levy increase of **1.02%** for Tax Year 2019; and

WHEREAS, Mont. Code Ann. § 2-9-212(2)(a) excludes a portion of a governmental entity's property tax levy for premium contributions for group benefits from the mill levy calculation limitation provided for in Mont. Code Ann. §15-10-420; and

WHEREAS, Mont. Code Ann. § 2-9-212(2)(a) allows additional mill levies for premium contributions for group benefits beyond the amount of contributions in effect; and

WHEREAS, the applicable contributions increase allows the City to levy additional mills under Mont. Code Ann. § 2-9-212(2)(a), an allowed tax levy increase of **2.79%**; and

WHEREAS, the notice of public hearing on the City's intent to budget an increase in revenue from property taxation by **3.81%** was published in accordance with Mont. Code Ann. § 7-1-4127, as required by Mont. Code Ann. § 2-9-212(2)(b); and

WHEREAS, the hearing on the City's intent to budget an increase in revenue from property taxation was held in accordance with Mont. Code Ann. § 7-1-4131.

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

Intent to budget additional property tax revenue

The City Commission intends to budget the **3.81 percent** increase in property tax revenue allowed by Mont. Code Ann. §15-10-420.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
July 16, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

NOTICE OF BUDGET INCREASE FROM PROPERTY TAXES

The City of Great Falls intends to budget an increase in revenue from property taxation by approximately 3.81%, as allowed by Mont. Code Ann. § 15-10-420.

All concerned persons are invited and encouraged to attend a public hearing on budgeting the increased property tax revenue and on the budget as a whole to be held on July 16, 2019, at 7:00 p.m., City Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana.

A decision on budgeting the increased property tax revenue will be made after considering comments made at this hearing.

For further information, please contact: City Clerk's Office, Room 204, Civic Center, 455-8451.

Lisa Kunz
City Clerk

.....
FOR OFFICE USE ONLY

Publication Dates: July 7, 2019
July 14, 2019

LEGAL AD



Item: Set Annual Budget Hearing on Resolution 10301 – Annual Budget Resolution for July 16, 2019.

From: Gregory T. Doyon, City Manager

Initiated By: Statutory Budget Requirements

Presented By: Melissa Kinzler, Finance Director

Action Requested: Set the Annual Budget Hearing

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) a public budget hearing on Resolution 10301 – Annual Budget Resolution for July 16, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation:

Staff recommends the City Commission set the public budget hearing on Resolution 10301 for July 16, 2019, and provide notices for the Public Hearing on the Preliminary Budget.

Background: Prior to the adoption of the City’s annual budget, the City is required to hold public hearings on 1) the intent to budget an increase in revenue from property taxation, and 2) the proposed annual budget.

The City started the Fiscal Year 2020 budget process with an initial City Commission Special Work Session on December 3, 2018. The City Commission set informal budget priorities for the Fiscal Year 2020 Budget. This session was open to the public.

In April, the City Manager and Department Heads met to discuss 2020 budget priorities. The Departments’ requested budgets were presented to the City Manager between May 15th and May 24th, 2019.

Two City Commission Budget Work Sessions were held June 4th and June 18th, 2019. The City Commission reviewed informal budget priorities for the Fiscal Year 2020 Budget. These session were open to the public.

From these meetings and through the City Manager's direction, the Fiscal Year 2020 Budget was balanced. The Proposed Fiscal Year 2020 Budget was presented to the City Commission on June 27th and July 2nd at the City Commission Budget Work Sessions.

This agenda item is to schedule the annual public hearing on the budget for July 16, 2019. Section 2-9-212(2)(b), MCA, requires the City to hold a public hearing before passing a resolution stating its intent to increase property tax revenues.

Section 7-6-4024, MCA, requires that the budget be 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 Montana Department of Revenue. The setting of the tax levies will be scheduled when the Montana Department of Revenue has certified taxable values for the City of Great Falls, (usually in August).

Fiscal Impact: The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$2.33 for Fiscal Year 2020. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$6.38. The total impact on a residential home with a taxable market value of \$100,000 would be \$8.71 for the year. The fiscal impact of not authorizing the increase for inflation mills to the General Fund would result in a revenue shortfall of \$628,142 for the proposed budget.

Alternatives: If the hearing on Intent to Increase Property Taxes is not held, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$628,142 or using General Fund fund balance of \$628,142. The General Fund fund balance is projected to be \$5.8 million (17.0% of expenditures) at the end of Fiscal Year 2020 without any additional use of General Fund fund balance. The City of Great Falls fund balance policy set in the Annual Budget resolution is a minimum of 22%. Due to the short term impact of the Calumet protest the fund balance of the General Fund will fall below the policy. Once the protest is settled it is projected the fund balance will reach the recommended policy.

Concurrences: The proposed Fiscal Year 2020 Budget was presented by the City Manager on June 27th and July 2nd, 2019, at the City Commission Budget Work Sessions.

Attachments/Exhibits:

Resolution 10301

Appendix A

Notice of Budget Hearing

RESOLUTION NO. 10301
ANNUAL BUDGET RESOLUTION
A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

WHEREAS, Mont. Code Ann. § 7-6-4024 requires that the budget be 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; and

WHEREAS, the notice of public hearing on budget increase from property taxes was published in accordance with Mont. Code Ann. § 2-9-212(2)(b); and

WHEREAS, the notice of hearing on preliminary budget was published in accordance with Mont. Code Ann. § 7-1-4127, as required by Mont. Code Ann. § 7-6-4021; and

WHEREAS, the hearing on preliminary budget and budget increase from property taxes was held in accordance with Mont. Code Ann. §§ 7-1-4131 and 7-6-4024; and

WHEREAS, Section 2.3.040 of the Official Code of the City of Great Falls states that the salary of the Municipal Court Clerk shall be set by Commission resolution; and

WHEREAS, the Government Finance Officers Association recommends an unreserved fund balance in the General Fund of “no less than two months of regular general operating revenues or regular general fund operating expenditures.”

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

Section 1. - Legal Spending Limits

The legal spending limits of the City of Great Falls are established at the fund level. Appendix A establishes each fund’s level. (7-6-4030, MCA)

Section 2. - Implementation Authority

- 2.1 The City Manager is hereby delegated appropriation authority for the expenditure of funds from any or all of the following:
- 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,
 - g. money borrowed during the fiscal year. (7-6-4006, MCA)
- 2.2 The City Manager is hereby delegated authority to adjust appropriations funded by fees throughout the fiscal year in any or all of the following:
- a. proprietary fund appropriations (enterprise and internal service funds);
 - b. general fund for fee supported services;
 - c. information technology fund for fee supported mapping services;
 - d. natural resources fund for fee supported forestry services; and,
 - e. permits fund. (7-6-4012, MCA)
- 2.3 The authority to make transfers of appropriations between funds is retained by the City Commission.
- 2.4 The City Manager is hereby delegated the authority to make transfers or revisions within appropriations of any fund.
- 2.5 The City Manager may delegate to his department directors the authority to make transfers or revisions within or among appropriations of specific operations within a fund, limited to the division level of accountability.
- 2.6 Joint operating agreements approved by the governing body; insurance recoveries or dividends; hazardous material recoveries, and refunds 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).

Section 3. - Appropriation Carryovers

Generally Accepted Accounting Principles (GAAP) require expenditures to be recognized in the fiscal year in which the goods or services are received.

- 3.1 Previous fiscal year appropriations for incomplete improvements in progress of construction, or segments thereof, are hereby declared authorized appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;
 - b. the appropriations were not obligated by year end;
 - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
 - d. the City Manager determines the appropriation is still needed.
- 3.2 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:

- a. related financing was provided in the prior fiscal year;
- b. the appropriations were not otherwise obligated by year end;
- c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
- d. the City Manager determines the appropriation is still needed.

Section 4. - Appropriated Reserves

Reserves which have been established for specific purposes, such as Equipment Revolving Scheduled (ERS) reserves, are hereby declared to be appropriations available for expenditure according to the reserve purpose. They shall be acknowledged as current appropriations upon the determination by the City Manager that they are currently needed to serve their intended purpose. Unexpended reserves shall be carried forward to meet future needs in accordance with their purpose.

Section 5. Contingency Account

- 5.1 Contingency account appropriations are provided by the City Commission as flexible appropriations. They are intended to provide the City Manager with an effective management tool for adjusting to changing circumstances throughout the budgetary year.
- 5.2 The City Manager is delegated the authority to transfer part or all of any contingency appropriation and related financing. Use of contingency appropriations is restricted to transfers of that appropriation authority to specific operating budgets. Proper classification of expenditures to specific operations is required. Accordingly, charging of expenditures directly to Contingency accounts is prohibited.
- 5.3 The Contingency appropriation is a two part authorization, determined on whether cash funding has been allocated in the General Fund during budget development:
 - a. General Fund financed; and,
 - b. Unfunded - a specific fund cash balance, additional revenue, or other funding source must be identified before the "unfunded" contingency appropriation may be used.

Section 6. - Classification and Pay Plan

- 6.1 The objective of the City's Classification and Pay Plan is to enable the City to retain, and when necessary, recruit competent employees. Therefore, the Plan must be a dynamic tool which is continuously updated.
- 6.2 The City Manager is authorized to administratively change the Classification and Pay

Plan. Annual pay surveys, continual or periodic review of positions with changed duties or responsibilities, and additions to the classification plan of changed and new classes of work will assure that the Classification and Pay Plan remains current and equitably meets the needs of the City and its employees.

Section 7. - Budgetary Authority

References to statutes, or to consistency with statutory authority, are for information purposes only. Nothing in this resolution shall be considered to mitigate or compromise the City's self-governing authority.

Section 8. - Accounting Structure

Staff is hereby directed to establish and maintain City accounting structure in accordance with Generally Accepted Accounting Principles (GAAP). Statutes, ordinances, resolutions or other authoritative sources shall be implemented according to their intent and GAAP. Staff shall provide for conformance with the Commission's limits for financing and appropriation under authorized budgets whenever making proper modifications to accounting structure.

Section 9. – Municipal Court Clerk Salary

The City Manager is authorized to administratively set the salary of the Municipal Court Clerk using the following salary range:

Municipal Court Clerk	\$42,692 to \$64,038
-----------------------	----------------------

Section 10. – Fund Balance

As permitted by Mont. Code Ann. § 7-6-4034, the General Fund unreserved fund balance shall be considered adequate at 22% of annual appropriations. All other tax levy supported funds shall be considered adequate at 17% of annual appropriations. An unreserved fund balance for other operating funds of the City shall be considered adequate at a range of 8% to 22% of annual appropriations for seasonal operations, and 8% to 22% of annual appropriations for all other operating funds.

Such unreserved fund balances shall be used to meet extended revenue cycles, meet short term economic difficulties, respond to unique opportunities, provide for one-time expenditures, and respond to emergency and disaster situations. The balances should not be available to meet recurring operating expenses.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
July 16, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2020

