



**City Commission Meeting Agenda  
2 Park Drive South, Great Falls, MT  
Commission Chambers, Civic Center  
June 04, 2019  
7:00 PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL / STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS**

**PROCLAMATIONS**

1. Men's Health Month.

**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.)*

2. Miscellaneous reports and announcements.

**NEIGHBORHOOD COUNCILS**

3. Miscellaneous reports and announcements from Neighborhood Councils.

**BOARDS AND COMMISSIONS**

4. Appointments to the Business Improvement District Board of Trustees.
5. Appointment/Reappointment to the Golf Advisory Board.
6. Appointment to the Library Board.
7. Appointment to the Police Commission.
8. Miscellaneous reports and announcements from Boards and Commissions.

**CITY MANAGER**

9. 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.*

10. Minutes, May 21, 2019, City Commission Meeting.
11. Minutes, May 22, 2019, Special City Commission Meeting.

12. Total Expenditures of \$2,317,831 for the period of May 1, 2019 through May 22, 2019, to include claims over \$5000, in the amount of \$2,035,455.
13. Contracts List.
14. Set a public hearing on Resolution 10296 Establishing Usage Fees for the Community Recreation Center for June 18, 2019.
15. Award a contract in the amount of \$71,500.00 to Wadsworth Builders Company, Inc. for the Gibson Park Restroom Remodel, and authorize the City Manager to execute the construction contract documents.
16. Set a Public Hearing on the Tourism Business Improvement District 2018/2019 Budget Amendment for June 18, 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**

17. Labor Agreement between the City of Great Falls and the International Association of Fire Fighters, Local#8 (IAFF Local#8). *Action: Approve or deny the Labor Agreement. (Presented by Gaye McInerney.)*
18. 2019/2020 CDBG & HOME Annual Action Plan. *Action: Adopt or deny the Annual Action Plan. (Presented by Craig Raymond)*

## **ORDINANCES / RESOLUTIONS**

19. 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. *Action: Adopt or deny Ord. 3201. (Presented by Sara Sexe)*
20. Resolution 10297, Temporarily Suspending the City of Great Falls Design Review Board Meetings and Review Requirements. *Action: Adopt or deny Res. 10297. (Presented by Craig Raymond)*

## **CITY COMMISSION**

21. Miscellaneous reports and announcements from the City Commission.
22. 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.*



Agenda #: 4  
Commission Meeting Date: June 4, 2019

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Appointments to the Business Improvement District Board of Trustees  
**From:** City Manager's Office  
**Initiated By:** City Commission  
**Presented By:** City Commission  
**Action Requested:** Appoint three members to the Business Improvement District Board of Trustees to fill four-year terms through June 30, 2023.

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission appoint \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Business Improvement District Board of Trustees to four-year terms expiring June 30, 2023."

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

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**Staff Recommendation:** It is recommended that the City Commission appoint three members to the Business Improvement District Board of Trustees to four-year terms beginning July 1, 2019 and expiring June 30, 2023.

**Summary:** Board members, Andrew Ferrin and Garry Hackett were appointed to the BID Board in 2011 and have served 2 full terms, thus not eligible for reappointment. Sheila Rice is not interested in another term. In order to maintain a full board the City Commission would need to appoint three members to fill these vacancies.

Advertising for citizen interest began in March 2019 and was advertised on the City Website and with the local media through a press release. Six applications were received.

During their meeting on May 9, 2019, the BID Board did not select specific applicants to recommend for appointment, but rather they discussed the need for Board members with the following backgrounds:

- Developer/construction experience
- Finance Experience
- Social Media/marketing experience

**Background:**

The Business Improvement District Board of Trustees consists of seven members appointed by the City Commission. Members must be owners of property within the boundaries of the Business Improvement District or their personal representative, agent, or guardian (MCA§7-12-1121). The B.I.D. oversees the functions, operations, management and administration as necessary to carry out the purposes and objectives of the Business Improvement District.

Continuing members of this board are:

|              |                        |
|--------------|------------------------|
| Alison Fried | 2/7/2017 – 6/30/2021   |
| Travis Neil  | 12/18/2012 – 6/30/2020 |
| Max Grebe    | 8/16/2016 – 6/30/2020  |
| Jason Madill | 1/20/2015 – 6/30/2020  |

Members leaving the board:

|               |                      |
|---------------|----------------------|
| Andrew Ferrin | 1/1/2011 – 6/30/2019 |
| Garry Hackett | 7/1/2011 – 6/30/2019 |
| Sheila Rice   | 7/3/2012 – 6/30/2019 |

Citizens Interested in Serving on the board:

Trista Besich  
Bill Collins  
Shari Dolan  
Nicholas Geranios  
Jason Kunz  
Matthias Schalper

**Alternatives:** The City Commission could choose not to appoint one or more applicants to the BID and request staff to continue advertising.

**Attachments/Exhibits:**

Applications





**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

|  |                                     |   |
|--|-------------------------------------|---|
| Board/Commission Applying For:<br><b>BIO Board of Directors</b>  |                                     | Date of Application:<br><b>3/11/19</b>              |
| Name:<br><b>Trista Besich</b>  |                                     |   |
| Home Address:<br><b>PO Box 356 Vaughn, MT 59487</b>  |                                     | Email address:<br><b>tbesich@alluvionhealth.org</b> |
| Home Phone:  | Work Phone:                         | Cell Phone:<br><b>406.750.4875</b>                  |
| Occupation:<br><b>Chief Executive Officer</b>  | Employer:<br><b>Alluvion Health</b> |   |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) |                                     |   |
| Related experiences or background:<br><b>Extensive Board experience, 3+ years as a County employee.</b>  |                                     |   |
| Educational Background:<br><b>Please see attached resume</b>   |                                     |   |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |                                     |   |
| Previous and current service activities:<br><b>Toby's House Board of Directors</b>   |                                     |   |
| Previous and current public experience (elective or appointive):   |                                     |   |
| Membership in other community organizations:<br><b>Crisis Steering Committee<br/>MPCA member</b>   |                                     |   |

Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes  No  If yes, who, which department, and relationship?


Have you ever served on a City or County board? Yes  No  If yes, what board and when did you serve?  
 MH Local Advisory Council - current

Are you currently serving on a Board? Yes  No  If yes, which board?  
 Toby's House Board of Directors. Alluvion Health Board of Directors  
 MPCA Board of Directors

Please describe your interest in serving on this board/commission?  
 Alluvion Health recently expanded operations in downtown Great Falls. Would better like to understand goals & objectives of downtown business development.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
 Background in finance, accounting, & operations. Invested in community development. Addtl information available on resume.

Additional comments:

Signature  Date: 3/14/19

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
 City Manager's Office  
 P.O. Box 5021  
 Great Falls, MT 59403

Fax:  
 (406) 727-0005

Email:  
 kartis@greatfallsmt.net

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## Professional Experience

### **Alluvion Health (Community Health Care Center, Inc) – Great Falls, MT**

#### **Chief Executive Officer**

**January 2018 to Present**

- Increased access to care by expanding organization from one clinical site to nine
- Expanded services to include school-based health centers, substance use counseling services and outcomes-based wellness programs to further enhance integrated patient centered model of care
- Developed strong community partnerships in support of expanded services and further collaborative healthcare models
- Grew organization from \$4M agency to a \$10M healthcare organization

### **Cascade County Community Health Care Center – Great Falls, MT**

#### **Chief Fiscal Officer**

**April 2015 to January 2018**

- Partner with CEO to successfully apply for new and carryover grant funding, implement new programs and service lines, expand patient population and increase community collaboration through established and new partnerships.
- Business Management: Monthly Financial Reporting, quarterly and annual financial audits, Annual Cost Reporting, Sliding Fee Discount Analysis, Charge Fee Analysis and Implementation, Revenue Integrity, Cost/Expense Management.
- Review and address financial reporting issues; rebuilt 2 years of financial statements, resolved cash flow issues with the County, addressed concerns regarding the organization's financial viability.
- Provide routine and on demand analysis of revenues, payer mix, patient mix and financial projections and conduct trend analysis relative to business goals.
- Collaborate with CCHD Directors and staff to increase efficiency between organizations, streamline billing and revenue cycle processes and ensure efficient and timely collection of revenues.

### **Great Falls Clinic Medical Center – Great Falls, MT**

#### **Great Falls Clinic Surgery Center**

#### **Revenue Cycle Manager**

**February 2012 to February 2015**

- Project Manager for systems integration at Hospital, Surgery Center, Independent Diagnostic Testing Facility, and seven additional outpatient service locations.
- Extensive experience overseeing multiple projects simultaneously with reporting to executive level suite (CEO, CFO, VP, AVP)
- Significant oversight of vendor management: Claims Processing Agencies, Collection Agencies, Outsourced Billing Departments.
- Contract Administration/Management: Translations, Statement of Work, ensure service level agreement (SLA) compliance, develop change control documents for new services or processes.
- Process and QA development and implementation.
- Provide routine and on demand analysis of revenues, payer mix, procedure mix, patient mix and financial projections.
- Policy and procedure development, standardization, interpretation, implementation and management
- Trend analysis of contract guidelines and state of the industry as it relates to business goals.
- Identify Revenue Cycle metric improvements that translate to more efficient process opportunities.
- Revenue Cycle Team Strategic Leadership: Pre-service, Financials Counseling, Medical Eligibility and counseling services for un-insured, Charity Care management, Patient Access, HIM, Coding, Business Office Denial Management, Bad Debt vendor management.
- Coordination of action oriented activities around best practice metrics and cash acceleration
- Development of staff to ensure high quality service and care for patients, physicians and internal clients.
- Influential oversight and motivational staff management for exceptional problem solving at all points in the process.
- Business Management: Monthly Financial Reporting, quarterly and annual financial audits, SOX and E&Y audits, Annual Cost Reporting, Charge Description Master Audits, Revenue Integrity, Coding Audits, POS improvements, Cost/Expense Management.

### **Great Falls Clinic Medical Center – Great Falls, MT**

#### **Great Falls Clinic Surgery Center**

#### **Accounting/Medical Records/Financial Counselor/Registration Supervisor**

**October 2009 – February 2012**

- With CFO, rebuilt 12 month financial history of both organizations.



- Implemented organizational transition resulting from ownership changes in hospital and ambulatory surgery center facilities.
- Developed month and year end auditing and reporting processes for both facilities to meet compliance and GAAP principles.
- Managed multiple departments to meet federal regulations and performance objectives in Accounting, Revenue Cycle, ASC Medical Records, Hospital Medical Records, Registration and Reception, and Financial Counseling for facilities exceeding net revenues of \$22 M.
- Restructured Medical Records to meet CMS, AAAHC and JAHCO requirements, ensured processes meet compliance guidelines and all industry regulatory requirements.
- Increased communication standards with departments, physicians, and administration for effective feedback, individual motivation and revenue growth.
- Selected, coached and developed fully cross trained and efficient team, driven to exceed patient satisfaction standards, meet operational performance standards and exceed hospital objectives.

**Waddell & Reed - Omaha, NE**  
**Financial Advisor**

**April 2008 to Dec 2009**

- Professional, skilled and energetic advisor with series 7 and 66 and securities licenses in seven states.
- Built and created extensive individual client and small business book of business with focus on comprehensive financial planning, investment advice, long-term goal funding and retirement preparation.
- Successfully launched and created individual business and marketing models designed to create personal, intimate working relationships with clients.

**Adient Orthopedic Physical Therapy - Fairbanks, AK**  
**Medical Reception and Billing**

**September 2006 to January 2008**

- Managed heavy patient load for 4-6 physical therapists and athletic trainers, while exceeding internal and external customer service expectations.
- Managed training, inventory, billing and collection processes while ensuring accurate patient intake and preauthorization.

**Old Navy - Fairbanks, AK**  
**General Manager**

**September 2005 to September 2006**

- Successfully launched a new store during fourth quarter, meeting shipment delivery goals, staffing standards, and exceeding sales goals monthly for a store with sales of \$8 M.
- Selected, coached, and developed a successful, motivated and driven leadership team, ensuring execution of company standards, above target customer experience, and on target sales and payroll.
- Effectively communicated with management team, seeking to integrate multiple perspectives to exceed performance expectations for leadership team and associates. Increased communication standards with individual associates to ensure feedback, individual motivation and positive growth opportunity at all levels.
- Monitored expenses and sales numbers to ensure accurate trending to meet business goals and execution of business plans while maintaining profitable sales growth.
- HR management – Peak 122 FTE's

**Sears Roebuck and Co. - Fairbanks, AK**  
**Assistant Store Manager - In-Store Marketing**

**September 2004 to September 2005**

- Successfully researched and developed merchandising and marketing programs for incoming product and seasonal resets for a store with annual sales of \$29 M.
- Created and developed customer focused displays, designed to entice customers and drive revenue.
- Selected, coached and developed an effective and efficient team, driven to exceed customer satisfaction standards, meet operational performance standards and exceed company and store objectives.
- Researched, designed and reset sales floors to achieve maximum customer satisfaction, improve ease of shopping and drive profitable sales growth resulting in up to 14% sales growth by department.

**Sears Roebuck and Co - Great Falls, MT**  
**Assistant Store Manager - Operations**

**July 2003 to September 2004**

- Managed six teams, exceeding 80 FTE's, to meet performance objectives in Operations, Human Resources, Receiving, Loss Prevention, Customer Service, and Maintenance while meeting sales objectives of more than \$8 MM.
- Developed and managed multiple teams focused on attaining excellent customer service, increasing communication with management and exceeding company standards.
- Monitored all expenses, developed performance standards to achieve miscellaneous incomes and conducted ongoing reviews to ensure financial resources were utilized appropriately and meeting profit standards.
- Conducted reviews of all operational systems and departments to identify existing or potential exposures.

**Sears Roebuck and Co - Great Falls, MT**  
**Loss Prevention Manager**

**April 2002 to July 2003**

- Handled highly confidential investigations and projects, prepared reports and case files, coordinated audits and financial reviews and ensured security of company assets.
- Successfully conducted internal and external investigations involving misappropriation of company resources, credit card fraud, cash theft, merchandise theft, sexual harassment to ensure a positive, safe and ethical work environment.
- Decreased inventory losses from -2.9% to -.4% in two years through effective leadership and implementation of company standards; transforming store from a high-risk inventory designation to the top inventory in the district.

**Education and Engagements**

**Master of Business Administration**

University of Phoenix, June 2012

**BS - Social Science**

University of Great Falls, Great Falls, Montana, May 2002

**BS - Criminal Justice**

University of Great Falls, Great Falls, Montana, May 2002

**NAPW – VIP Woman of the Year 2013 – 2014**

**Toby's House Board of Directors: 2016 – Present**

**MPCA Board of Directors: 2018 - Present**

**Cascade County Mental Health Local Advisory Council: 2019**



March 14<sup>th</sup>, 2019

RECEIVED  
MAR 14 2019  
CITY MANAGER

Ms. Joan Redeen  
Community Director  
Great Falls Business Improvement District  
318 Central Avenue  
Great Falls, MT 59401

Dear Joan,

Attached please find an application to join the BID Board of Directors from Trista Besich, Alluvion Health's Chief Executive Officer. Alluvion Health recently acquired the Rocky Mountain Building at 601 Central Avenue and the building located at 601 1<sup>st</sup> Avenue North, that previously housed Family Practice, LLC.

Our Board of Directors is pleased to appoint Ms. Besich to serve on our behalf if selected to the Board.

We look forward to collaborating with your organization and others in downtown Great Falls as we seek to grow our organization and better serve our community.

Respectfully,



Debi Kottel  
Board President  
Alluvion Health

601 1st Avenue North  
Great Falls, MT 59401

Info@AlluvionHealth.org  
(406) 454-6973



**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)


**RECEIVED**

APR 18 2019

CITY MANAGER

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

|   |                                    |  |  |
|---|------------------------------------|--|--|
| Board/Commission Applying For:<br><b>Business Improvement District Board of Trustees</b>  |                                    | Date of Application:<br><b>04/16/2019</b>                          |  |
| Name:<br><b>Bill Collins</b>  |                                    |  |  |
| Home Address:<br><b>500 Fox Drive</b>   |                                    | Email address:<br><b>billc@esgw.org</b>                            |  |
| Home Phone:<br><b>406-868-5119</b>  | Work Phone:<br><b>406-761-3680</b> | Cell Phone:<br><b>406-868-5119</b>                                 |  |
| Occupation:<br><b>Vice President Facilities and Retail Development</b>  |                                    | Employer:<br><b>Easter Seals Goodwill, Northern Rocky Mountain</b> |  |
| Would your work schedule conflict with meeting dates?    Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please explain)<br><b>Occasionally - my schedule requires travel and there would be occasions which I would not be able to attend in person, but could join by phone</b> |                                    |  |  |
| Related experiences or background:<br><b>Presently oversee the operation of 20 retail locations and have overarching responsibilities for the management of multiple administration facilities within our 4 state territory.</b>  |                                    |  |  |
| Educational Background: <b>Masters Degree in Business - Organizational and Leadership Development<br/>Bachelors Degree in French and Political Science<br/>Certificate of Visual Basic Programming</b>  |                                    |  |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>   |                                    |  |  |
| Previous and current service activities:<br><b>Rotary Club, Leadership Great Falls - participant, Leadership Great Falls - steering committee, Ad Club, Boy Scouts of America</b>   |                                    |  |  |
| Previous and current public experience (elective or appointive):<br><br><br>  |                                    |  |  |
| Membership in other community organizations:<br><br><br>  |                                    |  |  |

|  |                           |
|--|---------------------------|
| <p>Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?<br/> <span style="margin-left: 100px;">No</span></p>   |                           |
| <p>Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?<br/> <span style="margin-left: 100px;">No</span></p>  |                           |
| <p>Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?<br/> <span style="margin-left: 100px;">No</span></p>   |                           |
| <p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?<br/> <span style="margin-left: 100px;">No</span></p>   |                           |
| <p>Please describe your interest in serving on this board/commission?<br/> My interest lies in being able to participate in the improvement activities within the area that our corporate office resides. I would look to partner with our neighbors in order to advance interest in the downtown Great Falls area.</p>    |                           |
| <p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br/> Working in various cities and multiple states has given me a wide perspective on what an inviting downtown can be and would like to be a part of moving Great Falls in this direction.</p> |                           |
| <p>Additional comments:</p>  |                           |
| <p>Signature</p>    | <p>Date:<br/> 4/17/19</p> |

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net



RECEIVED

MAR - 5 2019


CITY MANAGER



BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

|   |   |                                       |
|---|---|---------------------------------------|
| Board/Commission Applying For:<br>Great Falls Business Improvement District   |   | Date of Application:<br>March 5, 2019 |
| Name:<br>Shari Dolan  |   |                                       |
| Home Address:<br>36 Dune Ridge Lane   |   | Email address:<br>sdolan@nwgf.org     |
| Home Phone:<br>/  | Work Phone:<br>(406) 761-5861           | Cell Phone:<br>(406) 781-0487         |
| Occupation:<br>Director of Real Estate Development  | Employer:<br>Neighbor Works Great Falls |                                       |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)  |   |                                       |
| Related experiences or background:<br>Strong background in healthcare regulation/compliance. This experience of government, would allow for me to quickly get up to speed on regulations surrounding BID. |   |                                       |
| Educational Background:<br>Bachelor of Science - Business Finance<br>Certified Healthcare Financial Professional  |   |                                       |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>   |   |                                       |
| Previous and current service activities:<br>See attached  |   |                                       |
| Previous and current public experience (elective or appointive):<br>See attached  |   |                                       |
| Membership in other community organizations:<br>See attached  |   |                                       |

|   |                          |
|---|--------------------------|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?  |                          |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?                                   |                          |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?  |                          |
| Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?  |                          |
| Please describe your interest in serving on this board/commission?<br><br><i>See attached</i>   |                          |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br><br><i>See attached</i>  |                          |
| Additional comments:<br><br><i>I am a reliable individual. Unless my job had a meeting/other that would take precedence, my attendance at Board meetings would be timely and consistent.<br/>If unable to attend - proper notification would be made.</i> |                          |
| Signature<br>  | Date:<br><i>3/5/2019</i> |

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
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P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net

**BOARDS AND COMMISSIONS CITIZEN INTEREST FORM**  
**Supplemental Information**

**Shari Dolan**

**Previous and current service activities:**

- School District #33 Education Foundation, Chester, MT  
Board of Directors  
Finance Committee Chairperson
- Liberty County Pool & Recreation Foundation, Chester, MT  
Board of Directors  
Deputy Treasurer
- Liberty County Rural Health Care Advisor Committee, Chester, MT  
Community Advisor Member
- HiLine Health Foundation, Chester, MT  
Ex-Officio Board Member
- Meals on Wheels, Great Falls, MT

**Previous and current public experience:**

- Northcentral Montana Healthcare Alliance  
Board Member  
IT Committee Chairperson
- Montana Hospital Association Advisory Board  
Health Benefits Advisory Committee
- Blue Cross Blue Shield Reimbursement Task Force

**Membership in other community organizations:**

- Development Coffee Hour – Great Falls Development Association
- Moved to Great Falls in July 2017. Traveled extensively for prior position, which did not allow for serving in organizations.

**Please describe your interest in serving on this board/commission:**

This Board will allow for me to obtain hands on experience and learn more about the Downtown Community. Additionally, I believe it will allow for me to make a tangible difference in the NeighborWorks original town site, by focusing on neighborhood revitalization.

**Please describe your experience and/or background which you believe qualifies you for service on this board/commission:**

All of the job positions that I have held over the last 25+ years, I have been required to attend Board/Committee meetings. I am very familiar with the governance functions, responsibilities and processes required of Boards.

My knowledge, energy and financial expertise would be a benefit to the Board.



BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)

RECEIVED

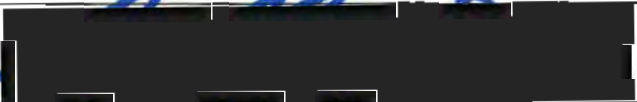
MAR 14 2019

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

CITY MANAGER

|  |  |   |
|--|--|---|
| Board/Commission Applying For<br><b>Great Falls Business Improvement District</b>  |  | Date of Application:<br><b>6 Feb 2019</b> |
| Name:<br><b>Nicholas A Geranios</b>  |  |   |
| Home Address:<br><b>210 4th Avenue North</b>   |  | Email address:<br><b>Nick@G-E-Inc.com</b> |
| Home Phone:<br><b>406-761-4317</b>   | Work Phone:<br><b>406-727-3430</b>           | Cell Phone:<br><b>406-870-1208</b>        |
| Occupation:<br><b>Owner /Engineering</b>   | Employer:<br><b>Geranios Enterprises Inc</b> |   |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) |  |   |
| Related experiences or background:<br><b>HBA Board - LIC Board - Habitat Member<br/>MCA - Young Member board - Robert-Delner-Developer</b>         |  |   |
| Educational Background:<br><b>Construction Engineering Tech</b>  |  |   |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |  |   |
| Previous and current service activities:<br><b>Ladies and Gents Board</b>  |  |   |
| Previous and current public experience (elective or appointive):<br><b>NA</b>  |  |   |
| Membership in other community organizations:   |  |   |



|   |                        |
|---|------------------------|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?  |                        |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship? |                        |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?  |                        |
| Are you currently serving on a Board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which board?<br>Lewis & Clark Board   |                        |
| Please describe your interest in serving on this board/commission?<br>Down town Robert Selner   |                        |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br>Knowledge of Construction Due Old Historic Buildings   |                        |
| Additional comments:  |                        |
| Signature<br>  | Date:<br>14 March 2019 |

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net



**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)


**RECEIVED**

MAR - 7 2019

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

**CITY MANAGER**

|  |   |  |
|--|---|--|
| Board/Commission Applying For:<br><b>Great Falls Business Improvement District</b>   |   | Date of Application:<br><b>03/07/19</b>              |
| Name:<br><b>Jason Kunz</b>   |   |  |
| Home Address:<br><b>2817 Encino Dr. Great Falls MT 59404</b>   |   | Email address:<br><b>jason@speaking socially.com</b> |
| Home Phone:<br><b>4062175656</b>   | Work Phone:                                 | Cell Phone:  |
| Occupation:<br><b>Marketing</b>  | Employer:<br><b>Speaking Socially Media</b> |  |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)   |   |  |
| Related experiences or background:   |   |  |
| Educational Background:<br><b>High School</b>  |   |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |   |  |
| Previous and current service activities:<br><b>Embark Federal Credit Union - Board Member<br/>Lewis and Clark Interpretive Center - Board Member<br/>Meadow Lark Country Club - Board Member</b> |   |  |
| Previous and current public experience (elective or appointive):   |   |  |
| Membership in other community organizations:<br><b>Meadowlark Country Club</b>   |   |  |

|   |                   |
|---|-------------------|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?  |                   |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, who, which department, and relationship?<br>Lisa Kunz - City Clerk |                   |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?  |                   |
| Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?  |                   |
| Please describe your interest in serving on this board/commission?<br>As a current downtown business owner I would like to be more involved in the downtown business district.  |                   |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br>Recently purchased and remodeled a building downtown.  |                   |
| Additional comments:  |                   |
| Signature<br>  | Date:<br>03/07/19 |

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**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

**RECEIVED**


APR 29 2019

CITY MANAGER

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

|  |             |  |
|--|-------------|--|
| Board/Commission Applying For:<br><b>BID Board of Directors</b>  |             | Date of Application:<br><b>4/26/19</b>               |
| Name:<br><b>Matthias Schalper</b>  |             |  |
| Home Address:<br><b>124 13th Ave S</b>   |             | Email address:<br><b>matthias.schalper@gmail.com</b> |
| Home Phone:  | Work Phone: | Cell Phone:<br><b>406-231-2309</b>                   |
| Occupation:<br><b>Engineer</b>   |             | Employer:<br><b>Kellergeist LLC</b>                  |
| Would your work schedule conflict with meeting dates?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)  |             |  |
| Related experiences or background:<br>I am a business owner on Central Ave and used to be a senior manager for an international wind energy company before I started my own business in Great Falls        |             |  |
| Educational Background:<br>I hold a University Degree in Mechanical Engineering (Siegen, Germany) and an Advanced Diploma in Management Practice (Belfast, Northern Ireland)                               |             |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |             |  |
| Previous and current service activities:<br>I have served in the past as a board member and board president for Gardens from Garbage in Great Falls.<br>Currently I'm a board member of KGPR (Public Radio |             |  |
| Previous and current public experience (elective or appointive):   |             |  |
| Membership in other community organizations:   |             |  |



|   |                           |
|---|---------------------------|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?  |                           |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?   |                           |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?  |                           |
| Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?<br><b>I'm a board member of KGPR, Public Radio</b>   |                           |
| Please describe your interest in serving on this board/commission?<br>I am a business owner on Central Avenue and would like to promote a sustainable development of Downtown Great Falls   |                           |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br>I am a Great Falls Business owner with board experience and senior level business experience. As a German national with also Irish and British work experience I can add a different "angle" or cultural context to decision making teams. |                           |
| Additional comments:  |                           |
| Signature<br>   | Date:<br><b>4/26/2019</b> |

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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Agenda #: 5  
Commission Meeting Date: June 4, 2019

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Appointment/Reappointment to the Golf Advisory Board  
**From:** City Manager's Office  
**Initiated By:** City Commission  
**Presented By:** City Commission  
**Action Requested:** Reappoint one member and appoint one member to the Golf Advisory Board.

---

**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission reappoint \_\_\_\_\_ as the Women's Golf Association Member for a three-year term and appoint \_\_\_\_\_ as a Men's Golf Association Member for remainder of a three-year term through March 31, 2020.

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

---

**Staff Recommendation:** It is recommended that the City Commission reappoint Jackie Lohman to represent the Women's Golf Association for her second three-year term and appoint Greg Bushman to represent the Men's Golf Association for the remainder of a three-year term through March 31, 2020.

Staff recommends continuing to advertise for a non-league representative to fill the three-year term.

**Summary:** Jackie Lohman has served on the Golf Advisory Board since April 1, 2016. She is eligible and interested in serving another three-year term as the Women's Golf Association Representative. Roger Curtiss was appointed as the Men's Golf Association Representative in June 2017. Mr. Curtiss recently passed away; therefore the City is looking to fill the remainder of his term through March 31, 2020. Jamie Kapp was appointed to the Golf Advisory Board in March 2018 to serve a partial term through March 31, 2019. Mr. Kapp has moved outside of the city making him ineligible to serve on the Board.

A notice of the opening was sent to the local media and posted on the City's website. Applications were received from Greg Bushman and Michael Taylor. After further consideration Mr. Taylor has since withdrawn his application.

**Background:** On December 18, 2018 the City Commission approved a three year Management Agreement with CourseCo to manager the day to day operations of both Eagle Falls and Anaconda Hills

Golf Courses. The Golf Advisory Board and Park and Recreation Administration and CourseCo will continue with monthly Board meetings.

Purpose

The Golf Advisory Board is comprised of five members with representation from the City Men’s Golf Association, City Women’s Golf Association, Malmstrom Golf Association, and two non-league golfers. The Board advises the City Commission regarding the operation of municipal golf courses. Members must reside within the City limits.

Evaluation and Selection Process

Advertising was done through the local media and on the City of Great Falls Website.

Continuing members of this board are:

|                           |                   |
|---------------------------|-------------------|
| Lori Muzzana – Malmstrom  | 3/4/14 – 3/31/20  |
| Mark Johnson – Non-league | 10/1/13 – 3/31/20 |

Current member interested in reappointment is:

|                         |                  |
|-------------------------|------------------|
| Jackie Lohman – Women’s | 4/1/16 – 3/31/19 |
|-------------------------|------------------|

Citizens interested in serving on this board are:

Greg Bushman  
Michael Taylor (Withdrawn)

**Concurrences:** At its May 20, 2019, meeting, the Golf Advisory Board recommended the appointment of Greg Bushman as the Men’s Association Representative and reappoint Jackie Lohman as the Women’s League Representative.

**Alternatives:** The Commission could chose not to reappoint Ms. Lohman or appoint Mr. Bushman and direct staff to continue to advertise for the three vacancies. They could also chose to appoint Mr. Bushman as a Non-league member for a full three-year term and advertise to fill the Men’s Association Representative vacancy.

**Attachments/Exhibits:**

Applications

RECEIVED

APR 5 2019

CITY MANAGER



BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

|  |             |  |
|--|-------------|--|
| Board/Commission Applying For:<br><b>Golf Advisory Board</b>   |             | Date of Application:<br><b>4.5.19</b>          |
| Name:<br><b>Greg Bushman</b>   |             |  |
| Home Address:<br><b>1623 12th Ave S</b>  |             | Email address:<br><b>gregbushman@gmail.com</b> |
| Home Phone:  | Work Phone: | Cell Phone:<br><b>406.750.6098</b>             |
| Occupation:<br><b>Software Engineer</b>  |             | Employer:<br><b>Centene Corp</b>               |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please explain)<br><b>No</b> |             |  |
| Related experiences or background:   |             |  |
| Educational Background:<br><b>Some college. Self taught in software/computer</b>   |             |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |             |  |
| Previous and current service activities:   |             |  |
| Previous and current public experience (elective or appointive):   |             |  |
| Membership in other community organizations:   |             |  |

Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes  No  If yes, who, which department, and relationship?


Have you ever served on a City or County board? Yes  No  If yes, what board and when did you serve?

Are you currently serving on a Board? Yes  No  If yes, which board?

Please describe your interest in serving on this board/commission?  
 I have been golfing for almost 40 years. I would like to ensure these courses achieve profit and become a first choice destinations for their golf experiences.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
 I have golfed nearly 100 different courses throughout the United States. I have been a member of both public and private courses and would enjoy sharing those experiences.

Additional comments:

Signature:  Date: 4.5.19

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

**RECEIVED**

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

APR 22 2019

|  |                                    |  |  |
|--|------------------------------------|--|--|
| Board/Commission Applying For:<br><i>Men's Golf Association</i>  |                                    | Date of Application:<br><i>4-22-19</i>               |  |
| Name:<br><i>Michael Taylor</i>   |                                    |  |  |
| Home Address:<br><i>3221 7th Ave. S.</i>   |                                    | Email address:<br><i>miket@centerville.k12.mt.us</i> |  |
| Home Phone:  | Work Phone:<br><i>406-736-5167</i> | Cell Phone:<br><i>406-868-5618</i>                   |  |
| Occupation:<br><i>Principal</i>  |                                    | Employer:<br><i>Centerville Public School</i>        |  |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please explain)<br><i>It should not.</i> |                                    |  |  |
| Related experiences or background:<br><i>Coach Golf for 13 years.<br/>Golfed for 25 plus years.</i>  |                                    |  |  |
| Educational Background:<br><i>Graduate of Western Montana College - Elementary Endorsement<br/>Masters Degree from Rocky Mountain College - Leadership</i>       |                                    |  |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |                                    |  |  |
| Previous and current service activities:<br><i>NA</i>  |                                    |  |  |
| Previous and current public experience (elective or appointive):<br><i>NA</i>  |                                    |  |  |
| Membership in other community organizations:<br><i>NA</i>  |                                    |  |  |

|   |                         |
|---|-------------------------|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?  |                         |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?           |                         |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?  |                         |
| Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?  |                         |
| Please describe your interest in serving on this board/commission?<br><i>Help the City of Great Falls and their golf courses develop into better enjoyment for everyone.</i>  |                         |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br><i>Much experience in golf knowledge. Worked on golf courses. Coached golf teams, ran tournaments.</i> |                         |
| Additional comments:<br><i>Thank you for taking the time to look over this application.</i>   |                         |
| Signature<br>  | Date:<br><i>4-22-19</i> |

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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Agenda #: 6  
Commission Meeting Date: June 4, 2019

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Appointment to the Library Board  
**From:** City Manager's Office  
**Initiated By:** City Commission  
**Presented By:** City Commission  
**Action Requested:** Appoint one member to the Library Board for a five-year term through June 30, 2024.