City of Great Falls, Montana

Funds	+ Working Capital Sources				- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
	Beginning Balance	Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses			
General	5,778,630	33,259,302	0	33,259,302	31,589,485	1,662,877	33,252,362	5,785,570	0	5,785,570
Special Revenue Funds										
Park & Rec Special Revenue	741,837	177,540	0	177,540	165,111	0	165,111	754,266	352,621	401,645
Parkland Trust	19,802	0	0	0	0	0	0	19,802	19,802	0
Library	540,525	1,062,526	350,000	1,412,526	1,719,453	0	1,719,453	233,598	0	233,598
Library Foundation	294,864	108,375	0	108,375	102,775	0	102,775	300,464	300,464	0
Planning & Comm Dev	254,696	867,831	271,932	1,139,763	1,158,378	0	1,158,378	236,081	0	236,081
Central MT Ag Tech TID	1,097,966	315,000	0	315,000	19,614	0	19,614	1,393,352	1,393,352	0
Airport TID	30,690	21,162	0	21,162	2,072	0	2,072	49,780	49,780	0
Downtown TID	165,622	174,955	0	174,955	14,317	0	14,317	326,260	326,260	0
East Industrial Ag Tech TID	38,258	303,739	0	303,739	277,393	0	277,393	64,604	64,604	0
Economic Revolving	20,320	0	0	0	0	0	0	20,320	20,320	0
Permits	1,181,846	1,061,898	0	1,061,898	1,278,775	0	1,278,775	964,969	0	964,969
Licenses	0	0	0	0	0	0	0	0	0	0
Natural Resources	311,652	448,617	256,277	704,894	862,944	0	862,944	153,602	76,637	76,965
Portage Meadow	45,730	65,252	0	65,252	63,572	0	63,572	47,410	0	47,410
Park Maintenance District	1,124,883	1,500,000	0	1,500,000	1,500,000	0	1,500,000	1,124,883	1,124,883	0
Street District	4,055,165	6,217,515	0	6,217,515	9,591,165	40,000	9,631,165	641,515	0	641,515
Support & Innovation	69,960	932,000	0	932,000	932,000	0	932,000	69,960	0	69,960
Gas Tax BaRSAA	761,627	760,000	40,000	800,000	800,000	0	800,000	761,627	761,627	0
911 Special Revenue	708,732	612,447	0	612,447	0	356,674	356,674	964,505	964,505	0
Police Special Revenue	170,301	37,761	0	37,761	900	0	900	207,162	207,162	0
HIDTA Special Revenue	(22,675)	216,975	0	216,975	65,537	0	65,537	128,763	128,763	0
Fire Special Revenue	86,078	6,600	0	6,600	0	0	0	92,678	92,678	0
Federal Block Grant	923,615	794,666	0	794,666	801,755	0	801,755	916,526	916,526	0
HOME Grant	8,949	273,088	0	273,088	193,053	0	193,053	88,984	88,984	0
CTEP Projects	0	0	0	0	0	0	0	0	0	0
Housing Authority	0	1,514,195	0	1,514,195	1,514,195	0	1,514,195	0	0	0
Street Lighting Districts	1,934,610	1,170,052	0	1,170,052	1,426,972	0	1,426,972	1,677,690	0	1,677,690
Special Revenue Funds Total	14,565,057	18,642,194	918,209	19,560,403	22,489,981	396,674	22,886,655	11,238,805	6,888,968	4,349,837
Debt Service Funds										
Soccer Park Bond	40,180	171,000	0	171,000	167,043	0	167,043	44,137	44,137	(0)
West Bank TID	649,770	604,684	0	604,684	252,695	0	252,695	1,001,759	1,001,759	(0)
Improvement District Revolving	81,962	44,741	0	44,741	4,522	0	4,522	122,181	122,181	0
Master Debt SILD	16,575	15,984	0	15,984	4,353	0	4,353	28,206	28,206	0
General Obligation Taxable Bond	7,980	0	148,545	148,545	148,895	0	148,895	7,630	7,630	(0)
Debt Service Funds Total	796,467	836,409	148,545	984,954	577,508	0	577,508	1,203,913	1,203,913	(0)
Capital Projects Funds										
General Capital Projects	827,930	0	0	0	0	0	0	827,930	827,930	0
Improvement Districts Projects	5,685	0	0	0	0	0	0	5,685	5,685	0
Street Lighting Construction	0	0	0	0	0	0	0	0	0	0
Hazard Removal	47,204	0	0	0	0	0	0	47,204	47,204	0
Capital Projects Funds Total	880,819	0	0	0	0	0	0	880,819	880,819	0
Enterprise Funds										
Golf Courses	(1,611,425)	1,430,117	0	1,430,117	1,320,783	0	1,320,783	(1,502,091)	0	(1,502,091)
Water	14,095,339	13,747,686	0	13,747,686	23,113,048	0	23,113,048	4,729,977	3,876,733	853,244
Sewer	13,802,452	11,369,444	0	11,369,444	13,103,283	0	13,103,283	12,068,613	5,249,917	6,818,696
Storm Drain	4,040,318	2,950,800	0	2,950,800	3,867,164	0	3,867,164	3,123,954	980,348	2,143,606
Sanitation	684,780	3,870,325	0	3,870,325	3,909,447	0	3,909,447	645,658	235,613	410,045
Swimming Pools	74,691	478,200	267,861	746,061	790,109	0	790,109	30,643	0	30,643
911 Dispatch Center	811,912	1,854,791	356,674	2,211,465	2,084,989	0	2,084,989	938,388	938,388	0
Parking	302,196	782,100	0	782,100	651,665	0	651,665	432,631	49,026	383,605
Recreation	120,259	408,500	39,206	447,706	507,585	0	507,585	60,380	11,561	48,819
Multiparts	10,612	152,160	0	152,160	152,090	0	152,090	10,682	0	10,682
Ice Breaker Run	26,097	72,400	0	72,400	70,853	0	70,853	27,644	0	27,644
Civic Center Events	147,323	379,325	265,913	645,238	631,890	0	631,890	160,671	28,848	131,823
Special State Projects	0	383,402	0	383,402	383,402	0	383,402	0	0	0
Port Authority	132,388	0	0	0	0	0	0	132,388	132,388	0
Enterprise Funds Total	32,636,942	37,879,250	929,654	38,808,904	50,586,308	0	50,586,308	20,859,538	11,502,822	9,356,716
Internal Service Funds										
Central Garage	2,437,981	3,319,709	0	3,319,709	2,736,836	0	2,736,836	3,020,854	2,140,772	880,082
Information Tech	269,080	1,454,384	0	1,454,384	1,474,362	0	1,474,362	249,102	148,953	100,149
Insurance & Safety	605,759	1,194,558	0	1,194,558	1,252,124	0	1,252,124	548,193	0	548,193
Health & Benefits	(605,574)	10,391,928	0	10,391,928	10,375,082	0	10,375,082	(588,728)	0	(588,728)
Human Resources	204,805	552,116	0	552,116	703,760	0	703,760	53,161	0	53,161
City Telephone	32,585	65,796	0	65,796	59,730	0	59,730	38,651	0	38,651
Finance	340,476	1,804,089	0	1,804,089	2,004,092	0	2,004,092	140,473	0	140,473
Engineering	158,136	1,698,454	63,143	1,761,597	1,740,031	0	1,740,031	179,702	62,251	117,451
Public Works Admin	283,779	637,685	0	637,685	655,415	0	655,415	266,049	5,271	260,778
Civic Center Facility Services	227,943	604,043	0	604,043	635,172	0	635,172	196,814	97,116	99,698
Internal Service Funds Total	3,954,970	21,722,762	63,143	21,785,905	21,636,604	0	21,636,604	4,104,271	2,454,363	1,649,908
Total	58,612,886	112,339,917	2,059,551	114,399,468	126,879,886	2,059,551	128,939,437	44,072,917	22,930,885	21,142,032

NOTICE OF BUDGET HEARING

NOTICE is hereby given that the City Commission of the City of Great Falls has:

- completed its preliminary budget;
- placed the preliminary budget on file and open to public inspection at the City Clerk's Office, Room 204, Civic Center Building; and,
- set the public hearing on the City of Great Falls 2019 / 2020 Annual Operating Budget for 7 PM, Tuesday, July 16, 2019, at the City Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, MT.

All persons desiring to be heard are invited to appear and provide written or oral comments concerning the budget. For further information, please contact: City Clerk's Office, Room 204, Civic Center, 455-8451.

Lisa Kunz
City Clerk

.....
FOR OFFICE USE ONLY

Publication Dates: July 7, 2019
July 14, 2019

LEGAL AD



Item: Set Public Hearing for Business Improvement District (BID) 2019/2020 Budget and Work Plan.

From: Melissa Kinzler, Finance Director

Initiated By: Business Improvement District Board of Directors

Presented By: Joan Redeen, Community Director

Action Requested: City Commission set public hearing date of July 16, 2019 for the Business Improvement District (BID) 2019/2020 Budget and Work Plan.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for the 2019/2020 Business Improvement District Budget and Work Plan for July 16, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: The BID recommends that the City Commission set the public hearing for the 2019/2020 BID Budget and Work Plan for July 16, 2019.

Background: The initial creation of the BID was in 1989. It was renewed in 1999, 2009, and 2019 each for periods of ten years by petition of the property owners within the District.

The Business Improvement District's overall purpose is to utilize assessment dollars through the BID to improve and revitalize the downtown area. If there are any material increases or decreases in the actual assessment from the approved budget, the BID's Board will either request a budget amendment from the City Commission or the Board will include the amount of revenue whether it be an increase, or decrease, in their Budget and Work Plan for the coming Fiscal Year. The BID has not changed the areas of the district boundaries since its origination date.

According to MCA Section 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve the plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

Fiscal Impact: The BID is projecting annual revenue for Fiscal Year 2019/2020 of approximately \$240,000 in assessments. The funds are used to operate the BID office, grant programs, tree maintenance, beautification efforts and additional projects for streetscapes, and economic growth.

The assessment will be according to the formula approved by the BID Board and the City Commission:

1. a flat fee of \$200.00 for each lot or parcel;
2. a flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a Residential Condominium;
3. an assessment of \$.00156 times the market valuation as provided for by the Montana State Legislature;
4. and an assessment of \$.015 times the square footage of the land area.

Alternatives: The City Commission could request the BID Board make changes to either the Budget or Work Plan.

Concurrences: The BID partners with several organizations to provide results and follow the overall purpose for the BID. Finance staff is responsible for assessing and collecting the revenues.

Attachments/Exhibits:

Work Plan 2019-2020
BID Final Budget
Map of BID Boundaries
Legal Notice



GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2019-2020

The mission of the Great Falls Business Improvement District (BID) is to represent the unique interests of the business and property owners located within the district. The goal of the BID is to create an environment that is appealing to shoppers, office workers, residents, tourists, and new businesses and investors. Overall, the BID is responsible for downtown revitalization through economic development, real estate development, short and long-range planning, grant program administration, and physical and environmental improvement programs.

The BID will provide the following services within the designated boundaries over the next fiscal year:

➤ **Downtown Property Investments**

- Invest in downtown properties through our many grant programs.
 - Current grant programs include: Façade, Residential, Interior, Art, Outdoor Living, and Business Incentive.
- Creation of a joint economic office downtown.
- Utilize additional grant programs to supplement BID grant monies.
 - Tax Increment Financing (TIF)
 - The BID will continue to support the Downtown Development Partnership in administering the TIF.

➤ **Downtown Safety & Security**

- Continue to take a lead role in organization and promoting Downtown Safety & Education
 - Work with partner organizations of the Downtown Safety Alliance
 - Clean & Safe Team - Provide seasonal downtown resource ambassadors
 - Support the BRIC Officer from the Great Falls Police Department
 - Support the Great Falls Police Department's Volunteer Program
 - Management of Coins for a Cause Program
 - Continue Business Watch/Safety Education Program

➤ **Unifying Entities**

- Communication
 - Provide our property & business owners information on the BID and our programs.
- Volunteers
 - Continue support of the Downtown Chicks, an established pool of volunteers that can be utilized as a resource for events & special projects.
 - Continue support of the Building Active Communities Initiative (BACI)
 - Work with organizations to coordinate improvement efforts of our downtown.
- Downtown Partnership
 - The BID will be an active participant in the Downtown Development Partnership, working to implement the Downtown Master Plan.
 - The BID will support the Downtown Great Falls Association.
- City Boards
 - Serve as ex-officio on the Parking Commission
 - Serve as ex-officio on the Historic Preservation Advisory Commission

➤ **Beautification**

- Downtown Public Art Projects
- Trash Removal/Graffiti Removal
- Sidewalk Cleaning/Snow Removal
- Tree & Flower Maintenance
- Holiday Décor/Banners/Flags
- Sound System

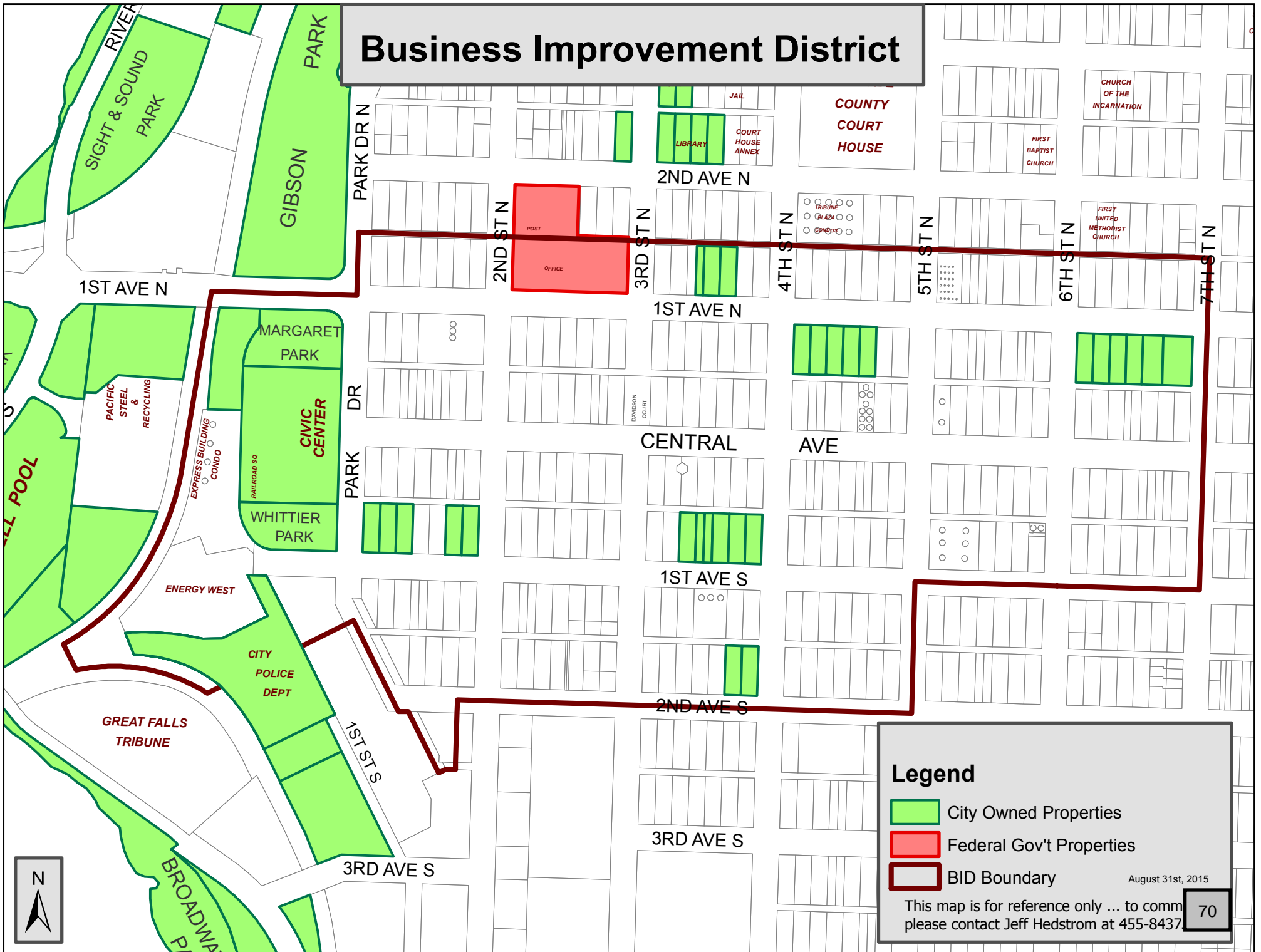


Great Falls Business Improvement District Budget for Fiscal Year 2019-2020



	Final Budget FY 20
Revenues	
Assessments	\$ 240,000
Assessment Receivable	\$ 75,000
Coins for a Cause	\$ 500
Interest Income	\$ 150
Prior Year Carryover - Cash	\$ 225,000
Total Revenues	<u>\$ 540,650</u>
 Expenses	
Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 15,000
Art Downtown	\$ 4,000
Sound System	\$ 1,000
Snow Removal	\$ 15,000
Trash Removal	\$ 10,000
Tree Program	\$ 15,000
Holiday Décor	\$ 15,000
Business Grants	\$ 236,900
Business Watch	\$ 1,000
Coins for a Cause	\$ 500
Donations	\$ 5,000
Dues & Subscriptions	\$ 3,000
Employee Benefits	\$ 3,000
Insurance	\$ 7,000
Miscellaneous	\$ 500
Office Equipment	\$ 1,500
Office expense	\$ 1,500
Payroll taxes	\$ 12,000
Professional Services	\$ 6,000
Rent	\$ 5,000
Salaries	\$ 105,000
Special Projects	\$ 60,000
Supplies	\$ 10,000
Taxes, Licenses & Fees	\$ 500
Telephone/Internet	\$ 3,250
Travel & Education	\$ 2,500
Utilities	\$ 500
Total Expenses	<u>\$ 540,650</u>
 Net Revenue/Loss	 \$ -

Business Improvement District



Legend

- City Owned Properties
- Federal Gov't Properties
- BID Boundary

August 31st, 2015

This map is for reference only ... to comm
please contact Jeff Hedstrom at 455-8437



PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the City Commission of the City of Great Falls will conduct a public hearing on July 16, 2019, at 7:00 o'clock p.m. in the Commission Chambers, Civic Center, 2 Park Drive South, for the purpose of considering the 2019/2020 Business Improvement District Budget and Work Plan. Any interested person may appear and speak for or against said budget and/or work plan or submit in writing any comments to the City Clerk prior to or during the Commission Meeting. For further information contact the City Clerk's Office, 406-455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication Date: July 7, 2019



Item: Set Public Hearing for Tourism Business Improvement District (TBID) 2019/2020 Budget and Work Plan.