---

**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission appoint \_\_\_\_\_ to a five-year term through June 30, 2024, to the Library Board."

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

---

**Staff Recommendation:** It is recommended that the City Commission appoint Susan McCord for a five-year term through June 30, 2024, to the Library Board.

**Background:** Dea Nowell term on the Library Board expires on June 30, 2019. Ms. Nowell has served two five year terms and is not eligible for reappointment. Advertising for the opening was done through the local media and also on the City's website. One Application was received.

Purpose

The Library Board is comprised of five members who are appointed by the City Commission. The Board oversees the Library policies and operations including book policies and service to the City, County, and pathfinder Federation of Libraries. Members serve for five-year terms, but no more than two full terms in succession, exclusive of time served on any unexpired term.

Continuing members of this board are:

|                  |                   |
|------------------|-------------------|
| Mitch Tropila    | 7/ 6/10 – 6/30/20 |
| Samanta DeForest | 5/15/18 – 6/30/21 |
| Whitney Olson    | 7/18/17 – 6/30/22 |
| Anne Bulger      | 7/17/18 – 6/30/23 |

**Concurrences:** During their meeting on May 28, 2019, the Library Board recommended that Susan McCord be reappointed to the Board.



**Attachments/Exhibits:**  
Application




**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

|  |                    |   |  |
|--|--------------------|---|--|
| Board/Commission Applying For:<br>Library Board of Trustees  |                    | Date of Application:<br>May 13, 2019    |  |
| Name:<br>Susan McCord  |                    |   |  |
| Home Address:<br>2811 4 <sup>th</sup> Avenue North   |                    | Email address:<br>susanmccord@yahoo.com |  |
| Home Phone:<br>N/A   | Work Phone:<br>N/A | Cell Phone:<br>781-4331                 |  |
| Occupation:<br>Retired   |                    | Employer:                               |  |
| Would your work schedule conflict with meeting dates?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)  |                    |   |  |
| Related experiences or background:<br>Sat on the GTF Public Library Foundation for 6 years and loved every minute of my involvement with the library. The community of GTF is so fortunate to have such a progressive library and I want to be a part of this endeavor for future generations. |                    |   |  |
| Educational Background:<br>Montana State University – Business   |                    |   |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |                    |   |  |
| Previous and current service activities:<br>Attached   |                    |   |  |
| Previous and current public experience (elective or appointive):<br>Attached   |                    |   |  |

Membership in other community organizations:

Attached

|  |                          |
|--|--------------------------|
| <p>Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?</p>  |                          |
| <p>Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?</p>   |                          |
| <p>Have you ever served on a City or County board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, what board and when did you serve?</p>  |                          |
| <p><b>Community Development Council</b></p>  |                          |
| <p>Are you currently serving on a Board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which board?</p>  |                          |
| <p><b>Habitat for Humanity</b></p>   |                          |
| <p>Please describe your interest in serving on this board/commission?<br/>         The City Library is the heart of our community. I believe the Library is doing a great job with the change in technology but there are challenges in the future. An aging building and continuing changes as to how our community will use the resources. I strongly feel I can be an asset for the road ahead.</p> |                          |
| <p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br/>         Serving on the GTF Public Library Foundation I feel I some understanding of the Library and the services they provide. The Library is very special to me and I want to be a part of its future and prosperity</p>  |                          |
| <p>Additional comments:<br/>         Serving on this board would be a pleasure and a way to give back to the Library and to our community. I want to support all the programs that are so important to our town from just having a safe place to read to all the diverse programs that the Library offers.</p>   |                          |
| <p>Signature </p>   | <p>Date:<br/>5/13/19</p> |

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Email:  
 kartis@greatfallsmt.net

Susan McCord  
2811 4th Avenue North  
Great Falls, MT 59401  
406-781-4331  
Volunteer Resume'

Habitat for Humanity 2012 - present

Great Falls Public Library Foundation 2012 - 2018

Community Development Council - City of Great Falls 2006 - 2014

Great Falls Housing Task Force 2005 - 2011

Warden Park Improvements

Rivers Edge Trail & City Park & Recreation Dept 2010

Volunteered from concept to reality the building and labor for the Gazebo in Warden Park.

Pacific Steel & Recycling Trailside Dog Park

Animal Foundation & City of Great Falls 2008 - 2010

Volunteered from concept to reality to develop this wonderful amenity to our community. The gates were opened on July 15th, 2009.

Other Volunteer Originations

Habitat ReStore

Earth Days

Home & Garden Show

CMR Russell Art Action

Great Falls Ski Club





Agenda #: 7  
Commission Meeting Date: June 4, 2019

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Appointment to the Police Commission  
**From:** City Manager's Office  
**Initiated By:** City Commission  
**Presented By:** City Commission  
**Action Requested:** Appoint one member to the Police Commission for a three-year term through June 30, 2022.

---

**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission appoint \_\_\_\_\_ to the Police Commission for a three-year term through June 30, 2022."

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

---

**Staff Recommendation:** It is recommended that the City Commission appoint Tim Shanks to the Police Commission for a three-year term expiring June 30, 2022.

**Background:** Ken Thompson was appointed to the Police Commission in June of 2013 and has served two full terms. Mr. Thompson is not eligible for reappointment. Advertising for the vacancy began in March through the City website and through a press release to local media. Five Applications were received.

Purpose

The Police Commission reviews all Police Department applicants for police officer positions and hears disciplinary appeals for the Police Department. The Commission is composed of three members appointed by the City Commission.

Continuing members of this commission are:

Kevin Heffernan  
Robert Wigdorski

Citizens interested in serving on the commission:

Joshua Bailly  
Ryan Ball  
John Hackwith

Morgan Kasuske  
Tim Shanks

**Alternatives:** The Commission could chose not to appoint one of the candidates and ask that staff advertise for other citizen interest.

**Concurrences:** The Police Commission reviewed all five applications and conducted informal meet and greet interviews with three of the candidates on Friday, May 24<sup>th</sup>. The Police Commission recommended appointing Tim Shanks to the Commission.

**Attachments/Exhibits:**

Applications

Memo regarding selection process




**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

|   |                                    |  |
|---|------------------------------------|--|
| Board/Commission Applying For: <b>Police Commission</b>   |                                    | Date of Application: <b>April 30th, 2019</b>           |
| Name:<br><b>Joshua Bailly</b>   |                                    |  |
| Home Address:<br><b>2809 1st Ave N</b>  |                                    | Email address:<br><b>jbailly@live.com</b>              |
| Home Phone:   | Work Phone:<br><b>406-454-6747</b> | Cell Phone:<br><b>406-868-0670</b>                     |
| Occupation:<br><b>Deputy Juvenile Probation Officer</b>   |                                    | Employer:<br><b>State of Montana - Judicial Branch</b> |
| Would your work schedule conflict with meeting dates?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)   |                                    |  |
| Related experiences or background:<br>Disciplinary team at Great Falls Transition Center. As a member of the Juvenile Drug Treatment Court, I participate in the screening of new participants, new team members, and program policy changes. I also must give direct input on sanctions and reactions to participant behavior. |                                    |  |
| Educational Background:<br>Bachelors Degree is sociology with an emphasis in criminal justice.  |                                    |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>   |                                    |  |
| Previous and current service activities:<br>Children's litturgy teacher; marijuana, alcohol, and tobacco task force(SAPA), Westside Orchard Garden  |                                    |  |
| Previous and current public experience (elective or appointive):<br>None  |                                    |  |
| Membership in other community organizations:<br>Substance Abuse Prevention Alliance - Alliance for Youth  |                                    |  |



|  |                           |
|--|---------------------------|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?   |                           |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?  |                           |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?   |                           |
| Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?   |                           |
| Please describe your interest in serving on this board/commission?<br>I work closely with law enforcement in the community and at the schools. I have an interest in supporting our community, and ensuring that it is safely protected. That our law enforcement officers have sufficient support to meet the communities needs.  |                           |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br>I have worked on the disciplinary team at the Great Falls Transition Center. I regularly have had to resolve conflicts between clients and coworkers, in several positions, including my current position as a probation officer. I work directly with the judicial system daily, and am regularly updated with any changes being made to judicial policy or procedure. |                           |
| Additional comments:   |                           |
| Signature<br>  | Date:<br>April 30th, 2019 |

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**

City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005


Email:  
kartis@greatfallsmt.net



**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

|  |                                      |  |  |
|--|--------------------------------------|--|--|
| Board/Commission Applying For:<br><b>Police Commission</b>   |                                      | Date of Application:<br><b>4/17/19</b>     |  |
| Name:<br><b>Ryan Ball</b>  |                                      |  |  |
| Home Address:<br><b>715 2nd Ave N</b>  |                                      | Email address:<br><b>rball51@gmail.com</b> |  |
| Home Phone:<br><b>NA</b>   | Work Phone:<br><b>(406) 454-6915</b> | Cell Phone:<br><b>(307) 679-2737</b>       |  |
| Occupation:<br><b>Deputy County Attorney</b>   |                                      | Employer:<br><b>Cascade County</b>         |  |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)   |                                      |  |  |
| Related experiences or background:<br><b>As a prosecutor I work with law enforcement every day. I am very familiar with the judicial process and rules of evidence.</b>  |                                      |  |  |
| Educational Background: <b>High School Diploma: Evanston High School, Evanston, WY<br/>B.A. English: Mesa State College, Grand Junction, CO<br/>J.D.: Southern Methodist University Dedman School of Law, Dallas, TX</b> |                                      |  |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |                                      |  |  |
| Previous and current service activities:<br><b>NA</b>  |                                      |  |  |
| Previous and current public experience (elective or appointive):<br><b>I have worked as a public defender and am currently employed in Government as a Deputy County Attorney</b>  |                                      |  |  |
| Membership in other community organizations:<br><b>Cascade County Bar Association</b>  |                                      |  |  |

|   |   |
|---|---|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?  |   |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, who, which department, and relationship?<br>My wife is the city representative to the City County Health Board |   |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?  |   |
| Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?  |   |
| Please describe your interest in serving on this board/commission?<br>I would like to be more involved in the community and the police commission sounds interesting and a way to be more involved with officers I work with every day.   |   |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br>I am an attorney with the Out County Attorney's Office, so I work with officers every day, know the law and about ethics   |   |
| Additional comments:  |   |
| Signature   |  |
| Date:   | 4-17-19   |

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**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

|  |                                      |   |
|--|--------------------------------------|---|
| Board/Commission Applying For:<br><b>GREAT FALLS POLICE COMMISSION</b>   |                                      | Date of Application:<br><b>15 APR, 2019</b> |
| Name:<br><b>JOHN HACKWITH</b>  |                                      | <b>RECEIVED</b>                             |
| Home Address:<br><b>3025 5<sup>TH</sup> AVE. S. GREAT FALLS MT. 59405</b>  | Email address:<br><b>APR 15 2019</b> |   |
| Home Phone:<br><b>(406) 454-3777</b>   | Work Phone:                          | Cell Phone: <b>CITY MANAGER</b>             |
| Occupation:<br><b>LAW ENFORCEMENT (RET.)</b>   | Employer:<br><b>US GOVT.</b>         |   |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) |                                      |   |
| Related experiences or background:<br><b>SEE PAGE 3-4</b>  |                                      |   |
| Educational Background:<br><b>SEE PAGE 3-4</b>   |                                      |   |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |                                      |   |
| Previous and current service activities:<br><b>SEE PAGE 3-4</b>  |                                      |   |
| Previous and current public experience (elective or appointive):<br><b>SEE PAGE 3-4</b>  |                                      |   |
| Membership in other community organizations:<br><b>SEE PAGE 3-4</b>  |                                      |   |

|   |                       |
|---|-----------------------|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?  |                       |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship? |                       |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?  |                       |
| Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?  |                       |
| Please describe your interest in serving on this board/commission?<br>SEE PAGE 3-4  |                       |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br>SEE PAGE 3-4   |                       |
| Additional comments:<br>SEE PAGE 3-4  |                       |
| Signature<br>  | Date:<br>15 APR. 2019 |

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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## City of Great Falls Police Commission Addendum to Application

**JOHN HACKWITH**

### **Previous and current service activities:**

I am a Navy veteran. Before my Law Enforcement career, I spent 6 years in the U.S. Navy in Special Warfare as a Special Warfare Combat Crewman (SWCC). My Navy Rating designation was that of Intelligence Specialist which included adjudication and maintenance of a level 4, Top Secret, SCI (Sensitive Compartmented Information) security clearance. This involved an extensive background investigation spanning over 9 months, and an 18 month adjudication process.

### **Previous and current public experience (elective or appointive):**

I have worked as a sworn Law Enforcement Officer for just under 16 years, both at the State and Federal levels. I was a Montana State Trooper from 2001 to 2007, and a Federal LEO from 2007 to 2016. A line of duty injury caused me to leave Law Enforcement before I intended to do so.

### **Membership in other community organizations:**

I have maintained a level of service to the Great Falls community from an early age. During my teenage years I spent 5 years as a Civil Air Patrol Cadet. In my twenties, I joined the Elks Lodge. Although not a board member, in recent years, I have lent my efforts and support to the Police Community Foundation in preparation for their annual gala. Most recently, I served as a campaign policy and strategy adviser for Slaughter For Sheriff.

### **Please describe your interest in serving on this board/commission?**

I believe I would be an asset to the Great Falls Police Commission. Having served as a Law Enforcement Officer for just short of 16 years, I have a great deal of experience with the inner workings of many levels of Law Enforcement. I have worked for both State and Federal agencies and, in that time, I have learned that policing is not just about law and policy.

Police Officers are not hired, trained and expected to simply read, interpret and apply law and policy, anyone who can read can do that. Police Officers are empowered and expected to evaluate the facts and circumstances of each individual situation, and then arrive at a lawful and just resolution to that particular situation. They are hired to make good decisions. Every set of facts has its own merits and peculiarities, and must be evaluated accordingly, in order to ensure that the outcome is not only compliant with policy and law, but also just, under the circumstances.



**Please describe your experience and/or background which you believe qualifies you for service on this board/ commission?**

As a Special Warfare Combat Crewman (SWCC), I had to interpret and follow very specific rules of engagement and observe very strict mission parameters.

As a U.S. Navy Intelligence Specialist, I was entrusted with the highest levels of classified and compartmented information.

As a Law Enforcement Officer, I was expected to know, interpret, and apply both policy and the law, and maintain the “higher standard” of conduct expected of those wearing the uniform. I was also charged with maintaining the privacy and dignity of the people, with whom I dealt professionally.

I am also a Law Enforcement Firearms and Use of Force Instructor. In this capacity I was responsible for training and evaluating those in my detachment on the proper application of force in the accomplishment of lawful objectives.

**Additional comments:**

I would like to add that having been a Law Enforcement Officer for a number of years, I have a deep and abiding love and appreciation for all of our First Responders. Cops in particular have a very tough job. The well-being and safety of those Officers should always be paramount in every decision made and every action taken. I am sure there will be a learning curve, but I will do everything I can to do the best job possible for the GFPD, the community they serve, and the officers and their families.

To whom it may concern,

I'm writing this letter to endorse John Hackwith for the role of Police Commissioner. John is a 15-year law enforcement veteran, whose career was cut short due to a severe traffic accident while on duty.

I met John through a friend during my campaign for Sheriff. John quickly became a key member of my team and helped me on a daily basis. John often had the difficult task of preparing me for debates and campaign strategy.

I learned he was a kind and authentic person who understood service to one's community. John served our county for six years in the US Navy, then in both state and federal law enforcement. John is a straight shooter who has the highest integrity. He truly understands the relationships between law enforcement and the community.

When John makes decisions he will always error on the side of honesty, even if it costs him advancement. He believes in the oath that law enforcement is beholden to and he takes the oath and ethics very seriously. John prides himself on being prepared and he expects others to do the same.

John is a loyal friend who will serve the police department with honor. I cannot say enough about his work ethic and loyalty but, what is not to be over looked is how educated John is. He understands history and civics like no other person I've met.

John is exactly what the police department needs on the Police Commission. I proudly endorse John Hackwith for the job.

Sincerely,


Jesse Slaughter



**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

|   |              |                      |  |
|---|--------------|----------------------|--|
| Board/Commission Applying For:  |              | Date of Application: |  |
| Police Commission   |              | April 19, 2019       |  |
| Name:   |              |                      |  |
| Morgan Kasuske  |              |                      |  |
| Home Address:   |              | Email address:       |  |
| 1013 Carlos Dr., Great Falls, MT 59404  |              | mtsig_40@yahoo.com   |  |
| Home Phone:   | Work Phone:  | Cell Phone:          |  |
| 406-799-1623  | 406-453-7597 | 406-799-1623         |  |
| Occupation:   |              | Employer:            |  |
| Deputy US Marshal   |              | US Marshal Service   |  |
| Would your work schedule conflict with meeting dates?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)   |              |                      |  |
| Related experiences or background:<br>I am currently a Deputy US Marshal. I have been employed with the US Marshals Service since 2010. Prior to that, I was employed by the Great Falls Police Department for 10-1/2 years. I was a Master Patrolman when I left. My job assignment was as a detective, assigned to the schools as an SRO. |              |                      |  |
| Educational Background:<br>I hold a Bachelor's degree in Sociology/Criminal Justice from the University of Providence. I had over 800 hrs of training (post academy) while I was a police officer and hundreds of hours of training with the Marshals Service.  |              |                      |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>   |              |                      |  |
| Previous and current service activities:<br>I have been a MT Torch Run volunteer since 2000. I was on the Torch Run Executive Council for several years. I do volunteer work for the Knights of Columbus, have taught religious education at my church and have volunteered with youth athletics in Great Falls.                            |              |                      |  |
| Previous and current public experience (elective or appointive):<br>-None-  |              |                      |  |
| Membership in other community organizations:<br>I am currently a member of the Knights of Columbus and serve as an Inside Guard for my council. I was a member of the MT Torch Run Executive Council until a few weeks ago.   |              |                      |  |

|  |                                    |
|--|------------------------------------|
| <p>Have you ever worked for or are you currently working for the City of Great Falls? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, where and when? I was a police officer with the City of Great Falls from Jan 2000 till June of 2010.</p> |                                    |
| <p>Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?</p>   |                                    |
| <p>Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?</p>  |                                    |
| <p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?</p>  |                                    |
| <p>Please describe your interest in serving on this board/commission?<br/>I have always had an interest in serving on the police commission. I feel, based on my career choice, education and training, that I would be a valuable asset to this commission.</p>           |                                    |
| <p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br/>My 19+ years in law enforcement, coupled with my education and training, make me a well-suited candidate for this commission.</p>           |                                    |
| <p>Additional comments:</p>  |                                    |
| <p>Signature</p>    | <p>Date:</p> <p>April 19, 2019</p> |

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**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

**RECEIVED**


MAY 4 2018

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

**CITY MANAGER**

|  |                           |   |  |
|--|---------------------------|---|--|
| Board/Commission Applying For:<br><i>POLICE COMMISSION</i>   |                           | Date of Application:<br><i>MAY 4, 2018</i>    |  |
| Name:<br><i>TIM SHANKS</i>   |                           |   |  |
| Home Address:<br><i>3317 12TH AVE SO</i>   |                           | Email address:<br><i>tshanks088@gmail.com</i> |  |
| Home Phone:<br><i>[REDACTED]</i><br><i>UNLISTED</i>  | Work Phone:<br><i>N/A</i> | Cell Phone:<br><i>781-4985</i>                |  |
| Occupation:<br><i>RETIRED - POLICE OFFICER</i>   |                           | Employer:<br><i>N/A</i>                       |  |
| Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)   |                           |   |  |
| Related experiences or background: <i>RETIRED CAPT GFPD - 35 YEARS, 4 YEARS WITH WEST YELLOWSTONE P.D AS WELL. WITH GFPD WORKED PATROL, INVESTIGATIONS, SUPPORT SERVICES, ATTENDED THE FBI N/A IN 2002. INTEREXECUTIVE LEADERSHIP INSTITUTE - 2011. OVER 1800 HRS IN TRAINING AND CERTIFICATIONS.</i>  |                           |   |  |
| Educational Background: <i>EFHS GRADUATE 1972, MSU - B.S. DEGREE IN SOCIOLOGY - 1976.</i><br><i>TRAINING &amp; CERTIFICATIONS - SEE ATTACHED.</i>  |                           |   |  |
| <b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>  |                           |   |  |
| Previous and current service activities: <i>COACHED LITTLE LEAGUE, VOLUNTEER WITH THE HOMEOWNERS ASSN OF GREAT FALLS. VOLUNTEER WITH S &amp; H ALUMINUM TO DELIVER PRODUCT ON JOB SITES OUT OF TOWN AS REQUESTED.</i>  |                           |   |  |
| Previous and current public experience (elective or appointive): <i>PAST PRESIDENT GPPA, MT ASSN OF CHIEFS OF POLICE, MONTANA POLICE ACADEMY ASSN, LEGISLATIVE CHAIRMAN FOR BOTH MACOP &amp; MIPA, TESTIFIED BEFORE LEGISLATURE NUMEROUS TIMES. I WAS INSTRUMENTAL IN GETTING SEVERAL PIECES OF LEGISLATION PASSED THAT ASSISTED OFFICERS STATEWIDE.</i> |                           |   |  |
| Membership in other community organizations: <i>BOARD MEMBER - GREAT FALLS POLICE COMMUNITY FOUNDATION SINCE 2007. FRATERNAL ORDER OF EAGLES DEGREE 14. PAST BOARD MEMBER OF CASCADE COUNTY DISTRICT TASK FORCE AS WELL AS OTHER BOARDS DURING WORKING YEARS IN P.D.</i>   |                           |   |  |



|   |                                |
|---|--------------------------------|
| Have you ever worked for or are you currently working for the City of Great Falls? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, where and when?<br><i>GREAT FALLS POLICE DEPT. - 1980-2015 RETIRED</i>   |                                |
| Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?   |                                |
| Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?  |                                |
| Are you currently serving on a Board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which board?<br><i>GREAT FALLS POLICE COMMUNITY FOUNDATION.</i>   |                                |
| Please describe your interest in serving on this board/commission?<br><i>HAVING REMAINED ON THE GFPCF SINCE 2007 I STILL MAINTAIN A STRONG LOYALTY TO THE P.D. I HAVE A GENUINE INTEREST IN SEEING THE EIGHT MEN AND WOMEN ARE APPOINTED AS POLICE OFFICERS. I BELIEVE I AM A GOOD JUDGE OF CHARACTER AND I CAN OFFER MY EXPERIENCES TO NEW OFFICERS. FROM MY INVOLVEMENT TO AN OFFICER INVOLVED SHOOTING TO ADMINISTRATION FUNCTIONS</i> |                                |
| Please describe your experience and/or background which you believe qualifies you for service on this board/commission?<br><i>PREVIOUSLY BACKGROUND IN LAW ENFORCEMENT AND OVER 1800 HRS OF TRAINING IN SUBJECT MATTER FROM ACCIDENT INVESTIGATION TO HOMICIDE &amp; LEADERSHIP. CERTIFICATES - MT LAW ENFORCEMENT ACADEMY - BASIC, INTERMEDIATE, ADVANCED, SUPERVISORY, COMMAND, AND ADMINISTRATIVE</i>                                  |                                |
| Additional comments:<br><i>I FEEL I CAN CONTRIBUTE TO THE SELECTION OF CANDIDATES FOR POLICE OFFICER AND CONTINUE THE TRADITION OF PROFESSIONAL MEN &amp; WOMEN OF THE POLICE DEPT. I STILL MAINTAIN MY MEMBERSHIP WITH THE FBINA ASSOCIATES AS A RETIRED OFFICER AND ATTEND TRAINING AND ANNUAL CONFERENCES.</i>   |                                |
| Signature<br>  | Date:<br><i>MAY / 4 / 2018</i> |

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 kartis@greatfallsmt.net





MONTANA DEPARTMENT OF JUSTICE · LAW ENFORCEMENT

POST

**Montana POST Training, Certification and Education Unofficial Report**

Record for: Shanks, Timothy O  
 Report Date & Time: 6/22/2012 9:01:30 AM

**Training Record**

| Course Code                      | Class Title  | Hours | Start Date | End Date   |
|----------------------------------|--|-------|------------|------------|
| SEX CRIMES                       |  | 14    | 1/18/1977  | 1/19/1977  |
| USE OF POLICE BATON              |  | 10    | 1/24/1977  | 1/26/1977  |
| HOMICIDE INVESTIGATION           | HOMICIDE INVESTIGATION   | 25    | 3/28/1977  | 3/30/1977  |
| BASIC 24 (266.5)                 |  | 0     | 4/17/1977  | 5/27/1977  |
| RESERVE FORCE COORDINATOR        | RESERVE FORCE COORDINATORS                                     | 15    | 1/31/1978  | 2/2/1978   |
| INTERMEDIATE 8                   | INTERMEDIATE COURSE  | 84    | 5/7/1978   | 5/19/1978  |
| RECENT COURT DECISIONS           |  | 3     | 5/2/1979   | 5/2/1979   |
| ADVANCED 15                      | ADVANCED COURSE  | 80    | 11/25/1979 | 12/7/1979  |
| CIVIL DISORDER & CROWD CONTROL   |  | 8     | 3/19/1980  | 3/19/1980  |
| OFFICER SURVIVAL                 |  | 16    | 11/29/1983 | 11/30/1983 |
| DUI ENFORCEMENT/SINAWSKI         |  | 17    | 1/23/1985  | 1/24/1985  |
| LEGAL 24                         |  | 38    | 4/14/1985  | 4/19/1985  |
| LEGAL UPDATE                     |  | 16    | 3/3/1986   | 3/4/1986   |
| ADVANCED HOMICIDE INVESTIGATION  |  | 40    | 11/29/1987 | 12/4/1987  |
| ADVANCED SKILLS AUTO PISTOL (SW) |  | 8     | 1/23/1988  | 1/23/1988  |
| GAMBLING                         | GAMBLING INVESTIGATION   | 40    | 1/22/1989  | 1/27/1989  |
| REID TECH/INTRVIEW-INTERROGATN   |  | 24    | 4/25/1989  | 4/27/1989  |
| GAMBLING FOR THE STREET OFFICR   | GAMBLING INVESTIGATION   | 16    | 9/19/1989  | 9/20/1989  |
| PSYCHOLOGICAL PROFILING          |  | 32    | 3/11/1990  | 3/15/1990  |
| HOMICIDE INVESTIGATION           | HOMICIDE INVESTIGATION   | 40    | 10/25/1993 | 10/29/1993 |
| LET08371RT94031806               | CRIME SCENE INVESTIGATION                                      | 24    | 3/16/1994  | 3/18/1994  |
| LET08350RT941006                 | HOMICIDE   | 32    | 10/3/1994  | 10/6/1994  |
| LET02051PT960607                 | FIRST LINE SUPERVISOR  | 40    | 6/3/1996   | 6/7/1996   |
| LET11500PT970319                 | DOMESTIC/FAMILY VIOLENCE / ADV. DOMESTIC VIOLENCE TRNG         | 16    | 3/18/1997  | 3/19/1997  |
| LET04151LT979797                 | LEGAL UPDATE / LEGAL & LEGISLATIVE UPDATE                      | 3     | 11/5/1997  | 11/5/1997  |
| LET02059RT980611                 | POLICE MANAGEMENT ISSUES / RISK MANAGEMENT                     | 6     | 6/11/1998  | 6/11/1998  |
| LET08368PT981001                 | DEATH INVESTIGATION / DEATH INVESTIGATION                      | 24    | 9/29/1998  | 10/1/1998  |
| LET09403RT991007                 | ADVANCED ACCIDENT INVESTIGATION / OFFICER INV IN FATAL INV     | 32    | 10/4/1999  | 10/7/1999  |
| LET02052PT991217                 | MID MANAGEMENT / MIDLEVEL MANAGEMENT                           | 40    | 12/12/1999 | 12/17/1999 |
| LET02054RT2001051801             | ADMINISTRATIVE / Background Investigations for Law Enforcement | 12    | 5/17/2001  | 5/18/2001  |
| LET02059OS2002032701             | POLICE MANAGEMENT ISSUES / Managing Police Discipline          | 17    | 3/25/2002  | 3/27/2002  |



|                      |   |     |            |            |
|----------------------|---|-----|------------|------------|
| LET02053RT2002060701 | COMMAND / FBI Command College   | 40  | 6/3/2002   | 6/7/2002   |
| LET10453RT2002071801 | STRESS/CRITICAL INCIDENT / Critical Incident Stress Management                                | 8   | 7/18/2002  | 7/18/2002  |
| LET02060OS2002121301 | FBI NATIONAL ACADEMY / FBI National Academy   | 400 | 9/29/2002  | 12/13/2002 |
| LET02060RT2003043001 | FBI NATIONAL ACADEMY / MT FBI National Academy Retrainer                                      | 16  | 4/29/2003  | 4/30/2003  |
| LET02053RT2003071701 | COMMAND / Challenging the Organizational Culture  | 8   | 7/17/2003  | 7/17/2003  |
| LET02060RT2003092301 | FBI NATIONAL ACADEMY / FBI National Academy Retrainer   | 16  | 9/22/2003  | 9/23/2003  |
| LET08359RT2003100201 | DRUGS / Meth Free Montana Conference  | 16  | 10/1/2003  | 10/2/2003  |
| LET02054RT2004050601 | ADMINISTRATIVE / Law Enforcement Executive Management   | 16  | 5/5/2004   | 5/6/2004   |
| LET03105RT2004070801 | ADVANCED COURSE / Emotional Survival for law Enforcement                                      | 8   | 7/8/2004   | 7/8/2004   |
| LET03105PT2005042701 | ADVANCED COURSE / Montana National Academy Conference   | 12  | 4/26/2005  | 4/27/2005  |
| LET06250RT2005050601 | CRIME PREVENTION / Enviromental Strategies for Alcohol and Tobacco                            | 6   | 5/2/2005   | 5/6/2005   |
| LET02056OS2005081101 | LEADERSHIP / Leadership Skills for Challenging Times  | 20  | 8/9/2005   | 8/11/2005  |
| LET11506OS2005082001 | YOUTH DRUG PREVENTION / National Underage Drinking Conference                                 | 24  | 8/18/2005  | 8/20/2005  |
| LET03105PT2005093001 | ADVANCED COURSE / Racial Profiling  | 6   | 9/30/2005  | 9/30/2005  |
| LET08380RT2006050301 | CHILD ABUSE / FBI NA- Response to Child Abductions  | 8   | 5/2/2006   | 5/3/2006   |
| LET02056RT2006071301 | LEADERSHIP / MACOP- Commitment and Leadership   | 8   | 7/13/2006  | 7/13/2006  |
| LET08376OS2006092501 | INFORMANT HANDLING/INTELLG GATHERING / Domestic Terrorism, Intel Gathering                    | 8   | 9/25/2006  | 9/25/2006  |
| LET02056OS2006092601 | LEADERSHIP / Predmeditated Leadership   | 8   | 9/26/2006  | 9/26/2006  |
| LET06254RT2007021201 | LEADERSHIP/MANAGEMENT / early Identification and Intervention Systems                         | 8   | 2/12/2007  | 2/12/2007  |
| LET03104RT2007071901 | INTERMEDIATE COURSE / Excited Delirium,Sudden in Custody Deaths and Suicide by COP            | 8   | 7/19/2007  | 7/19/2007  |
| LET11506OS2007080401 | YOUTH DRUG PREVENTION / Enforcing Underage Drinking Laws                                      | 19  | 8/1/2007   | 8/4/2007   |
| LET08370RT2007092501 | CRIMINAL INVESTIGATION / FBI Retrainer  | 16  | 9/24/2007  | 9/25/2007  |
| LET04151RT2007100501 | LEGAL UPDATE / Legal Update   | 4   | 10/5/2007  | 10/5/2007  |
| LET03108OS2007101701 | CAREER DEVELOPMENT / IACP Conference  | 10  | 10/13/2007 | 10/17/2007 |
| LET03105RT2008042401 | ADVANCED COURSE / Recruitment, Hiring and Retention of Law Enforcement                        | 24  | 4/22/2008  | 4/24/2008  |
| LET10453RT2008072301 | STRESS/CRITICAL INCIDENT / Preventing and Mitigating Delayed Stress Syndrome                  | 8   | 7/23/2008  | 7/23/2008  |
| LET02060OS2008092401 | FBI NATIONAL ACADEMY / FBI National Academy Retrainer   | 16  | 9/23/2008  | 9/24/2008  |
| LET02060RT2009040201 | FBI NATIONAL ACADEMY / FBI NIBRS Training   | 16  | 4/1/2009   | 4/2/2009   |
| LET02056RT2009071401 | LEADERSHIP / Leading to Greatness - MACOP/MPPA  | 8   | 7/14/2009  | 7/14/2009  |
| LET02054RT2009071501 | ADMINISTRATIVE / Collective Bargaining  | 4   | 7/15/2009  | 7/15/2009  |
| LET04151RT2009091501 | LEGAL UPDATE / Legislative and Legal Update   | 2   | 9/15/2009  | 9/15/2009  |
| LET08359RT2009092301 | DRUGS / Montana-Idaho chapter FBI National Academy Associates                                 | 19  | 9/21/2009  | 9/23/2009  |
| LET11500RT2009100101 | DOMESTIC/FAMILY VIOLENCE / Sexual Deviance in the New Millenium                               | 16  | 9/30/2009  | 10/1/2009  |
| LET03108OS2009100701 | CAREER DEVELOPMENT / 116th Annual IACP Conference   | 11  | 10/3/2009  | 10/7/2009  |
| LET02054RT2010062301 | ADMINISTRATIVE / Managers & Administrators Track  | 8   | 6/23/2010  | 6/23/2010  |
| LET07305RT2010062401 | SURVIVAL SKILLS / Use of Force-Officer Survival-Officer Involved in Shooting                  | 8   | 6/24/2010  | 6/24/2010  |
| LET03108OS2010092101 | CAREER DEVELOPMENT / FBINAA Four States Training Conference-Current Issues in Law Enforcement | 16  | 9/20/2010  | 9/21/2010  |
| LET02056RT2010101801 | LEADERSHIP / Leadership Seminar - Session 1   | 2   | 10/18/2010 | 10/18/2010 |
| LET02056RT2010111701 | LEADERSHIP / Leadership Seminar - Session 2   | 2   | 11/17/2010 | 11/17/2010 |
| LET02056RT2011011901 | LEADERSHIP / Leadership Seminar - Session 4   | 2   | 1/19/2011  | 1/19/2011  |
| LET02056PT2011042901 | LEADERSHIP / 2011 Montana Executive Leadership Institute                                      | 160 | 1/24/2011  | 4/29/2011  |
| LET02056RT2011022301 | LEADERSHIP / Leadership Seminar - Session 5   | 2   | 2/23/2011  | 2/23/2011  |



|                                       |   |      |            |            |
|---------------------------------------|---|------|------------|------------|
| LET07305RT2011052401                  | SURVIVAL SKILLS / LEOKA-Law Enforcement Officers Killed and Assaulted (FBI)             | 8    | 5/24/2011  | 5/24/2011  |
| LET08388RT2011061501                  | 2011 MSPOA Conference-Media Relations   | 4    | 6/15/2011  | 6/15/2011  |
| LET10453RT2011061501                  | STRESS/CRITICAL INCIDENT / 2011 MSPOA Conference-Critical Incident Stress Mngmt         | 4    | 6/15/2011  | 6/15/2011  |
| LET04151RT2011061601                  | LEGAL UPDATE / 2011 MSPOA Conference-Legislative / Legal Update                         | 3    | 6/16/2011  | 6/16/2011  |
| LET11502OS2011081201                  | JUVENILES / 13th National Enforcing the Underage Drinking Laws Leadership Conference    | 8    | 8/10/2011  | 8/12/2011  |
| LET12550RT2011092601                  | MOTORCYCLE GANGS / Outlaw Motorcycle Gangs  | 8    | 9/26/2011  | 9/26/2011  |
| LET08376RT2011092701                  | INFORMANT HANDLING/INTELLG GATHERING / Internal Affairs Investigations and Use of Force | 8    | 9/27/2011  | 9/27/2011  |
| EXO03108RT2011111401                  | Training Raters for the Behavioral Personnel Assessment Device-BPAD                     | 7    | 11/14/2011 | 11/14/2011 |
| <b>Total Hours (Less BASIC Hours)</b> |   | 1839 |            |            |

**Certification Record**

| Cert. Type     | Cert. No. | Sequence | Instructor Type | Date Issued | Exp. Date |
|----------------|-----------|----------|-----------------|-------------|-----------|
| Basic          | 790       |          |                 | 4/12/1978   |           |
| Intermediate   | 251       |          |                 | 2/14/1980   |           |
| Advanced       | 297       |          |                 | 10/10/1985  |           |
| Supervisory    | 726       |          |                 | 8/20/1998   |           |
| Command        | 240       |          |                 | 8/16/2001   |           |
| Administrative | 134       |          |                 | 2/20/2003   |           |

**Education Record**

| Institution              | Major/Minor | Degree | Hours | Type | Start Date | End Date |           |
|--------------------------|-------------|--------|-------|------|------------|----------|-----------|
| MONTANA STATE UNIVERSITY | Major:      |        | B     | 0    | Q          | 4/7/1993 | 6/11/1976 |
|                          | Minor:      |        |       |      |            |          |           |



Great Falls Police Department  
DATE 06/22/2012 FROM DATE: 01/01/2012  
TIME 8:25:05 TO DATE..: 06/22/2012  
COURSE ..: ALL

ORI# . . . : MT0070100 GFDP  
BADGE# . . : 088  
EMP STATUS: ALL

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PL0420  
SVANEVERY

EMPLOYEE EDUCATION SUMMARY REPORT

| BADGE #      | NAME                   | TOTAL HOURS |
|--------------|------------------------|-------------|
| 088          | SHANKS, TIMOTHY, OWEN, | 15.00       |
| GRAND TOTAL: |                        | 15.00       |

FOE

Great Falls Police Department  
DATE 06/22/2012 FROM DATE: 01/01/2012  
TIME: 8:26:03 TO DATE..: 06/22/2012  
COURSE ..: ALL

ORI# . . : MT0070100 GFPD  
BADGE# . : 088  
EMP STATUS: ALL

PAGE 1  
PL0420  
SVANEVERY

EMPLOYEE EDUCATION DETAIL REPORT

| GRAD<br>DATE | COURSE/DESCRIPTION        | SCHOOL<br>NAME               | DURATION  | COMMENT                               | TOTAL<br>COST | RECERT<br>DATE |
|--------------|---------------------------|------------------------------|-----------|---------------------------------------|---------------|----------------|
| BADGE #:     | 088                       | NAME: SHANKS, TIMOTHY, OWEN, |           |                                       |               |                |
| 01/30/12 633 | BRADY & GIGLIO LEGAL UPDA |                              | 1.00 HRS  |                                       | .00           |                |
| 02/07/12 102 | C.P.R.                    |                              | 3.00 HRS  |                                       | .00           | 02/07/14       |
| 02/29/12 166 | GFPD IN-HOUSE TRAINING, M | PATC WEBINAR 4 TYPE          | 1.00 HRS  |                                       | .00           |                |
| 03/28/12 166 | GFPD IN-HOUSE TRAINING, M |                              | 1.00 HRS  | NEW SURVEILLANCE SYSTEM/CAMERA TRAINI | .00           |                |
| 04/06/12 166 | GFPD IN-HOUSE TRAINING, M |                              | 1.00 HRS  | LEADERSHIP TRAINING ~ DISCIPLINE      | .00           |                |
| 04/19/12 166 | GFPD IN-HOUSE TRAINING, M |                              | 8.00 HRS  | EXCEL COMPUTER TRAINING               | .00           |                |
|              |                           | OFFICER TOTAL:               | 15.00 HRS |                                       | .00           |                |
|              |                           | GRAND TOTAL:                 | 15.00 HRS |                                       | .00           |                |

**From:** [Doug Mahlum](#)  
**To:** [Dave Bowen](#); [Jeff Newton](#); [Robert Moccasin](#); [John Schaffer](#); [Doug Otto](#)  
**Cc:** [Krista Artis](#)  
**Subject:** Police Commissioners  
**Date:** Friday, May 24, 2019 9:48:56 AM  
**Attachments:** [image001.png](#)

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The Police Commissioners, Ken Thompson, Kevin Heffernan, and Bob Wigdorski have reviewed all 5-Commissioner Applicants, John Hackwith, Morgan Kasuske, Ryan Ball, Joshua Bailey and Tim Shanks. Upon reviewing the packets they chose to meet with Morgan Kasuske, Tim Shanks, and Joshua Bailey, for informal meet and greet interviews.

The interviews took place this morning and upon completion the current Police Commission unanimously selected Tim Shanks to be the next Police Commissioner filling Ken Thompson's position as he is termed out at the end of June, 2019.

\*\*Krista, my question to you is do I notify the candidates or do you want that to come from your office?

**Lt. Doug Mahlum**

Support Services Bureau  
Great Falls Police Department  
406-455-8556 (Office)  
406-781-8931 (Cell)



**JOURNAL OF COMMISSION PROCEEDINGS**  
**May 21, 2019**

Regular City Commission Meeting

Mayor Kelly presiding

**CALL TO ORDER:** 7:00 PM

Commission Chambers Room 206

Mayor Kelly announced that, due to the Commission Chambers and Gibson Room being under construction for the AV System upgrade project, there will be no audio/video recording of this meeting, and it will not be televised. There is no amplification system. He reminded those in attendance to speak loudly, and those that want to address the Commission to state their name and address clearly for the record.

Mayor Kelly also displayed an ADA assistive listening device that will be available for the hearing impaired when the AV System upgrade project is complete.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Owen Robinson, Bill Bronson, Mary Sheehy Moe, and Tracy Houck. Also present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Clerk Lisa Kunz; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; Staff Accountant Brenda Keller; City Attorney Sara Sexe; and, Police Captain Jeff Newton.

**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:** Mayor Kelly noted that he would address correspondence received regarding parking during Agenda Item 15.

1.

**PROCLAMATIONS**

Commissioner Robinson read a proclamation for National Garden Week (June 2-8), and Commissioner Moe read proclamations for NeighborWorks Week (June 1-8) and Homeownership Month (June). NeighborWorks Great Falls Executive Director Sherrie Arey provided a fact sheet titled "2018 Impact" to the Commission members.

**PETITIONS AND COMMUNICATIONS**

2. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

**Jeni Dodd**, 3245 8<sup>th</sup> Avenue North, read a prepared statement regarding information she gleaned from records she received from the City in response to a records request concerning two City Commissioners exploring the possibility of a partnership between the Animal Shelter and the Maclean Cameron Animal Adoption Center. She concluded that it is inappropriate for Commissioner Robinson to use his position to further his agenda for the City to take over Maclean.

# JOURNAL OF COMMISSION PROCEEDINGS

May 21, 2019

**Pam Hendrickson**, 1321 5<sup>th</sup> Avenue North, also discussed information from the records Ms. Dodd received. She commented that Commissioner Robinson should recuse himself from the Animals First committee and from voting on any potential partnership with Maclean. She thinks it is shameful how this situation is being handled. If discussions continue with Maclean the public needs to be involved.

**John Hubbard**, 615 7<sup>th</sup> Avenue South, commented he doesn't believe the information he received regarding the City's water quality. He noted the lost funds from the City's Electric City Power venture. He also discussed his District Court case, and commented that he was going to sue the City, and picket at the County Courthouse.

## NEIGHBORHOOD COUNCILS

### 3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

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

## BOARDS & COMMISSIONS

### 4. APPOINTMENT/REAPPOINTMENT TO THE ADVISORY COMMISSION ON INTERNATIONAL RELATIONSHIPS.

Commissioner Bronson moved, seconded by Commissioner Moe, that the City Commission appoint Jeanne Myers and reappoint Max Mauch to the Advisory Commission on International Relationships (ACIR) for three year terms through March 31, 2022.

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.

Motion carried 5-0.

### 5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM BOARDS AND COMMISSIONS.

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

## CITY MANAGER

### 6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon announced that mailroom clerk Bryn Shine carried the torch, in part, at the Special Olympics; Park and Recreation Director Steve Herrig was selected by his Leadership Great Falls peers to receive a Leadership Award at the graduation ceremony last week; and, Great Falls Fire Rescue has been busy the past week conducting testing for firefighter candidates at the consortium.



## JOURNAL OF COMMISSION PROCEEDINGS

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Deputy City Manager Chuck Anderson gave a 60-day update on the new Communication Specialist activities. Lanni Klasner has hit the ground running in her role as Neighborhood Council Coordinator and Communication Specialist for the City.

Manager Doyon added that, although it may be premature, they may see that position in a different light and rethink the neighborhood council office a little different in the future.

Commission members were encouraged to direct people with concerns about the new planning review process to the appropriate person or department at the City to address and remedy the complaint.

Manager Doyon noted that part of the development review process is the Design Review Board (DRB). He summarized points from his May 1<sup>st</sup> memo to the Commission and recommended: staff continue to work with the DRB members during the next six month DRB suspension to make improvements to the process, and then make a decision about whether or not to eliminate the DRB.

Mayor Kelly responded that the Commission will discuss the DRB under Commission Initiatives.

### CONSENT AGENDA.

7. Minutes, May 7, 2019, Commission meeting.
8. Contracts List.
9. Total expenditures of \$2,625,217 for the period of April 16, 2019 through May 8, 2019, to include claims over \$5,000, in the amount of \$2,346,847.
10. Approve the purchase of one new 2019 John Deere 672G motor grader from RDO Equipment of Great Falls through Sourcewell, formerly known as NJPA, for \$274,230.
11. Approve the bid award for asphaltic concrete material to Great Falls Sand & Gravel, Inc., of Great Falls for \$792,800.
12. Award a contract in the amount of \$98,720 to Capcon, LLC, for the 30-inch by 24-inch Water Main Connection Project, and authorize the City Manager to execute the construction contract documents. **OF 1494.8**
13. Award a contract in the amount of \$433,950 to Ed Boland Construction, Inc., for the Septage Receiving Station Project, and authorize the City Manager to execute the construction contract documents. **OF 1731.1**
14. Award a contract in the amount of \$111,225 to Missouri River Trucking and Excavation Incorporated (MRTE) for the ADA Handicap Ramps Giant Springs School Phase II Project, and authorize the City Manager to execute the construction contract documents. **OF 1730.8**

# JOURNAL OF COMMISSION PROCEEDINGS

May 21, 2019

**Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission adopt 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.

Motion carried 5-0.

## **PUBLIC HEARINGS**

**15. RESOLUTION 10292 ESTABLISHING THE RATES, FEES AND PENALTIES ASSOCIATED WITH TITLE 10 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO THE CITY'S PARKING SYSTEM.**

Planning and Community Development Director Craig Raymond reported that this item is a request to conduct a public hearing, consider public comments and the agenda package information, and to adopt Resolution 10292 to establish the fees, rates and fines associated with the Downtown Parking Program.

The Commission has tasked the Parking Advisory Commission (PAC) with performing a complete evaluation of the Downtown Parking Program. The PAC is a group of involved and interested citizens who volunteer their time to participate in formulating recommendations to the City Commission pertaining to the operation and management of the downtown parking program. They include representatives of the Business Improvement District (BID), the Downtown Great Falls Association, and other business owners and industry representatives. They all are invested in seeing the downtown thrive and succeed. The City hired SP+ to assist with developing a strategic planning framework that would help the PAC with the evaluation and develop specific values and goals to help guide key decision points. While the parking program is used by a variety of people with differing needs and priorities, the essence of the program is to serve and support the downtown area and all of its facets. One of the unique challenges with a downtown urban environment is that in almost every case, property owners do not have to dedicate expensive real estate for off-street parking to support their operations and serve their clients. Fundamentally, this is why the program is necessary, to support these property owners, their businesses and special events and activities. In many cities around the country, private industry fills this demand as a for-profit business. In our case, the City of Great Falls has taken a bold step to serve the community and its downtown economic development goals in a not-for-profit model.

For the last several months, City staff and the PAC have very carefully and completely reviewed every financial aspect of the program from operations, personnel, program boundaries, hours of operation, asset inventory and capital improvement needs. There was consideration of whether liquidating certain assets and properties would be in the best interest of our community long term, as well as discussions about whether the City should bring operations personnel and management in-house as City employees as opposed to hiring a contractor. At this point, the recommendation to those two questions is no. A lot of time was spent on prioritizing capital improvements and deferred maintenance needs. The projects that we have been discussing and you have seen progress on such as the LED lighting conversion, surveillance system, entrance and revenue control system, and structural repair and preservation projects are those projects which rose highest on the priority

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list. Other areas of the program still have needs and will be brought forth to the Commission for approval at a later date when funds are available to do so. Projects like directional signage (also known as wayfinding), elevator replacement, on-street enforcement technology and equipment, and surface lot renovation and preservation are still priorities.

Staff and the PAC have spent a lot of time wrestling with all of the options. Part of the reason why this review has taken so much time is due to the simple recognition that none of the options are likely to be particularly popular to at least one of the different types of stakeholders who has different needs, priorities or opinions about these options. It's with this in mind that City staff and the PAC submit Resolution 10292 for Commission consideration and action tonight.

Director Raymond summarized that the proposal is to increase meter rates from \$0.50 to \$1.00/hour; eliminate the annual courtesy ticket to one courtesy ticket per license plate per lifetime; and, a fine structure of \$5, \$10, and \$20 thereafter, eliminating the \$15 citation.

Mayor Kelly asked if there were any questions amongst the Commissioners.

Commissioner Houck noted that the recent emails received from downtown business owners were in opposition to Resolution 10292. She inquired if the downtown business owners were engaged and whether they provided input during this process; and, whether the PAC explored vouchers to park in the parking garages for two hours, similar to airport parking.

Director Raymond responded that the PAC is made up of downtown business owners. Monthly status reports have been provided to the Downtown Development Partnership (DDP) and the PAC has received feedback. Downtown business owners organized a meeting when \$2.00 parking meter rates were proposed, and the City hosted a daytime and an evening meeting that were not well attended. He also explained that the current parking validation system is cumbersome and few people take advantage of it. Depending on how the Commission votes on this item, the City may be able to utilize better technology for a validation system that would come before the Commission via a fee resolution.

Commissioner Houck expressed the importance of wayfinding and identification signage for surface lots.

Commissioner Robinson inquired if the new budget would allow the parking fund to break even or make money.

Director Raymond commented that the proposal is designed to break even and is inclusive of long term maintenance. No other funds support the program with the exception of the TIF funds that the Commission approved.

Mayor Kelly commented that written correspondence in opposition to Resolution 10292 was received from: **Joan Redeen**, Community Director of the Great Falls Business Improvement District, 318 Central Avenue; **Alison Fried**, Dragonfly Dry Goods, 504 Central Avenue; **Nicholas Geranios**, Geranios Enterprises, Inc., 320 Central Avenue; **Karen Venetz**, Executive Director, Great Falls Area Lodging Association, 100 1<sup>st</sup> Avenue North; **Tracy Perry**, Blue Rose, 419 Central

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Avenue; **Robert Stromberg**, Stromberg Properties, 600 Central Avenue; and, **Mauri Novak**, The Last Straw Bistro, 426 Central Avenue.

Mayor Kelly inquired why the PAC wasn't looking at a longer range, five to ten year plan, and he also asked Director Raymond to explain the approved use of TIF funds and the need for the revenue increases.

Director Raymond responded that the five to ten year strategic plan the PAC has been working on is 75% complete. He also reported that the \$400,000 reserve funds and \$470,000 TIF funds are going towards the current list of projects. The proposed fee increases are to cover projects beyond the current list, to backfill the reserve funds to cover projects, and for building maintenance.

Commissioner Bronson inquired if the PAC considered the creation of a Parking District.

Director Raymond responded that legal staff provided a report about the formation of an assessment district. It is a lengthy process and the outcome is not guaranteed, but the idea has not been completed dismissed or rejected.

Commissioner Bronson inquired if there was consideration given to a graduated increase of \$0.75/hour for a year, and then \$1.00 per/hour the following year.

Director Raymond responded that they have been doing graduated increases for years. They found that it wasn't successful. They set an annual budget for routine annual maintenance and a graduated fee schedule would delay that.

Commissioner Bronson inquired if after hour meter fees has been considered.

Director Raymond responded that it was discussed, and could be considered in the future. The pros and cons of that idea need to be discussed because there will be a corresponding cost for enforcement and personnel.

Commissioner Bronson inquired if the plan is to use some of the revenues to start replacing the outdated meters.

Director Raymond commented that replacing the antiquated meters is a future project if the proposed fee increase is approved.

Commissioner Bronson recalled that the cost to update to the next generation of meters was around \$1 million dollars.

Director Raymond responded it would be between \$500,000 and \$1 million dollars depending on the type of system and what features were included.

Commissioner Moe requested clarification that there are no proposed garage rate or courtesy parking increases, and was responded to in the affirmative. If approved, Commissioner Moe asked when the new rates would go into effect, and was informed July 1<sup>st</sup>.

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Mayor Kelly declared the public hearing open.

Speaking in support of Resolution 10292 were:

**Jeff Patterson**, 417 Central Avenue, PAC Chairman, commented that past practice has been making budget by deferring maintenance that resulted in digging into the reserves and asking for TIF funds. Those funds did not cover everything the PAC wanted to get done with the program. The current proposed budget is worth significant consideration by the Commission. It asks government to do what is needed to manage the assets within the program that this budget supports. The prior adopted budgets have continually deferred maintenance, and disallowed the PAC to upgrade to the capabilities of a modern system.

**Katie Hanning**, 3217 4<sup>th</sup> Avenue North, PAC member, commented that the PAC has spent a lot of time looking at different options with the goal of making the system safe and efficient.

**Thad Reise**, 319 Central Avenue, PAC member, commented that he agrees with Director Raymond's and PAC Chairman Patterson's comments. However, he is in favor of a graduated increase, suggesting a \$0.25 increase now and a plan for subsequent increases.

Speaking in opposition to Resolution 10292 were:

**John Hubbard**, 615 7<sup>th</sup> Avenue South, commented that meter increases will run businesses out of downtown Great Falls.

**Susan Ashley**, 4231 7<sup>th</sup> Avenue North, commented that she is a senior citizen and doesn't go downtown because of parking meters. She suggested that the parking meters be taken out and parking be free.

**Alison Fried**, 504 Central Avenue, commented that she knows a lot of time and effort went into this proposal. She wants to see a bigger vision, noting that downtown has changed a lot the past 18 months. She suggested three year incremental increases to get the downtown business owners behind the proposal, and to help avoid negative perceptions.

**Jenni Dodd**, 3245 8<sup>th</sup> Avenue North, commented if the downtown business owners were involved in the process she didn't understand that the written communication received was in opposition. She commented that the increase will affect downtown businesses.

**Jim Koontz**, 600 Central Plaza, commented that the problem has occurred over several years, and now downtown business owners and customers will be penalized. Mr. Koontz suggested that the Commission wait until the strategic plan is 100% complete before adjusting parking fees.

**Inge Buchholz**, 600 Central Plaza, commented that she hears complaints from fellow business owners and customers every day. She urged the Commission to consider the needs and livelihoods of the business owners, before the City's needs.



## JOURNAL OF COMMISSION PROCEEDINGS

May 21, 2019

**Gary Hackett**, 511 Central Avenue, commented that the tenants of his three downtown buildings oppose an increase. He commented that there is not a shortage of parking spaces downtown. He also noted that the PAC has talked about signage for the past eight years and not one new sign has gone up. One dollar per hour is too much. Mr. Hackett concluded that buildings are being developed downtown, people will need to utilize the garages, and money will come with more patience and without increases.

**Jenny Zanto**, 309, 311 and 311 ½ Central Avenue, commented that the deficit needs to be addressed. Businesses are struggling, in part, due to on-line shopping. Downtown is the backbone of a community and she wants it to be kept vibrant. There is a perception issue about parking. She noted that if parking was free, people would park in spaces all day and that would hurt businesses. Nighttime activity in the downtown area has changed the last eight years. There is a lot going on. She suggested further discussion on the idea of nighttime business customers paying for parking.

**Brian Kaufman**, 411 Central Avenue, commented on how much the dynamics of downtown has changed in the past five years. He suggested changing meter enforcement from 9 a.m. – 5 p.m. to 10 a.m. – 6 p.m., securing the ramps, better lighting, security cameras, marketing, and bumping wayfinding up on the project list. Mr. Kaufman further suggested an increase of \$0.25 rather than \$0.50 for parking meters.

Mayor Kelly provided Director Raymond the opportunity to respond to inquiries or to clarify any information.

With regard to the comment “why have meters,” Director Raymond explained that meters are necessary because people that work and/or live downtown would park there all day/night, and that would destroy downtown businesses. Meters provide the revenue component for the enforcement that takes place on the two-hour limitation, as well as for required on-going maintenance of the garages and surface lot repairs.

In response to another inquiry made, individual store owners pay for courtesy parking spaces.

Due to the lack of funds and budget, signage has not been a high priority.

Director Raymond clarified that, up until 2012, monies from citation fines and forfeiture collections were taken from the parking program and deposited to other funds to offset the City Attorney’s Office and Court costs to prosecute and administer contested citations.

Marketing will be a component of the strategic planning effort.

The BID budget and program have nothing to do with the parking program. A BID member has been on the PAC for many years.

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

## JOURNAL OF COMMISSION PROCEEDINGS

May 21, 2019

**Commissioner Houck moved that the City Commission adopt Resolution 10292 to establish the rates, fees and penalties associated with Title 10 of the Official Code of the City of Great Falls pertaining to the City's Parking System, amended as follows:**

**(1)(A) Metered Parking** – The rate for metered parking shall be **\$0.75** per hour **from 10 a.m. to 6 p.m.**

Motion failed for lack of a second.

**Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission adopt Resolution 10292 to establish the rates, fees and penalties associated with Title 10 of the Official Code of the City of Great Falls pertaining to the City's Parking System.**

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

Commissioner Robinson commended the PAC members for their hard work on this matter and supports their recommendation at this time.

Commissioner Moe commented that the PAC's recommendation in 2014 was that meter rates be set at \$1.00 by 2018. That was not done and is a reason why the budget has been in the hole the past five years. The deterioration of the parking garages was becoming an eye sore, a safety hazard and a transient attraction. The proposal provides for long term funding to fix up the garages and provides for a responsible maintenance budget without taking on debt. There is not an increase to the parking garage fees and she encouraged everyone to use the garages.

Commissioner Bronson commented the intent of the parking program is to serve individuals, businesses and customers of downtown. The PAC has considered all possible options as a group for several years and brought this plan forward for a downtown parking program. There were good ideas from commenters this evening, changing the meter enforcement times and wayfinding, for PAC further discussion and consideration. In order to be prepared for further downtown dynamic changes, financial resources are required, and the City cannot simply rely on tax increment financing funds for a lot of these significant changes.

Commissioner Houck commented that, although there is a BID representative on the PAC, the BID represents downtown businesses and wrote a letter in opposition to this resolution.

Mayor Kelly thanked everyone that spoke, noting that their comments and concerns are heard, and he thanked the PAC for its hard work.

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

Motion carried 4-1 (Commissioner Houck dissenting).

Mayor Kelly called a recess at 9:06 p.m., and he called the meeting back to order at 9:08 p.m.

**JOURNAL OF COMMISSION PROCEEDINGS**

**May 21, 2019**

**OLD BUSINESS**

**NEW BUSINESS**

**ORDINANCES/RESOLUTIONS**

**CITY COMMISSION**

**16. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Mayor Kelly announced that there are Memorial Day celebrations scheduled at the Veterans Memorial. He also thanked everyone that participated in the Special Olympics summer games in Great Falls.

Commissioner Bronson announced that the Advisory Commission on International Relationships (ACIR) is hosting a Ukrainian delegation next month in Great Falls.

Commissioner Moe announced that the Board of Regents of the Montana University System will be meeting in Great Falls the next couple of days. She encouraged everyone to attend the community breakfast on Thursday. She further announced that she has been working with City Attorney Sexe on the Ethics Committee code changes, and is pleased with the suggested changes that will be coming before the Commission for action.

Commissioner Moe reported that there were close to 400 attendees at BaseCamp Great Falls. She expressed appreciation to the volunteers and community for its support, and to City staff that participated.

**17. COMMISSION INITIATIVES.**

Mayor Kelly referred to the City Manager's report and memo about the elimination or additional six month suspension of the Design Review Board (DRB). After a brief discussion, it was the consensus of the Commission that this matter be brought before the Commission on a future agenda for discussion and vote.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Moe moved, seconded by Mayor Kelly, to adjourn the regular meeting of May 21, 2019, at 916 p.m.**

Motion carried 5-0.

\_\_\_\_\_  
Mayor Bob Kelly

\_\_\_\_\_  
City Clerk Lisa Kunz

Minutes Approved: June 4, 2019

JOURNAL OF SPECIAL COMMISSION PROCEEDINGS

May 22, 2019

Special City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 3:00 PM

Commission Chambers

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Owen Robinson, Bill Bronson, Mary Sheehy Moe, and Tracy Houck. Also present were the City Manager Greg Doyon, City Attorney Sara Sexe, and City Clerk Lisa Kunz.

PETITIONS AND COMMUNICATIONS

None.

1.

NEW BUSINESS

CITY MANAGER'S ANNUAL PERFORMANCE EVALUATION.

Mayor Kelly stated that this special meeting is to discuss the City Manager's annual performance evaluation. He read the provisions of Mont. Code Ann. § 2-3-203(3). Manager Doyon asserted his right to privacy. Therefore, it was determined that the City Manager's individual privacy exceeded the merits of public disclosure.

Commissioner Bronson moved, seconded by Commissioners Moe and Robinson, that the City Commission move into executive session to discuss the City Manager's performance evaluation.

Motion carried 5-0.

At 3:03 PM the members of the Commission, Manager Doyon and the City Clerk met in executive session in the City Manager's Office for the purpose of the Commission conducting the City Manager's annual performance evaluation.

- -EXECUTIVE SESSION - -

[Redacted text block]

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- [Redacted list items]



JOURNAL OF SPECIAL COMMISSION PROCEEDINGS  
May 22, 2019

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JOURNAL OF SPECIAL COMMISSION PROCEEDINGS  
May 22, 2019

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JOURNAL OF SPECIAL COMMISSION PROCEEDINGS  
May 22, 2019

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JOURNAL OF SPECIAL COMMISSION PROCEEDINGS  
May 22, 2019

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[REDACTED]

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[REDACTED]

The executive session concluded at 5:10 PM.

The meeting reconvened into an open meeting in the Commission Chambers. Mayor Kelly called the meeting back to order at 5:13 PM.

Mayor Kelly reported that:

- The Commission conducted a thorough review of Manager Doyon's performance in closed session
- He does an excellent job of absorbing each Commission member's thoughts and concerns
- Manager Doyon urged the Commission to work more collectively as a unit to bring thoughts and concerns to him so that they could be appropriately pursued or addressed



**JOURNAL OF SPECIAL COMMISSION PROCEEDINGS**  
**May 22, 2019**

- The Commission is pleased overall with Manager Doyon’s performance, and how he represents the City on boards and other functions statewide and nationally
- The Commission discussed possible changes about some non-significant administrative issues

**Commissioner Bronson moved, seconded by Commissioner Robinson, that the City Commission approve a compensation increase in Manager Doyon’s salary by four percent based on merit, retroactive to March 24, 2019.**

Mayor Kelly reported that Manager Doyon’s contract expires in March, 2020. It is the Commission’s intent to spend the next few months figuring out a way to extend his contract further. The salary increase is a reflection of the great work Manager Doyon has done and the Commission hopes to keep him here in the future.

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

Motion carried 5-0.

**ADJOURNMENT**

There being no further business to come before the Commission, **Commissioner Bronson moved, seconded by Commissioner Robinson, to adjourn the special meeting of May 22, 2019, at 5:18 PM.**

Motion carried 5-0.