From: Melissa Kinzler, Finance Director

Initiated By: Tourism Business Improvement District Board of Directors

Presented By: Rebecca Engum, Great Falls Tourism Director

Action Requested: City Commission set public hearing date of July 16, 2019 for the Tourism Business Improvement District (TBID) 2019/2020 Budget and Work Plan.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for the 2019/2020 Tourism Business Improvement District Budget and Work Plan for July 16, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: The TBID recommends that the City Commission set the public hearing for the 2019/2020 TBID Budget and Work Plan for July 16, 2019.

Background: The initial creation of the TBID was in 2008. On February 6, 2018, the City Commission approved Resolution 10222 re-creating said TBID for a duration of ten (10) years. The TBID's overall purpose is to promote tourism, conventions, trade shows, and travel to the City of Great Falls through the use of assessment revenue. If there are any material increases or decreases in the actual assessment from the approved budget, the TBID's Board will either request a budget amendment from the City Commission, or the Board will include the amount of revenue whether it is an increase or decrease in their Work Plan and Budget for the coming Fiscal Year.

According to MCA Section 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may approve the plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

Fiscal Impact: The TBID is projecting annual revenue for Fiscal Year 2019/2020 of approximately \$692,000 in tax assessment dollars. This is a significant increase from prior years because of the new assessment method outlined below.

The assessment will be according to the formula approved with the re-creation of the district:

The assessment will be a flat fee of two dollars (\$2.00) per occupied room night for establishments with 31 or more rooms and a flat fee of one dollar (\$1.00) per occupied room night for establishments with 1-30 as prescribed in Mont. Code Ann. Section 7-12-1133(f). The new assessment method began on July 1, 2018, so Fiscal Year 2019/2020 will be the first year of billing the assessment with the new formula because the assessment is billed a year behind.

Alternatives: The City Commission could request the TBID Board make changes to either the Budget or Work Plan.

Concurrences: The TBID partners with several organizations to provide results and follow the overall purpose for the TBID. Finance staff is responsible for assessing and collecting the revenues.

Attachments/Exhibits:

TBID Budget and Work Plan

Map of TBID Boundaries

Legal Notice

MONTANA'S BASECAMP FOR

Art - AND - ADVENTURE



2020 Marketing Plan

July 1, 2019—June 30, 2020



EXECUTIVE SUMMARY

Great Falls Montana Tourism is the Destination Management Organization [DMO] focused on promoting the city to overnight visitors. We will leverage the Montana Brand and use paid, owned, and earned media to orient overnight **visitors to Great Falls'** unique spectacular unspoiled nature and the only in Great Falls breathtaking experiences that can be had by day, with the ability to come back to the relaxing hospitality of our community to renew their spirit for the next day. By developing trip ideas, itineraries around specific events, we will facilitate extended stays in Great Falls, a vibrant and charming small town full of art and modern amenities, prior to **departing for adventures in more of Montana's** spectacular, unspoiled nature.

Great Falls Montana Tourism will work alongside the leaders at Cascade County and in the community to bring the Future of Montana ExpoPark into reality. We will incentivize the development of new events that will provide rave worth experiences for overnight visitors. We will encourage that sharing of positive content and experiences.

Our team is focused on strengthening the economy by promoting the uniqueness of Great Falls, Montana to overnight visitors that will result is Great Falls being THE place in Montana to visit for a genuine experience with the funding received in partnerships with our Great Falls lodging facilities.

SUCCESS

In July 2017 our unified marketing effort was launched with one tourism website, VisitGreatFallsMontana.org, and aggressive digital and social media placements being focused on our target markets, nationally and regionally. We saw the highest impressions in our history.

In September 2017 our Business Development Director started building relationships with meeting planners and submitting aggressive Great Falls focused responses to proposals, landing 8 projects to date.

Our leadership role alongside the Cascade County Commissioners to create a Multipurpose Event Center in Great Falls [Study in 2014] and keep Montana ExpoPark a thriving public asset has resulted in draft long-range master plan.

We consolidated our operations from 15 Overlook Dr into 100 1st Ave N, Lower Level Suite and reallocated this expense to recruiting meetings and conventions and marketing to overnight visitors.

All these strategic decisions have aided in a 15% increase in visitation in 2018. Room demand topped the highest point in 4 years, with 3.3% increase over 2017.

We have a refreshed strategic plan, a strategically aligned staff team, and a media partner that is working to leverage our paid media spend to produce maximum return. We anxiously look forward to the results we can produce in 2020!

VISION

Be THE place in Montana to visit for a genuine experience!

MISSION

Strengthen our economy by promoting the uniqueness of Great Falls, Montana to visitors.

VALUES

Authentic | Innovative | Bold | Accountable |
Respectful | Passionate | Results Focused |
Trust | United | Honest

PRIORITIES

Grow Tourism | Develop the Destination |
Advocate for Tourism

INTENDED RESULTS

5% Increase in Overnight Visitation
2% Increase in New Overnight Visitors
5% Increase in Average Length of Stay
10% Increase in Average Daily Spend
6 New Conventions
25% Increase in Instagram Audience
20% Increase in Facebook Audience

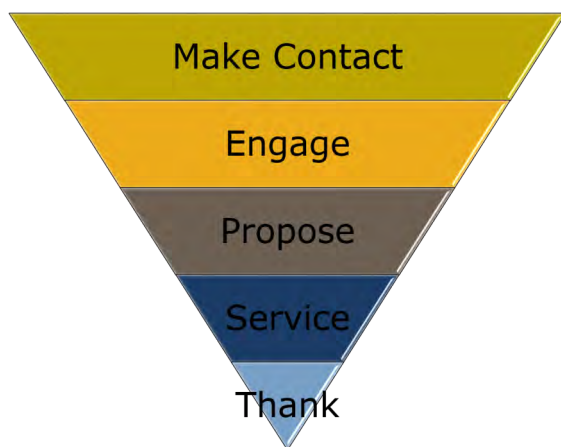




STRATEGY

1 | Promote Great Falls to planners and coordinators of meetings and conventions that have events that will fill multiple properties for multiple days when room demand is at 70% or below.

TACTICS | Great Falls Montana Tourism will utilize a strategic sales funnel to process leads into confirmed business.



We will begin by making contact to facilitate education about Great Falls, Montana through strategic outreach which will include:

- EmpowerMINT+ Database Mining
- Hosted Buyer Events
- Bring it to the Basecamp Presentations

From there, we will qualify leads, convert into prospects and submit proposals that showcase innovative ideas and pre and post travel itineraries. Once the business is secured, we will service them with what we committed to, which can include:

- Building attendance for hosted business
- Connecting with local service providers and key leadership
- Fundraising support
- Assisting with securing room blocks

While in market, Great Falls Montana Tourism will provide hosted welcoming services, including digital agendas on our Visit Great Falls app, with the objective of assisting attendees with experiencing Great Falls, and encourage a return leisure trip. Upon completion, we will follow-up with thank you cards and surveys to determine satisfaction and attendance numbers.

Great Falls Montana Tourism will strategically deploy impact and recruitment incentives and familiarization tours to secure business.

Throughout the process, Great Falls Montana Tourism will maintain communications through our Bring it to the Basecamp emails that will continue to educate and inspire meeting planners to consider Great Falls as the location for their next project.

RESULTS | New Conventions; Increase in Overnight Visitation; Increase in New Overnight Visitors; Increase in Average Length of Stay; Increase in Average Daily Spend

STRATEGY 1 BUDGET | \$146,200

2 | Increase overnight visitors year-round by promoting the uniqueness of Great Falls to leisure travelers.

TACTICS | Great Falls Montana Tourism will

utilize branded paid, owned and earned media, a printed and online guide to Great Falls, trade shows, and the www.VisitGreatFallsMontana.org website to inspire, orient, and facilitate an overnight traveler to the experiences available in Great Falls.

PAID MEDIA | We will use Banik to develop a results focused paid media plan that will rely heavily on digital placement, supplemented by print placements during key travel decisions months. Investment will be more focused to influence travel during late spring, summer and early fall. The Tourism Team will coordinate with Banik on the placement of any Montana Department of Tourism and Business Development led Joint Venture opportunities.

COLLABORATIVE MARKETING | Great Falls Montana Tourism will work with Banik to develop marketing opportunities for our members to buy into that will promote their business and leverage the Basecamp Brand.

OWNED MEDIA | The Tourism Team will develop and implement an annual content calendar to inspire interested markets. We will use the following media with the current followers:

Facebook [6,606]	Instagram [1,196]
YouTube [44]	Basecamp Blog
Website Events	Website Trip Ideas
LinkedIn	Social Toaster [6]

These audiences choose to follow us. Posting content continually inspires them to travel to Great Falls. Growing these audiences increases the number of people who will be inspired to come to Great Falls. Asking these audiences to share and engage in our content increases the reach of our message.

We will send Adventure Awaits emails directly to our database of over 65,000 subscribers throughout the year.

EARNED MEDIA | We will continue to leverage the stories that are written about Great Falls, encourage stories to be written, as well as connect with newly stationed personnel at Malmstrom Airforce Base during monthly



briefings and other events that will connect base residents and their families with Great Falls.

TRADE SHOWS | This will be used to share the Basecamp story, gain insight from target markets and increase email lists with package giveaways. This tactic is resource intensive with staff time and booth costs. Great Falls Montana Tourism will consider only options in key target markets and look for partnerships.

RESULTS | Increase in Overnight Visitation; Increase in New Overnight Visitors; Increase in Average Length of Stay; Increase in Instagram Audience; Increase in Facebook Audience; Increase in Average Daily Spend

RESULTS | Increase in Overnight Visitation; Increase in New Overnight Visitors; Increase in Average Length of Stay; Increase in Average Daily Spend; Increase in Instagram Audience; Increase in Facebook Audience

STRATEGY 2 BUDGET | \$244,500

3 | Create events and experiences that position Great Falls competitively through Montana and the Northwest.

TACTICS | Great Falls Montana Tourism will use two different granting cycles to accept proposals from groups who are looking to create new events and grow events that align with our vision, mission and objectives.

WESTERN ART WEEK | This is a comprehensive signature event for our community, where we still have 20% capacity in room demand. Great Falls Montana Tourism will continue to take a lead role in promoting all the weeks activities

through www.WesternArtWeek.com. We will collect details of each shows events and **promote the week's activities through paid, owned and earned media.**

Great Falls Montana Tourism and 3 other groups produce a show guide. To reduce duplication, we will look to jury the selection of an official Western Art Week show guide that will utilize the Western Art Week branding.

GREAT FALLS MONTANA RESTAURANT WEEK | **After it's second year, this event has failed to gain traction in the local market and hasn't** resulted in room demand increases. We will look for a partner interested in taking the lead on this event, which we will support with paid, owned, and earned media.

RESULTS | Increase in Overnight Visitation; Increase in New Overnight Visitors; Increase in Average Length of Stay

STRATEGY 3 BUDGET | \$139,146

SUPPORT | We saw a 30% increase in website visitors with the launch of our new website in July 1, 2017. We will see another increase by the end of this year, however, need to continually improve our website to keep interest. We will make investments to keep our website relevant, fresh and updated.

Great Falls Montana Tourism will continue to make investments in fresh and new photos and videos to support all of our efforts.

We will utilize our general funds to take advantage of community promotion opportunities.

SUPPORT BUDGET | \$21,200





PROCESS

Developing and growing the tourism effort is driven by market and consumer behavior research. This research ensures the delivery of a specifically crafted trip planning message during a critical stage of the consumer purchase process in targeted markets on specific platforms.

Knowing what activities visitors like to experience, how they make decisions, and how to help influence the decisions at each stage all form the cornerstones to Great Falls Montana **Tourism's marketing strategies.**

Great Falls Montana Tourism invests in paid media placement, developing compelling content, and leveraging that content through owned media.

The Montana Department of Commerce's Office of Tourism and Business Development makes significant investment to support the inspiration stage of the trip planning cycle. Great Falls Montana Tourism leverages that investment with joint marketing opportunities and focusing efforts on orienting.

As part of the orientation step of the trip planning process, Great Falls Montana Tourism provides infographics on direct flights, drive time, and distance from our target markets to support the message that making a trip to the **city can be done in a day or less. That "getting here" message is supported by various trip ideas for weekend trips and weeklong vacations.** One of our one-day trips shows how to spend a day in Great Falls before an evening concert – highlighting day hikes, kayaking, fishing, and shopping along with dining options

to make a memorable time connected to an event.

THE BASECAMP BRAND

From every direction, Montana's spectacular, unspoiled nature calls you closer – from two of America's most amazing national parks, a short drive in either direction, to the miles of trails along the Missouri River and beyond, it is all accessible beginning right in Great Falls. It beckons you to discover Montana's rugged and alluring outdoors freely with independence.

One of the greatest things about our community is we are welcoming, down-to-earth and proud of what we have. We are forward thinking and unapologetic about creating a future based on our potential. Great Falls is a place where you feel more independent, more liberated from conformity and convention. You are more free to pursue your passion, from outdoor recreation to embracing your inner artist.