\_\_\_\_\_  
Mayor Bob Kelly

\_\_\_\_\_  
City Clerk Lisa Kunz

Minutes Approved: June 4, 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 MAY 9, 2019 - MAY 22, 2019      | 2,279,263.33               |
| MUNICIPAL COURT ACCOUNT CHECK RUN FOR MAY 1, 2019 - MAY 16, 2019 | 38,568.00                  |
| <b>TOTAL: \$</b>   | <b><u>2,317,831.33</u></b> |

**GENERAL FUND**

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**OTHER ADMIN**

|                          |  |           |
|--------------------------|--|-----------|
| CTA ARCHITECTS ENGINEERS | PH 1 CC EXTERIOR ENVELOPE REHAB ARCHITECTURAL SERVICES | 9,253.31  |
| AVI SYSTEMS INC          | VIDEO AND CAMERA SYSTEM FOR CHAMBERS AND GIBSON ROOM   | 49,534.11 |

**FIRE**

|             |                        |          |
|-------------|------------------------|----------|
| A T KLEMENS | WATER HEATER STATION 1 | 5,150.00 |
|-------------|------------------------|----------|

**SPECIAL REVENUE FUND**

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**SUPPORT & INNOVATION**

|   |                             |           |
|---|-----------------------------|-----------|
| GREAT FALLS BUSINESS IMPROVEMENT DISTRICT | APRIL 2019 TAX DISTRIBUTION | 10,171.42 |
|---|-----------------------------|-----------|

**STREET DISTRICT**

|              |               |           |
|--------------|---------------|-----------|
| MACON SUPPLY | PAVING FABRIC | 21,000.00 |
|--------------|---------------|-----------|

**FEDERAL BLOCK GRANTS**

|                        |                       |          |
|------------------------|-----------------------|----------|
| PICKWICK'S OFFICE CITY | CDBG OFFICE FURNITURE | 5,656.00 |
|------------------------|-----------------------|----------|

**PERMITS**

|                        |                       |            |
|------------------------|-----------------------|------------|
| TYLER TECHNOLOGIES INC | PCD SOFTWARE CONTRACT | 111,627.00 |
|------------------------|-----------------------|------------|

**CAPITAL PROJECTS**

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**GENERAL CAPITAL**

|                            |   |           |
|----------------------------|---|-----------|
| BIO-RESPONSE SOLUTIONS INC | 400 ALKALINE HYDROLYSIS SYSTEM<br>PET CREMATION | 53,100.00 |
|----------------------------|---|-----------|

**ENTERPRISE FUNDS**

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**WATER**

|   |   |            |
|---|---|------------|
| NORTHWEST PIPE FITTINGS INC                                       | GORE HILL CONTROL VALVE BYPASS                        | 5,826.08   |
| STATE OF MONTANA DEPT OF<br>NATURAL RESOURCES AND<br>CONSERVATION | WATER MAIN CROSSING UNDER THE<br>UPPER MISSOURI RIVER | 8,049.00   |
| DATAPROSE, LLC  | POSTAGE AND STATEMENT PRINTING<br>(SPLIT AMONG FUNDS) | 775.00     |
| THATCHER CO OF MONTANA  | CHEMICALS   | 12,007.83  |
| FERGUSON ENTERPRISES INC  | WALL MOUNT RADIO METER READ UNITS                     | 25,834.14  |
| DENNY MENHOLT CHEVROLET   | 2019 CHEVY TRUCK -WATERPLANT                          | 29,590.00  |
| UNITED MATERIALS OF GREAT FALLS                                   | OF 1465.2 LOWER SOUTH SIDE WMR PH III                 | 252,584.25 |

**SEWER**

|                            |  |            |
|----------------------------|--|------------|
| VEOLIA WATER NORTH AMERICA | MONTHLY WWTP OPERATION CONTRACT<br>APRIL AND MAY         | 495,445.58 |
| VEOLIA WATER NORTH AMERICA | MONTHLY CONTRACTED CAPITAL<br>IMPROVEMENTS               | 25,000.00  |
| VEOLIA WATER NORTH AMERICA | OPERATION & MAINTENANCE WWTP<br>RECONCILIATION RETRO     | 16,580.71  |
| WARD'S MEDIATECH, INC      | WALL MOUNT TOUCH SCREEN OP<br>SYSTEM (SPLIT AMONG FUNDS) | 2,265.44   |
| STATE OF MONTANA -DEQ      | WATER PROTECTION OUTFALL PERMIT                          | 26,167.75  |

**STORM DRAIN**

|                       |  |          |
|-----------------------|--|----------|
| WARD'S MEDIATECH, INC | WALL MOUNT TOUCH SCREEN OP<br>SYSTEM (SPLIT AMONG FUNDS) | 6,200.00 |
|-----------------------|--|----------|

**PARKING**

|                              |   |           |
|------------------------------|---|-----------|
| STANDARD PARKING CORPORATION | CONTRACT SERVICES FOR OPERATING<br>DOWNTOWN PARKING PROGRAM | 32,164.71 |
|------------------------------|---|-----------|

**CIVIC CENTER EVENTS**

|                              |                                   |          |
|------------------------------|-----------------------------------|----------|
| MISS LINDA'S SCHOOL OF DANCE | 19-69 FOOD GLORIOUS FOOD CASH OUT | 5,313.17 |
|------------------------------|-----------------------------------|----------|

**INTERNAL SERVICES FUND**

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**FISCAL SERVICES**

|                |   |           |
|----------------|---|-----------|
| DATEPROSE, LLC | POSTAGE AND STATEMENT PRINTING<br>(SPLIT AMONG FUNDS) | 12,585.17 |
|----------------|---|-----------|

**INFORMATION TECHNOLOGY**

|                        |  |           |
|------------------------|--|-----------|
| CENTURYLINK            | MARCH & APRIL 2019 CITY NETWORK<br>CIRCUIT CHARGES | 5,516.45  |
| SHI INTERNATIONAL CORP | 100 OFFICE STD 2019 LICENSES                       | 26,960.00 |

**INTERNAL SERVICES FUND (CONTINUED)**

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**CENTRAL GARAGE**

|                         |                  |           |
|-------------------------|------------------|-----------|
| DENNY MENHOLT CHEVROLET | 2019 CHEVY TRUCK | 29,949.00 |
| MOUNTAIN VIEW CO-OP     | FUEL             | 19,792.00 |

**ENGINEERING**

|                      |  |          |
|----------------------|--|----------|
| WARD'S MEDIATECH INC | WALL MOUNT TOUCH SCREEN OP<br>SYSTEM (SPLIT AMONG FUNDS) | 7,782.68 |
|----------------------|--|----------|

**PUBLIC WORKS ADMINISTRATION**

|                       |  |          |
|-----------------------|--|----------|
| WARD'S MEDIATECH, INC | WALL MOUNT TOUCH SCREEN OP<br>SYSTEM (SPLIT AMONG FUNDS) | 6,446.67 |
|-----------------------|--|----------|

**TRUST AND AGENCY**

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**COURT TRUST MUNICIPAL COURT**

|                     |                                 |           |
|---------------------|---------------------------------|-----------|
| CITY OF GREAT FALLS | FINES & FORFEITURES COLLECTIONS | 31,944.38 |
|---------------------|---------------------------------|-----------|

**PAYROLL CLEARING**

|                                 |   |            |
|---------------------------------|---|------------|
| STATE TREASURER                 | MONTANA TAXES   | 48,726.00  |
| ICMA RETIREMENT TRUST           | EMPLOYEE CONTRIBUTIONS  | 10,197.89  |
| FIREFIGHTER RETIREMENT          | FIREFIGHTER RETIREMENT EMPLOYEE &<br>EMPLOYER CONTRIBUTIONS     | 52,817.68  |
| STATEWIDE POLICE RESERVE FUND   | POLICE RETIREMENT EMPLOYEE &<br>EMPLOYER CONTRIBUTIONS          | 68,510.27  |
| PUBLIC EMPLOYEE RETIREMENT      | PUBLIC EMPLOYEE RETIREMENT<br>EMPLOYEE & EMPLOYER CONTRIBUTIONS | 132,697.71 |
| POLICE SAVINGS & LOAN           | EMPLOYEE CONTRIBUTIONS  | 11,333.00  |
| US BANK                         | FEDERAL TAXES, FICA & MEDICARE                                  | 208,357.99 |
| AFLAC                           | EMPLOYEE CONTRIBUTIONS  | 9,549.01   |
| NATIONWIDE RETIREMENT SOLUTIONS | EMPLOYEE CONTRIBUTIONS  | 14,806.71  |

**UTILITY BILLS**

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|                      |                                    |           |
|----------------------|------------------------------------|-----------|
| ENERGY KEEPERS INC   | ELECTRICITY CHARGES FOR APRIL 2019 | 42,120.00 |
| HIGH PLAINS LANDFILL | APRIL 2019 CHARGES                 | 86,066.52 |

**CLAIMS OVER \$5000 TOTAL:**

\$ 2,035,454.63



COMMUNICATION TO THE CITY COMMISSION

DATE: June 4, 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: Lisa Kunz, 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   |
|----------|------------------------------------|--------------------------------|-----------------------|---------|---|
| <b>A</b> | Police Department                  | Royal Harpine Construction     | 06/04/2019-07/31/2019 | \$3,630 | Agreement for removal & replacement of concrete stairs on east side of the Great Falls Police Department  |
| <b>B</b> | Planning and Community Development | ALR Contracting LLC            | 06/04/2019-12/31/2019 | \$5,410 | Agreement for installing cedar shake siding to the front of garage & scrape and paint house and garage at 2311 4 <sup>th</sup> Avenue SW, estimate E7512 (CR: Res 10295, 050719.15) |

|          |                                    |  |                       |           |   |
|----------|------------------------------------|--|-----------------------|-----------|---|
| <b>C</b> | Park and Recreation                | Steve Tilleraas, Tillaraas Landscape Nursery                 | 06/04/2019-10/01/2019 | \$24,500  | Agreement for planting 50 trees within public rights-of-way in the City's Boulevard District  |
| <b>D</b> | Planning and Community Development | Tyler Technologies Inc                                       | 06/01/2019-           | NA        | Ratification of Amendment to Software as a Service Agreement (SaaS) Agreement to interface the cashiering software of EnerGov and New World programs (CR 021919.10)   |
| <b>E</b> | Planning and Community Development | Public Works Department                                      | 06/04/2019-06/30/2020 | \$123,000 | 2018/2019 Community Development Block Grant Agreement to provide an Americans with Disabilities (ADA) compliant route of travel through a Low/Moderate Income (LMI) neighborhood to connect citizens to each other and larger routes for travel to various public and private amenities. Grantee City ID #CD721906 & Federal Entity ID #B-18-MC-30-002 (CR 060518.16) |
| <b>F</b> | Planning and Community Development | Neighborhood Housing Services dba NeighhborWorks Great Falls | 06/04/2019-06/30/2020 | \$57,000  | 2018/2019 Community Development Block Grant Agreement to provide Housing Education and Counseling to include eviction prevention and financial coaching. Grantee City ID #CD721906 & Federal Entity ID #B-18-MC-30-002 (CR 060518.16)   |
| <b>G</b> | Planning and Community Development | Neighborhood Housing Services dba                            | 06/04/2019-06/30/2020 | \$49,000  | 2018/2019 Community Development Block Grant Agreement to provide a development subsidy towards the property   |

|  |  |                              |  |  |  |
|--|--|------------------------------|--|--|--|
|  |  | NeighborWorks of Great Falls |  |  | 1509 6 <sup>th</sup> Avenue NW built by High School house. Grantee City ID #CD771802 & Federal ID #M-18-MC-0218 (CR 060518.16) |
|--|--|------------------------------|--|--|--|



**Item:** Resolution 10296 Establishing Usage Fees for the Community Recreation Center  
**From:** Park and Recreation  
**Initiated By:** Erica McNamee, Recreation Center Supervisor  
**Presented By:** Steve Herrig, Park and Recreation Director  
**Action Requested:** Set Public Hearing

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing for June 18, 2019 to consider adoption of Resolution 10296.”

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 for June 18, 2019, to consider adoption of Resolution 10296, Community Recreation Center Fees.

**Summary:** Staff is proposing a range for 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.

|                           | <u>Current Fees</u> | <u>Recommended Fee Range</u> |
|---------------------------|---------------------|------------------------------|
| <b>Open Gym Admission</b> |                     |                              |
| Youth 17 & under          | \$2.00 - \$5.00     | \$2.00 - \$5.00              |
| Adults 18 & up            | \$3.00 - \$6.00     | \$3.00 - \$6.00              |
| Fitness Day Pass          | \$5.00 - \$8.00     | \$5.00 - \$8.00              |
| Noon Ball Day Pass        | \$3.00 - \$5.00     | \$3.00 - \$5.00              |
| <b>Gym Rental</b>         |                     |                              |
| Hourly                    | \$30.00 - \$50.00   | \$30.00 - \$50.00            |



|                                     |                            |                            |
|-------------------------------------|----------------------------|----------------------------|
| <b>Meeting Room</b>                 |                            |                            |
| Hourly                              | \$15.00 - \$30.00          | \$15.00 - \$30.00          |
| <b>Dance Studio</b>                 |                            |                            |
| Hourly                              | \$15.00 - \$30.00          | \$15.00 - \$30.00          |
| <b>Mezzanine</b>                    |                            |                            |
| Hourly                              | \$10.00 - \$20.00          | \$10.00 - \$20.00          |
| <b>Stage</b>                        |                            |                            |
| Hourly                              | \$10.00 - \$20.00          | \$10.00 - \$20.00          |
| <b>Kitchen</b>                      |                            |                            |
| Hourly                              | \$15.00 - \$30.00          | \$15.00 - \$30.00          |
| <b>Banquet Room</b>                 |                            |                            |
| Hourly                              | \$20.00 - \$50.00          | \$20.00 - \$50.00          |
| <b>After regular business hours</b> |                            |                            |
| Hourly                              | \$15.00 - \$20.00          | \$15.00 - \$20.00          |
| <b>After School Program</b>         | \$95.00 - \$120.00/mo.     | \$95.00 - \$120.00/mo.     |
| <b>School's Out Fun Days</b>        | \$25.00 - \$35.00/day      | \$25.00 - \$35.00/day      |
| <b>Summer Camp (all day)</b>        | \$100.00 - \$175.00/week   | \$100.00 - \$175.00/week   |
| <b>Summer Camp (½ day)</b>          | \$40.00- \$80.00/week      | \$40.00- \$80.00/week      |
| <b>Home School P.E.</b>             | \$20.00 - \$30.00/mo.      | \$20.00 - \$30.00/mo.      |
| <b>Youth Basketball League</b>      | \$100.00 - \$120.00/season | \$100.00 - \$120.00/season |
| <b>Youth Basketball Tournaments</b> | \$125.00 - \$200.00        | \$125.00 - \$200.00        |
| <b>Adult Basketball Leagues</b>     | \$485.00 - \$575.00        | \$500.00 - \$650.00        |

|                                  |                        |                        |
|----------------------------------|------------------------|------------------------|
| <b>Adult Volleyball Leagues</b>  | \$100.00 - \$200.00    | \$100.00 - \$200.00    |
| <b>Noon Ball 10 x punch card</b> | \$25.00 - \$45.00      | \$25.00 - \$45.00      |
| <b>Fitness memberships</b>       | \$25.00 - \$250.00/mo. | \$25.00 - \$250.00/mo. |

**Fitness memberships**

Corporate Rate, 100 employees or more      N/A      \$15.00 - \$25.00/mo.

**Background:** 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 100 or more employees.

**Fiscal Impact:** 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.

**Alternatives:** The City Commission could decide not to set the public hearing for the Community Recreation Center fees and leave the fees as established by Resolution No. 10076 in July of 2014.

**Concurrences:** The proposed fees will be presented to the Park and Recreation Advisory Board at their next regular meeting scheduled for June 10, 2019.

**Attachments/Exhibits:** Resolution No. 10296

**RESOLUTION NO. 10296**

**A RESOLUTION ESTABLISHING USAGE FEES  
FOR THE COMMUNITY RECREATION CENTER**

**WHEREAS**, the Park and Recreation Department’s primary focus is to enhance the overall health and livability of our community; and

**WHEREAS**, the City Commission adopted Resolution 10076 titled “A Resolution Establishing Usage Fees for the Community Recreation Center” on July 1, 2014; and

**WHEREAS**, having considered the cost of operation, administration and maintenance of the Community Recreation Center, it is deemed necessary and appropriate to adjust fees associated therewith, thereby reducing the subsidy from the general fund.

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

- 1) Resolution No. 10076 is hereby repealed; and
- 2) Fees associated with the Community Recreation Center are hereby established as follows:

|   |                          |                     |
|---|--------------------------|---------------------|
| Open Gym Admission                                  | Youth 17 & Under         | \$2.00 - \$5.00     |
|   | Adults 18 & Up           | \$3.00 - \$6.00     |
|   | Fitness Day Pass         | \$5.00 - \$8.00     |
|   | Noon Basketball Day Pass | \$3.00 - \$5.00     |
| Gym   | Hourly                   | \$30.00 - \$50.00   |
| Meeting Room  | Hourly                   | \$15.00 - \$30.00   |
| Dance Studio  | Hourly                   | \$15.00 - \$30.00   |
| Mezzanine   | Hourly                   | \$10.00 - \$20.00   |
| Stage   | Hourly                   | \$10.00 - \$20.00   |
| Kitchen   | Hourly                   | \$15.00-30.00       |
| Banquet Room  | Hourly                   | \$20.00-50.00       |
| After Regular Business Hours additional fee applies | Hourly                   | \$15.00 - \$20.00   |
| After School Program                                | Monthly                  | \$95.00 - \$120.00  |
| School’s Out Fun Days                               | Daily                    | \$25.00 - \$35.00   |
| Summer Camp   | All Day                  | \$100.00 - \$175.00 |
| Summer Camp   | ½ Day                    | \$40.00 - \$80.00   |
| Home School Physical Education                      | Monthly                  | \$20.00 - \$30.00   |

|   |                |                     |
|---|----------------|---------------------|
| Youth Basketball League                                   | League Season  | \$100.00 - \$120.00 |
| Youth Basketball Tournament                               | Per Tournament | \$125.00 - \$200.00 |
| Adult Basketball League                                   | League Season  | \$500.00 - \$650.00 |
| Adult Volleyball League                                   | League Season  | \$100.00 - \$200.00 |
| Noon Basketball Punch Card                                | 10 Time        | \$25.00 - \$45.00   |
| Fitness Membership  | Monthly        | \$25.00 - \$250.00  |
| Fitness Membership, Corporate Rate, 100 employees or more | Monthly        | \$15.00 - \$25.00   |
| Non Resident Fee  | Additional fee | 10% - 20%           |

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS** that these fees shall become effective upon adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, this 18<sup>th</sup> day of June, 2019.

---

Bob Kelly, Mayor

Attest:

---

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

---

Sara R. Sexe, City Attorney



**Item:** Gibson Park Restroom Remodel, Office File 1737.1  
**From:** Engineering Division  
**Initiated By:** Public Works Department  
**Presented By:** Jim Rearden, Public Works Director  
**Action Requested:** Consider Bids and Approve Contract for Office File 1737.1

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (award/reject) a contract in the amount of \$71,500.00 to Wadsworth Builders Company, Inc. for the Gibson Park Restroom Remodel, 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:**

The 2016 Park and Recreation Master Plan identified \$2,900,000.00 in critical needs, specific to Gibson Park. This rest room remodel project will be the first of the Gibson Park critical needs addressed as part of this initiative. The remodel includes ADA improvements and expands the number of facilities to service the City’s premier park. The Park and Recreation Department, with assistance from the engineering division of Public Works, contracted with L’Heureux Page Werner Architecture (LPW) to design, bid and manage the project.

The upgrades include the addition of a toilet and urinal in the restroom, updated plumbing and lighting fixtures and floor plan, and the addition of a serving window and an air conditioning unit in the concessions space.

**Background:**

Significant Impacts

The Gibson Park Restroom improvements will provide added accessibility and capacity to the restroom facility in Great Falls’ premier park. They will also improve the concessions operations and the efficiency of heating/cooling and lighting in the building.



### Citizen Participation

The Park and Recreation Master Plan was adopted by the City Commission on November 15, 2016. The Master Plan included an intensive public process to assess the needs and wants of the community including Town Meetings, Focus Groups, a statistically accurate survey and a community wide survey conducted through the City's web site. The public process identified Gibson Park as a premier park and identified \$2,900,000.00 in critical needs for the park out of the total \$12,600,000.00 identified.

### Workload Impacts

Design phase services were completed by the City's consultant under the direction of the Park and Recreation Department. The City Engineering Division will be managing invoice processing and general contract management with the consultant and the contractor.

### Purpose

The purpose of the project is to remodel the Gibson Park Restroom to improve ADA access, restroom capacity, energy efficiency and enhance public enjoyment in the park.

### Project Work Scope

The Project will include restroom and concessions space upgrades. These upgrades will update the existing restroom floor plan to include the addition of one urinal in the men's restroom and one toilet in the women's restroom. The project will also update lighting fixtures, plumbing fixtures and an air conditioning unit to achieve more efficient operation. In addition to these upgrades, the project will also add an ADA accessible serving window to the concessions space for better functionality.

### Evaluation and Selection Process

Four (4) bids were received on May 22, 2019 with the bid prices ranging from \$71,500.00 to \$112,443.00. Wadsworth Builders Company, Incorporated submitted the low bid.

### Conclusion

City staff recommends awarding the contract to Wadsworth Builders Company, Incorporated in the amount of \$71,500.00.

### **Fiscal Impact:**

The attached bid tabulation summarizes bids that were received. The total bid amount of \$71,500.00 will be provided through Great Falls Park District No.1 funding.

### **Alternatives:**

The alternative would be to reject bids. In this case the restroom project would have to be postponed or eliminated from the proposed projects.

### **Concurrences:**

Project planning and funding has been completed via collaboration between Park and Recreation staff and City Engineering. All concur that the project is important and should be supported.

### **Attachments/Exhibits:**

- Bid Tabulation

**PROJECT:** GIBSON PARK RESTROOM REMODEL

**BID DATE:** 22-MAY-19

**BID ANALYSIS**

**ADDENDA:** ADDENDUM # 1, #2

| Contractor               | Acknowl. Addenda 1 | Acknowl. Addenda 2 | Bid Security Provided | Cert. of Non-Segregated | Cert. of Compliance Insur. Req. | Base Bid Amount | * Alt. #1   | Alt. #2    | Alt. #3    | Total Alt. Amount | Total Bid Amount incl. Alt. | Total Accepted Bid Amount w/Alt.'s |
|--------------------------|--------------------|--------------------|-----------------------|-------------------------|---------------------------------|-----------------|-------------|------------|------------|-------------------|-----------------------------|------------------------------------|
| DETAILED CONSTRUCTION    | Yes                | Yes                | Yes                   | Yes                     | Yes                             | \$67,500.00     | \$33,500.00 | \$4,440.00 | \$1,580.00 | \$39,520.00       | \$107,020.00                | \$73,520.00                        |
| WADSWORTH CONSTRUCTION   | Yes                | Yes                | Yes                   | Yes                     | Yes                             | \$64,000.00     | \$22,000.00 | \$3,900.00 | \$3,600.00 | \$29,500.00       | \$93,500.00                 | \$71,500.00                        |
| GUY TABACCO CONSTRUCTION | Yes                | Yes                | Yes                   | Yes                     | Yes                             | \$104,795.00    | \$25,970.00 | \$4,975.00 | \$1,860.00 | \$32,805.00       | \$137,600.00                | \$111,630.00                       |
| GERANIOS ENTERPRISES     | Yes                | Yes                | Yes                   | Yes                     | Yes                             | \$102,000.00    | \$28,557.00 | \$5,218.00 | \$5,225.00 | \$39,000.00       | \$141,000.00                | \$112,443.00                       |
|                          |                    |                    |                       |                         |                                 |                 |             |            |            |                   |                             |                                    |
| DESIGN ESTIMATE          |                    |                    |                       |                         |                                 |                 |             |            |            |                   | \$80,000.00                 |                                    |

\*ALT #1,2,3 ARE AWARDED ABOVE AND BEYOND THE BASE BID AMOUNT PER THE DISCRETION OF THE OWNER (PARK AND RECREATION). THE ACCEPTED BID AMOUNT \$71,500.00 IS A SUMMATION OF THE BASE BID AMOUNT, ALTERNATE #2 AND ALTERNATE #3.

ALT #1 - INSTALL MODIFICATIONS TO EXISTING COOK HOOD

ALT #2 - INFILL EXISTING OPENING WITH SERVING WINDOW AND DOOR

ALT #3 - INSTALL NEW A/C UNIT



**Item:** Tourism Business Improvement District (TBID) 2018/2019 Budget Amendment

**From:** Rebecca Engum, Great Falls Montana Tourism Executive Director

**Initiated By:** Tourism Business Improvement District Board of Directors

**Presented By:** Rebecca Engum, Great Falls Montana Tourism Executive Director

**Action Requested:** Set a Public Hearing for the Tourism Business Improvement District 2018/2019 Budget Amendment.

---

**Suggested Motion:**

1. Commissioner moves:

“I move the City Commission (set/not set) a public hearing for the 2018/2019 Tourism Business Improvement District Budget Amendment for June 18, 2019.”

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

---

**Staff Recommendation:** The TBID recommends the City Commission set a public hearing for the 2018/2019 TBID Budget Amendment.

**Background:** The 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 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 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 budget amendment is presented to the City of Great Falls for approval.

**Fiscal Impact:** There is no fiscal impact to the City of Great Falls. The increased budget funds are coming from previously received TBID Assessment that have been placed in reserves.

**Alternatives:** The City Commission could request TBID Board cut expenses to meet approved 2018/2019 Budget.

**Concurrences:** Finance staff is responsible for assessing and collecting the revenues for the TBID. TBID maintains a staff to fulfil the strategic plan as set by the Board of Directors.

**Attachments/Exhibits:**

Audit of Financials Statements as of June 30, 2018

Approved 2018/2019 Work Plan

Approved 2018/2019 Budget

TBID Approved Budget Amendment

3-28-2019 Board of Directors Meeting Minutes

**GREAT FALLS TOURISM  
BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**FINANCIAL STATEMENTS**  
AS OF  
**JUNE 30, 2018 AND 2017**

Our reports are issued with the understanding that, without our consent, they may be reproduced only in their entirety. Should it be desired to issue or publish a condensation or a portion of this report and our name is to be used in connection therewith, our approval must first be secured.

***Douglas Wilson & Company, P.C.***



**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

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**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**BOARD OF DIRECTORS  
JULY 1, 2017 – JUNE 30, 2018**

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Mr. Scott Shull ..... Chairperson  
Ms. Malissa Hollan ..... Vice-Chairperson  
Mr. Scott Arensmeyer ..... Secretary/Treasurer  
Ms. Becky Amaral-Miller ..... Director  
Mr. David Buckingham ..... Director  
Mr. Robert Dompier ..... Director  
Ms. Laura Price-Manning ..... Director



Douglas **WILSON**  
and Company, PC

To the Board of Directors  
Great Falls Tourism Business Improvement District  
Great Falls, Montana

Randal J. Boysun, CPA  
Gerard K. Schmitz, CPA  
Myra L. Bakke, CPA  
Melissa H. Soldano, CPA

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Douglas N. Wilson, CPA  
Bruce H. Gaare, CPA

## INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of the governmental activities and the major fund of the Great Falls Tourism Business Improvement District (the District), a component unit of the City of Great Falls as of and for the years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Great Falls Tourism Business Improvement District, as of June 30, 2018 and 2017, and the respective changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 6 through 9 and 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 24, 2018 on our consideration of the Great Falls Tourism Business Improvement District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Great Falls Tourism Business Improvement District's internal control over financial reporting and compliance.



Great Falls, Montana  
September 24, 2018

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEARS ENDED JUNE 30, 2018 AND 2017**

---

Our discussion and analysis of the Great Falls Tourism Business Improvement District (the District), a component unit of the City of Great Falls, Montana, financial performance provides an overview of the District's financial activity for the fiscal years ended June 30, 2018 and 2017. This discussion and analysis should be read in conjunction with the financial statements and related notes, which follow this section.

**FINANCIAL HIGHLIGHTS**

- Net position decreased \$161,754 for the fiscal year ended June 30, 2018.
- Net position decreased \$45,145 for the fiscal year ended June 30, 2017.
- The District spent approximately \$74,000 during both the fiscal years ended June 30, 2018 and 2017, in Leisure Marketing. Including promotion of the Great Falls area through social media advertising campaigns.
- The District spent approximately \$58,000 and \$60,000 for the fiscal years ended June 30, 2018 and 2017, respectively, promoting sporting events in Great Falls, including Horseracing, High School and University Athletics, Special Olympics, PRCA and College Rodeos.
- The District spent approximately \$47,000 and \$49,000 for the fiscal years ended June 30, 2018 and 2017, respectively, in meeting, convention/event sales including attendance at consumer shows in partnership with Central Montana Tourism. The District also continued with the comprehensive support of Western Art Week.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

A special-purpose government's presentation of financial statements focuses on the government as a whole (government-wide) and the major individual funds. Both perspectives (government-wide and major fund) allow the reader to address relevant questions, broaden a basis for comparison (year-to-year or government-to-government) and should enhance the District's accountability.

**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business. These statements combine governmental fund's current financial resources with capital assets and long-term obligations (if applicable).

The statement of net position presents information on all the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.



**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (*Continued*)  
FOR FISCAL YEARS ENDED JUNE 30, 2018 AND 2017**

---

**OVERVIEW OF THE FINANCIAL STATEMENTS (*Continued*)**

The Statement of Activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash. Thus, revenues and expenditures are reported in this statement for some items that will only result in cash flows in future fiscal periods.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the District's operations are accounted for under one fund: general fund.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and change in fund balance provide a reconciliation to facilitate this comparison of the two.

The financial statements described above can be found on pages 10-15 of this report.

**Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided within financial statements. The notes to the financial statements can be found on pages 16-21 of this report.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also contains certain *required supplementary information* concerning the budgetary comparison for the general fund. This can be found on page 22 of this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For the years ended June 30, 2018 and 2017, assets exceeded liabilities by \$1,272,465 and \$1,434,219, respectively.

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)  
FOR FISCAL YEARS ENDED JUNE 30, 2018 AND 2017**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)**

**District's Net Position**

The following is a summary of the District's assets, liabilities, and net position at June 30, and is presented on the accrual basis.

|                        | <u>2018</u>                | <u>2017</u>                | <u>2016</u>                |
|------------------------|----------------------------|----------------------------|----------------------------|
| Current assets         | \$ 1,157,275               | \$ 1,298,348               | \$ 1,316,268               |
| Noncurrent assets      | <u>158,988</u>             | <u>157,336</u>             | <u>165,897</u>             |
| Total assets           |                            | 1,455,684                  | 1,482,165                  |
|                        |                            |                            |                            |
| Current liabilities    | 43,798                     | 21,465                     | 2,801                      |
| Noncurrent liabilities | <u>-</u>                   | <u>-</u>                   | <u>-</u>                   |
| Total liabilities      |                            | <u>21,465</u>              | <u>2,801</u>               |
|                        |                            |                            |                            |
| Total net position     | <u><b>\$ 1,272,465</b></u> | <u><b>\$ 1,434,219</b></u> | <u><b>\$ 1,479,364</b></u> |

**District's Changes in Net Position**

The following is a summary of the District's revenues, expenditures, and changes in net position for the fiscal years ended June 30, and is presented on the accrual basis.

|                                 | <u>2018</u>                | <u>2017</u>                | <u>2016</u>                |
|---------------------------------|----------------------------|----------------------------|----------------------------|
| Program revenues:               |                            |                            |                            |
| Assessment income               | <u>\$ 380,373</u>          | <u>\$ 390,090</u>          | <u>\$ 409,751</u>          |
|                                 |                            |                            |                            |
| General revenues:               |                            |                            |                            |
| Interest income                 | 2,731                      | 2,823                      | 2,805                      |
| Penalties                       | 856                        | 629                        | 8,053                      |
| Refunds and miscellaneous       | <u>1,755</u>               | <u>931</u>                 | <u>4,005</u>               |
| Total general revenues          | <u>5,342</u>               | <u>4,383</u>               | <u>14,863</u>              |
|                                 |                            |                            |                            |
| Total revenues                  | <u>385,715</u>             | <u>394,473</u>             | <u>424,614</u>             |
|                                 |                            |                            |                            |
| Program expenditures            | <u>547,469</u>             | <u>439,618</u>             | <u>417,560</u>             |
|                                 |                            |                            |                            |
| Change in net position          | <u>(161,754)</u>           | <u>(45,145)</u>            | <u>7,054</u>               |
|                                 |                            |                            |                            |
| Net position, beginning of year | <u>1,434,219</u>           | <u>1,479,364</u>           | <u>1,472,310</u>           |
|                                 |                            |                            |                            |
| Net position, end of year       | <u><b>\$ 1,272,465</b></u> | <u><b>\$ 1,434,219</b></u> | <u><b>\$ 1,479,364</b></u> |

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (*Continued*)  
FOR FISCAL YEARS ENDED JUNE 30, 2018 AND 2017**

---

**GOVERNMENT-WIDE FINANCIAL ANALYSIS (*Continued*)**

The statements of revenues, expenses and changes of net position reflect how the District's net position changed during the fiscal year. In the case of the District, the District's change in net position decreased by \$161,754 and \$45,145, respectively, for the fiscal years ended June 30, 2018 and 2017.

**FINANCIAL ANALYSIS OF THE DISTRICT'S FUND**

Since all of the District's operations are accounted for under the general fund, a separate discussion of the fund's activities is not particularly meaningful. The changes discussed in the section above provide adequate explanation of the fund's activities during the year.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

For fiscal year ended June 30, 2018, the District's total actual revenues were lower than budget amounts by \$4,776. Actual expenditures were over budgeted expenditures during the year by \$147,469.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The District's current budget for the fiscal year ending June 30, 2019, projects revenues are to decrease by approximately \$30,000 from the current year's actual revenues.

Expenditures are budgeted to decrease \$181,879 from the current year's actual expenditures.

The approved budget for fiscal year ending June 30, 2019 includes net revenue of approximately \$365,590. Budgeted expenditures also total \$365,590.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide citizens, customers, and grantors with a general overview of the District's finances. If you have questions about this report or need additional financial information, the contact information is as follows:

Rebecca Engum, TBID Executive Director  
100 1<sup>st</sup> Avenue North – Lower Level Suite  
Great Falls, MT 59401  
Phone: (406) 761-4434

GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT

GREAT FALLS, MONTANA

STATEMENTS OF NET POSITION  
AS OF JUNE 30, 2018 AND 2017

---

|                           | <u>2018</u>                | <u>2017</u>                |
|---------------------------|----------------------------|----------------------------|
| <b>ASSETS</b>             |                            |                            |
| CURRENT ASSETS            |                            |                            |
| Cash and Cash Equivalents | \$ 763,285                 | \$ 877,896                 |
| Assessments Receivable    | 383,963                    | 411,362                    |
| Prepays                   | 10,027                     | 9,090                      |
| Total Current Assets      | <u>1,157,275</u>           | <u>1,298,348</u>           |
| NONCURRENT ASSETS         |                            |                            |
| Certificate of Deposit    | <u>158,988</u>             | <u>157,336</u>             |
| Total Assets              | <u>1,316,263</u>           | <u>1,455,684</u>           |
| <b>LIABILITIES</b>        |                            |                            |
| CURRENT LIABILITIES       |                            |                            |
| Accounts Payable          | <u>43,798</u>              | <u>21,465</u>              |
| Total Liabilities         | <u>43,798</u>              | <u>21,465</u>              |
| <b>NET POSITION</b>       |                            |                            |
| Unrestricted              | <u>1,272,465</u>           | <u>1,434,219</u>           |
| Total Net Position        | <u><b>\$ 1,272,465</b></u> | <u><b>\$ 1,434,219</b></u> |

The accompanying notes  
are an integral part of these financial statements.

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017**

|  | <b>Governmental Activities</b> |                                |
|--|--------------------------------|--------------------------------|
|  | <u>2018</u>                    | <u>2017</u>                    |
| <b>EXPENDITURES:</b>                           |                                |                                |
| Sports Sales and Tournament Retention          | \$ 57,900                      | \$ 60,735                      |
| Meeting, Convention and Event Sales            | 47,275                         | 48,960                         |
| Leisure Marketing                              | 74,008                         | 73,523                         |
| Opportunity Marketing and Community Enrichment | 122,466                        | 58,198                         |
| Administration                                 | 245,820                        | 198,202                        |
| Total Expenditures                             | <u>547,469</u>                 | <u>439,618</u>                 |
| <br><b>PROGRAM REVENUES:</b>                   |                                |                                |
| Assessment Income                              | <u>380,373</u>                 | <u>390,090</u>                 |
| Total Program Revenues                         | <u>380,373</u>                 | <u>390,090</u>                 |
| <br>Net Program Revenue                        | <u>(167,096)</u>               | <u>(49,528)</u>                |
| <br><b>GENERAL REVENUES:</b>                   |                                |                                |
| Interest                                       | 2,731                          | 2,823                          |
| Penalties                                      | 856                            | 629                            |
| Reimbursements                                 | <u>1,755</u>                   | <u>931</u>                     |
| Total General Revenues                         | <u>5,342</u>                   | <u>4,383</u>                   |
| <br><b>Change in Net Position</b>              | <br>(161,754)                  | <br>(45,145)                   |
| <br>Net Position, Beginning of Year            | <br><u>1,434,219</u>           | <br><u>1,479,364</u>           |
| <br><b>Net Position, End of Year</b>           | <br><u><b>\$ 1,272,465</b></u> | <br><u><b>\$ 1,434,219</b></u> |

The accompanying notes  
are an integral part of these financial statements.

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**BALANCE SHEETS - GOVERNMENTAL FUND  
AS OF JUNE 30, 2018 AND 2017**

|   | <b>General Fund</b>        |                            |
|---|----------------------------|----------------------------|
|   | <u>2018</u>                | <u>2017</u>                |
| <b>ASSETS</b>   |                            |                            |
| Cash and Cash Equivalents   | \$ 763,285                 | \$ 877,896                 |
| Assessments Receivable  | 383,963                    | 411,362                    |
| Certificate of Deposit  | 158,988                    | 157,336                    |
| Prepays   | 10,027                     | 9,090                      |
| Total Assets  | <u><u>\$ 1,316,263</u></u> | <u><u>\$ 1,455,684</u></u> |
| <br><b>LIABILITIES</b>  |                            |                            |
| Accounts Payable  | \$ 43,798                  | \$ 21,465                  |
| Total Liabilities   | <u>43,798</u>              | <u>21,465</u>              |
| <br><b>DEFERRED INFLOWS OF RESOURCES</b>                              |                            |                            |
| Unavailable Assessment Revenue  | 380,373                    | 389,882                    |
| Total Deferred Inflows of Resources                                   | <u>380,373</u>             | <u>389,882</u>             |
| <br><b>FUND BALANCE</b>   |                            |                            |
| Assigned  | 150,100                    | 174,600                    |
| Unassigned  | 741,992                    | 869,737                    |
| Total Fund Balance  | <u>892,092</u>             | <u>1,044,337</u>           |
| <br>Total Liabilities, Deferred Inflows of Resources and Fund Balance | <u><u>\$ 1,316,263</u></u> | <u><u>\$ 1,455,684</u></u> |



GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT

GREAT FALLS, MONTANA

RECONCILIATION OF THE GOVERNMENTAL FUND  
BALANCE SHEETS TO THE STATEMENTS OF NET POSITION  
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

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|   | <u>2018</u>                | <u>2017</u>                |
|---|----------------------------|----------------------------|
| <b>Total Fund Balance - Governmental Fund</b>   | \$ 892,092                 | \$ 1,044,337               |
| <p>Amounts reported for governmental activities in the statements of net position are different because:</p>  |                            |                            |
| Assessments receivable are not available to pay for current period expenditures and, therefore, are deferred in the governmental fund balance sheets. | <u>380,373</u>             | <u>389,882</u>             |
| <b>Total Net Position - Governmental Activities</b>   | <u><u>\$ 1,272,465</u></u> | <u><u>\$ 1,434,219</u></u> |

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGE  
IN FUND BALANCE - GOVERNMENTAL FUND  
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017**

|   | <b>General Fund</b>          |                                |
|---|------------------------------|--------------------------------|
|   | <u>2018</u>                  | <u>2017</u>                    |
| <b>Revenues:</b>                                |                              |                                |
| Assessment Income                               | \$ 389,882                   | \$ 414,647                     |
| Interest Income                                 | 2,731                        | 2,823                          |
| Penalties Income                                | 856                          | 629                            |
| Reimbursements                                  | 1,755                        | 931                            |
| Total Revenues                                  | <u>395,224</u>               | <u>419,030</u>                 |
| <b>Expenditures:</b>                            |                              |                                |
| Sports Sales and Tournament Retention           | 57,900                       | 60,735                         |
| Meeting, Convention and Event Sales             | 47,275                       | 48,960                         |
| Leisure Marketing                               | 74,008                       | 73,523                         |
| Opportunity Marketing and Community Enrichment  | 122,466                      | 58,198                         |
| Administration                                  | 245,820                      | 198,202                        |
| Total Expenditures                              | <u>547,469</u>               | <u>439,618</u>                 |
| <br><b>Change In Fund Balance</b>               | <br>(152,245)                | <br>(20,588)                   |
| <br>Fund Balance, beginning of year at July 1   | <br><u>1,044,337</u>         | <br><u>1,064,925</u>           |
| <br><b>Fund Balance, end of year at June 30</b> | <br><u><b>\$ 892,092</b></u> | <br><u><b>\$ 1,044,337</b></u> |

The accompanying notes  
are an integral part of these financial statements.

GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT

GREAT FALLS, MONTANA

RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENTS  
OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE  
TO THE STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

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|  | <u>2018</u>                | <u>2017</u>               |
|--|----------------------------|---------------------------|
| <b>Total Net Change in Fund Balance - Governmental Fund</b>  | \$ (152,245)               | \$ (20,588)               |
| <p>In the statements of activities, certain program revenues such as assessment income are recognized by the amounts earned during the year. In the governmental funds, however, revenues are recognized by the amount of financial resources measurable and available. This is the increase or (decrease) in the deferred inflows of resources related to assessment revenue.</p> | <u>(9,509)</u>             | <u>(24,557)</u>           |
| <b>Total Change in Net Position - Governmental Activities</b>  | <u><u>\$ (161,754)</u></u> | <u><u>\$ (45,145)</u></u> |

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018 AND 2017**

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**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

**Nature of Operations** - The Great Falls Tourism Business Improvement District (the District) was created by resolution of the City Commission of the City of Great Falls under the authority of Sections 7-12-1121 through 7-12-1133, Montana Code Annotated. The mission of the District is to generate room nights for lodging facilities in the Great Falls, Montana (the City) by effectively marketing the region as a preferred travel destination.

The Board of Directors of the District is appointed by the City. Directors must be property owners, or their assignees, within the District. The Board has all powers necessary to carry out the functions of the District including entering into contracts, hiring and terminating personnel, and providing for the management and administration of the affairs of the District, among others.

**Reporting Entity** - The financial statements of the District consist only of the operations of the District. The District has no oversight responsibility for any other entity. Oversight responsibility over another entity includes financial interdependency with that entity; the ability to select that entity's governing authority, the ability to select the entity's management, the ability to significantly influence the entity's operations, and accountability for the fiscal matters of the entity.

The District is considered a component unit of the City; therefore, its financial statements are included in the financial statements of the City. The City exercises oversight responsibility through its ability to select the District's Board of Directors.

**Fund Accounting** - The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which are comprised of its assets, liabilities, fund balance, revenues, and expenditures. All financial activities of the District are accounted for under one fund: the general fund. The general fund is classified as a Governmental Fund Type and uses the modified accrual basis of accounting whereby revenues are recognized when measurable and available and expenditures are recognized when liabilities are incurred. The general fund accounts for all financial activities of the District, except those required to be accounted for in other funds.

**Basis of Presentation** - The District follows generally accepted accounting principles (GAAP), as embodied in GASB 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments", as a special-purpose entity engaged in a single governmental program. The District's basic financial statements consist of government-wide financial statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

*Government-Wide Financial Statements* - The statement of net position and the statement of activities display information about the District as a whole.

The statement of net position presents the financial condition of the governmental activities of the District at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**NOTES TO FINANCIAL STATEMENTS (Continued)  
JUNE 30, 2018 AND 2017**

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function and, therefore, are clearly identifiable to a particular function. Program revenues include assessments collected from local hotels, motels, or inns. Revenues that are not classified as program revenues are presented as general revenues of the District. The comparison of direct expenses with program revenues identifies the extent to which each governmental program is self-financing or draws from general revenues of the District.

*Fund Financial Statements* - The District segregates transactions related to certain District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the District at this more detailed level. The emphasis of governmental fund financial statements is on major funds. Each major fund is presented in a separate column, of which the District only has a general fund. Generally accepted accounting principles require the general fund be reported as a major fund, as well as all other governmental funds whose assets, liabilities, revenues, or expenditures exceed 10% or more of the total for all governmental funds. Accordingly, the District reports the general fund as a major fund.

**Basis of Accounting** - The government-wide financial statements of the District are reported using the economic resources measurement focus under the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Revenues from assessments are recognized when billed, rather than when collected. The governmental fund financial statements of the District are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. Revenues are recorded when susceptible to accrual, that is, when they become both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Certain revenues of the District require specific revenue recognition terms. The District considers assessments as available if they are collected within 60 days after year-end.

Assessments collected through August 31 are reported as revenue in the fiscal year ended June 30. The amount of assessments receivable not collected is a reconciling difference between the government-wide financial statements and the governmental fund financial statements.

**Fund Equity** - The following classifications describe the relative strength of the spending constraints:

*Nonspendable* - Amounts that cannot be spent, either because they are in nonspendable form, or because they are legally or contractually required to be maintained intact. The District had no nonspendable fund balances for the years ended June 30, 2018 and 2017.

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**NOTES TO FINANCIAL STATEMENTS (*Continued*)  
JUNE 30, 2018 AND 2017**

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*Restricted* - Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments. The District had no restricted fund balances for the years ended June 30, 2018 and 2017.

*Committed* - Amounts that can be used only for specific purposes determined by a formal action of the Board of Directors. The Board of Directors is the highest level of decision-making authority for the District. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board of Directors. The District had no committed fund balances for the years ended June 30, 2018 and 2017.

*Assigned* - Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Intent can be expressed by the Board of Directors or by an official or body to which the Board of Directors delegates the authority. The amounts designated by the Board of Directors as "set-asides" for future funding requests of organizations and projects are considered to be assigned fund balances. The District had assigned fund balances in the amount of \$150,100 and \$174,600 as of June 30, 2018 and 2017, respectively.

*Unassigned* - All other spendable amounts that are not categorized in the above fund balance categories. The District had unassigned fund balances in the amount of \$741,992 and \$869,737 at June 30, 2018 and 2017, respectively.

**Net Position** - The District classifies its net position into the following three categories:

- Net Investment in Capital Assets - This represents the District's total investment in capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position.
- Restricted - The restricted component of net position consist of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported. This represents the resources in which the District is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.
- Unrestricted - The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position. This represents the resources that are available for general use.



**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**NOTES TO FINANCIAL STATEMENTS (*Continued*)  
JUNE 30, 2018 AND 2017**

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**Use of Restricted Funds** - When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

**Cash, Cash Equivalents and Investments** - The District considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Cash consists of amounts in demand deposit accounts.

The District, as a component unit of the City, utilizes the City's investment policy. Investment criteria are established via Montana Code Annotated (MCA) 7-6-202 and the City's investment policy. The City investment committee reviews policies and conducts an annual review of the financial condition and registration of all qualified financial institutions and broker/dealers. Investments of the District consist solely of a certificate of deposit, described in Note 2 to the financial statements.

The City has a comprehensive investment policy addressing safety, liquidity, and yield priorities. This investment policy is more restricted than State Law. The City has a policy of holding its investments to maturity. This is often referred to as "passive investing". The District follows this policy for a number of reasons. First, the two main priorities when investing District funds are safety and liquidity. A more active approach to investing requires additional staff time and more intensive continuing education and training. In addition, "active investing" exposes the District to risks related to timing the buying and selling of investments in the market.

All depositories must be either Federal Deposit Insurance Corporation (FDIC) or Federal Savings and Loan Deposit Insurance Corporation (FSLIC) insured. All deposits over the FDIC or FSLIC insured amount are required to be secured by collateral having a market value of at least 100% of the deposit balance. District criteria for collateral are a limited list of instruments with a readily verifiable market value and established marketability. Collateral must be held by an approved third party financial institution in the name of the District. At June 30, 2018 and 2017, the District had \$125,261 and \$179,901, respectively, of deposits in excess of FDIC insured limits. The full amount is uncollateralized.

**Budget and Budgetary Accounting** - An operating budget is adopted each fiscal year for the general fund. The basis of budgetary accounting is the same as the basis described above for the governmental fund financial statements. As required by Section 7-12-1132, MCA, the District submits, at a time determined by the City, the operating budget and a work plan to the Commission for its approval. The budget and work plan are discussed at a public hearing, after which the Commission either approves or denies the documents.

Upon approval, the Commission adopts a resolution levying an assessment on the occupied room nights in the District. A copy of the resolution is maintained by the City in order to include the assessments on the tax rolls and collect in the same manner as other taxes.

**Encumbrances** - All appropriations lapse at the end of the fiscal year. Encumbrances at year end are reflected as part of fund balance since they do not constitute expenditures or liabilities.

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**NOTES TO FINANCIAL STATEMENTS (*Continued*)  
JUNE 30, 2018 AND 2017**

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**Investment Risks** - Due to the nature of the District's investments, interest rate risk, credit risk, and concentration of credit risk are not applicable for the years ended June 30, 2018 and 2017. The District does not have policies for interest rate risk, credit risk, and concentration of credit risk.

Custodial credit risk is the risk that in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investments that are in the possession of another party. The District does not have a custodial credit risk policy for investments. However, for the years ended June 30, 2018 and 2017, the District had no unsecured or uncollateralized investments.

**Economic Dependency** - The District's sole source of funding is its assessment revenue, which results from a \$1 per occupied room night assessment from hotels, motels, and inns located in Great Falls, Montana. The amount of assessment revenue is dependent on the number of stays by qualified persons during the year.

**Use of Estimates** - Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

**NOTE 2: CERTIFICATE OF DEPOSIT:**

At June 30, 2018, the District had a certificate of deposit of \$158,988 at a financial institution located in Great Falls, Montana. The certificate of deposit has a fixed interest rate of 1.0%, and maturity date of March 26, 2019.

At June 30, 2017, the District had a certificate of deposit of \$157,336 at a financial institution located in Great Falls, Montana. The certificate of deposit has a fixed interest rate of 1.0%, and maturity date of March 26, 2018.

**NOTE 3: ASSESSMENTS RECEIVABLE:**

Assessments receivable includes all delinquent assessments from all years. All hotels, motels, or inns with six or more rooms that are within the District are assessed for the costs of tourism promotion and operating the Great Falls Tourism Business Improvement District. The applicable hotels are subject to an annual assessment of \$1 per occupied room night. Stays by persons who are otherwise exempt from paying a transient occupancy tax are exempt from the assessment. The assessments may be modified annually by resolution or adoption of the City's budget.

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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Each hotel, motel, or inn reports its occupied room totals to the District on a quarterly basis. Assessments are included on the tax rolls of the City and are collected in the same manner as other taxes of the City. Taxes are due in two equal installments, November 30 and May 31 of each fiscal year, and remitted monthly to the County who then remits them to the City. The District's portion of taxes collected is distributed monthly by the City.

Assessments receivable are carried at original invoice amount. Assessments receivable are included as part of the County property tax assessments and would be collected upon a sale should the County place a lien on the property for delinquent taxes. The County would assess a tax lien on the property rather than deeming the receivables uncollectible, and the District follows this policy. Accordingly, an allowance for uncollectible assessments is not considered necessary.

**NOTE 4: DEFERRED INFLOWS OF RESOURCES:**

The unassigned fund balance amount of \$741,992 includes the effect of deferring the recognition of amounts associated with imposed nonexchange revenue transactions for assessments as of June 30, 2018. The \$380,373 balance of the deferred inflow of resources at June 30, 2018 will be recognized as revenue next fiscal year.

**NOTE 5: CONTRACTS AND AGREEMENTS:**

Effective August 5, 2015 the District entered into an agreement with the Great Falls Area Chamber of Commerce, a non-profit organization. Under the agreement, the Great Falls Area Chamber of Commerce provides management and office space to the District. During the years ended June 30, 2018 and 2017, the District recognized expense of \$178,308 and \$141,010, respectively, related to the agreement.

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**SCHEDULE OF REVENUES AND EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2018**

|   | <u>Original and<br/>Final<br/>Budget</u> | <u>Actual</u>     | <u>Variance<br/>from Budget<br/>Positive<br/>(Negative)</u> |
|---|--|-------------------|---|
| <b>REVENUES:</b>                                  |  |                   |   |
| Assessments                                       | \$ 400,000                               | \$ 389,882        | \$ (10,118)   |
| Interest  | -  | 2,731             | 2,731   |
| Penalties   | -  | 856               | 856   |
| Reimbursements                                    | -  | 1,755             | 1,755   |
| Total Revenues                                    | <u>400,000</u>                           | <u>395,224</u>    | <u>(4,776)</u>  |
| <b>EXPENDITURES:</b>                              |  |                   |   |
| Sports Sales and Tournament Retention             | 7,500                                    | 57,900            | (50,400)  |
| Meeting, Convention and Event Sales               | 62,000                                   | 47,275            | 14,725  |
| Leisure Marketing                                 | 21,516                                   | 74,008            | (52,492)  |
| Opportunity Marketing and<br>Community Enrichment | 47,500                                   | 122,466           | (74,966)  |
| Administration                                    | 261,484                                  | 245,820           | 15,664  |
| Total Expenditures                                | <u>400,000</u>                           | <u>547,469</u>    | <u>(147,469)</u>  |
| Net Change in Fund Balance                        | <u>\$ -</u>                              | <u>(152,245)</u>  | <u>\$ (152,245)</u>   |
| Fund Balance at July 1, 2017                      |  | <u>1,044,337</u>  |   |
| Fund Balance at June 30, 2018                     |  | <u>\$ 892,092</u> |   |



Douglas **WILSON**  
and Company, PC

To the Board of Directors  
Great Falls Tourism Business Improvement District  
Great Falls, Montana

Randal J. Boysun, CPA  
Gerard K. Schmltz, CPA  
Myra L. Bakke, CPA  
Melissa H. Soldano, CPA

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Douglas N. Wilson, CPA  
Bruce H. Gaare, CPA

**INDEPENDENT AUDITOR'S REPORT ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Great Falls Tourism Business Improvement District (the District), a component unit of the City of Great Falls, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise District's basic financial statements, and have issued our report thereon dated September 24, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as item 2018-001.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Great Falls, Montana  
September 24, 2018



**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
YEAR ENDED JUNE 30, 2018**

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**Findings Relating to Basic Financial Statements**

**FINDING 2018-001**

*Criteria:* The Great Falls Tourism Business Improvement District is required to present a budgetary comparison as Required Supplementary Information in accordance with Governmental Accounting Standards.

*Condition:* The Great Falls Tourism Business Improvement District's actual expenditures exceeded budgeted amounts for the fiscal year ended June 30, 2018.

*Cause:* Management did not make budget amendments after actual expenditures exceeded budgeted amounts.

*Effect:* Expenditures on Great Falls Tourism Business Improvement District's budgetary comparison schedule exceeded actual expenditures by \$147,469 for the fiscal year ended June 30, 2018.

*Management Response:* Management will review budget-to-actual reports throughout the fiscal year, and budget amendments will be made and approved by the District's board of directors as necessary and submitted to the City of Great Falls.

**GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT**

**GREAT FALLS, MONTANA**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2018**

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**Findings Relating to Basic Financial Statements**

None

# Great Falls Montana Tourism FY19 Marketing Plan



Great Falls Montana Tourism  
100 1<sup>st</sup> Ave N, Lower Level Suite  
Great Falls MT 59401  
[www.VisitGreatFallsMontana.org](http://www.VisitGreatFallsMontana.org)

406-761-4436 | [Information@VisitGreatFallsMontana.org](mailto:Information@VisitGreatFallsMontana.org)  
Facebook | [@GreatFallsMontanaTourism](https://www.facebook.com/GreatFallsMontanaTourism)  
Instagram | [@VisitGreatFalls](https://www.instagram.com/VisitGreatFalls)  
YouTube | [@GreatFallsMontanaTourism](https://www.youtube.com/GreatFallsMontanaTourism)

Adpoted by Convention and Visitors Bureau Board of Directors and Tourism Business Improvement District Board of Director 4-19-2018

## Executive Summary

Founded in 1883, the City of Great Falls has a population of nearly 60,000 residents and is the county seat of Cascade County. Great Falls is named for a series of five waterfalls on the Missouri River that was made famous by Lewis and Clark's 31-day portage of the falls – the longest the duo spent in any one location. The promise of hydroelectric power and rail access was instrumental in the founding of Great Falls. The first hydroelectric dam was built in 1890, attracting industry and visitors to the “electric city.”

Great Falls visitors can enjoy nearly every outdoor activity available in Montana: hiking, road, trail and mountain biking, hunting, fishing, swimming, kayaking, canoeing, cross-country skiing, snowshoeing, and many opportunities for viewing local wildlife. The city offers an extensive hiking and biking trail system along the river, three golf courses, a disc golf course, a skate park, a water park, a 15-field soccer park, a minor-league baseball stadium, and a system of city parks. Nearby is Giant Springs State Park, the First Peoples Buffalo Jump, two ski resorts, and the Bob Marshall Wilderness. The most well-known natural attraction in the region is Glacier National Park. Great Falls also offers one of the more convenient starting points for travel to Canada's Waterton Lakes National Park.



Great Falls is home to Malmstrom Air Force Base and the 341st Missile Wing. It has a significant history and geographic presence in the city. The base attracts contractors traveling for business, but most of its service members stay siloed from the community.

Tourism is a critical driver of the Great Falls economy, accounting for 8% of the GDP. According to the Institute for Tourism and Recreational Research, non-residents spend on average \$250 million in Cascade County. 87% of those expenditures are spent on dining, retail, fuel, lodging and grocery stores. Businesses that make up the Tourism Industry account for 3,080 jobs and over \$72 million in payroll. Tourism Industry businesses account for over \$33 million in property taxes.

Great Falls Montana Tourism is focused on one vision, to strengthen the Great Falls Montana economy by being the preferred choice for a genuine Montana experience. We work to bring that vision to reality every day by promoting Great Falls Montana as a preferred destination for travelers to visit, stay, and return. The strategies that govern the implementation are:

- Share Great Falls' unique adventures and amazing art
- Focus on diverse landscapes and uncrowded spaces
- Showcase the "too much to do"
- Develop Champions of Great Falls
- Grow Meetings Segment
- Engage More Voices
- Lure Next Generation of Travelers
- Support, Celebrate and Create Assets

Great Falls Montana Tourism implements this by creating, delivering and integrating content, placing media nationally in targeted markets, engaging potential and previous visitors through social sites, website, newsletters, and the Visit Great Falls app. Great Falls Montana Tourism supports champions with great tourism ideas through grants, we gain insight and educate potential visitors through trade shows in key markets, we develop and source photos and videos and create NEW signature events that will level out annual seasonality.



Our investment in market and consumer behavior research is essential to ensure the delivery of a specifically crafted trip planning message during a critical stage of the consumer purchase process.

Great Falls is at a critical crossroad. In the past 8 years, Great Falls has seen a 28% growth in visitation; however, the last years have been stagnant. The message of Great Falls | Montana's Basecamp for Art & Adventure resonates with our target market; however, our budgets fail in comparison to our peer Montana cities, regional destinations, and National attractions. Lower budgets can be

combated effectively with proud, Great Falls Montana Champions. We know that consumers are 85% more likely to act based on a recommendation of a friend, or a friend of a friend than any paid media.

In FY18, Great Falls Montana Tourism identified strategic outcomes for its marketing. These are outcomes that are focused on a three-year strategy. We

have established a cohesive tourism brand that positions Great Falls as a premier destination for targeted groups by using our Montana's Basecamp for Art & Adventure message. We have made significant progress towards getting buy-in and promote the use of Great Falls' tourism identity by Great Falls Montana Tourism members, its strategic partners, and the entire Great Falls community. Our local economic development organization, Great Falls Development Authority has adopted messaging, colors and images that support the Basecamp message. Our Downtown Great Falls Business Improvement District adopted imaging for the Downtown Banners that reflect the Basecamp message. We still have work to do, but early adopters are helping to build the identity.

Great Falls Montana Tourism is still working toward these outcomes:

1. Increase overnight tourism visitation
2. Increase group meeting stays
3. Increase attendance at key events like the Montana State Fair, Western Art Week, and the PRCA Circuit Championship
4. Increase foot traffic at Great Falls International Airport
5. Raise the profile of the city within targeted audience groups and regions both on and offline (e.g. in-state visitors from Central and Eastern Montana, Canadian regional travelers from communities near the border, and out-of-state visitors from cities with direct flights to Great Falls)

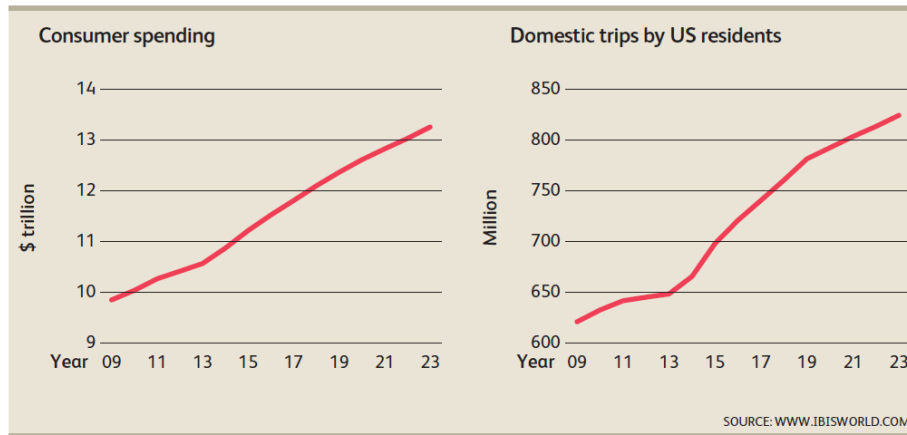
Challenges still exist for Great Falls Montana Tourism to achieve the outcomes. The open space and natural beauty of Montana continues to lure travelers to our rugged landscapes. Non-Resident visitation continues to grow in Montana overall; however, Great Falls Montana Tourism is challenged to get those independent adventurers to leave the National Park Regions to experience a true, authentic Montana experience on the Missouri River in the heart of MONTANA. 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 the expansive, unspoiled, diverse landscape renews one's spirit. However, with 84% of Great Falls' overnight guests traveling by car, visitors to Great Falls must drive for several hours to access Glacier National Park, and its popular western entrance is even farther away. By car, visitors from the west, south, and southeast must pass through several cities that most directly compete with Great Falls, including Missoula, Butte, Bozeman, and Billings. Tenacious, determined, and focused on the future, Great Falls Montana Tourism is dedicated to growing tourism.

Great Falls Montana Tourism must position the city as the premier destination for the experiences the city offers and target audiences seek. Finally, Great Falls Montana Tourism must engage these groups using effective tools and measurable campaigns that build awareness and drive visitation.



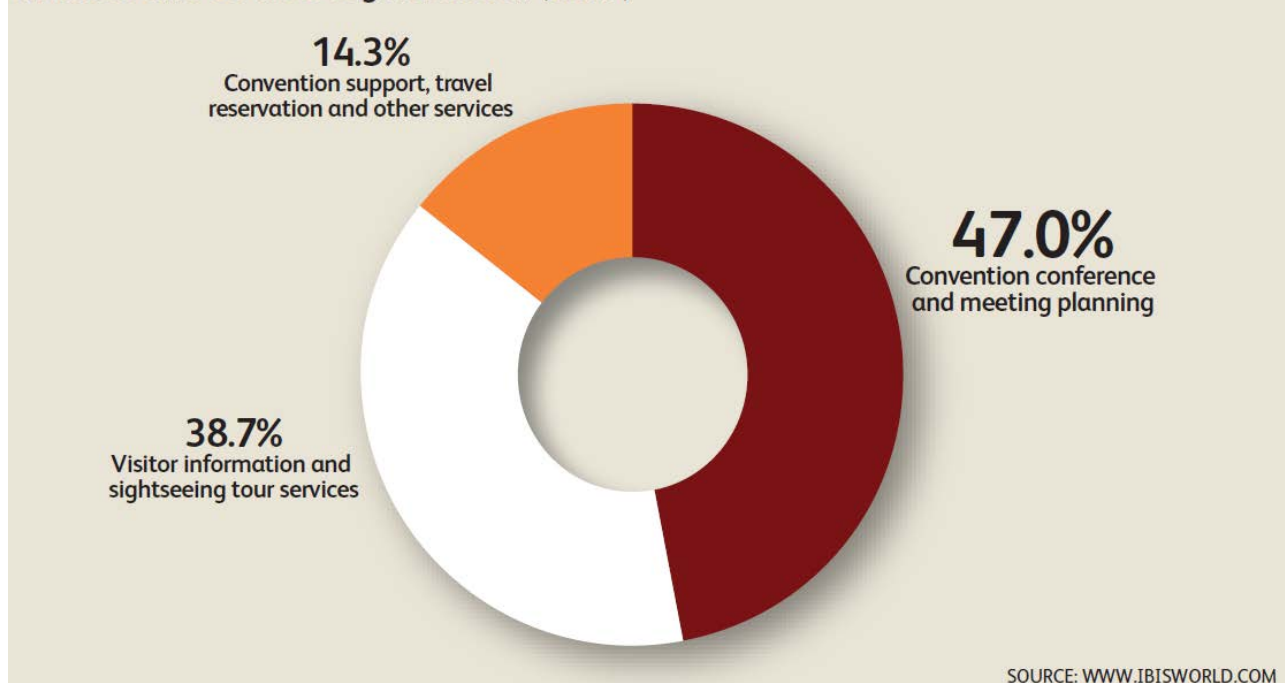
## Industry

The Destination Management Organization [DMO] is part of a mature industry driven by continued growth in domestic travel and strong, growing consumer spending. This industry is defined by organizations that market and promote communities and local facilities to business and leisure travelers. Nationally, organizations provide travel information on attractions and accommodations, maps and brochures, and some even organize and deliver group tours.