It's a place where you can be in the middle of an evolving and vibrant downtown life near the riverfront and yet never far from getting away from it all. If you look at life as a wonderful, ever-changing adventure (as we do), we invite you to come to a place where you can live it abundantly, celebrate your independence every single day.

Great Falls provides a basecamp for a wide range of outdoor adventures and offers a haven of rich arts, culture, and history in a vibrant, modern community where an expansive, **unspoiled, diverse landscape renews one's spirit!**

1. We share the unique stories.

2. We keep it conversational.
3. We play up our diverse landscapes.
4. We show hospitality in our community.
5. We use dynamic images and videos.
6. We are consistent in our style.

VOICE | We use specific words to reinforce the attributes of our community. These words include:

Independent | Adventurous | Innovative | Tenacious | Confident | Loyal | Resourceful | Fun | Courageous | Potential | Growth | Refreshing | Creative | Focused | Scenic | Freedom | Alluring | Artistic | Rugged | Spirited | Real | Curiosity | Genuine | Open | Breathtaking | Authentic | Vibrant | Hospitable

TARGET MARKETS

LEISURE PROFILE | Our current overnight visitor to Great Falls is a couple who have been here before and drove here for vacation. They tend to be:

55-74 years old with \$50,000 - \$150,000 HHI

To attract new customers, we will target:

35-44 years old with \$50,000—\$150,000 HHI

We will use geographic, demographic, and psychographic targeting to market to current customers and attract new customers. Our psychographic groups are:

- Historian | Enjoys Lewis & Clark, Charlie Russell and the Plains Indians and the mark they each left on Great Falls.
- Moderate Adventurer | Enjoys getting out into nature to hike, watch wildlife, fish, bike, and kayak, but come back into Great Falls in the evening to enjoy the local brewery, a

live performance, and a comfortable bed.

- Weekender | Comes to Great Falls for a specific event. These include festivals, performances, weddings, and sporting events.
- Active Family | Enjoys museums, and the vast collection of them here, the outdoor recreation, and the history.
- Bleisure | Arrives before or stay after business related travel to engage in leisure experiences.

Each profile helps us craft our message and where and how to place our owned and paid media.

LOCATION | Great Falls will target the following geographic locations.

Seattle WA	Missoula MT
Denver CO	Billings MT
Chicago IL	Kalispell MT
Minneapolis MN	Lethbridge AB
Phoenix AZ	Calgary AB
Salt Lake City UT	Cheyenne WY
	Bismarck ND

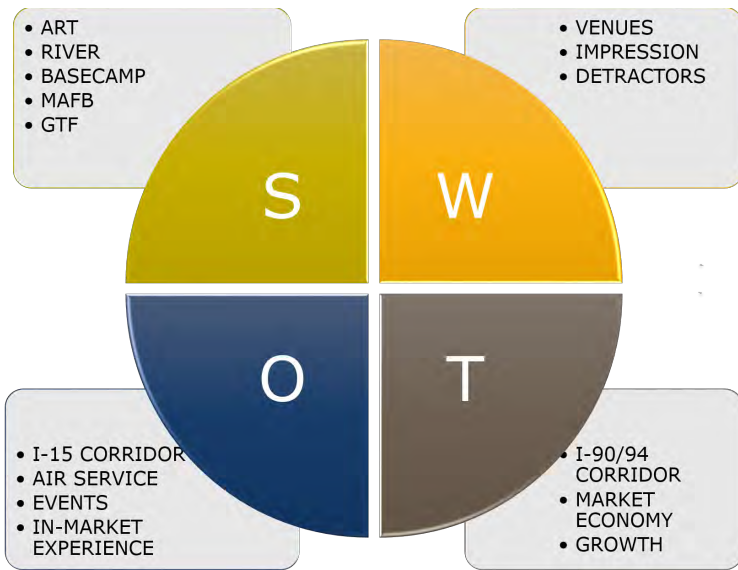
BUSINESS PROFILE | Great Falls Montana Tourism targets meeting planners with multi-day events for 250+ people in outdoor recreation, agriculture, arts, history, culture, or **other areas of Great Falls' competitive advantage.**

LOCATION | The target will be meeting planners looking for locations in the Western United States, focusing in on the Northwest Region, and the Rocky Mountain Region of the Northwest.



ANAYLSIS

The appeal of Montana’s spectacular, unspoiled nature inspires people to travel to the fourth largest state in the US and experience its over 100 vibrant and charming small towns that provide impressive outdoor experiences. As a result, Great Falls competes within the state, as well as the Northwest region and the nation to orient and facilitate the visitor to experience **Montana’s Basecamp for Art & Adventure.**



STRENGTHS

- Art | In the broadest sense of the term, Great Falls has art—from statutes and **murals on the river’s edge trail and downtown**, to state parks and museums that capture our history and culture, to restaurants who source local food, to residents who create masterpieces on canvasses or using batik, and our entrepreneurs who create industry changing products. Great Falls is creative, innovative, and full of art.
- River | The Missouri River connects **Great Falls’ history to the Plains Indians, Corp of Discovery**, mining and electricity. Today it provides access to outdoor recreation, bird viewing, a path for scenic drives, and a backdrop for stunning photography.
- Basecamp | In about an hour or less from Great Falls, you can be in the Rocky Mountain Front and the greater Bob Marshall Wilderness Complex, Sluice Boxes State

Park and the Little Belt Mountains, the Highwood Mountains, on Holter Lake, at Smith River, Sun River. And, just a little further in Glacier National Park.

- Malmstrom | 3,300 personnel, along with **their families, are stationed in Great Falls’** air force base. The base itself draws national **contractor business, and the personnel’s** extended family come to visit.
- GTF | Our international airport is small and accessible, offering direct flights from Seattle, Denver, Las Vegas, Minneapolis, Phoenix, Salt Lake City, and seasonally to Chicago.

WEAKNESS

- Venues| Tried and true, our facility infrastructure is stable but suffers from deferred maintenance and lack of capital investment for industry demanding improvements.
- Impression| Immediate thoughts of Montana include mountains, roaming wildlife, and backpacking adventures, and Great Falls is a modern community on the Missouri River with an industrial history.
- Detractors | 34% of Great Falls residents hold a low-self image of and are negative about the community being a great place to visit.

OPPORTUNITIES

- I-15 Corridor | Great Falls is roughly halfway between Salt Lake City, Utah, and Edmonton, Alberta (via Highway 2 in Alberta, Canada). Through traffic provides a chance to convert travelers for experiences and events. 55% of travelers drive through Great Falls without spending a night.
- Air Service | United, Delta, Alaska, and Allegiant are great partners, however, there are opportunities to add carriers and direct flights.
- Events| Signature events give visitors a specific time to travel to Great Falls. We have room to add more.
- In-Market Experience | The Missouri Riv

amazing; however, we are missing the opportunity to make it, and other experiences, easier to access. Great Falls can benefit from easy access equipment rentals, tour guides, facilitated experiences, and review worthy interactions.

THREATS

- I-90/I-94 CORRIDOR | This Montana route has larger communities with larger population bases, sees higher traffic counts, and has had more success in event routing than I-15.
- Market Economy | Volatility in the local economy of our target market communities can directly impact travel decisions.
- Growth | The success of peer and benchmark communities related to increased retail experiences and capital investments in infrastructure have increased their tourism budgets to attract more visitors, causing Great Falls to lag behind.

BENCHMARK COMMUNITIES

Billings MT | Missoula MT | Bozeman MT | Kalispell MT | Casper WY | Boise ID | Sioux Falls SD | Grand Forks ND | Bismarck ND

OVERNIGHT VISITOR HISTORY

Great Falls saw 1 million overnight visitors in 2018, a 15% increase over 2017. Alberta was unseated as the #1 location our overnight visitors came from, with our top 5 markets being:

- Washington 14%
- Alberta 13%
- Wyoming 7%

- Colorado 7%
- Arizona 6%

Our overnight visitors top 5 activities were:

- Scenic driving 58%
- Day hiking 33%
- Nature photography 32%
- Wildlife watching 27%
- Recreational shopping 26%

Alberta has historically been a strong recreational shopping market for Great Falls. With changes in the retail landscape nationally, the recreational shopping, and thus the number of Canadian travelers have been impacted.

The Business traveler continues to trail the Leisure Traveler, with only 16% of overnight visitors being here for a convention or meeting. We saw a jump in single overnight visitors to 36% and an increase to 3% of overnight visitors traveling with a business associate.

Our overnight visitors primarily arrive by vehicle (58%), however, air travel has increased over previous years and is now 23%, up 5% from last year. Spending has decreased 3%, from \$204 million [2016] to \$198 million [2017]. Repeat overnight visitors has increased 3% and new overnight visitors are still in decline, 1% over the past year, and 5% since 2016.

Room demand increased 3.3% in 2018 [STR], reaching its highest level in 4 years. We have seen an increase in room supply as well, resulting in occupancy (a percentage of demand over supply) being down.



GREAT FALLS, MONTANA

Great Falls is the 3rd largest city in the Nation's 4th largest state. With 1 million residents in the State and just under 60,000 residents in the city, the open space appeals to residents and non-residents alike. Last year alone, 12 million people visited Montana, and 1 million spent a night in Great Falls.

Great Falls is Montana's Basecamp for Art and Adventure. Designed for independent, outdoor adventurers and planners of meetings, Great Falls provides a true, authentic Montana experience. Our community sits on the banks of the Missouri River in the center of the State. Great Falls is a basecamp to the Rocky, Big Belt, Highwood, and Little Belt Mountain Ranges; each providing public access for a variety of outdoor recreation. It is also a basecamp to the Sun and Smith Rivers; Belt Creek, and Holter Lake; it is 2.5 hours south of the East entrance to Glacier National Park, and 3.5 hours north of the North Entrance to **Yellowstone National Park.** Great Falls' access to a variety of outdoor adventures is complimented by a haven of rich arts, culture, and history in a vibrant, modern community where you can renew your spirit.

Great Falls is Montana's Museum Capital. Famed Cowboy artist and humanitarian, Charlie Russell made Great Falls, Montana his basecamp and the museum that bears his name has the **largest collection of Russell's work, the complex** has his studio and home, and The C.M. Russell **Museum has been named Montana's Museum** worth driving for. The Lewis & Clark Interpretive **Center has North America's most extensive** display of the Lewis & Clark expedition. **First People's Buffalo Jump is North America's** Largest and is a National Historic Landmark. The remaining museums in Great Falls celebrate our history, the life of Brother Van, modern artists, the railroad, the artwork of Sister Mary Trinitas Morin and Mother Raphael Schweda, the military missions at Malmstrom Air Force Base, and a hands-on **Children's Museum.**

Great Falls becomes the Western Art Capital of the World for one week in March, in celebration of **Charlie Russell's birthday.** This signature

event brings in over 750 artists at 15+ shows for a variety of auctions, direct purchase, quick finishes, demonstrations, lectures, music and more.

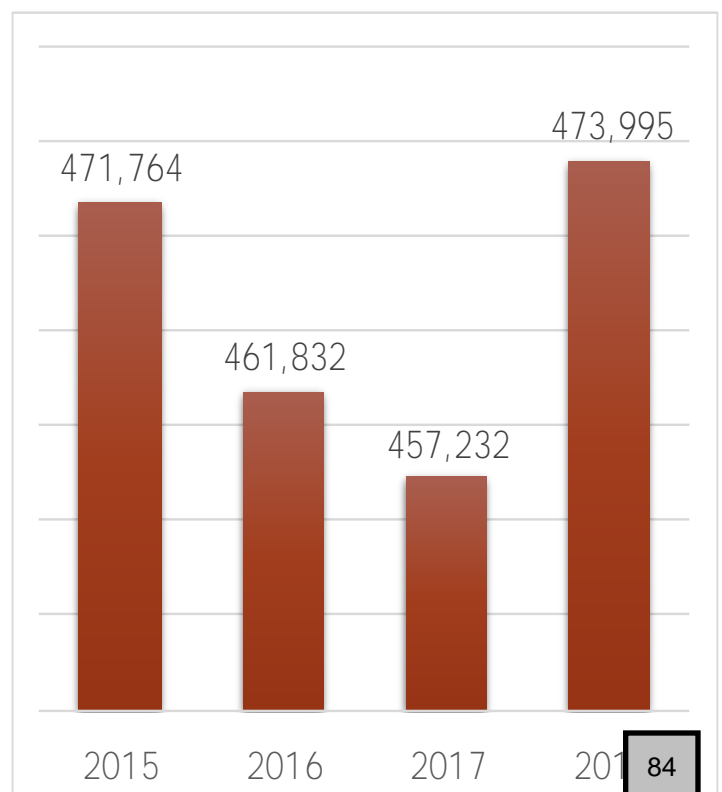
Tourism is a critical driver of the Great Falls economy, accounting for 8% of the GDP. Businesses that make up the Tourism Industry account for 3,080 jobs and over \$72 million in payroll locally. Tourism Industry businesses account for over \$33 million in property taxes. **Great Falls' tourism industry accounts for 9% of Montana's total overall tourism impact, and the State, the City and the Region's tourism** economy is driven by outdoor recreation.

ROOM INVENTORY

Great Falls will have 2,292 rooms available any given night across 30 properties beginning in July 2019. Our inventory by property is broke down by room capacity with:

- 17% with less than 30 Rooms
- 57% with 31—99 Rooms
- 27% with 100+ Rooms

Room demand had been in decline since 2015. We saw an increase in 2018, we are now moving in the right direction, however, we have a more work to do.



2020 BUDGET

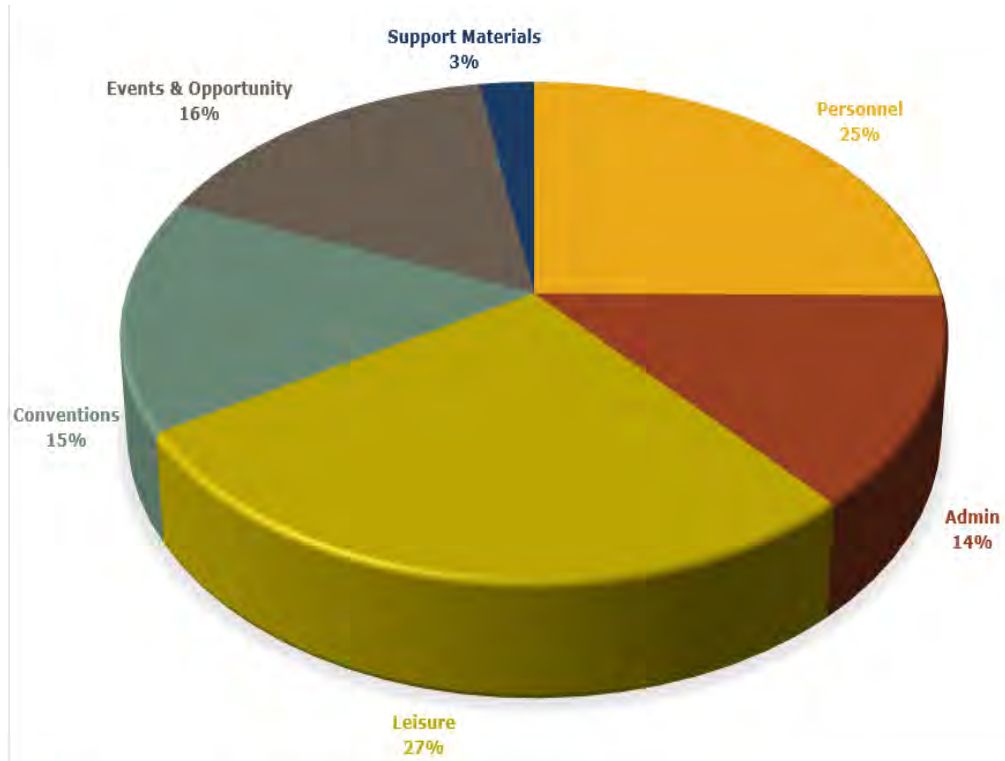
Great Falls Montana Tourism was successful in renewing the Tourism Business Improvement District with an increase in assessments for properties with 30+ rooms. Additionally, room demand increases in the past year provided additional accommodations facility use tax funds to be available.

July 1, 2019 - June 30, 2020

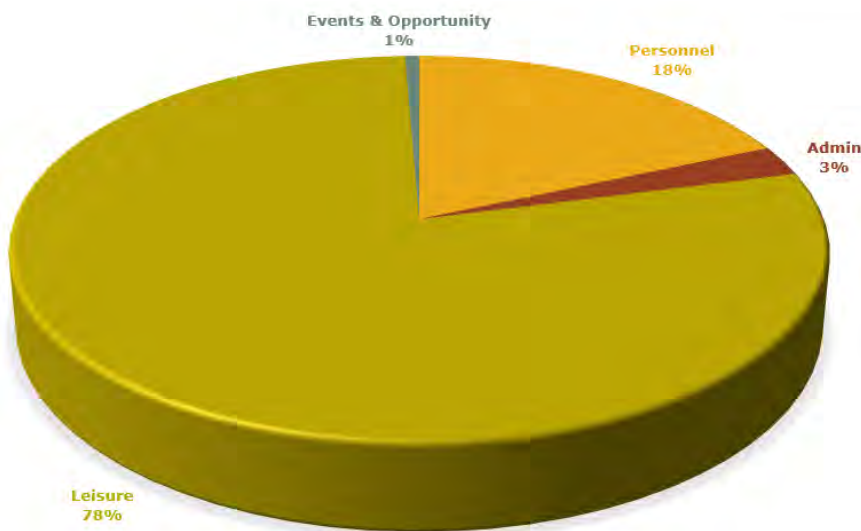
DRAFT

	CVB	GENERAL	TBID	Total		National
Income						
Bed Tax	\$153,152	\$0	\$0	\$153,152		
TBID Assessment	\$0	\$0	\$692,000	\$692,000		
Membership	\$0	\$10,000	\$0	\$10,000		
Advertising	\$0	\$0	\$2,500	\$2,500		
Total Income	\$153,152	\$10,000	\$694,500	\$857,652		
Expenses						
Personnel						
Wages	\$28,230	\$0	\$137,490	\$165,720		
Payroll Expense		\$0	\$49,716	\$49,716		
Total Personnel	\$28,230	\$0	\$187,206	\$215,436	25%	40%
Administration						
Rent	\$0	\$0	\$14,400	\$14,400		
Memberships	\$0	\$0	\$15,000	\$15,000		
Subscription	\$0	\$0	\$27,460	\$27,460		
Phone	\$0	\$0	\$5,220	\$5,220		
Maintenance	\$0	\$0	\$2,040	\$2,040		
Supplies	\$0	\$0	\$13,000	\$13,000		
Postage	\$0	\$0	\$1,000	\$1,000		
Insurance	\$850	\$0	\$2,800	\$3,650		
Professional Fees	\$1,550	\$0	\$19,650	\$21,200		
TAC	\$1,500	\$0	\$0	\$1,500		
Professional Development	\$0	\$0	\$10,000	\$10,000		
Travel	\$0	\$0	\$2,500	\$2,500		
Total Admin	\$3,900	\$0	\$113,070	\$116,970	14%	12%
Leisure Traveler Marketing	\$108,522	\$0	\$101,478	\$210,000	24%	
Conventions Meetings & Groups	\$0	\$0	\$128,400	\$128,400	15%	
ExpoPark	\$0	\$0	\$0	\$0	0%	
Opportunity	\$1,000	\$0	\$130,000	\$131,000	15%	
Photo and Video Library	\$0	\$0	\$10,000	\$10,000	1%	
Visitor Guide	\$6,500	\$8,000	\$0	\$14,500	2%	
Joint Venture	\$5,000	\$0	\$0	\$5,000	1%	
Trade Shows	\$0	\$0	\$5,000	\$5,000	1%	
Website	\$0	\$0	\$10,000	\$10,000	1%	
Community Promotion	\$0	\$2,000	\$0	\$2,000	0%	
App	\$0	\$0	\$1,200	\$1,200	0%	
Events	\$0	\$0	\$8,146	\$8,146	1%	
Total Expenses	\$153,152	\$10,000	\$694,500	\$857,652	61%	48%
Net Profit	\$0	\$0	\$0	\$0		

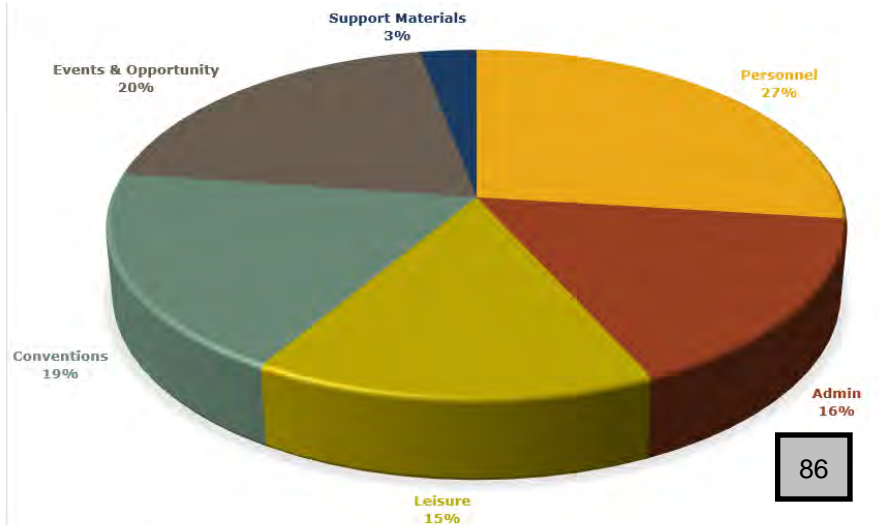
2020 TOTAL BUDGET



2020 ACCOMODATION TAX BUDGET



2020 ASSESSMENT FUNDS BUDGET





VISIT
Great Falls
MONTANA

Facebook | @GreatFallsMontanaTourism

Instagram | @VisitGreatFalls

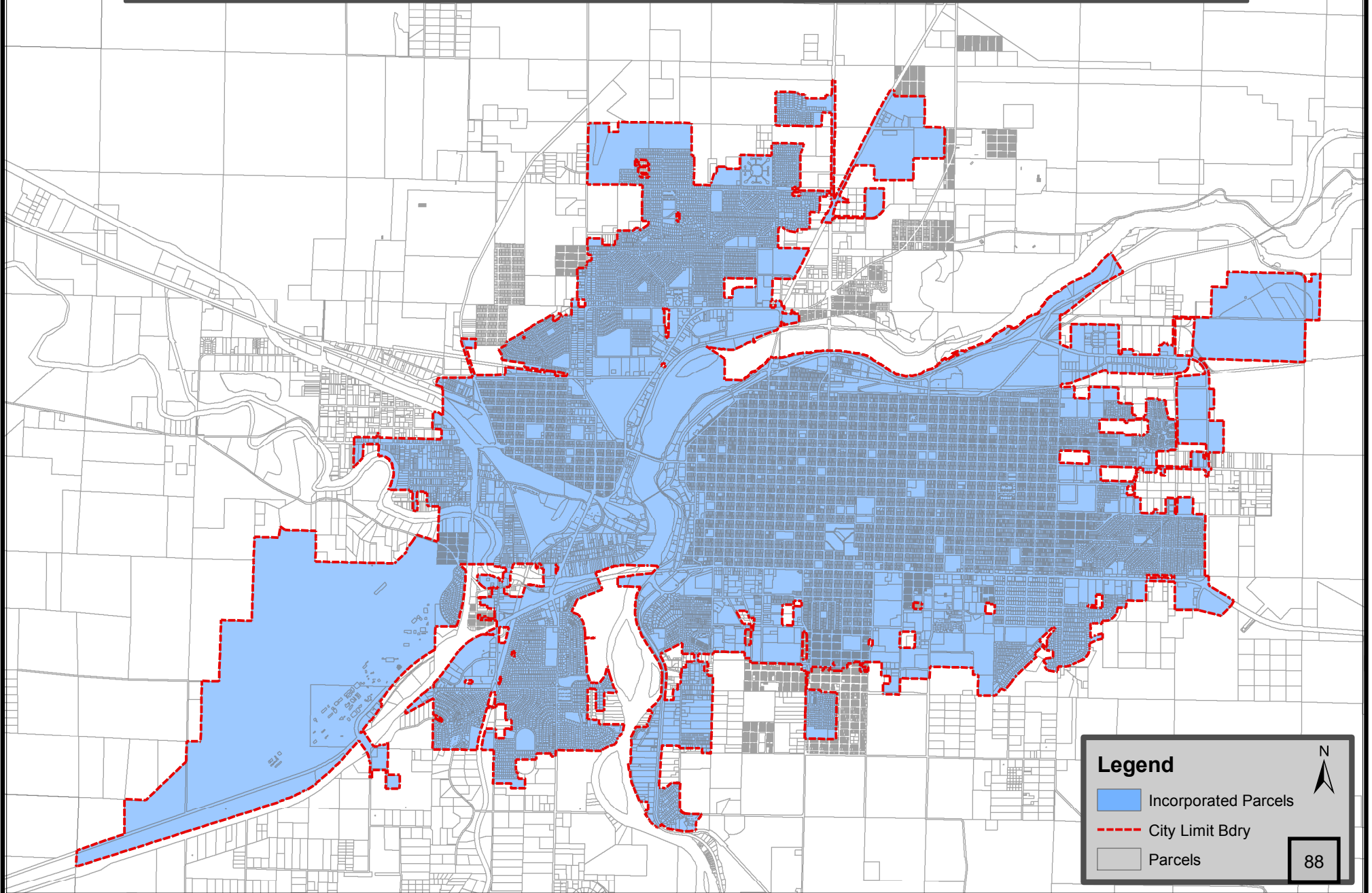
YouTube | @GreatFallsMontanaTourism

406-761-4406 | Information@VisitGreatFallsMontana.org

100 1st Ave N, Lower Level Suite, Great Falls Montana 59

Tourism Business Improvement District No. 1307

Map of District Boundaries



PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the City Commission of the City of Great Falls will conduct a public hearing on July 16, 2019, at 7:00 o'clock p.m. in the Commission Chambers, Civic Center, 2 Park Drive South, for the purpose of considering the 2019/2020 Tourism Business Improvement District (TBID) Budget and Work Plan. Any interested person may appear and speak for or against the 2019/2020 TBID Budget and Work Plan or submit in writing any comments to the City Clerk prior to or during the Commission meeting. For further information contact the City Clerk's Office, 406-455-8451.

/s/ Lisa Kunz, City Clerk

Publication Date: July 7, 2019



Item: Set Public Hearing for Resolution 10305 to Levy and Assess the Street Maintenance District

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 6, 2019 for Resolution 10305 to Levy and Assess the Street Maintenance District

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10305 to levy and assess the Street Maintenance District for August 6, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 6, 2019.

Background: The Street Division maintains approximately 383 miles of streets and alleys within the city limits. Maintenance consists of pavement rehabilitation and restoration, street cleaning, snow and ice removal, alley maintenance, and the nuisance weed program. In addition, Traffic Operations are funded through the Street Division and are responsible for the maintenance of all roadway signs, signals, and pavement markings.

During the budget process, information is gathered regarding the actual and anticipated expenses of the Street District Fund, future capital projects are reviewed, and the street maintenance assessment for the next fiscal year is discussed.

After calculating all factors pertinent to the operation of the Street Maintenance District, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commission for approval. No recommendation for an increased assessment is proposed for Fiscal Year 2020. The last street maintenance increase of 10% was approved in Fiscal Year 2016.

As part of the annual budget development and adoption procedures, the Street Maintenance Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

ASSESSMENT OPTION

MCA Section 7-12-4425 states: "...The council shall pass and finally adopt a resolution specifying the district assessment option and levying and assessing all the property within the several districts..." The City uses the "assessable area" option under MCA Section 7-12-4422, to assess its street maintenance. The assessable area option defines assessable area by square footage caps. Five options for assessments exist:

Residential: Square footage caps per parcel of 12,000 square feet for residential property and properties categorized as non-profit/cemetery organizations 501(c)(13) as defined by the Internal Revenue Code.

Downtown: Downtown District shall be defined as being within an area bounded on the north by Third Alley North, on the south by Third Alley South, on the east by Tenth Street and on the west by Park Drive. Any properties located in this area with a designated residential land use code of 111, 112 or 114 shall be excluded from the District and assessed as part of the Residential District.