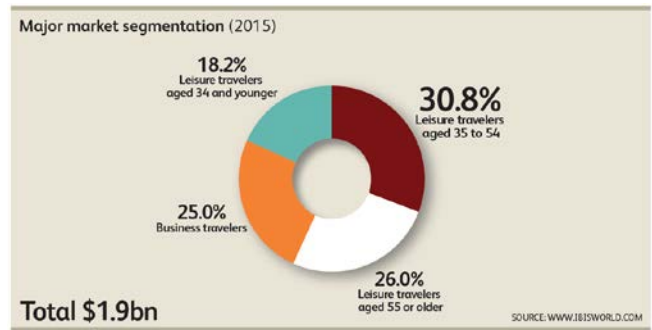
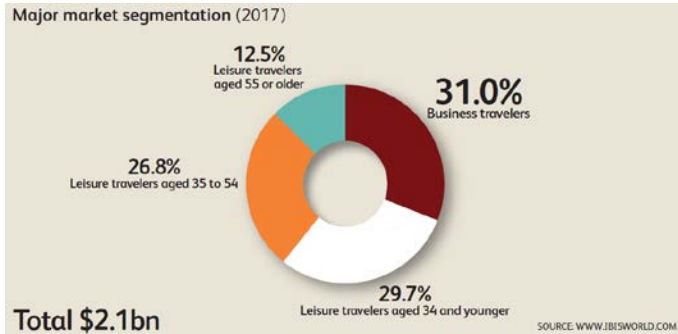


The industry nationally is led by Las Vegas CVB with 16.6% of total market share, followed by Visit Florida with 11.7%. From 2015 to today, the service focus has stayed relatively the same with 47% of efforts spent on securing Convention and Meeting Planning and just under 39% spent on leisure travel.

### Products and services segmentation (2017)

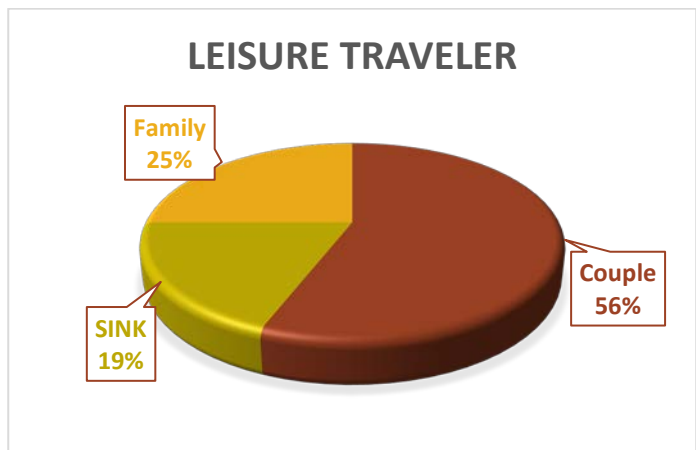
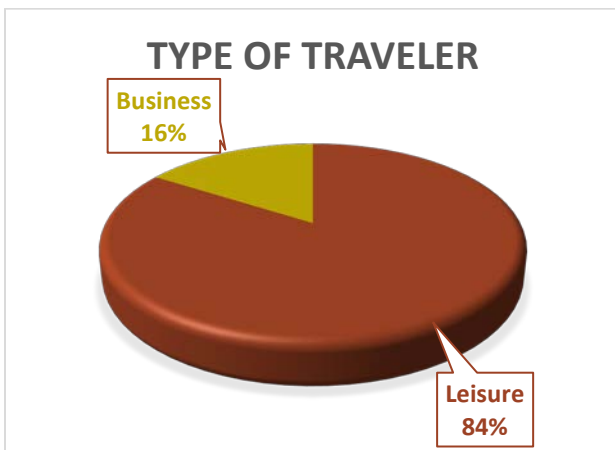


The service focus follows the markets that DMOs work to serve. The Business Traveler segment has grown 6% nationally over the past 3 years and a substantial shift in the 34-year-old and younger segment gaining 11.5% in 3 years and the 55-year-old and older segment decreasing 13.5%. The leisure traveler 35-54 has decreased 4%, nationally.



### Great Falls Montana

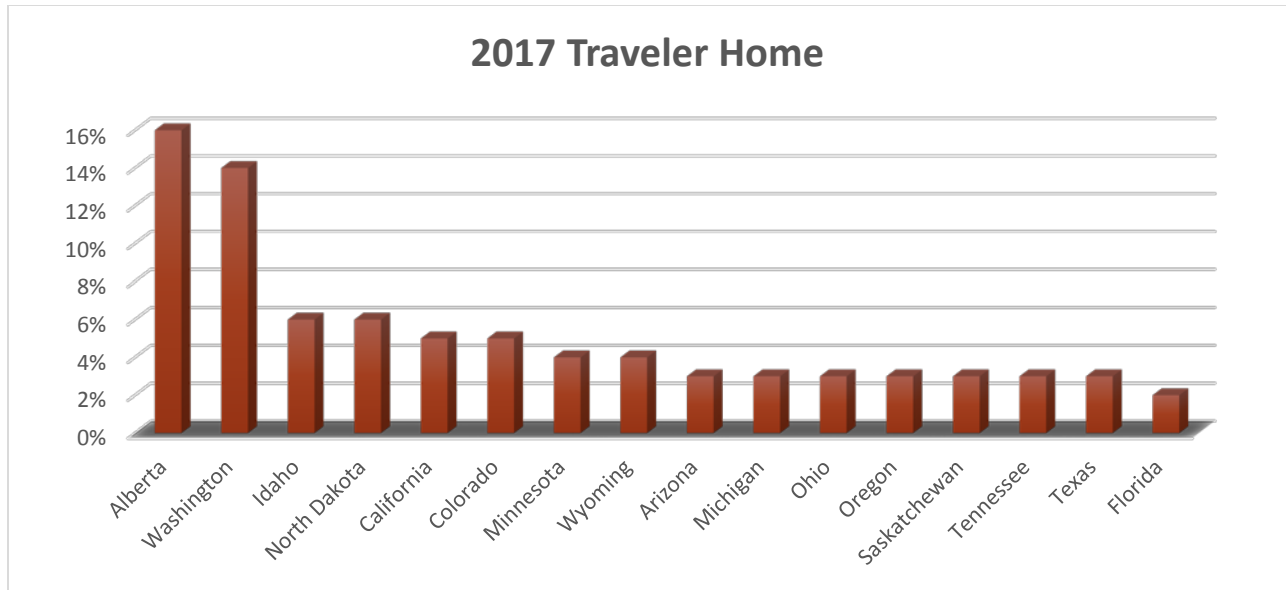
In Great Falls, the Business Traveler segment has been stagnant, however, hasn't had substantial investment until recently.



The constant profile of the Great Falls leisure traveler is between the ages of 55-64, with income of \$75,000-\$150,000 annually, traveling as a couple by personal vehicle.

The Great Falls, Montana tourism economy is driven by the Alberta traveler. This traveler comes to Great Falls, Montana to shop, receive medical care, and to travel from GTF to warmer climates, predominately Las Vegas, followed by Phoenix. The high concentration of Alberta in our customer mix is nothing new making the Alberta economy a key factor in our local industry.

Great Falls, Montana receives visitors both domestically and internationally, however the home base for our top travelers remains consistent.



The only outlier in 2017 comes from North Dakota, accounting for 6% of our guests, up from 3% in 2015 and not registering in 2016.

#### Historic Top 5 Visitor Residency Locations

| Year | Location | %  | Location   | %  | Location   | % | Location     | % | Location   | % |
|------|----------|----|------------|----|------------|---|--------------|---|------------|---|
| 2017 | Alberta  | 16 | Washington | 14 | Idaho      | 6 | North Dakota | 6 | Colorado   | 5 |
| 2016 | Alberta  | 16 | Washington | 9  | Colorado   | 6 | Idaho        | 5 | Utah       | 4 |
| 2015 | Alberta  | 19 | Washington | 11 | California | 8 | Idaho        | 6 | Texas      | 5 |
| 2014 | Alberta  | 17 | Washington | 14 | Wyoming    | 6 | Colorado     | 5 | California | 5 |
| 2013 | Alberta  | 19 | Washington | 10 | California | 6 | Wyoming      | 6 | Texas      | 5 |
| 2012 | Alberta  | 25 | Washington | 12 | Idaho      | 6 | Minnesota    | 5 | Colorado   | 5 |

In 2017, Great Falls Montana hosted 892,958 people overnight, a 19% decrease over 2016. 78% of those visitors have been here before. 84% of the Great Falls non-resident traveler market drove in, by RV, Motorcycle or Automobile. 15% arrived by plane, 5% through Billings air service and 10% through Great Falls air service.



Great Falls International Airport is serviced by Delta, United, Alaska, and Allegiant, providing direct flights from Seattle, Las Vegas, Phoenix, Salt Lake City, Denver, Minneapolis, and Chicago seasonally.

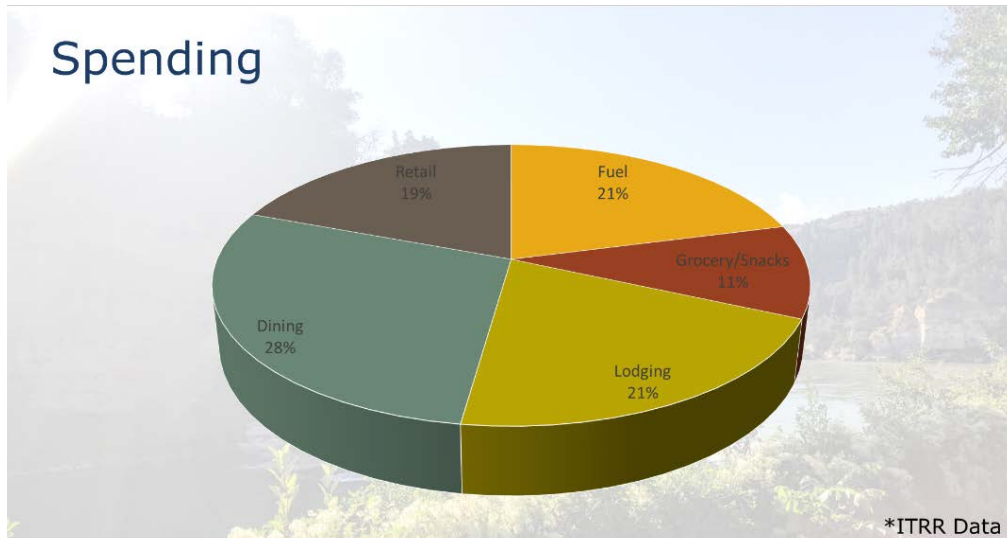


This summer, the United Chicago seasonal flight will be daily, Allegiant is increasing the seating capacity for Las Vegas and Phoenix, and Alaska is adding a flight to Seattle. This increased capacity provides air travelers more opportunity to come to Great Falls, Montana.

The visitation and airport deboarding trends in Great Falls, coupled with our room demand data, indicates there may be a strong shift by travelers from staying in lodging facilities to camping. We often hear from travelers the cost to stay in hotels is high and the rooms are limited in availability as concerns for travel. For Great Falls, cost is reasonable, and rooms are available throughout the year. This is a different story from some of our peer cities.



In 2016, Non-Resident Visitors spent just under \$204 million in Cascade County, with the majority of spending occurring in the traditional top 5 categories: Dining, Retail, Fuel, Lodging, Grocery/Convenience Stores.



Great Falls, Montana received 6% of the total 12.4 million visitors to the State of Montana and 6% of the total visitor spending. This is down 3% from 2016.

### Competition

The appeal of Montana’s spectacular, unspoiled nature, inspires people to travel. However, as the 4<sup>th</sup> largest state in the US, with 6 travel regions and over 100 vibrant and charming small towns that provide impressive outdoor experiences, 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. The competitive analysis ensures Great Falls differentiates itself and delivers the experience it promises.

#### In State

Billings | Positions itself as Montana’s Trailhead, it sells the starting point for a drivable vacation through Montana’s outdoors. Similar to Great Falls in landscape and location to a National Park, Billings outperforms Great Falls by being Montana’s largest City and having an established, strategic Tourism effort.

Bozeman | Presents an upscale vacation destination with hotels, shopping, museums, and symphony to match its ski resort, cross-country trails, natural hot springs, and breweries.

Missoula | A university town that promotes a variety of amenities and experiences without focusing on any one option. Montanans know the city as

a laid-back city for fly fisherman, paddle boarders, and mountain bikers. Features many microbreweries and a distillery.

Kalispell | The popular western gateway to Glacier National Park, offering closer accesses to its popular attractions. Positions itself as a vacation destination and its airport (though smaller than Great Falls') makes it accessible to out-of-state travelers.

#### Out of State

Sioux Falls, South Dakota | Sioux Falls is nearly three times the size of Great Falls. The city has a strong tourism website that promotes attractions and tourism-related businesses. Downtown Sioux Falls has access to the Big Sioux River and the scenic Falls Park, with an outdoor sculpture garden and nearby Native American and Early European historic attractions. The city has a range of shopping, dining, and hospitality options, but limited outdoor recreation attractions.

Fargo, North Dakota | With a population nearly double that of Great Falls, the city highlights an eclectic mix of art, culture, dining, and other attractions online. The website leverages social content from visitors and residents to demonstrate the broad range of venues and activities available for people to enjoy. Art museums and festivals are promoted heavily. The city has access to open space and wilderness for activities like hunting, fishing, golfing, biking, cross-country skiing, and snowmobiling, but there are no major outdoor attractions nearby.

Bismark, North Dakota | The capital city of North Dakota has done a good job with meetings and conventions, drawing over 100,000 people annually. They promote their downtown and have been ranked as one of the top 100 places to live. Their website leverages videos to tell visitors about featured activities from their new heritage museum to riverboat cruises to golf.

Boise, Idaho | The impressive river city is the capital of Idaho with over 220,000 residents. With similar elements to Great Falls, Montana and a history of growth Great Falls would like to emulate, the aligned community efforts to secure funding, and support a growing leisure and business travel industry is worth taking note of.

Canadian communities with direct access to wilderness north of Glacier | Great Falls is well-positioned to compete with this set, being located just as close to wilderness, as communities like Cranbrook, and logistically more convenient, with access to the Great Falls International Airport. Even with a three-hour drive to Waterton lake, flying through Great Falls International Airport is preferred by many U.S. fliers.



## SWOT

### Strengths

- **ART** | Great Falls' deep connection to Lewis and Clark's historic expedition and its hydroelectric heritage have spawned several museums and historic sites. This may draw a select group, but enriches the visitation experience for other tourists and meeting attendees. The C.M. Russell museum has anchored the arts in Great Falls since the artist's death in 1930. Russell became the world renowned "Cowboy Artist" working and living in the city. Great Falls also has two more art museums and over a dozen art galleries.
- **GROWTH** | Downtown and riverfront neighborhoods have new restaurants, coffee shops, and breweries, and many offer live music and events. These new options have changed the experience that had been dominated by older bars and casinos, energizing the dining and nightlife experience for visitors and locals alike.
- **BASECAMP** | Great Falls has a large network of hiking and biking trails, a significant collection of city parks, a water park, skate park, ball fields, and Giant Springs State Park. The River's Edge Trail offers 53 miles of multipurpose trails including great views of the city's largest waterfall, Rainbow Falls. Bob Marshall Wilderness Area and the Helena-Lewis and Clark National Forest are nearby, as is the First Peoples Buffalo Jump. The Eastern entrance to Glacier National Park is a two-and-a-half-hour drive. Great Falls offers the most convenient airport access for Canada's Waterton Lakes National Park. The Missouri River offers visitors fly fishing day trips and overnight stays in fishing cabins.
- **CENTRAL** | location within the State and region for long-distance travelers – Situated on Interstate 15, Great Falls is roughly halfway between Salt Lake City, Utah, and Edmonton, Alberta (via Highway 2 in Alberta, Canada). Travelers by car travel up and down the I-15 corridor.
- **MAFB** | Local businesses and Malmstrom Air Force Base bring a significant group of long-term contractors and business travelers to the city.
- **GTF** | This international airport is small and accessible. The airport offers direct flights from Seattle, Denver, Las Vegas, Minneapolis, Phoenix, Salt Lake City, and Chicago, seasonally.

### Weakness

- **PERCEPTION** | Great Falls has had a reputation as a rusty industrial town made up of dive bars and casinos. While it is not surprising that other Montana communities have held on to this negative view, it is Great Falls natives that perpetuate this perception despite real change and growth in the community.
- **NEW** | Great Falls Montana Tourism is relatively only a few years old. With substantial organizational and operational successes to date, the established identity, marketing strategy, and other foundational elements need time to

work and be refined, to position the city as a tourism destination or to increase visitation.

- **IMPRESSION** | Immediate thoughts of Montana include Mountains, and Great Falls, on the Missouri River, is surrounded by four mountain ranges, but not in any of them. Main thoroughfares have noticeable casinos and industrial infrastructure. These elements of the community are not attractive to many tourists and meeting planners.

### Opportunities

- **REPUTATION** | Online reviews of Great Falls are positive. People that already visit Great Falls enjoy it and are likely to return. This group should be studied and targeted. The positive experience current visitors have should be shared on a larger scale.
- **MILITARY** | While military personnel have traditionally been siloed from life and culture in Great Falls, Malmstrom Air Force Base's nearly 3,500 residents hail from all over the United States and, if properly engaged with the community's assets, can become tourism ambassadors for Great Falls when returning home.
- **TRUE MONTANA** | Even as Great Falls grows and changes, the city continues to offer a classic Montana experience that many residents feel has been lost by other cities in the state. This authentic experience is a significant draw for former Great Falls residents, for other Montanans, and anyone with nostalgic connections to the state.
- **I-15** | Montana and other western mountain state/province residents are accustomed to driving long distances. Many potential visitors travel up and down the I-15 corridor, which runs right through Great Falls. Roughly 2 million visitors drove through Great Falls last year, however, only 44% spend a night. Promotion of the city and events to these travelers could increase visitation and overnight stays.
- **COMMUNITY** | Government, the business community, and residents alike need to internalize and reflect a new optimistic spirit about the city. A cohesive and authentic identity based on Great Falls' real and growing assets can inspire community pride that is shared with visitors and even competing cities.
- **AIRPORT** | While direct flights to Great Falls are not a differentiator from other Montana cities, the presence of an international airport is a strong asset. The airport and its attractions should be promoted both in the airport itself and in the airports that have direct connections.

### Threats

- **SKEPTICISMS** | Residents can undermine new positioning and investments for new visitors if they are not properly engaged. To a large extent, this is already true today.

- CANADIAN DOLLAR | Poor exchange rates for Canadian tourists suppress visitation and spending in Great Falls.
- MISALIGNMENT | Great Falls Montana Tourism should avoid the temptation to position the city as the “gateway to Glacier” or anything that sets up a misaligned expectation about a mountain city. Great Falls’ distant mountain views are only difficult to appreciate for people that expect close-up mountain access.

### Message Focus

An authentic Montana experience is highly valued by many residents inside the state and beyond. Over the past two decades as all Montana cities have experienced significant growth, Great Falls has retained the true Montana character. Tourists can access this experience along with the modern amenities found in Great Falls today and use the city as a jumping-off point for excursions into Central and Western Montana, and even the Southern Canadian Rockies.

Great Falls, Montana is truly designed for independent, outdoor adventurers and planners of meetings looking for a true, authentic Montana experience. Great Falls is located on the Missouri River in the heart of Montana and 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.

Visitors to Montana have an extensive list of desired activities they would participate in on a trip to Montana. Taken from the research conducted by Destination Analyst’s 2016 Brand Study, below is a list of desired activities.

Desired Activities on a Montana Trip



Great Falls, Montana is a basecamp to the Bob Marshall Wilderness, a day hike paradise, as well as the Big Belt Mountains, Highwood Mountains, and Little Belt Mountains. Great Falls Montana Tourism launched Great Falls Montana Restaurant

Week in February to showcase the variety, quality and localness of our food scene. Our community is roughly 2.5 hours to Glacier National Park's East Entrance and home to the Lewis & Clark Interpretive Center, which has North America's Most Extensive display of the entire Lewis & Clark Expedition. Central Montana Tourism Region has developed 10 wonderful motorcycle rides and has provided the content of six of those rides to Great Falls, Montana to use to promote not just motorcycle rides, but all scenic drives that explore our small towns and use Great Falls, Montana as a basecamp. First Peoples Buffalo Jump State Park and National Historic Landmark, provides genuine insight to our first people's independent spirit, and is minutes from Great Falls. Giant Springs State Park, in Great Falls, is the State's most visited State Park and is home to the world's largest natural spring, flowing at 156 million gallons of water per day into the Missouri River, which runs through Great Falls, providing quick and easy access for kayaking, canoeing, boating, and fishing. This is the beginning of what Great Falls, Montana offers.

To experience Great Falls, is to experience Montana and our marketing focuses on what visitors to Montana want to do and what visitors to Great Falls have consistently done. According to the Institute of Tourism and Recreation Research's Annual Visitor Survey, the top 5 activities stay consistent each year.

#### Top 5 Activities

| Year | Activity       | %  | Activity           | %  | Activity           | %  | Activity            | %  | Activity            | %  |
|------|----------------|----|--------------------|----|--------------------|----|---------------------|----|---------------------|----|
| 2017 | Scenic Driving | 51 | Day Hiking         | 29 | Nature Photography | 28 | Camping             | 25 | Lewis & Clark Sites | 25 |
| 2016 | Scenic Driving | 59 | Day Hiking         | 33 | Nature Photography | 33 | Camping             | 29 | Shopping            | 28 |
| 2015 | Scenic Driving | 60 | Nature Photography | 32 | Shopping           | 31 | Lewis & Clark Sites | 31 | Day Hiking          | 30 |
| 2014 | Scenic Driving | 61 | Shopping           | 38 | Nature Photography | 29 | Day Hiking          | 27 | Camping             | 27 |
| 2013 | Scenic Driving | 69 | Shopping           | 42 | Historical Sites   | 32 | Day Hiking          | 30 | Wildlife Watching   | 29 |
| 2012 | Scenic Driving | 66 | Nature Photography | 35 | Shopping           | 33 | Lewis & Clark Sites | 28 | Historical Sites    | 27 |

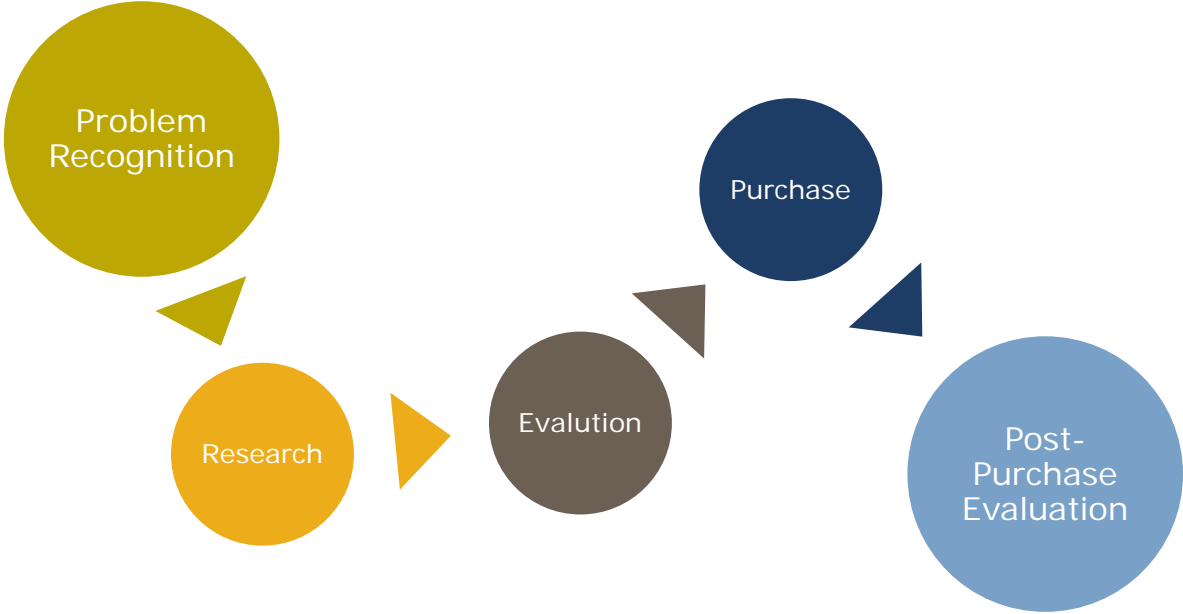
Along with this, and the entire Destination Analysts research completed in October 2016 for the State of Montana, we see Great Falls' ability to capitalize on State strategies, and messaging, with our current market of Family and History Buffs as well as our emerging market of Single Income/Double Income No Kids.

The Great Falls emerging market is 34-year-old and younger, a segment that is trending nationally, and that we saw 19% of last year. Great Falls Montana Tourism continues to build assets that are designed to attract them to Great Falls

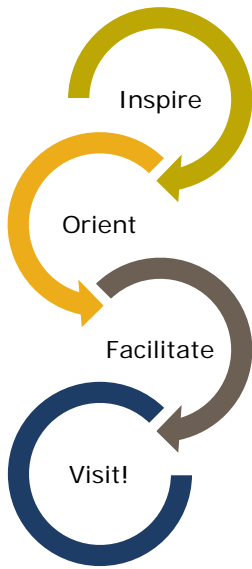
for authentic experiences that contain a unique mix of outdoor and cultural experiences, focusing on our strengths.

While the State of Montana will work to inspire and orient with their marketing message, Great Falls Montana Tourism will focus on refinement of the inspiration and orientation to Great Falls and facilitation of experiences through our strategies. Throughout our Marketing Strategies, we develop messages that follow the consumer behavior purchase process using a formula that will inspire them to choose Great Falls.

### Consumer Behavior Purchase Process



Anytime a purchase occurs, it requires dissatisfaction, in its broadest form. For travel decisions, the dissatisfaction is either too much work and the need for a break, an experience that hasn't been had, or peers having an experience you want to be able to be included in. Once the potential visitor has determined they are going to travel, they begin researching where to go, what to do, and what experiences to have. This is where our efforts to inspire and orient begin and where peer influencers can be helpful, by also sharing inspiration. Studies show consumers are 85% more likely to act based on a recommendation of a peer, or a friend of a peer than any paid media.

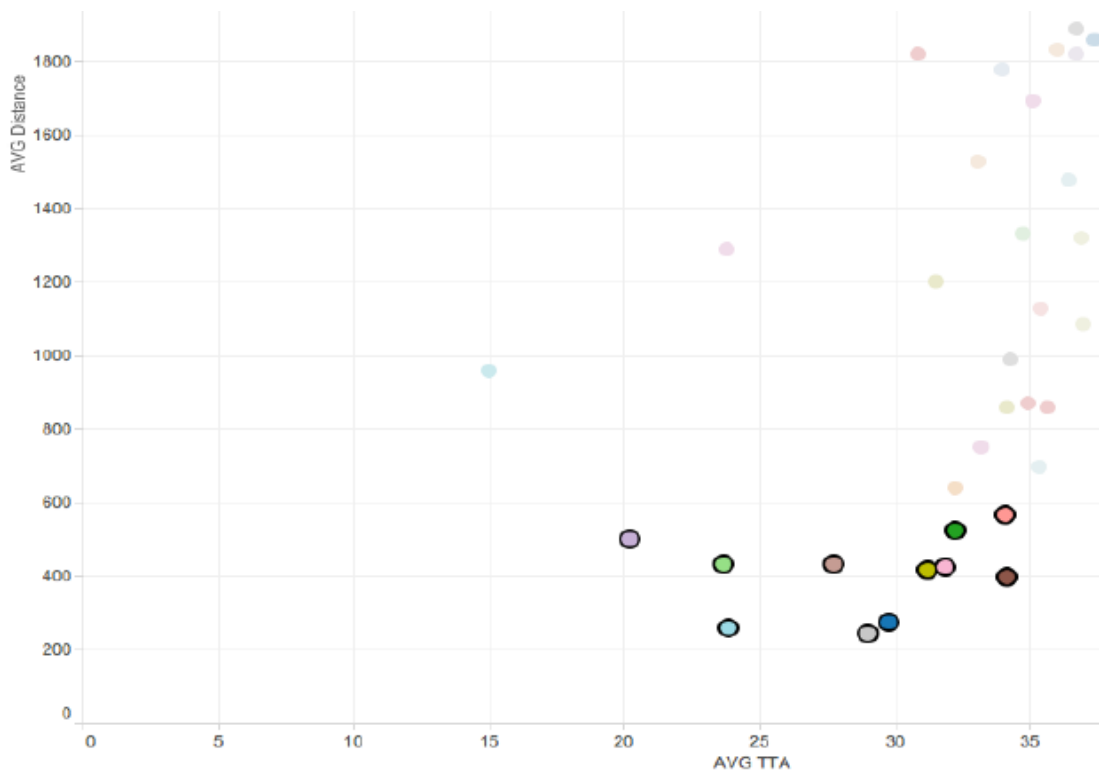


During the evaluation stage, consumers are working to find one option over another. This is when we begin to orient them on how to get to Great Falls, where they can stay, and facilitate the experience they can have to have. Done correctly, the purchase phase occurs and the visit to Great Falls occurs. After the visit to Great Falls, an evaluation of the purchase occurs – and Great Falls consistently delivers on the expectations it sets, and the consumer is satisfied and makes a second trip to Great Falls, as research shows 78% of people coming to Great Falls have been here before.

Knowing what activities visitors like to experience, how they make decisions, and how to help influence the decisions at each stage is cornerstone to Great Falls

Montana Tourism’s Marketing Strategies, both for the Leisure and Business market segments.

Timing of message is critical. Through the State of Montana Department of Commerce’s Office of Tourism and Business Development Arrivalist data, we know that our leisure drive market [within 600 miles] arrive within 35 days of connecting with a marketing message. This provides a smaller lead time to deliver a message to produce results with our leisure traveler strategy.





The business segment is planning now for conventions and meetings in 2020 and beyond, with decisions occurring year-round, based on the industry segment.

### Objectives

Our core objectives through our marketing efforts are driven by Great Falls Montana Tourism's Vision to strengthen the Great Falls Montana economy by being the preferred choice for a genuine Montana experience.

Objective 1 | Increase awareness of Great Falls, Montana as a tourism destination for leisure travelers to visit by personal vehicle, using Montana's Basecamp for Art & Adventure message.

Objective 2 | Promote established and new signature events to leisure travelers in drive markets from 150 – 600 miles from Great Falls, Montana. Use established and new signature events as bleisure travel opportunities with meeting planners.

Objective 3 | Increase awareness of Great Falls, Montana as a tourism destination for leisure travelers to visit by air, using Montana's Basecamp for Art & Adventure message.

Objective 4 | Increase awareness of Great Falls, Montana with meeting planners as a destination for 300-900 room night meetings looking for the affordable and convenient genuine Montana experience: hiking, biking, fly fishing, outdoor excursions at parks, and natural attractions, dining, breweries, historic attractions and museums.

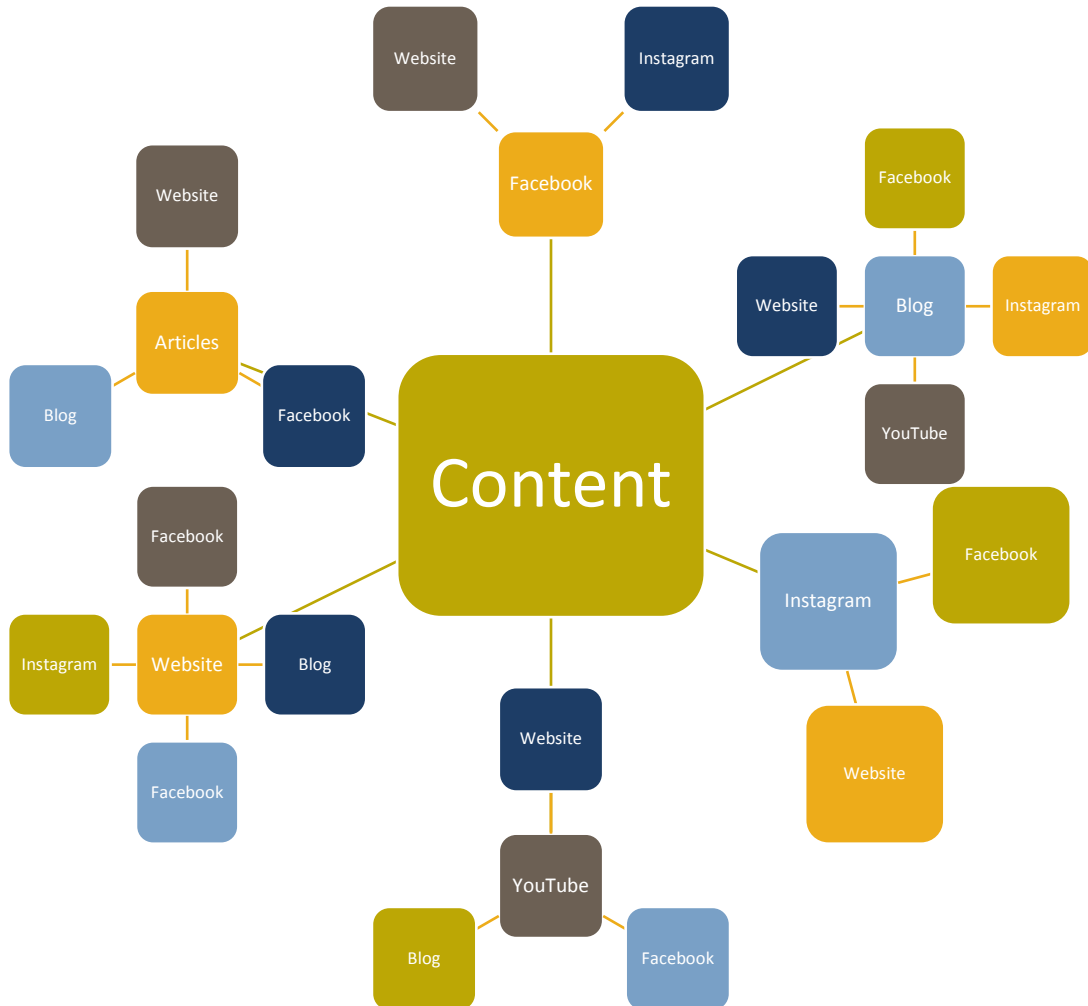
Objective 5 | Support local entrepreneurs who look to create more tourist-centric activities and attractions, based on strategic needs, that strengthen Great Falls' marketability as a destination.