Mixed-Use: A 'mixed-use' category consists of property equal to or greater than 112,000 square feet but less than 50% commercially developed. For the 'mixed-use' category, the Planning & Community Development Department shall annually identify all property equal to or greater than 112,000 square feet which are 50% or less commercially developed. Those properties shall be assessed 50% commercial and 50% at capped residential.

Commercial: 1 million square foot cap for all other property. The 1 million square foot cap for all other property encourages large green areas on some private properties within the City.

Inter-Local Agreement: An "inter-local contracted maintenance" category designates properties owned by other governments or their agencies adjacent to City streets that are maintained by the other governments or their agencies. This category's assessment includes a 7.5% administrative fee as well as the annual contracted cost of maintenance. The maintenance cost portion is agreed upon by the City and the contracting entity.

Fiscal Impact: Adoption of Resolution 10305 will allow the City to fund the cost of work, improvements and maintenance in the Street Maintenance District.

For Fiscal Year 2020, the street maintenance assessment will remain the same as Fiscal Year 2019. For an average-sized residential lot, the estimated assessment factor is \$0.014760 per square foot, or \$110.70 (7,500 sq. ft. x 0.014760 factor = \$110.70.). The estimated total assessment for the District is \$4,574,139.

Alternatives: The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10305 to Levy and Assess the Street Maintenance District; however, the reduction in services for street maintenance could be hazardous to the safety and welfare of the general public.

Concurrences: Public Works staff is responsible for the operational expenses of the Street Department. Finance staff is responsible for assessing and collecting revenues necessary to carry out the operations.

Attachments/Exhibits:

Resolution 10305

Legal Notice for Public Hearing

RESOLUTION NO. 10305

A RESOLUTION LEVYING AND ASSESSING THE COST OF STREET MAINTENANCE FOR STREETS AND ALLEYS IN THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

WHEREAS, creation and alteration of Street Maintenance Districts is authorized pursuant to Mont. Code Ann. Title 7, Chapter 12, Part 44; and

WHEREAS, the Great Falls City Commission did provide for street maintenance pursuant to Ordinance 1687 adopted September 7, 1971; and

WHEREAS, the City Commission did amend and expand the scope of street maintenance services pursuant to Ordinance 2584 adopted February 5, 1991; and

WHEREAS, the City Commission finds and has determined that each and every lot or parcel within said district has been or will be specially benefited by said maintenance; and

WHEREAS, the City intends to continue maintaining streets and alleys within the corporate limits of the City of Great Falls; and

WHEREAS, on July 16, 2019, the City Commission adopted Resolution 10301, Annual Budget Resolution, in which the estimated assessment for such maintenance not offset by other revenues within the Street Maintenance District was reflected as FOUR MILLION FIVE HUNDRED SEVENTY-FOUR THOUSAND ONE HUNDRED THIRTY NINE DOLLARS (\$4,574,139); and

WHEREAS, in accordance with Mont. Code Ann. § 7-12-4426, notice was published setting forth that Resolution No. 10305 Levying and Assessing the Cost of Street Maintenance for Streets and Alleys in the City of Great Falls, Montana, would be brought before the Great Falls City Commission for public hearing on August 6, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The costs of maintenance, not offset by other revenues, in the Street Maintenance District, totaling FOUR MILLION FIVE HUNDRED SEVENTY-FOUR THOUSAND ONE HUNDRED THIRTY NINE DOLLARS (\$4,574,139) be levied and assessed upon the property in said district for the fiscal year ending June 30, 2020. The description of each lot or parcel of land within the Street Maintenance District and the respective assessments are set forth in the records of the Finance Department of the City of Great Falls, Montana, and by this reference incorporated herein as if fully set forth.

Section 2 – Maintenance Assessment Method

The percentage of the cost of maintenance for the assessable areas benefitted by the maintenance district as established in Mont. Code Ann. § 7-12-4425 shall be made as set forth in Mont. Code Ann. § 7-12-4422.

The Street Maintenance District shall be assessed according to factors based on the property classification and square footage with caps. Assessable areas within the Street Maintenance District shall be set with a square footage cap of 12,000 square feet for residential property and properties categorized as non-profit/cemetery organizations 501(c)(13) as defined by the Internal Revenue Code, and a square footage cap of one million square feet for all other property. Downtown District shall be defined as being within an area bounded on the north by Third Alley North, on the south by Third Alley South, on the east by Tenth Street and on the west by Park Drive and any properties located within this area with a designated residential land use code shall be excluded from the District. The Planning and Community Development Department shall annually identify all mixed-use property equal to or greater than 112,000 square feet which are 50% or less commercially developed. Those mixed-use properties shall be assessed 50% commercial and 50% capped residential. Inter-local Agreement shall be defined as properties owned by other governments or their agencies adjacent to City streets that are maintained by the other governments or their agencies. This category's assessment includes a 7.5% administrative fee as well as the annual contracted cost of maintenance.

No proration of the street maintenance assessment shall be made for any reason, including the fact that a particular property did not have paved streets for the entire taxable year.

Section 3 – Assessments Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2019 and May 31, 2020.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 6th day of August, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10305 – A Resolution Levying and Assessing the Cost of Street Maintenance for Streets and Alleys in the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 6, 2019, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10305 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting. For further information contact the City Clerk's Office, 406-455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication Dates: July 7 & 14, 2019



Item: Set Public Hearing for Resolution 10306 to Levy and Assess the General Boulevard Maintenance District No. 3570

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 6, 2019 for Resolution 10306 to Levy and Assess the General Boulevard Maintenance District No. 3570

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10306 to levy and assess the General Boulevard Maintenance District for August 6, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 6, 2019.

Background: The Park and Recreation Department, Natural Resources - Boulevard Division is responsible for the care and maintenance of over 15,000 street trees located within the General Boulevard District. Services provided within the District are pruning, removal, planting and streetscape design.

The budget development process begins in January of each year when the Natural Resources - Boulevard Division receives its midyear financial reports. The midyear reports, and subsequent reports, are used to determine the current financial position of the department. Information is gathered regarding the actual and anticipated expenses, future projects, goals and objective of the department.

After calculating all factors pertinent to the operation of the Natural Resources - Boulevard Division, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commission for approval. An increase of 5% has been proposed for Fiscal Year 2020 to cover increased costs of operations (e.g. fuel, labor, equipment). The last General Boulevard Maintenance increase of 3% was approved in Fiscal Year 2019.

In order to legally provide for the necessary assessment support, State laws require City Commission hearings and passage of authorizing resolutions. MCA Sections 7-12-4102, 4176, and 4179 authorize the City Commission to create and assess the costs of work, improvements, and maintenance to the owners of property within the boundaries of such district.

As part of the annual budget development and adoption procedures, the General Boulevard Maintenance District Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact: Adoption of Resolution 10306 will allow the City to finance the costs of work, improvements and maintenance conducted each year in the General Boulevard Maintenance District.

The estimated assessment amount for the General Boulevard Maintenance District for the next fiscal year is the amount reflected in the Fiscal Year 2020 Budget. This equates to an estimated assessment of \$0.011433 per square foot, for a total of \$405,892 and will result in an assessment of \$85.75 for an average size lot of 7,500 square feet (7,500 sq. ft. x 0.011433 factor = \$85.75.) This is a yearly increase of \$4.08, or 5%, for an average lot size of 7,500 square feet.

Alternatives: The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10306 to Levy and Assess the General Boulevard Maintenance District; however, the reduction in services to trim, prune, spray, and maintain the trees within the district would be harmful and devastating to the overall shelter and beauty provided by the street trees to the community.

Concurrences: Park and Recreation staff is responsible for the operation expenses of the Boulevard District Fund. Finance staff is responsible for assessing and collecting the revenues necessary to carry out the operations.

Attachments/Exhibits:

Resolution 10306

Legal Notice for Public Hearing

Map of the General Boulevard District

RESOLUTION NO. 10306

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING BOULEVARDS IN THE GENERAL BOULEVARD DISTRICT NO. 3570 OF THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

WHEREAS, the Great Falls City Commission did create a General Boulevard Maintenance District No. 3570 by Resolution 3570 on January 2, 1946; and

WHEREAS, the City Commission did amend and exclude Lots 8-14, Block 34 of Boston and Great Falls Addition, from the boundaries of the General Boulevard District by Resolution 8132 on September 1, 1987, in accordance with Mont. Code Ann. § 7-12-4335; and

WHEREAS, the City intends to continue trimming, pruning, spraying, and otherwise maintaining the trees within said district, except when such maintenance conflicts with other provisions of the Official Code of the City of Great Falls; and

WHEREAS, on July 16, 2019, the City Commission adopted Resolution 10301, Annual Budget Resolution, in which the estimated assessment for such maintenance within the General Boulevard Maintenance District No. 3570 was reflected as FOUR HUNDRED FIVE THOUSAND EIGHT HUNDRED AND NINETY-TWO DOLLARS (\$405,892); and

WHEREAS, in accordance with Mont. Code Ann. § 7-1-4127, notice was published setting forth that Resolution No. 10306 Levying and Assessing the Cost of Maintaining Boulevards in the General Boulevard Maintenance District No. 3570 would be brought before the Great Falls City Commission for public hearing on August 6, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The cost of maintaining boulevards in General Boulevard Maintenance District No. 3570, totaling \$405,892, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2020.

Section 2 – Maintenance Assessment Method

Each lot and parcel within the district be assessed in proportion to its square footage. The procedure for determining the square footage to be assessed is the total square footage as set forth in Exhibit “A” of Resolution 6202 adopted by the Great Falls City Commission on July 22, 1968, and presently on file in the office of the City Clerk.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2019 and May 31, 2020.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 6th day of August, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

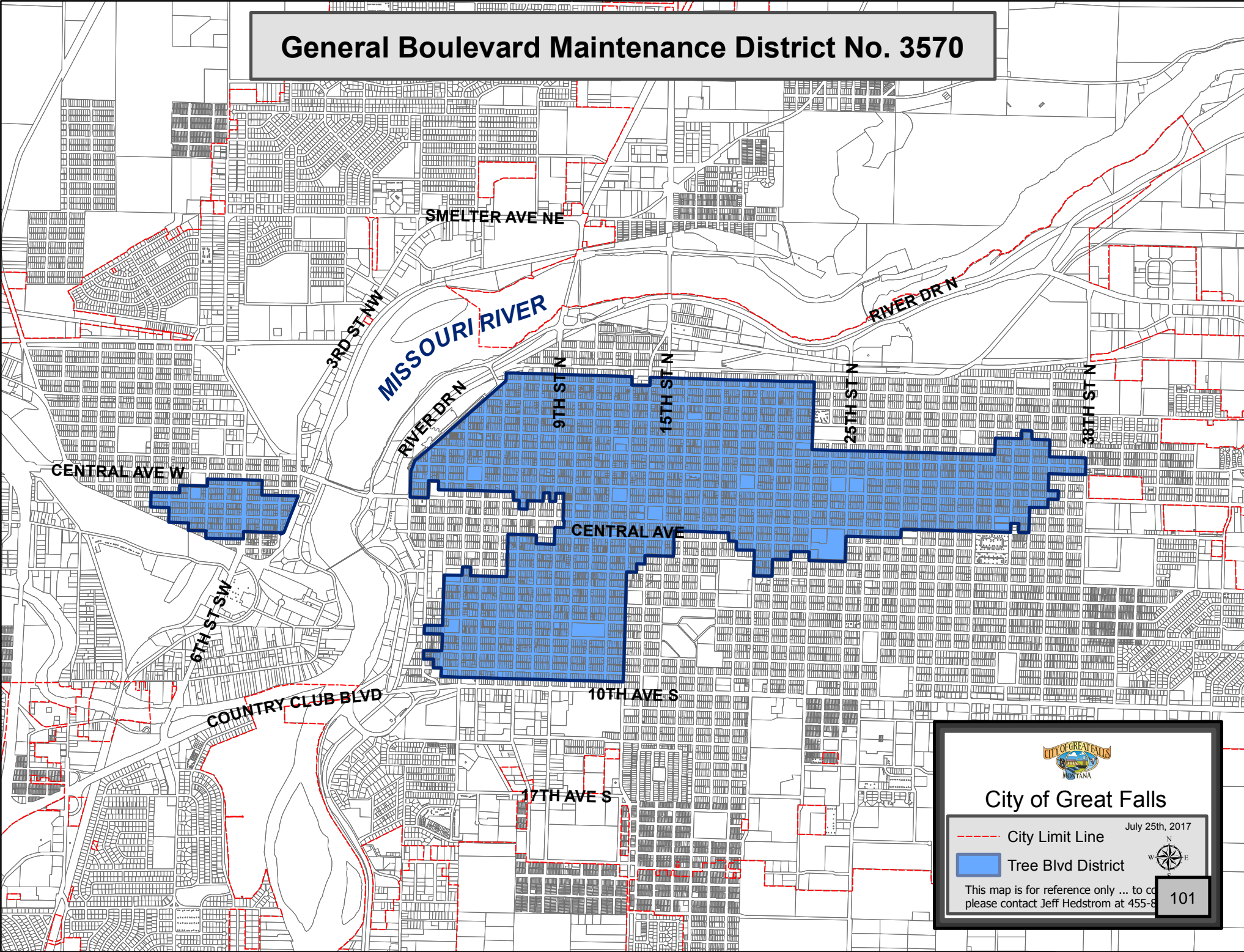
PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10306 – A Resolution Levying and Assessing the Cost of Maintaining Boulevards in the General Boulevard District No. 3570 of the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2019 and ending June 30, 2020 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 6, 2019, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10306 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting. For further information contact the City Clerk's Office, 406-455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 7 & 14, 2019

General Boulevard Maintenance District No. 3570



City of Great Falls

July 25th, 2017

--- City Limit Line

■ Tree Blvd District

This map is for reference only ... to contact please contact Jeff Hedstrom at 455-8





Item: Set Public Hearing for Resolution 10307 to Levy and Assess the Portage Meadows Maintenance District No. 1195

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 6, 2019 for Resolution 10307 to Levy and Assess the Portage Meadows Maintenance District No. 1195

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10307 to levy and assess the Portage Meadows Maintenance District for August 6, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 6, 2019.

Background: In February 1977, Resolution 6913 created Special Improvement Maintenance District No. 1195 for the purpose of maintaining the Green Belt of the Portage Meadows Addition. The assessment covers the costs for materials, snow removal labor, water, mowing labor, fertilizer costs and labor, aerification labor, and tree pruning, which was part of the original Planned Unit Development.

The budget development process begins in January of each year when the Park & Recreation Department receives its midyear financial reports for the Portage Meadows Fund. The midyear reports and subsequent reports are used to determine the current financial position of the department. Information is gathered regarding the actual and anticipated expenses, future projects, goals and objective of the department.

After calculating all factors pertinent to the operation of the Portage Meadows Maintenance District, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commissioners for approval. An increase of 5% has been proposed for Fiscal Year 2020 to cover increased costs of operations (e.g. fuel, equipment, labor, maintenance of the irrigation system). The last Portage Meadows Maintenance District increase of 7% was approved in Fiscal Year 2019.

In order to legally provide for the necessary assessment support, State laws require City Commission hearings and passage of authorizing resolutions. MCA Sections 7-12-4102, 4176, and 4179 authorize the City Commission to create and assess the costs of work, improvements, and maintenance to the owners of property within the boundaries of such district.

As part of the annual budget development and adoption procedures, the Portage Meadows Maintenance District Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact: Adoption of Resolution 10307 will allow the City to finance the cost of repairs and maintenance required each year in the Portage Meadows Maintenance District.

The estimated assessment amount for Portage Meadows Boulevard Maintenance for the next fiscal year is the amount reflected in the Fiscal Year 2020 Budget. This equates to an estimated assessment of \$0.077518 per square foot, a total of \$65,252 and will result in an annual assessment of \$348.91 for an average lot of 4,501 square feet (4,501 sq. ft. x 0.077518 factor = \$348.91.) This is a yearly increase of \$16.61, or 5%, for an average size lot of 4,501 square feet.

Alternatives: The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10307 to Levy and Assess the Portage Meadows Maintenance District; however, the City agreed to provide the services when the land area was donated to the City. The proposed assessment will allow for the recovery of costs incurred providing those services.

Concurrences: Park and Recreation staff members are responsible for the operational expenses for the Portage Meadows Maintenance District. Finance staff members are responsible for assessing and collecting the revenues necessary to carry out the operations.

Attachments/Exhibits:

Resolution 10307

Legal Notice for Public Hearing

Map of Portage Meadows Boulevard District

RESOLUTION NO. 10307

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING THE GREEN BELT PARK OF PORTAGE MEADOWS ADDITION IN THE CITY OF GREAT FALLS ON ALL REAL ESTATE IN SPECIAL IMPROVEMENT MAINTENANCE DISTRICT NO. 1195 FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

WHEREAS, the City Commission did create and amend Special Improvement Maintenance District No. 1195 by Resolutions 6913, 6980, and 8426 on February 15 and July 17, 1977, and July 16, 1991, respectively; and

WHEREAS, the City intends to continue maintaining the Green Belt Park of Portage Meadows Addition within Special Improvement Maintenance District No. 1195; and

WHEREAS, on July 16, 2019, the City Commission adopted Resolution 10301, Annual Budget Resolution, in which the estimated costs for the assessment of such maintenance within Special Improvement Maintenance District No. 1195 was reflected as SIXTY-FIVE THOUSAND TWO HUNDRED FIFTY-TWO DOLLARS (\$65,252); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10307 Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Addition in the City of Great Falls on all Real Estate in Special Improvement Maintenance District No. 1195 would be brought before the Great Falls City Commission for public hearing on August 6, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The cost of care and maintenance in Special Improvement Maintenance District No. 1195, totaling \$65,252, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2020.

Section 2 – Maintenance Assessment Method

There are 188 properties contained within the boundaries of Portage Meadows Special Improvement Maintenance District No. 1195. The costs per property and the property list for Portage Meadows Special Improvement Maintenance District No. 1195 are set forth in the records of the City Clerk of the City of Great Falls. Said property is generally identified as each lot or parcel of land within Portage Meadows Additions #1, #2, and #3, excluding Blocks 4, 5, and 6 of Portage Meadows #1 Addition.

Assessments may be reviewed on an annual basis and the amount may be revised according to the following formula: cost plus ten percent (10%) divided by the total square feet of all of the lots within said district times the square feet of each lot. Costs shall be for expendable material,

snow removal labor, water, mowing labor, fertilizer costs and labor, aerification labor, and tree pruning costs.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2019 and May 31, 2020.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 6th day of August, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

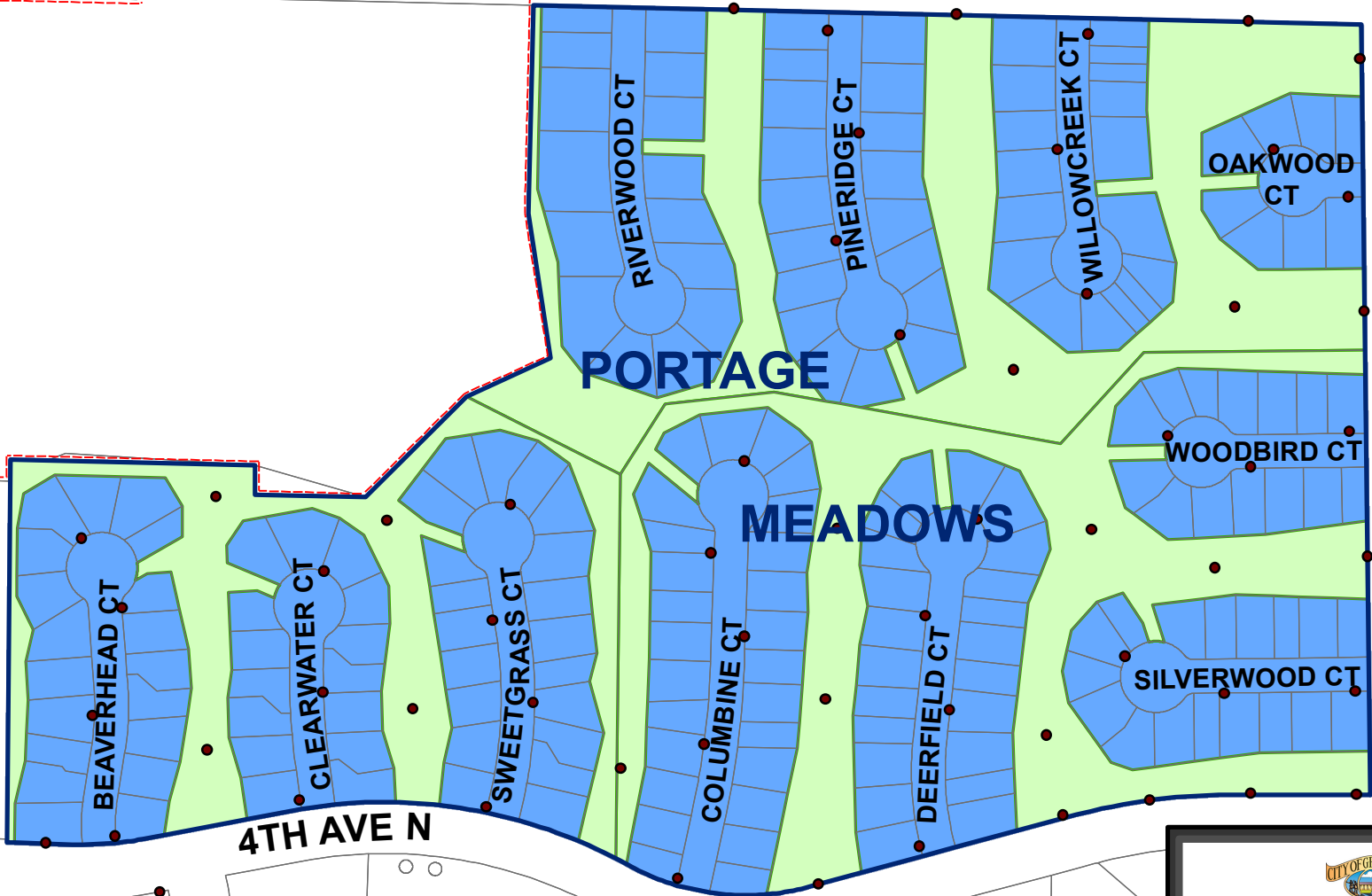
PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10307 – A Resolution Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Addition in the City of Great Falls on all Real Estate in Special Improvement Maintenance District No. 1195 for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, August 6, 2018, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10307 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting. For further information contact the City Clerk's Office, 406-455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 7 & 14, 2019

Portage Meadows Maintenance District No. 1195



46TH ST N

4TH AVE N

52TH ST N



City of Great Falls

June 12th, 2014

- City Limit Line
- Light Poles
- Green Belt Area
- Portage Properties



This map is for reference only ... to call please contact Jeff Hedstrom at 455-8



Item: Set Public Hearing for Resolution 10308 to Levy and Assess Great Falls Park District No. 1 for August 6, 2019.

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 6, 2019 for Resolution 10308 to Levy and Assess Great Falls Park District No. 1

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10308 to levy and assess Great Falls Park District No.1 for August 6, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 6, 2019.

Background: On June 5, 2018, the City Commission adopted Resolution 10238 creating the Great Falls Park District Number 1. The boundaries of the District are the current incorporated limits of the City, as well as all properties later annexed thereto.

The Park District's overall purpose is to utilize assessment dollars and direct those monies to:

- Maintenance, repair, replacement, upkeep, installation, improvements, operation enhancement, construction, acquisition of land;
- Implementation of measures required to maintain public health and safety or meet legal or regulatory requirements;
- Purchase, replace and/or maintain equipment, tools or vehicles used to carry out the functions described herein; and/or
- Other functions, labor, supplies and/or materials necessary for management and maintenance of City-owned facilities, lands, and equipment under the responsibility and care of the City of Great Falls Park and Recreation Department including but not limited to:

- Public parks and park areas (as described in the City of Great Falls Park and Recreation Master Plan), recreation facilities, trails, open space, urban forest, medians, boulevards, pathways, sidewalks, public easements, and other facilities which are located in the city limits and/or are owned by the City.

The Park District's revenue may not be used for programming.

According to Mont. Code Ann. Sections 7-11-2021 and 1025, prior to annually levying assessments necessary to carry out the services to be performed in the District, each year the Commission shall specify the method of assessment for the lots of parcels of land located in the District, publish notice, and conduct a public hearing on such assessment before finally adopting a resolution levying assessments against the lots of parcels of land in the District. The Commission must annually adopt a resolution establishing the annual assessment for the District.

Fiscal Impact: The cost of the proposed improvements for the Great Falls Park District No. 1 is \$1,500,000 annually for the first three years.

The annual assessment shall be based on the taxable value of each parcel within the District for a total of \$1,500,000 district-wide. The City will not receive current taxable value information from the Montana Department of Revenue until August approximately. Therefore, based on last year's valuations, the estimated annual assessment for a \$100,000 market value property would be \$27.42.

Alternatives: The City Commission could choose to not set the public hearing and thereby deny Resolution 10308 to Levy and Assess Great Falls Park District No. 1. However, the reduction in services and improvements to the park system including facilities and the urban forest, or maintenance will not improve and facilities will deteriorate or close.

Concurrences: Park and Recreation staff is responsible for the operational expenses of the Park District Number 1. Finance staff is responsible for assessing and collecting the revenue necessary to carry out the operations.

Attachments/Exhibits:

Resolution 10308

Legal Notice for Public Hearing

RESOLUTION NO. 10308

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTENANCE IN THE GREAT FALLS PARK DISTRICT NUMBER 1 OF THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

WHEREAS, the City Commission did create Great Falls Park District No. 1 (hereinafter “District”) by adoption of Resolution 10238 on June 5, 2018; and

WHEREAS, said Resolution 10238 set forth the boundaries of the District, the method of governing the District, the assessment method, estimated cost of the District and method of financing, payment of the assessment, list of properties available and the duration of the District. The District was established for the purpose of providing services including but not limited to:

- Maintenance, repair, replacement, upkeep, installation, improvements, operation enhancement, construction, reconstruction, acquisition of land;
- Implementation of measures required to maintain public health and safety or meet legal or regulatory requirements;
- Purchase, replace and/or maintain equipment, tools or vehicles used to carry out the functions described herein; and/or
- Any other functions, labor, supplies and/or materials necessary for management and maintenance of City-owned facilities, lands, and equipment under the responsibility and care of the City of Great Falls Park and Recreation Department including but not limited to:
 - Public parks and park areas (as described in the City of Great Falls Park and Recreation Master Plan), recreation facilities, trails, open space, urban forest, medians, boulevards, pathways, sidewalks, public easements, and other facilities which are located in the city limits and/or are owned by the City; and

WHEREAS, on July 16, 2019, the City Commission adopted Resolution 10301, Annual Budget Resolution, in which the estimated assessment for such maintenance within the District was reflected as ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000); and

WHEREAS, in accordance with Mont. Code Ann. § 7-11-1024 and § 7-1-4127, notice was published setting forth that Resolution No. 10308 Levying and Assessing the Cost of the

Great Falls Park District No. 1 would be brought before the Great Falls City Commission for public hearing on August 6, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The cost of maintenance in the Great Falls Park District No. 1, totaling \$1,500,000, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2020.

Section 2 – Maintenance Assessment Method

Each lot or parcel of land, including improvements on the lot or parcel, will be assessed for that part of the cost of the District that its taxable valuation bears to the total taxable valuation of the properties within the District.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2019 and May 31, 2020.

Section 4 – Office of Record

The official list of properties subject to potential assessment, fees or taxation of the District is on file and available for public inspection in the City Clerk's office, and further that such list is the last completed property tax record maintained by the Department of Revenue for the county. The City Clerk's office is designated as the office of record for the minutes to be maintained.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 6th day of August, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10308 – A Resolution Levying and Assessing the Cost of Great Falls Park District Number 1 in the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 6, 2019, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10308 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting. For further information contact the City Clerk's Office, 406-455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 7 and 14, 2019



Item: Set Public Hearing for Resolution 10309 to Levy and Assess Properties within Special Improvement Lighting Districts

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 6, 2019 for Resolution 10309 to Levy and Assess Properties within Special Improvement Lighting Districts

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10309 to levy and assess properties within Special Improvement Lighting Districts for August 6, 2019.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 6, 2019.