Objective 6 | Increase October-May travel through meeting planners and leisure travelers.

### Leisure Traveler Strategy

Great Falls Montana Tourism's leisure strategy is steeped in developing appropriate content for our market segments that will cross-populate media channels to facilitate a decision to visit Great Falls, Montana.

## Content Sharing Matrix



With Great Falls Montana Tourism’s limited, and declining budget, the content we develop is leveraged on multiple platforms, to encourage engagement and can mostly be done by our current team. Great Falls Montana Tourism uses developed content in the following strategies:

- Adventure Awaits Emails | Delivered to our email database of inquiries approximately 6 times a year, with each email delivered no less than 35 days prior to season changes, signature events and start of desired activities.
- Basecamp Blog | Weekly stories about all the is Great Falls, Montana. The annual schedule of blog topics and posting consider holidays and events in the next 40 days, activities available by season, unique features, new experiences, and tips of how to make the most of a trip to Great Falls.
- Facebook | Posts are strategically planned weekly throughout the year, considering the market the post is directed to. The Great Falls Montana

Tourism Facebook market is: 56 years old and older, female and from Canada. Posts look to encourage engagement to connect with visitors planning trips to Montana. A mix of posts that share Tourism developed content, news, feature local businesses, landscape images, recreational amenities, and events. Posts will balance information transfer for sharing and question asking for comments.

- Instagram | A photo rich site dominated mostly by 35-year olds and younger has high engagement, however, a posting should occur at minimum, daily. Fresh and different content is essential across platforms. Posts should be relative to other content posting and drive traffic to deeper engagement opportunities.
- YouTube | The photo is good, but a full video that shows the entire story is better. Great Falls Montana Tourism will look to add video content from Champions as well as produced paid content that reinforce the unique assets of Great Falls as Montana's Basecamp for Art & Adventure.
- VisitGreatFallsMontana.org | Increasing content related to top activities and increased interests is essential for the growth of the website. Dedicated pages to information and resources along with quality images and videos help inspire, orient and facilitate visitors.

#### Joint Ventures

Great Falls Montana Tourism has greatly appreciated previous joint ventures with the Office of Tourism and Business Development, Central Montana, and Great Falls International Airport. These joint ventures strategically leverage our limited budget and will continue to be staples in our leisure traveler strategy. Great Falls Montana Tourism will take advantage of joint ventures that fit with our market, strategy and message focus.

#### Trade Shows

Great Falls Montana Tourism will attend the Calgary Outdoor Adventure and Travel Show in March 2019, the Calgary Women's Show in October 2019 and the Denver International Sportsmen's Expo in January 2019. These shows provide an opportunity to hear from the market about their interests and share the Great Falls, Montana story.

#### Media Placement

Great Falls Montana Tourism is strategically focused on continually increasing the investment in paid media placement. The landscape for paid media placement is extremely competitive and increasingly saturated with competitor messages. With a limited budget, compared to our competitors, Great Falls will continue to place higher value on digital placement than print; and higher value on digital placement that drives traffic to focused content. Our strategic approach to leveraging partner placements to further the Basecamp message will continue, looking at the media

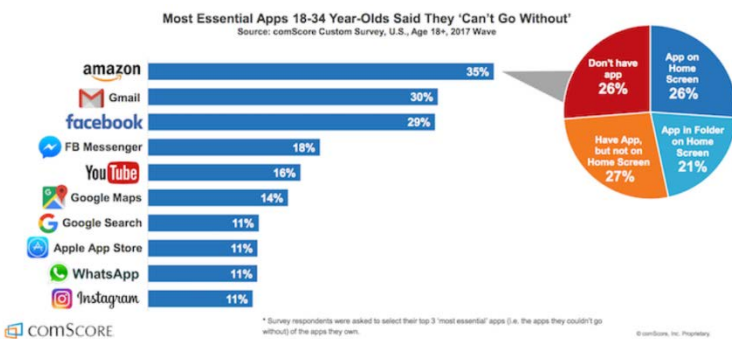
placed by our partners and either placing additional media or allowing their placement to stand alone so our investment can be placed elsewhere.

### Events

Great Falls plays host to a great number of wonderful events, however, Great Falls Montana Tourism is directly involved with two; Western Art Week, a staple to our community, and our newest effort, Great Falls Montana Restaurant Week – Montana’s Biggest. Great Falls Montana Tourism will continue an investment to support these key events as well as make investments to develop new signature events that support our strategic priorities. Specific to Western Art Week in 2019, Great Falls Montana Tourism will provide stipends for temporary staff to collect surveys during Western Art Week to determine the economic impact of the event.

### Visit Great Falls App

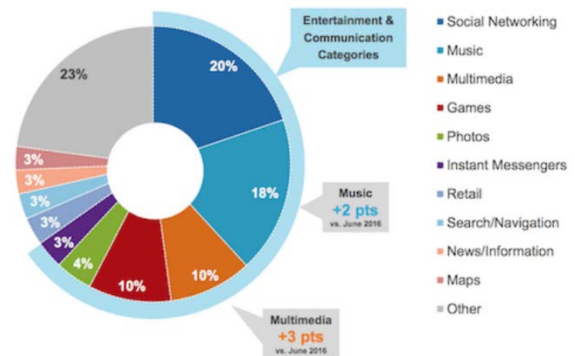
The Visit Great Falls App was developed in support of our strategic priority to be prepared for the next generation of leisure travelers. 18-24 year old are the highest user of apps, spending 93.5 hours each month on smartphone apps. The app this group uses the most is Amazon and uses 9 apps total throughout any given day. In a month, this group uses 30 different apps. This is a relatively new media, and we know the current Visit Great Falls App is used to find out about events. People do rely on a handful of apps and uninstall apps regularly because they don’t use them anymore. Great Falls Montana Tourism is new to apps, however, being able to grow with the emerging travel market is



Source: [comScore](#)

key. Our efforts will continue to evolve as we watch how Visit Great Falls App is used and the trends of apps are followed.

Share of Mobile App Category Time Spent



Source: [comScore](#)

Great Falls Montana Tourism utilizes the app to support signature events and conventions and will continue to leverage the platform to support and grow our tourism effort. Investments will be made to improve the app to match the uses of apps to the

market that uses them and the objectives of Great Falls Montana Tourism's overall marketing strategy.

### Montana's Basecamp Visitor Magazine

The historic large format content pieces Great Falls Montana Tourism has developed have been successful. This content has increased traffic to our website and engaged readers for over 5 minutes. These impressive results, along with the continued decline in requests for visitor guides, and ever increasing mobile website usage, Great Falls Montana Tourism is going to develop a content rich online magazine that will have stories about day hikes, scenic drives, historic sites, and other topics that we know, based on previous visitor's activities, our visitors are interested in. This easy read, content heavy magazine will serve to inspire and facilitate visitors and provide support to other marketing strategies.

### Photo & Video Library

Great Falls Montana Tourism, through Facebook, our website and Instagram can easily use 580 emotion evoking images each year along with various length videos. We will continue to source photos and videos through photo and video solicitations, staged photo shoots, hired photo and video productions and Great Falls Champions.

### Great Falls Champions

This effort is driven by two elements: 78% of visitors have been to Great Falls before AND consumers are 85% more likely to act based on a recommendation of a friend, or a friend of a friend than any paid media. This effort has multiple components and will grow and evolve each year. The current phase of implementation will include securing Great Falls Champions that will be advocates for our community and who will utilize a web-based platform to easily share our content through their social channels. Our efforts will continue to get more formalized, with commitments from Champions to share blog content, photos, videos, and volunteering for strategic efforts. The initial Champions effort includes education through Great Falls College MSU to ensure our Champions are fully prepared to share Great Falls' story.

### MAFB Welcome to Great Falls | Montana's Basecamp for Art & Adventure

Great Falls Montana Tourism staff has worked with Malmstrom Air Force Base leadership and committed to provide regularly scheduled presentations to service personnel new to Base. These presentations will:

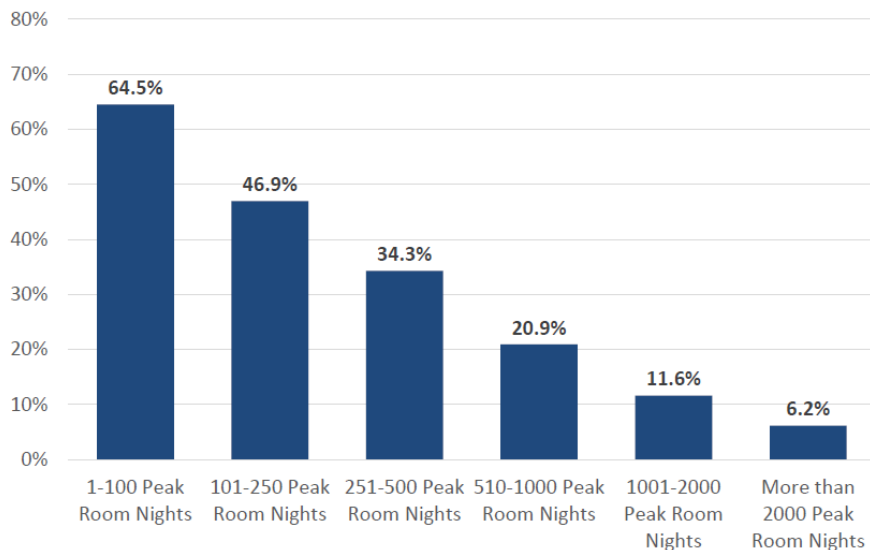
1. Educate new personnel about what Great Falls has to offer
2. Encourage those newly stationed to experience Great Falls
3. Share what resources are available to have a Great Falls experience
4. Ask them to invite friends and family to Great Falls

## Business Traveler Strategy

Great Falls Montana Tourism is relatively new to the Convention and Meeting effort. However, plan to continue to make a balanced investment in research, building relationships and incentivizing the right projects. Our focus for the collective business traveler is two-fold. The first is to secure multi-property filling conventions and meetings. The second is to promote the leisure opportunities available to the meeting planners, and attendees to the conventions and meetings to turn the business traveler into a bleisure traveler and to bring the attendee back, with their family, for a leisure trip.

## Meeting Planner Message

The majority of meetings nationally produce 250 room nights on peak or less, according to 2017 Destination Analyst research.



That same Destination Analyst research indicates the meeting planners top 5 success factors include attendee satisfaction, Number of Attendee Registrations and staying in budget.





With a very large industry, delivering a message that cuts through the clutter is essential. Our efforts are focused on ensuring planners are successful. The content delivered to meeting planners is focused on the top 5 success factors and education on decision drivers. Great Falls Montana Tourism knows that geographic location, quality and rates of hotels, types and availability of meeting facilities and budgets, are key drivers in choosing a location.

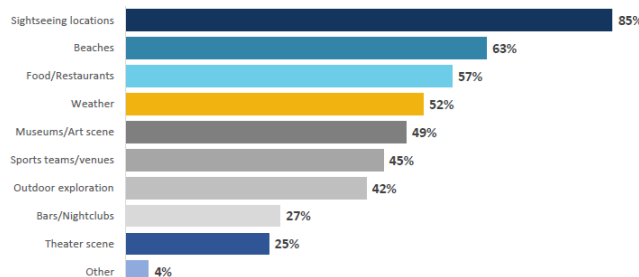
### Factors that Drive Location Decision



Passing on a given location is primarily driven by budget.

Bleisure travelers are business travelers that add on to their trip for leisure. Research from Expedia Media Solutions indicates 43% of business travelers will add leisure, equal to the number of days of the business travel. Factors that influence the bleisure decision include sightseeing locations, museums/art scene and outdoor exploration.

### Factors Influencing Bleisure Decision



### Meeting Planner Monthly Email

Great Falls Montana Tourism will continue to send a monthly meeting planner email to our database of meeting planners. The database is a complete list of meeting planners we have met with at tradeshow and meeting planner events, meeting planners we have worked with in the past, and new meeting planners we have prospected through Empowermint+ or independent research. Through our collective strategic efforts in the Business Traveler segment, the database continues to grow.

The email a regular follow up with meeting planners to reinforce the Great Falls Montana message to educate and inform planners of Great Falls' capacity, venues, hotels, past business case studies, and services provided by Great Falls Montana Tourism. Highlights include information about familiarization trip opportunities, new announced projects that are industry specific, and upcoming bleisure opportunity events. An emphasis is always placed on Great Falls Montana Tourism's acceptance of open request for proposals.

### Meeting Planner Networking Events

These opportunities provide Great Falls, Montana face-to-face conversations with meeting planners who are looking to book business for clients in the west or northwest region. During the networking events, our team has the ability to visit with meeting planners about current and future request for proposal specifications, business needs for the next 3-5 years and how Great Falls can meet the needs they have during a set appointment. Previously, Great Falls Montana Tourism has attended Networking Events offered through:

- Connect
- IMEX
- Smart Meetings
- Montana Society of Association Executives

with good success. The key to making the previous and current investments produce results in consistency. Attending, meeting, networking and follow-up communication introduces Great Falls and continues to reinforce our unique opportunities and competitive advantages. Great Falls Montana Tourism will participate in four meeting planner events during FY 19 through Connect, Smart Meetings, Small Market Meetings, and Montana Society of Association Executives. Each provider gathers and hosts meeting planners differently, helping to diversify our lead profile. More preference will be provided to events that focus on planners planning in the northwest region that have agriculture, history, outdoor or adventure industry

### Impact Incentives

Great Falls Montana Tourism has a strong pipeline of high priority leads. The ability to incentivize our location based on impact helps land deals. There are a

few different ways to provide incentives through the proposal process. Incentives can include:

- Tourism Team Time for a specific Task
- Added Value through App modules
- Fundraising Assistance
- Coordination of a dignitary's attendance
- Cash

New for FY19, Great Falls Montana Tourism will utilize a formula to provide for Impact Incentives to respond quickly during the proposal stage. These incentives would be provided to open and viable requests for proposals based on the following formula:

---

estimated total event attendance X current average value of one overnight visitor

X total # of days in Great Falls X 2% = Maximum Impact Incentive

---

An example of this formula using the 2020 Montana Governor's Conference on Tourism.

400 people x each spending on average \$270 x for 3 days x 2% = \$6,480

The impact incentives would be used to produce immediate results on high impact opportunities and let meeting planners know Great Falls Montana Tourism is ready for their business.

#### Recruitment Incentives

Great Falls Montana Tourism's sales strategy includes having branded items to use as gifts, giveaways or support materials to be used at trade shows, meeting planner events, and exhibition events. Recruitment incentive materials will include items such as logoed pens, notepads, banners, flyers, and trade show displays. This investment also includes attending events, meetings, or trade shows to make connections and strengthen existing relationships with planners of meetings or potential future business.

#### Familiarization Trips

The goal of a familiarization trip is to invite meeting planners with open and viable requests for proposals to Great Falls for a hands-on experience of our venues, hotels, and attractions. Familiarization trips help the meeting planner see the possibilities of hosting their event in Great Falls, build strong relationships between our Great Falls Team and the meeting planner. The Tourism Team will build an inclusive itinerary that focuses on the needs of the RFP and considers the market

segment that the meeting planner serves. (ie. Agriculture, military, outdoors, etc.) We will invite meeting planners with RFPs servicing 300-900 room night clients. This opportunity will be provided strategically to meeting planners that Great Falls Montana Tourism has vetted that have a highest probability of bringing new business to Great Falls, Montana.

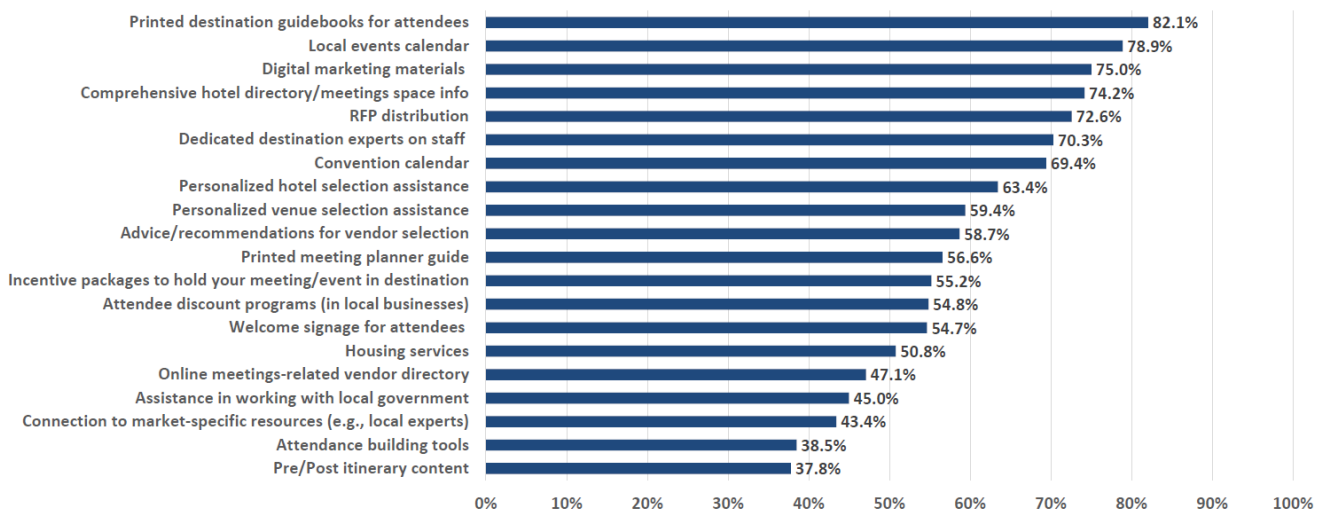
### Local Outreach

Great Falls Montana Tourism knows our local community has amazing leadership that is well connected throughout their respective industries regionally and nationally. Our Tourism Team will continue to deliver Bring it to the Basecamp outreach to local business leaders, civic clubs, and networking groups. This outreach focuses on getting individuals to look at their personal network – both business and social to provide leads for Great Falls Montana Tourism to follow.

### Development of Services

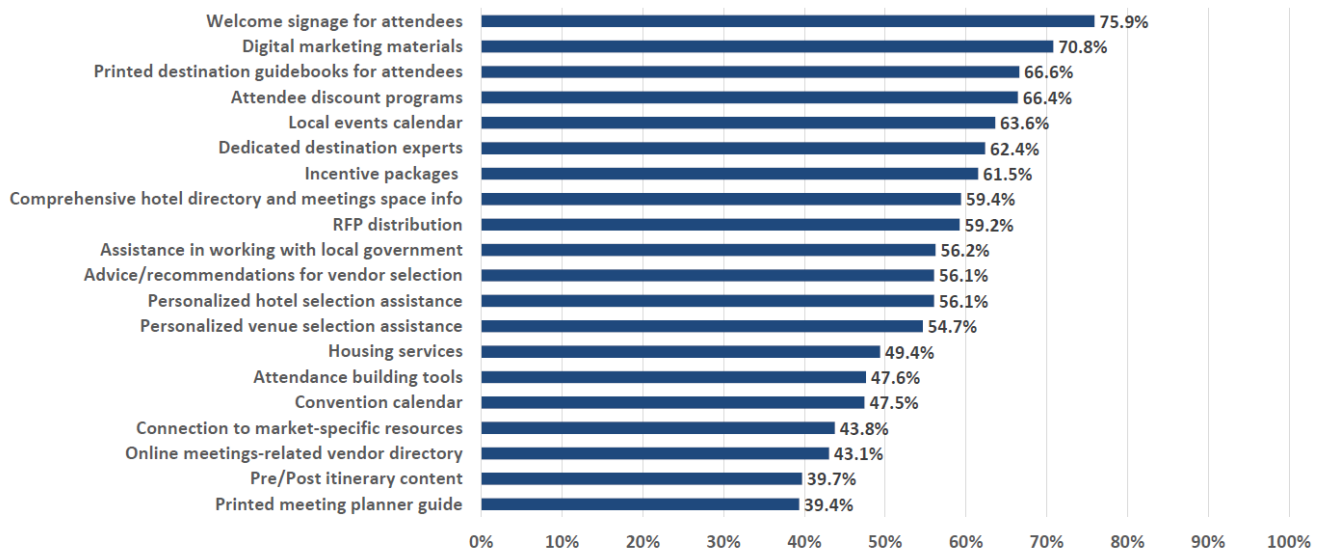
As we look to compete regionally and nationally, Great Falls Montana Tourism will continue to take strategic steps to develop the DMO Services that meeting planners desire, use and need.

**DMO Services Meeting Planners Know Of**



Great Falls Montana Tourism currently has capabilities in these core services. With our Visit Great Falls App, newly implemented incentive plans, and attendance building work, Great Falls is working to position itself with the services meeting planners want to use.

## DMO Resources Meeting Planners Want to Use



### Focus on the Future

Great Falls Montana Tourism is making the commitment to stay focused on implementing and refining our strategic marketing plan, refining operations, and preparing for growth. Our time is limited and best spent on producing high-impact results for Great Falls.

In the past two years, Great Falls Montana Tourism has:

1. Strategically aligned the City of Great Falls' Tourism efforts
2. Adopted one 5-year Strategic Plan
3. Hired an Executive Director, Business Development Director and Tourism Assistant to further its efforts
4. Developed internal operational systems and processes
5. Secured Customer Relationship Management systems
6. Started email distribution to consolidated inquiry lists
7. Created a blog
8. Launched a Tourism website, [www.VisitGreatFallsMontana.org](http://www.VisitGreatFallsMontana.org)
9. Established an Instagram and YouTube presence
10. Established a Great Falls Montana Tourism Marketing Strategy
11. Consolidated all Great Falls Montana Tourism efforts into one location
12. Developed and launched the first version of Visit Great Falls App
13. Began Certified Destination Management Executive Certification
14. Continue to assess and develop plan to improve Montana ExpoPark
15. Created a NEW signature event

Great Falls Montana Tourism will work to ensure our current efforts produce results so that in the future, our organization can:

- Create broader City of Great Falls tourism content for top-performing planning and booking sites, including TripAdvisor and other travel websites about area attractions, shopping, restaurants, outdoor recreational destinations, and events.
- Establish Great Falls Montana Tourism as an industry leading Destination Management Organization
- Grow capabilities of Convention and Meeting services to meet meeting planner needs
- Provide ongoing education to restaurants, hotels, and retail businesses to solicit Yelp and Google reviews of their businesses
- Encourage restaurants, hotels, and retail businesses to establish and maintain their digital reputation by respectfully replying to critiques and leverage the feedback to improve services and overall facilities
- Support Great Falls, Montana workforce recruitment efforts
- Identify gaps in Great Falls, Montana’s destination experience and support the development of efforts to fill those gaps
- Strategically approach recruitment of Sporting Events into Great Falls
- Increase investment and develop innovate approaches in opportunities that meet our strategic objectives to grow non-peak visitation; develop and grow the pipeline; celebrate, support and create assets; build Great Falls; and develop and retain talent

### Key Performance Indicators

Great Falls Montana Tourism uses a performance dashboard that focuses our efforts on the key performance indicators that determine if marketing efforts are on track to meet strategic objectives. Our FY18 indicators and performance are below, with one quarter left in the Fiscal Year.

| Demonstrate Operational Excellence             |           | Previous Year |
|--|-----------|---------------|
| Increase Occupancy Year to Date 1.5%           | 0.4%      | 57.70%        |
| Increase Annual Room Demand 1.5%               | -1.0%     | 461,832       |
| Increase Annual RevPAR 4%                      | 4.5%      | 3%            |
| Renew Tourism Business Improvement District    | Renewed!  | NA            |
| Build Team Great Falls                         |           |               |
| Increase attendance at Signature Events        |           | NA            |
| Increase traffic through GTF 2%                | -41%      | -6%           |
| Launch Great Falls Champions Program           | 25%       | 10%           |
| Grow Shoulder & Off-Peak Visitation            |           |               |
| Secure 4 NEW Business Travel Commitments       | 1         | 0             |
| Celebrate, Support & Create Assets             |           |               |
| Launch Great Falls App                         | Launched! | NA            |
| Complete ExpoPark Study                        | 75%       | NA            |
| Develop & Grow the Tourism Pipeline            |           |               |
| Increase Facebook engagement to 13,200         | 25,230    | NA            |
| Deliver 6 Great Adventure Updates to Inquiries | 3         | 4             |

|  |        |           |
|--|--------|-----------|
| Establish 80,000 website unique visitors                 | 64,312 | 90,091    |
| Establish 1,500 Instagram followers                      | 699    | 339       |
| Deliver 52 engaging blog posts                           | 36     | NA        |
| Increase non-resident Visitors who spent one night<br>5% | -52%   | 44%       |
| as of  |        | 31-Mar-18 |

Great Falls Montana Tourism saw success mixed with some areas still needing focus. Limited marketing investment during the organizational development of Great Falls Montana Tourism, coupled with a soft Alberta economy, development of a Business Development Director, slow ag economy, a larger than normal fire season, and larger investments by peer cities in marketing combined to negatively impact some of our results.

With two new lodging properties, increased investment in leisure media placement, a completed Montana ExpoPark vision and strategy, and a strong effort with meeting planners, Great Falls Montana Tourism will stay stingy with our time and committed on implementing and refining our strategic marketing plan, refining operations, and preparing for growth to produce high-impact results for Great Falls, Montana.

In Fiscal Year 19, Great Falls Montana Tourism will look to:

1. Increase Occupancy Year to Date 1.5%
2. Increase Annual Room Demand 1.5%
3. Increase Annual RevPAR 6%
4. Increase participation in Great Falls Montana Restaurant Week
5. Launch another NEW Fall signature event
6. Increase Room Demand During Western Art Week
7. Increase traffic through GTF 5%
8. Secure 4 NEW Meeting and Convention Commitments
9. Increase non-resident Visitors who spent one night 5%
10. Deliver 26 engaging, social-share-worthy, blog posts
11. Establish 1,500 Instagram followers



Great Falls Montana Tourism Budget Summary

July 1, 2018 - June 30, 2019

Adopted by Convention and Visitors Bureau Board of Directors and Tourism Business Improvement

District Board of Directors 4-19-2018

|                               | CVB              | GENERAL         | TBID             | Total            |     | National |
|-------------------------------|------------------|-----------------|------------------|------------------|-----|----------|
| <b>Income</b>                 |                  |                 |                  |                  |     |          |
| Bed Tax                       | \$146,524        | \$0             | \$0              | \$146,524        |     |          |
| TBID Assessment               | \$0              | \$0             | \$362,590        | \$362,590        |     |          |
| Membership                    | \$0              | \$10,000        | \$0              | \$10,000         |     |          |
| Advertising                   | \$0              | \$20,750        | \$3,000          | \$23,750         |     |          |
| <b>Total Income</b>           | <b>\$146,524</b> | <b>\$30,750</b> | <b>\$365,590</b> | <b>\$542,864</b> |     |          |
| <b>Expenses</b>               |                  |                 |                  |                  |     |          |
| <b>Personnel</b>              |                  |                 |                  |                  |     |          |
| Wages                         | \$25,865         | \$0             | \$129,655        | \$155,520        |     |          |
| Payroll Expense               |                  | \$0             | \$48,114         | \$48,114         |     |          |
| <b>Total Personnel</b>        | <b>\$25,865</b>  | <b>\$0</b>      | <b>\$177,769</b> | <b>\$203,634</b> | 38% | 47%      |
| <b>Administration</b>         |                  |                 |                  |                  |     |          |
| Rent                          | \$0              | \$0             | \$12,245         | \$12,245         |     |          |
| Accounting                    | \$0              | \$0             | \$8,100          | \$8,100          |     |          |
| Memberships                   | \$0              | \$0             | \$14,410         | \$14,410         |     |          |
| Subscription                  | \$0              | \$0             | \$23,970         | \$23,970         |     |          |
| Phone                         | \$0              | \$0             | \$4,200          | \$4,200          |     |          |
| Utilities                     | \$0              | \$0             | \$0              | \$0              |     |          |
| Maintenance                   | \$0              | \$0             | \$2,580          | \$2,580          |     |          |
| Supplies                      | \$0              | \$0             | \$10,000         | \$10,000         |     |          |
| Postage                       | \$0              | \$1,000         | \$1,000          | \$2,000          |     |          |
| Parking                       | \$0              | \$0             | \$720            | \$720            |     |          |
| Insurance                     | \$1,890          | \$0             | \$2,800          | \$4,690          |     |          |
| Professional Fees             | \$1,550          | \$0             | \$9,850          | \$11,400         |     |          |
| TAC                           | \$1,000          | \$0             | \$0              | \$1,000          |     |          |
| Professional Development      | \$0              | \$0             | \$8,000          | \$8,000          |     |          |
| Travel                        | \$0              | \$0             | \$2,500          | \$2,500          |     |          |
| <b>Total Admin</b>            | <b>\$4,440</b>   | <b>\$1,000</b>  | <b>\$100,375</b> | <b>\$105,815</b> | 19% | 11%      |
| Leisure Traveler Media        | \$110,219        | \$0             | \$0              | \$110,219        | 20% |          |
| Conventions Meetings & Groups | \$0              | \$0             | \$43,246         | \$43,246         | 8%  |          |
| Opportunity                   | \$1,000          | \$0             | \$25,000         | \$26,000         | 5%  |          |
| Photo and Video Library       | \$0              | \$0             | \$7,000          | \$7,000          | 1%  |          |
| Visitor Guide                 | \$0              | \$25,250        | \$0              | \$25,250         | 5%  |          |
| Joint Venture                 | \$5,000          | \$0             | \$0              | \$5,000          | 1%  |          |
| Trade Shows                   | \$0              | \$0             | \$3,000          | \$3,000          | 1%  |          |
| Website                       | \$0              | \$0             | \$5,000          | \$5,000          | 1%  |          |
| App                           | \$0              | \$0             | \$1,200          | \$1,200          | 0%  |          |
| Events                        | \$0              | \$4,500         | \$3,000          | \$7,500          | 1%  |          |
| <b>Total Expenses</b>         | <b>\$146,524</b> | <b>\$30,750</b> | <b>\$365,590</b> | <b>\$542,864</b> | 43% | 47%      |
| <b>Net Profit</b>             | <b>\$0</b>       | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>       |     |          |