Background: There are currently 27 Special Improvement Lighting Districts (SLD's) with approximately 9,429 roadway lights. The majority (97%) of the roadway lights are owned by Northwestern Energy. The City pays a maintenance fee to Northwestern Energy for these lights in addition to a fee which covers the electrical transmission and distribution. The electrical supply for the street lights is currently being furnished by Energy Keepers. The remaining 3% of roadway lighting is City-owned. The Special Improvement Lighting District funds are administered by the Finance Department. The purpose of the funds is to maintain the light poles and furnish electrical supply for the lighting districts throughout the year. After determining financial factors pertinent to the operation of the special improvement lighting districts, an assessment amount for the next fiscal year is calculated, budgeted and presented to the City Commissioners for approval.

As part of the annual budget development and adoption procedures, the Special Improvement Lighting Districts Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact: Adoption of Resolution 10309 will allow the City to fund the operational and maintenance costs required in the Special Improvement Lighting Districts for the fiscal year.

The estimated assessment amount for the Special Improvement Lighting District funds for the next fiscal year is \$1,170,052. After review of the budget and the estimated assessment for Fiscal Year 2019/2020, the total assessment amount reflects an aggregate 0.5% increase from the prior fiscal year because of the districts that have had increased maintenance and replacement costs. However, the majority of districts will not be increasing because the individual cash balances of those districts are more than adequate to cover the operational costs.

<u>BUDGETED</u> <u>TOTAL ASSESSMENT</u>	<u>FISCAL YEAR</u>
\$ 1,547,428	2014/2015 (26 Districts)
\$ 1,428,082	2015/2016 (26 Districts)
\$ 1,175,344	2016/2017 (27 Districts)
\$ 1,159,589	2017/2018 (27 Districts)
\$ 1,164,252	2018/2019 (27 Districts)
\$ 1,170,052	2019/2020 (27 Districts)

The Fiscal Year 2019/2020 assessment per district is indicated on the Lighting Districts Maintenance Budget & Assessment Worksheet attached as Exhibit "A" and made a part of Resolution 10309.

Alternatives: The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10309; however, the reduction in services could be hazardous to the safety and welfare of the general public.

Concurrences: Public Works staff is responsible for the maintenance of all City-owned lights. Finance staff is responsible for assessing and collecting revenues.

Attachments/Exhibits:

RESOLUTION NO. 10309

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING SPECIAL IMPROVEMENT LIGHTING DISTRICTS (SLD'S) NUMBERED 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 AND 1310 IN THE CITY OF GREAT FALLS, MONTANA, FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

WHEREAS, the City Commission declares that the above-captioned Special Improvement Lighting Districts were created, lighting systems installed and that the City intends to continue maintenance of such lighting systems in said SLD's; and

WHEREAS, the City Commission declares that each lot or parcel of land contained in each of said SLD's will continue to be benefited by such lighting in the same manner as determined in the creation of each Special Improvement Lighting District; and

WHEREAS, on July 16, 2019, the City Commission adopted Resolution 10301, Annual Budget Resolution. The budgeted amounts for maintenance of the City's lighting systems were reviewed and adjusted. The newly adjusted assessment amount totals ONE MILLION ONE HUNDRED SEVENTY THOUSAND FIFTY-TWO DOLLARS (\$1,170,052); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10309 Levying and Assessing the Cost of Maintaining Special Improvement Lighting Districts (SLD's) Nos. 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310 in the City of Great Falls, Montana, would be brought before the Great Falls City Commission for public hearing on August 6, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

Section 1 – Maintenance Costs Assessed

The cost of maintenance for said lighting systems in the above-captioned SLD's totaling \$1,170,052 be levied and assessed upon the properties in said SLD's.

Section 2 – Assessment Method

Each lot and parcel within each SLD is hereby assessed a proportion of the maintenance costs attributed to the SLD in the proportion to which its assessable area (individual square feet) bears to the area of the whole special improvement lighting district (total square feet), exclusive of streets, avenues, alleys and public places. An assessment projection summary of each district, describing total cost, is attached hereto and, by this reference, incorporated herein as if fully set forth. The description of each lot or parcel of land within each SLD and the respective

assessments are set forth in the records of the Finance Department of the City of Great Falls, Montana and by this reference is also incorporated herein as if fully set forth.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2019 and May 31, 2020.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 6th day of August, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

LIGHTING DISTRICTS MAINTENANCE BUDGET & ASSESSMENT WORKSHEET
RESOLUTION #10309 - EXHIBIT "A"

DISTRICT	DISTRICT TYPE	FUND	2020		2020 ESTIMATED ASSESSMENT	2020 ENDING CASH	TARGET CASH BALANCE	2019 ASSESSMENT	2020 ASSESSMENT	DIFF (+/-)
			PROJECTED BEGINNING CASH	REQUESTED TOTAL EXPENSES						
18	STREET	8402	1,892	2,988	2,883	1,786	1,494	2,883	2,883	-
650	PERIOD	8403	43,250	10,389	9,429	42,290	5,194	9,429	7,429	(2,000)
651	STREET	8404	1,821	2,461	1,138	498	1,231	1,138	2,138	1,000
912	STREET	8405	11,435	15,501	12,208	8,142	7,750	12,208	11,708	(500)
973	STREET	8406	24,324	57	55	24,322	29	55	55	-
1067A	ALLEY	8407	5,016	5,479	4,760	4,297	2,740	4,760	4,760	-
1105	STREET	8408	2,800	4,340	3,710	2,170	2,170	3,710	3,710	-
1230	STREET	8409	483	214	185	455	107	185	185	-
1255	STREET	8410	1,028	427	371	971	214	371	371	-
1261	PERIOD	8411	14,270	8,995	8,153	13,427	4,498	8,153	8,153	-
1269	PERIOD	8412	88,995	28,611	25,935	86,319	14,305	25,935	25,935	-
1270	PERIOD	8413	18,829	12,000	10,417	17,246	6,000	10,417	10,417	-
1289	STREET	8414	11,392	15,181	10,797	7,008	7,590	10,797	11,097	300
1290	STREET	8415	1,623	1,259	1,093	1,457	629	1,093	1,093	-
1294	SLDA	8416	86,356	156,467	139,611	69,501	78,233	139,611	142,611	3,000
1298	SLDI	8417	30,557	23,769	10,185	16,973	11,885	10,185	10,185	-
1295	SLDC	8418	65,060	65,256	56,550	56,354	32,628	56,550	56,550	-
1296	SLDR	8419	1,145,561	1,027,348	841,943	960,157	513,674	841,943	841,943	-
1297	SLDT	8420	12,735	33,530	18,498	(2,298)	16,765	18,498	22,498	4,000
1302	ML3	8430	20,148	1,391	557	19,314	696	557	557	-
1304	EC1	8432	8,210	3,682	1,705	6,233	1,841	1,705	1,705	-
1306	ML4	8434	5,821	552	371	5,640	276	371	371	-
1308	ECII & III	8436	10,035	2,497	1,133	8,671	1,249	1,133	1,133	-
1310	ML5	8438	8,837	1,841	835	7,831	921	835	835	-
1303	Stone Meadow 1	8440	12,980	980	446	12,446	490	446	446	-
1305	Water Tower	8442	11,313	737	334	10,910	369	334	334	-
1309	Stone Meadow 2	8444	2,433	1,023	950	2,360	511	950	950	-
ALL DIST	Fund 217	8401	71,556							
			1,718,760	1,426,976	1,164,252	1,384,480	713,488	1,164,252	1,170,052	5,800

City-Owned Lighting Districts

Aggregate % of Increase

0.5%

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10309 – A Resolution Levying and Assessing the Cost of Maintaining Special Improvement Lighting Districts (SLD's) Numbered 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310 in the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 6, 2019, at 7:00 o'clock p.m. Any interested person may appear and speak for or against Resolution 10309 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting. For further information contact the City Clerk's Office, 406-455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 7 & 14, 2019



Item: Resolution 10299, A Resolution to Amend Resolution 10274, Extending the Effective Period Thereof in which to complete the nuisance abatement of Certain Property Located at 520 8th Avenue South.

From: Craig Raymond, Director, Planning and Community Development

Initiated By: Heather Rohlf, Code Enforcement Officer

Presented By: Craig Raymond, Director, Planning and Community Development

Action Requested: Adopt Resolution 10299.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10299.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission adopt Resolution 10299 and approve an extension to July 2, 2020.

Background: On January 2, 2019, the City Commission adopted Resolution 10274 declaring the property located at 520 8th Avenue South to be a Nuisance, pursuant to the Official Code of the City of Great Falls (OCCGF) Title 8, Chapter 49. Resolution 10274 ordered the Nuisance to be abated and authorized staff to force abatement if necessary. A copy of Resolution 10274 is attached to this report for reference as Exhibit “B”.

The subject property condition was, and continues to be, a substantial Nuisance to the community. Unforeseen inclement weather made it difficult to meet the abatement completion date for exterior weatherproofing. To allow time for a contractor hired by the City to complete the abatement, Staff is requesting an extension until July 2, 2020, to complete the ordered abatement on the property to cure the Nuisance.

Fiscal Impact: There is no impact if the Resolution under consideration is adopted; however, if it is not adopted, the City may be required to undertake further abatement proceedings. The total cost of the abatement is expected to be less than \$20,000. The cost of abatement will be recouped through an assessment on the subject property. The continued presence of this condition propagates blight and slum, therefore decreasing surrounding property values and tax revenue.

Alternatives: The Commission could deny Resolution 10299. If the City Commission denies Resolution 10299, the Nuisance will not be abated for the foreseeable future.

Concurrences: Legal Department

Attachments/Exhibits:

Resolution 10299

Resolution 10274

RESOLUTION 10299

A RESOLUTION TO AMEND RESOLUTION 10274, EXTENDING THE EFFECTIVE PERIOD THEREOF IN WHICH TO COMPLETE THE NUISANCE ABATEMENT OF CERTAIN PROPERTY LOCATED AT 520 8TH AVENUE SOUTH.

WHEREAS, the City Commission adopted Resolution 10274 on January 2, 2019; and

WHEREAS, Resolution 10274 declared certain property located at 520 8th Avenue South, Lot 6, Block 499, Great Falls Original, Cascade County, Montana, a Nuisance pursuant to the Official Code of the City of Great Falls Title 8, Chapter 49, ordered the Nuisance abated, and authorized staff to force abatement if necessary; and

WHEREAS, Michael & Gail J Brainard and Garry F Guidotti, property owners, did not complete abatement as set forth in paragraph 2 of Resolution 10274; and

WHEREAS, said forceable nuisance abatement process continues. However, due to inclement weather making it difficult to complete certain work, and allowing time for a contractor hired by the City to complete the abatement, staff is requesting an extension until July 2, 2020, to cure the nuisance.

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

1. The effective period set forth in Resolution 10274, as set forth in paragraph 4, is hereby extended to July 2, 2020; and
2. All other provisions of Resolution 10274 remain unchanged and in effect.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective immediately upon its passage and approval.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on July 2, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

RESOLUTION 10274

A RESOLUTION DECLARING CERTAIN PROPERTY LOCATED AT 520 8TH AVENUE SOUTH, LOT 6 BLOCK 499, GREAT FALLS ORIGINAL, CASCADE COUNTY, MONTANA, A NUISANCE, ORDER THE NUISANCE BE ABATED AND AUTHORIZE CITY STAFF TO FORCE ABATEMENT IF NECESSARY.

WHEREAS, William & Gail J Brainard and Garry F Guidotti, (hereinafter “property owners”), owners of the real property and structures located at 520 8th Ave S, Lot 6 Block 499, Great Falls Original, Cascade County, Montana, and within the incorporated boundaries of the City of Great Falls, were given notice pursuant to the Official Code of the City of Great Falls (OCCGF) Section 8.49.040, of a hearing before the City Commission on January 2, 2019, wherein said property owners were informed the City Commission would proceed to hear the testimony of City personnel and the testimony of any other interested party, who may be present, and desire to testify respecting the condition of the property; and

WHEREAS, said property owners were informed that the City Commission upon the conclusion of the hearing, would by resolution, declare its findings, and may declare the property to be a Nuisance, and direct the owners to physically commence abatement of the Nuisance within ten (10) days, and to complete said abatement within thirty (30) days, by having the property repaired, demolished, removed or other appropriate act necessary to cure the Nuisance; and

WHEREAS, said property owner was informed that failure to abate the Nuisance would result in the property being the subject of repair, demolition, removal, or other appropriate act, as the case may be, by the City and the expenses thereof shall remain a lien on the property; and

WHEREAS, the City Commission has conducted the hearing on January 2, 2019, regarding the property pursuant to OCCGF Section 8.49.050, hearing the testimony of the City personnel and the testimony of any other interested party, who was present, and desired to testify respecting the condition of the property, removal or other appropriate action.

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

1. Staff and other interested parties having presented evidence of the condition of the subject property, and having described the condition of the subject property, the City Commission does hereby find the same to be a Nuisance pursuant to OCCGF Section 8.49.040, and hereby directs the owner(s) to commence abatement within ten (10) days of the date of this resolution to the satisfaction of the Great Falls Planning and Community Development Director, pursuant to OCCGF Section 8.49.050.

2. It is further ordered that, abatement, to the satisfaction of the Great Falls Planning and Community Development Director, be completed within thirty (30) days of the date of this resolution, pursuant to OCCGF Section 8.49.050.
3. It is further ordered that, if the owner fails to abate said Nuisance as ordered and within the time allowed, the City Staff is directed to take any and all steps necessary to abate the Nuisance with all expenses to be collected as a special assessment against the property.
4. This Resolution shall be in effect for a six (6) month period from the date below.
5. City staff shall serve the said property owners with a copy of this resolution by certified mail, postage prepaid, and return receipt requested, as required by Section 8.49.050, OCCGF.


BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective immediately upon its passage and approval.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on January 2, 2019.



Bob Kelly, Mayor

ATTEST:


Lisa Kunz, City Clerk
Darcy Dea, Deputy

(SEAL OF CITY)



APPROVED FOR LEGAL CONTENT:



Joseph Cik, Assistant City Attorney