Great Falls Montana Tourism Budget Summary  
July 1, 2018 - June 30, 2019

Adopted 3-28-2019

|                               | Adopted 3-28-2019 |                 |                  |                  | National | Proposed Budget Changes |            |
|-------------------------------|-------------------|-----------------|------------------|------------------|----------|-------------------------|------------|
|                               | CVB               | GENERAL         | TBID             | Total            |          | \$                      | %          |
| <b>Income</b>                 |                   |                 |                  |                  |          |                         |            |
| Bed Tax                       | \$192,773         | \$0             | \$0              | \$192,773        |          | \$46,249.00             | 32%        |
| TBID Assessment               | \$0               | \$0             | \$380,373        | \$380,373        |          | \$17,782.74             | 5%         |
| Membership                    | \$0               | \$10,000        | \$0              | \$10,000         |          | \$0.00                  | 0%         |
| Advertising                   | \$0               | \$20,750        | \$3,000          | \$23,750         |          | \$0.00                  | 0%         |
| <b>Total Income</b>           | <u>\$192,773</u>  | <u>\$30,750</u> | <u>\$383,373</u> | <u>\$606,896</u> |          | <u>\$64,031.74</u>      | <u>12%</u> |
| <b>Expenses</b>               |                   |                 |                  |                  |          |                         |            |
| <b>Personnel</b>              |                   |                 |                  |                  |          |                         |            |
| Wages                         | \$35,115          | \$0             | \$116,080        | \$151,195        |          | -\$4,325.00             | -3%        |
| Payroll Expense               |                   | \$0             | \$45,000         | \$45,000         |          | -\$3,114.00             | -6%        |
| <b>Total Personnel</b>        | <u>\$35,115</u>   | <u>\$0</u>      | <u>\$161,080</u> | <u>\$196,195</u> | 32%      | <u>-\$7,439.00</u>      | <u>-4%</u> |
| <b>Administration</b>         |                   |                 |                  |                  |          |                         |            |
| Rent                          | \$0               | \$0             | \$14,000         | \$14,000         |          | \$1,755.00              | 14%        |
| Accounting                    | \$0               | \$0             | \$8,100          | \$8,100          |          | \$0.00                  | 0%         |
| Memberships                   | \$0               | \$0             | \$14,410         | \$14,410         |          | \$0.00                  | 0%         |
| Subscription                  | \$0               | \$0             | \$23,970         | \$23,970         |          | \$0.00                  | 0%         |
| Phone                         | \$0               | \$0             | \$4,200          | \$4,200          |          | \$0.00                  | 0%         |
| Utilities                     | \$0               | \$0             | \$0              | \$0              |          | \$0.00                  | 0%         |
| Maintenance                   | \$0               | \$0             | \$3,000          | \$3,000          |          | \$420.00                | 16%        |
| Supplies                      | \$0               | \$0             | \$13,000         | \$13,000         |          | \$3,000.00              | 30%        |
| Postage                       | \$0               | \$1,000         | \$1,000          | \$2,000          |          | \$0.00                  | 0%         |
| Parking                       | \$0               | \$0             | \$0              | \$0              |          | -\$720.00               | -100%      |
| Insurance                     | \$1,890           | \$0             | \$2,800          | \$4,690          |          | \$0.00                  | 0%         |
| Professional Fees             | \$1,550           | \$0             | \$9,850          | \$11,400         |          | \$0.00                  | 0%         |
| TAC                           | \$1,000           | \$0             | \$0              | \$1,000          |          | \$0.00                  | 0%         |
| Professional Development      | \$0               | \$0             | \$8,000          | \$8,000          |          | \$0.00                  | 0%         |
| Travel                        | \$0               | \$0             | \$2,500          | \$2,500          |          | \$0.00                  | 0%         |
| <b>Total Admin</b>            | <u>\$4,440</u>    | <u>\$1,000</u>  | <u>\$104,830</u> | <u>\$110,270</u> | 18%      | <u>\$4,455.00</u>       | <u>4%</u>  |
| Leisure Traveler Media        | \$147,218         | \$0             | \$0              | \$147,218        | 24%      | \$36,999.00             | 34%        |
| Conventions Meetings & Groups | \$0               | \$0             | \$43,246         | \$43,246         | 7%       | \$0.00                  | 0%         |
| ExpoPark                      | \$0               | \$0             | \$62,500         | \$62,500         | 10%      | \$62,500.00             | 100%       |
| Opportunity                   | \$1,000           | \$0             | \$90,000         | \$91,000         | 15%      | \$65,000.00             | 250%       |
| Photo and Video Library       | \$0               | \$0             | \$7,000          | \$7,000          | 1%       | \$0.00                  | 0%         |
| Visitor Guide                 | \$0               | \$25,250        | \$0              | \$25,250         | 4%       | \$0.00                  | 0%         |
| Joint Venture                 | \$5,000           | \$0             | \$0              | \$5,000          | 1%       | \$0.00                  | 0%         |
| Trade Shows                   | \$0               | \$0             | \$3,000          | \$3,000          | 0%       | \$0.00                  | 0%         |
| Website                       | \$0               | \$0             | \$5,000          | \$5,000          | 1%       | \$0.00                  | 0%         |
| App                           | \$0               | \$0             | \$1,200          | \$1,200          | 0%       | \$0.00                  | 0%         |
| Events                        | \$0               | \$4,500         | \$3,000          | \$7,500          | 1%       | \$0.00                  | 0%         |
| <b>Total Expenses</b>         | <u>\$192,773</u>  | <u>\$30,750</u> | <u>\$480,856</u> | <u>\$704,379</u> | 66%      | <u>\$161,515.00</u>     | <u>30%</u> |
| <b>Net Profit</b>             | <u>\$0</u>        | <u>\$0</u>      | <u>-\$97,483</u> | <u>-\$97,483</u> |          |                         |            |



**Boards of Directors Meeting Minutes**

**Great Falls Convention and Visitors Bureau Board of Directors & Great Falls Tourism Business Improvement District Board of Directors**

Thursday, March 28, 2019 | 9:00 AM – 11:00 AM | Great Falls Area Chamber of Commerce Lower Level Video Conference Center, 100 1<sup>st</sup> Avenue N, Great Falls, Montana

**CVB Signature:** \_\_\_\_\_

**TBID Signature:** \_\_\_\_\_

**TBID Board:** Scott Shull, Becky Amaral-Miller, David Buckingham, Malissa Hollan, Laurie Price

**CVB Board:** Wayne Thares, Peggy O'Hare, Kaylene Kershner, Scott Lettre, Brett Doney, Michelle Dahl, Patty Rearden

**Staff:** Rebecca Engum, Jake Bash

**Guests:** Sylvan La Cross, Dick Lyman, Tonya Jorgensen

9:02 | 1. Welcome, Introductions, Call to Order – Kaylene Kershner, Scott Shull

9:03 | 2. Public Comment – Kaylene Kershner, Scott Shull  
Opportunity for public comment related to items on the agenda

9:05 | 3. Consent Agenda – Kaylene Kershner, Scott Shull  
Convention and Visitors Bureau Board of Directors  
a) approve/reject 2-21-2019 Minutes

**CVB ACTION TAKEN:**

Motion made to approve 2-21-2019 minutes. Seconded. No Discussion. All in favor. None Opposed. The motion passed.

Tourism Business Improvement District Board of Directors

- a) approve/reject 2-21-2019 Minutes
- b) approve/reject 3-18-2019 Minutes

**TBID ACTION TAKEN:**

Motion made to approve to 2-21-2019 minutes and 3-18-2019 minutes. Seconded. No Discussion. All in favor. None Opposed. The motion passed.

9:07 | 4. Convention and Visitors Bureau Finance Report – Scott Lettre  
Convention and Visitors Bureau Board of Directors accept/reject finance report as presented

**Mission**

To passionately promote Great Falls Montana as a preferred destination for travelers, tourists and conventions to visit, stay, experience, and return.

10:33 | 9. Bylaws – Rebecca Engum

Convention and Visitors Bureau Board of Directors approve/deny repealing and replacing bylaws.

No action taken

10:41 | 10. Appoint Joint Performance Committee – Brett Doney, Scott Shull

Directors appointed from CVB: Kaylene Kershner, Scott Lettre, Brett Doney.  
Directors appointed from TBID: Becky Amaral-Miller, Laurie Price, Scott Shull.

10:47 | 11. Business Development Report – Jake Bash

Report provided by Jake Bash

10:52 | 12. Executive Director Report – Rebecca Engum

Report provided by Rebecca Engum

11:00 | 13. Montana ExpoPark Report – Rebecca Engum

Report provided by Rebecca Engum

11:06 | 14. Public Comment – Brett Doney, Scott Shull

Opportunity for public comment related to Tourism in Great Falls, Montana

11:06 | 15. Adjourn – Brett Doney, Scott Shull

#### Mission

To passionately promote Great Falls Montana as a preferred destination for travelers, tourists and conventions to visit, stay, experience, and return.



**Item:** Labor Agreement between the City of Great Falls and the International Association of Fire Fighters, Local#8 (IAFF Local#8)

**From:** Gaye McInerney, HR Director

**Initiated By:** Gaye McInerney, HR Director

**Presented By:** Gaye McInerney, HR Director

**Action Requested:** Ratification of the Proposed Collective Bargaining Agreement (CBA) with the IAFF Local #8

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/deny) the labor agreement between the City of Great Falls and the IAFF Local #8, and authorize the City Manager to execute the agreement.”

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

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**Staff Recommendation:**

Staff recommends that the City Commission approve the labor agreement between the City of Great Falls and the IAFF Local #8. IAFF Local #8 consists of 64 firefighters.

**Summary:**

Members of the negotiating teams worked to update basic contractual language in order to make the Agreement more clear, more understandable, and consistent. This included grammatical corrections, updating wording to reflect current terminology, and referencing applicable articles throughout the agreement.

Representing the City:

Greg Doyon, City Manager  
Chuck Anderson, Deputy City Manager  
Sara Sexe, City Attorney  
Gaye McInerney, HR Director  
Steve Hester, Fire Chief  
Jeremy Jones, Assistant Fire Chief, Operations

IAFF Local #8 team members:

Dave Van Son, Battalion Chief  
Jay Jarrett, Captain  
Brandon Jaraczski, Captain  
Kris Whitaker, Lieutenant  
Ty Loney, Engineer  
Sterling Veltkamp, Fire Fighter 1/C

Changes from the previous Agreement include, but are not limited to:

**Article 4 – Union Membership.** The Agreement was updated by the Union to comply with the Supreme Court decision in *Janus v. AFSCME, Council 31*, of June 2018. In addition, sections 4.12 and 4.13 were added outlining specific conditions in order for personnel to return to the Union from Administration ranks.

**Article 17 – Uniform allowance.** A uniform allowance was included in the base pay in 1992 with a current annual value of \$679.04.

A base clothing allowance will be defined by the standard operating guidelines and separately funded by the City. The employee must request reimbursement of approved costs by the City for up to a maximum of \$650 per fiscal year, use or lose.

**Article 26 – Medical Insurance.** MMIA raised the health insurance premiums for the City by 10.6 percent. This resulted in a 10 percent increase to the employee premiums. The City still maintains the 90/10 percent cost sharing with the City paying 90 percent and the employee paying 10 percent of the health premiums.

|                 | 7/1/19                          |  |                       | Incremental Increase Over 2018 Rates |
|-----------------|---------------------------------|--|-----------------------|--------------------------------------|
|                 | A                               | B  | C                     |                                      |
| Coverage        | City Contribution added to base | Additional City Contribution not in base | Employee Contribution |                                      |
| Employee (EE)   | \$783                           |  | \$ 54.60              | \$ 4.96                              |
| EE & Child(ren) | \$783                           | \$ 432.23                                | \$135.03              | \$ 12.30                             |
| EE & Spouse     | \$783                           | \$ 596.70                                | \$153.30              | \$ 90.65                             |
| EE & Family     | \$783                           | \$1,127.12                               | \$212.24              | \$125.42                             |

**Article 39 – Medical Expense Reimbursement Plan (MERP).** The maximum contribution level by the employee was increased from \$50 to \$100 in pre-tax wage deductions.

**Addendum 1, Schedule A:**

Changes in Rank structure were made. Instead of waiting 3 years to achieve a 15 percent increase for Senior Fire Fighter rank, 5 percent will be earned over time in each rank of Fire Fighter 1, Fire Fighter 2 and Senior Fire Fighter. Timing for these ranks are identified in the schedule below.

Employees shall be paid according to the following pay schedule (monthly):

| Rank                               | Rank<br>% X's<br>FF | # in<br>Rank | 2019-2020<br>2.75% COLA | 2020-2021<br>2.75% COLA |
|------------------------------------|---------------------|--------------|-------------------------|-------------------------|
| Probationary Fire Fighter          | 0.95                |              | \$4,140.06              | \$4,253.91              |
| Fire Fighter (6 mo up to 24 mo)    |                     |              | \$4,357.96              | \$4,477.80              |
| Fire Fighter 1 (24 mo up to 36 mo) | 1.05                |              | \$4,575.85              | \$4,701.69              |
| Fire Fighter 2 (36 mo up to 48 mo) | 1.10                |              | \$4,793.75              | \$4,925.58              |
| Senior Fire Fighter* (48 mo+)      | 1.15                |              | \$5,011.65              | \$5,149.47              |
| Engineer**                         | 1.20                | 16           | \$5,229.55              | \$5,373.36              |
| Lieutenant                         | 1.27                | 8            | \$5,534.60              | \$5,686.81              |
| Captain                            | 1.34                | 17           | \$5,839.66              | \$6,000.25              |
| Battalion Chief                    | 1.53                | 4            | \$6,667.67              | \$6,851.03              |
|                                    |                     |              |                         |                         |
| Inspector                          |                     | 1            | \$4,056.91              | \$4,168.47              |

\*All Current Fire Fighter First Class hired after April 2014 will be considered Senior Fire Fighters (5 members).

\*\*All members that are currently Fire Fighter First Class that were hired before April 2014 will still promote to the rank of Engineer as per previous rank structure (6 members).

Addition of two more certification pays:

1. Personal Protective Equipment – repairing turnouts to pass inspection, and
2. Communications Director – programming and maintaining mobile devices

Both of these certification pays will be at the same rate as all other certification pays (Fire Fighter Base X's 1.5 percent).

Each employee may achieve a maximum of three certification additional pays, one of which is a paramedic certification.

**Fiscal Impact:**

Addendum 1, Schedule A reflects the negotiated wages with a 2.75 percent increase for each year of the contract. In FY20, a Fire Fighter will receive an annual base wage of \$52,295 for a total compensation package of approximately \$72,000 which includes longevity pay, certification pay (up to a maximum of three certifications), the City's 90 percent share of health insurance premium, on base retirement enhancement, the City's 14.36% contribution to FURS and an annual occupational wellness exam.

The financial impact of a 2.75 percent increase, a \$650 per fiscal year uniform allowance and three certification pays over two years is approximately \$317,451. This amount does not include the new ranking structure.



**Alternatives:**

City Commissioners may choose not to ratify the proposed labor agreement and direct the City Manager to reconvene and continue collective bargaining process.

**Concurrences:**

IAFF Local #8 members voted to ratify the contract language in May 2019.

**Attachments/Exhibits:**

Proposed Labor Agreement

**AGREEMENT**

**BETWEEN**

**CITY OF GREAT FALLS,  
MONTANA**

**AND**

**INTERNATIONAL ASSOCIATION  
OF FIRE FIGHTERS  
LOCAL #8**

**JULY 1, 2019 – JUNE 30, 2021**

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## **ARTICLE 1 – PURPOSE OF AGREEMENT**

- 1.1 This AGREEMENT is entered into by and between the CITY OF GREAT FALLS, MONTANA, hereinafter referred to as “the CITY” and LOCAL #8, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, hereinafter referred to as “the UNION.”
- 1.2 It is the purpose of this AGREEMENT to achieve and maintain harmonious relations between the CITY and the UNION, and to establish proper standards of wages, hours and other conditions of employment.
- 1.3 Whenever the male gender is used (i.e., he, him, his), the term shall apply equally to males and/or females.

## **ARTICLE 2 – RECOGNITION**

- 2.1 The CITY recognizes the UNION as the sole and exclusive bargaining agent for the purpose of establishing wages, hours and other conditions of employment for all uniformed members beginning when assigned to a platoon, excluding the Chief, Assistant Chief, Fire Marshal, Deputy Fire Marshal, Emergency Manager and Department Training Officer.
- 2.2 The initial probationary period is nine (9) months from date of hire. Appointments will be made after the successful completion of the probationary period. During a member’s probationary period, that member is in an “at-will” employee status and notwithstanding Article 24, may be discharged for any reason or for no reason. Probationary members may not utilize the grievance procedure, in this agreement, for disciplinary or discharge actions by the CITY.

## **ARTICLE 3 – NON-DISCRIMINATION POLICY**

- 3.1 The UNION agrees that this AGREEMENT is subject to the Anti-discrimination Policy of the CITY and that cooperation will be given to ensure that no individuals shall be discriminated against with respect to compensation, hours or conditions of employment because of race, color, religion, sex, marital status, national origin or other characteristic protected by law.

## **ARTICLE 4 – UNION MEMBERSHIP**

- 4.1 No employees shall be required to become a member of the UNION as a condition of employment.
- 4.2 Each employee shall have the right to join, not join, maintain or resign his UNION membership. Membership in the UNION shall be separate, apart and distinct from the assumption by each employee of his equal obligation to support collective bargaining from which the employee receives benefits equal to those received by UNION members.
- 4.3 All employees covered by this AGREEMENT will have thirty-one (31) calendar days from the date of the signing of this AGREEMENT to comply with the provisions of Paragraph 4.1 above. Probationary fire fighters who have completed the Recruit Training Academy or re-hired employees will have thirty-one (31) calendar days after the date of confirmation or re-employment in which to comply.
- 4.4 The UNION will defend the CITY against any bona fide lawsuit instituted by an employee within this collective bargaining unit against the CITY on account of the allegation of improper discharge.
- 4.5 It is specifically understood that should the CITY be sued it must immediately give the UNION written notice of said pending lawsuit so that the UNION will have adequate time to properly investigate and prepare a defense. Further, the CITY shall cooperate with the UNION in the defense of said lawsuit.
- 4.6 The UNION shall have the right to retain an attorney of its own choosing who shall be solely responsible for the handling of the case. If the CITY determines that it desires its own attorney to represent it in the defense, it shall do so at its own cost and expense. The UNION shall maintain the exclusive right to defend, settle, mitigate, litigate, or take whatever action it deems proper or necessary with respect to handling this issue in litigation.
- 4.7 The UNION will hold harmless the CITY from any and all claims arising out of said discharge if so adjudicated by a court of competent jurisdiction.
- 4.8 In the event an employee covered by this AGREEMENT is a member of and adheres to a bona fide religious sect, or division thereof, the established and traditional tenets or teachings of which oppose a requirement that a member of such sector division join or financially support any labor organization, then the provisions of Section 39-31-204, Montana Code Annotated, shall be applicable.

- 4.9 The CITY agrees to grant exclusive rights of agency shop and union dues deduction to the UNION and will deduct agency shop and union membership dues from the pay of those employees who individual request in writing that such deductions be made.

The amount to be deducted shall be certified to the employee by the UNION and the monthly aggregate deduction together with a list of employees will be remitted to the UNION's secretary-treasurer on a monthly basis.

- 4.10 Subject to Management's Rights under Article 6, Fire Department personnel must petition the CITY to be able to return to the position that they held at the time of promotion.

- 4.11 Fire Department personnel may return to the position that he/she held at the time of promotion within the first sixty (60) days of his/her promotion.

A. No promotion(s) or hire(s) will take place in the UNION until after the sixty (60)-day grace period has concluded.

- 4.12 Fire Department personnel desiring to return to the position that he/she held at the time of the promotion after the sixty (60)-day grace period and up to one (1) year of the promotion, may return to the position that he/she held at the time he/she left the position under each of the following conditions:

A. A position must be available due to a retirement, promotion, disability, etc.

B. No new positions, demotions, or layoffs will be created to accommodate a person coming back to his/her previous rank.

1. The ability to request to come back to the UNION only applies to an individual that promoted out of the UNION to a Fire Department management position.

C. Time in grade starts when he/she returns to the previous position.

D. Previous time in Fire Department rank and Management position DOES NOT count for future promotions within the Department.

E. The probationary period after returning to the previous position held shall be consistent with Department policy.

- 4.13 After one (1) year in a Fire Department promoted position(s), individuals may return a Senior Fire Fighter under each of the following conditions:



- A. A position must be available due to a retirement, promotion, disability, etc.
- B. No demotions or layoffs will be created to accommodate a person coming back to a Senior Fire Fighter.
  - 1. The ability to request to come back to the bargaining unit only applies to an individual that promoted out of the UNION to a Fire Department management position.
- C. The returning employee WILL NOT return to the rank he/she previously held within the Fire Department; to qualify for future positions:
  - 1. The individual may test to be a driver/operator if his/her time on the Department meets the qualifications set forth in Senior Fire Fighter Promotional Policy.
  - 2. The individual may test to be Engineer once he/she meets the Engineer requirements set forth in career advancement policy.
  - 3. Previous time in Fire Department rank and management position DOES NOT count for future promotions within the Department.
- D. The probationary period of any promotion achieved after returning to any position shall be consistent with Department policy.

## **ARTICLE 5 – UNION BUSINESS**

- 5.1 It is understood the UNION shall have the right to use Business Agents, Shop Committees, or Stewards, as representatives, to adjust grievances as they arise or for any other matters which affect or may affect the relationship between the CITY and the UNION. The CITY agrees that local Business Agents for the UNION shall be given access, with permission granted by the CITY, to members of the UNION at the places of business of the CITY during hours of operations, for the purpose of ascertaining whether the terms of this AGREEMENT are being observed, an any other matters which affect or may affect, the relationship between the CITY and the UNION.
- 5.2 The UNION will notify the CITY in writing what representatives (Business Agent, Shop Committee or Stewards) it will use in matters relating to grievances, interpretation of the AGREEMENT or in any other matters which affect or may affect hours, working conditions, wages, and the relationship between the CITY and the UNION.

- 5.3 When staffing levels are above minimum, the CITY will allow employees on the UNION'S negotiating team to participate in contract negotiations during their regularly scheduled shift. Employees assigned to a higher rank than Fire Fighter due to a member's participation in contract negotiations while on duty will not receive acting pay.

#### **ARTICLE 6 – MANAGEMENT RIGHTS**

- 6.1 In addition to State Law, the CITY retains the full and unrestricted right to operate and manage all manpower, facilities, methods and equipment; to establish functions and programs, make and enforce all rules and regulations; to plan and set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structures; to select, direct, assign, control and determine methods, means, and organization;; to establish work schedules, assign overtime, discharge for cause and to perform any inherent managerial functions. The foregoing enumerations of the CITY management's rights shall not be deemed to exclude other functions not specifically set forth. The CITY, therefore, retains all rights not otherwise specifically covered by this AGREEMENT, except those provided to the employees by Montana State Collective Bargaining Act, MCA 39-31.

#### **ARTICLE 7 – RULES AND REGULATIONS**

- 7.1 The UNION agrees that its members shall comply in full with Fire Department rules and regulations, including those related to conduct and work performance, and as applicable, the City of Great Falls Personnel Policy Manual.
- 7.2 The CITY encourages input from all CITY employees in order to improve its operations; therefore, members of the UNION (through their Executive Board) are invited to make suggestions for improvements including changes in proposed rules and regulations. Proposed rules and regulations will be provided for review prior to implementation.

#### **ARTICLE 8 – UNION ACTIVITY**

- 8.1 All proper UNION activities shall be protected. The parties recognize that the Fire Department employees have and may exercise all rights guaranteed by the Constitution and Laws of the State of Montana and the Constitution and Laws of the United States of America.

## **ARTICLE 9 – BULLETIN BOARDS**

- 9.1 The CITY shall approve placing of bulletin boards located in the respective Fire Stations, for the posting of notices concerning UNION business and activities.

## **ARTICLE 10 – GRIEVANCE PROCEDURE**

- 10.1 A grievance is defined as a dispute, or difference in interpretation between an employee, or the UNION, and the CITY involving wages, hours, or working conditions. No grievance shall be considered or processed unless it is submitted within twenty (20) business days (defined as Monday through Friday, excluding holidays) of first occurrence or first knowledge of the event leading to the grievance. Grievances or disputes which may arise, including the interpretation of the AGREEMENT, shall be settled in the following manner:

STEP 1: A. The immediate supervisor and/or Battalion Chief will investigate, attempt to resolve, and provide written decision regarding any grievances that arise on their platoon. A written decision from the immediate supervisor and/or Battalion Chief will be submitted to both the grievant and the Fire Chief within ten (10) business days from the Battalion Chief's receipt of the grievance.

B. The CITY shall present claims or grievances it receives in writing to the UNION.

STEP 2: A. If the employee is not satisfied with the immediate supervisor or Battalion Chief's decision, he may reduce the grievance to writing and submit it to the UNION for evaluation. The written grievance shall contain the following information:

1. The nature of the grievance and the facts on which it is based;
2. The provisions of the AGREEMENT allegedly violated; and
3. The remedy requested.

STEP 3: If in the UNION's opinion a grievance exists, the UNION (with or without the presence of the aggrieved employee) shall present the written grievance to the Fire Chief within ten (10) business days of receipt of the employee's grievance in STEP 2. The Fire Chief than has ten (10) business days to investigate and respond in writing.

STEP 4: After the date of the Fire Chief's response, the UNION may request in writing a meeting to present the grievance to the City Manager. This meeting request must be made within five (5) business days after receiving the response from the Fire Chief. This meeting will be conducted within fifteen (15) business days of receipt of the request.

A. This meeting shall consist of the:

1. Fire Chief or his/her designee;
2. Grievant and UNION representative; and
3. City Manager or his/her designee.

The City Manager will render his decision within ten (10) business days after the meeting.

STEP 5: Within ten (10) business days after the City Manager's decision, in STEP 4, if the grievance has not been settled, it may be submitted to final and binding arbitration for adjustment as follows:

A. The party grieving shall notify the other party and the Montana Board of Personnel Appeals that the grievance will be submitted to arbitration. Each party shall alternately strike one (1) name from a list of five (5) names submitted to them by the Montana Board of Personnel Appeals. The charging party will strike from the list first. By mutual consent another process can be utilized.

B. Any grievance involving a monetary issue, including those related to hours and working conditions, which could have an apparent economic effect or impact less than five thousand dollars (\$5,000) per grievance shall be subject to final and binding arbitration. Any monetary issue, as defined in the previous sentence, in excess of five thousand dollars (\$5,000) per grievance may be subject to final and binding arbitration only if mutually agreed upon.

C. If the CITY and UNION cannot agree whether a grievance is monetary or the dollar amount thereof, either party may seek an arbitrator's determination.

D. Arbitrator's Authority: In any case where final and binding arbitration is utilized, the arbitrator shall have no right to amend, modify nullify, ignore, add to or subtract from the

terms and conditions of this AGREEMENT, unless those terms and conditions are found to be contrary to applicable law. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the CITY and the UNION and shall have no authority to make a decision on any other issue not so submitted. The Arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modify or vary in any way the application of rules, laws, and/or regulations having the force and effect of law.

- E. The expense of arbitration shall be borne by the two parties equally; however each party shall be responsible for compensation its own representatives and witnesses. If either party desires a verbatim record of proceedings, it may cause such a record to be made providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

STEP 6: If the CITY does not respond within the prescribed time limits, the grievance shall be settled in favor of the grievant. If the UNION misses a deadline, the grievance shall be denied.

- 10.2 Notwithstanding the above provisions related to deadlines, the UNION and the CITY may mutually agree in writing to extend the deadlines set forth in this AGREEMENT at least two (2) business days prior to the expiration of the deadline.
- 10.3 At any stage of the grievance process, the UNION, employee and/or the CITY may attempt to mutually settle or resolve the grievance.

### **ARTICLE 11 – WAGES**

Employees shall be compensated according to Schedule A contained in Addendum 1.

### **ARTICLE 12 – SHIFT SCHEDULE**

- 12.1 The Shift shall consist of one (1) 24-hour shift followed by 48 hours off and then an additional 24-hour shift followed by 96 hours off. Shift change

will be at 0730 hours. One hour will be required during each shift for physical conditioning.

A. 24-48-24-96 Shift Schedule:

1. Assigned work, breaks, meals and alarm time will be set forth and defined below. If emergencies occur during meals, members will receive the remainder of the mealtime after the emergency is over.
2. Assigned Work Time, Monday through Sunday:
  - a. 0730 – 1900 – consisting of 11.5 hours of structured work time with two (2) fifteen-minute breaks, one (1) hour midday meal and one hour mandatory physical conditioning period.
  - b. 1900 – 0730 – consisting of 12.5 hours of alarm time.
3. Assigned Work Time: Work duties as assigned by the officers of the Department.
4. Alarm Time Hours: Alarm Time is defined as being that time members must be at their assigned stations for fires, other emergencies, and life safety issues; and all facilities for rest and rehabilitation are at their disposal.

B. Night Drills – Administration can request members to perform night training during alarm time, on an as needed basis, in order to maintain training requirements. These members will be “flexed” hour for hour alarm time for the hours worked within the same shift when possible. Repayment of this time will be coordinated with the member, Captain and Battalion Chief and forwarded to the Assistant Chief.

C. Customer Service – Administration can request members to perform customer service during alarm time. These members will be “flexed” hour for hour alarm time for the hours worked within the same shift when possible. Repayment of this time will be coordinated with the member, Captain and Battalion chief and forwarded to the Assistant Chief.

D. Holidays and hours outside the designated work periods shall be Alarm Time.

E. Captain Fire Inspector(s) work period(s) will consist of one of the following schedules selected by the Captain Fire Inspector annually:

1. Four (4) ten (10)-hour days on a rotating basis: Monday through Thursday with four (4) days off, followed by Tuesday through Friday with two (2) days off, excluding holidays;
2. Four (4) ten (10)-hour days, Monday through Thursday, excluding holidays; or

3. Five (5) eight (8)-hour days, excluding holidays.  
The Fire Marshal has the ability, in his discretion, to add up to two (2) hours of work per week to the Captain Fire Inspector's schedule when needed.
4. Captain Fire Inspector's hours worked, compensation and vacations:
  - a. Captain Fire Inspector shall earn comp time, vacation and sick leave hours at the same rate as shift personnel.
  - b. Captain Fire Inspector shall receive the same compensation as those working a 42-hour workweek.
  - c. Compensatory time usage shall be in accordance with Article 16.3(C).
  - d. If Captain Fire Inspector is required to work beyond a forty-two (42) hour workweek, he/she shall be compensated as outlined in Article 12, subsection 2.
  - e. Captain Fire Inspector will be able to sign up to work extra hire back shifts the same as other members of the department and be compensated as per Article 12.5
  - f. Special inspections or events may be assigned and will be included in the 42-hour workweek.
  - g. Captain Fire Inspector will be granted one (1) hour for required physical conditioning on a daily basis as per Article 12.1.

F. Fire Inspector(s) will be in the Public Employees Retirement System, and his/her work period(s) will consist of one of the following schedules selected by the Fire Inspector annually:

1. Four (4) ten (10)-hour days on a rotating basis: Monday through Thursday with four (4) days off, followed by Tuesday through Friday with two (2) days off, excluding holidays;
2. Four (4) ten (10)-hour days, Monday through Thursday, excluding holidays; or
3. Five (5) eight (8)-hour days, excluding holidays.
4. Fire Inspectors will receive overtime at time and one-half pay for hours worked in excess of 40 hours per work week;
5. Fire Inspector's hours worked, compensation and vacations will be provided according to the City of Great Falls Personnel Policy Manual.

#### 12.2 Temporary Voluntary Special Project Assignment:

On agreement with the Administration (Management) and the member(s), the member would be assigned to day shifts using the same schedule as



noted in 12.1(F) for the Captain Fire Inspector. The member shall be paid the same rate of pay based on his or her rank and tenure. The assignment would be for at least one full week under 12.1(F) and but no more than one calendar month, at which time the member would be reassigned to the regular shift and duties. Examples of special projects are Recruit Training Instructor, Fire Prevention Week Activities, Implementation and training of technical skills from a specially trained instructor to all shifts, and any other projects that require fire fighter technical skills.

A member on Temporary Voluntary Special Project Assignment will report directly to the administrator responsible for the project. During this period, the member may work trades, hire backs, and respond to call backs, as long as these work periods do not impede project progress. Extensions necessary to complete the Temporary voluntary special Project Assignment may be granted if agreed by the member and administrator.

- 12.3 Call Back: Employees required to return to work during their off-duty hours shall be compensated at a rate of time and one-half (1½) their gross hourly rate for the actual hours worked, with a minimum guarantee of two (2) hours, except for employees required to return to appear before any judicial body shall be paid for such time at one and one-half (1½) the employee's gross hourly rate for the actual hours worked, with a minimum guarantee of two (2) hours.
- 12.4 Employee who are required to hold over for more than fifteen (15) minutes after their regular shift ends shall be compensated for such time at one and one-half (1½) times their gross hourly rate, computed to the nearest half (½) hour.
- 12.5 Sufficient personnel shall be maintained on duty and available for response to alarms. Sufficient fire fighter personnel shall be available to provide a minimum of one (1) fire fighter, one (1) driver/operator (or acting driver/operator) and one (1) officer (or acting officer) per front line unit of response to maintain four (4) stations and one Battalion Chief/Shift Commander with a minimum of thirteen (13) personnel. If sufficient personnel are not available to meet these minimum staffing requirements, personnel shall be hired back in accordance to Article 12.5. Units shall not be placed out of service for reasons of insufficient personnel. Management reserves the right to assign any additional personnel as needed.
- 12.6 Hire Back: Employees may volunteer to work extra shifts, when offered by the CITY to fill staffing requirement, and will be compensated at one and one-half (1½) times the employee's gross hourly rate.

- 12.7 Employees will be paid on an hour for hour basis for the following:
- A. Employee agrees to attend off-duty activity at the request of the CITY.
  - B. Employee obtains prior approval of the CITY to attend off-duty activity at the request of the employee.

These activities shall include, but are not limited to: all classroom and field training sessions, and meetings. The provisions of this section may be altered only mutual agreement between the UNION and the CITY.

### **ARTICLE 13 – SICK LEAVE**

- 13.1 Employees shall earn 8.5 hours of sick leave for each month of service.
- 13.2 An employee shall be allowed to use earned and accumulated sick leave credits for absences from duty without loss of pay due to any one or more of the following:
- A. Illness;
  - B. Injury;
  - C. Medical disability;
  - D. Parental-related disability including prenatal care, birth, miscarriage, abortion, and/or other medical care for either employee or child;
  - E. Quarantine resulting from exposure to contagious disease;
  - F. Medical, dental or eye examination or treatment;
  - G. Care of or attendance to immediate family member for any of the aforementioned;
  - H. Death in immediate family; and
  - I. Other FMLA allowed reasons.
- 13.3 Employees are required to follow the following two steps in order to be eligible for payment of sick leave pay:
- A. Report immediately to his Battalion Chief the reason for absence at least one (1) hour prior to shift change.
  - B. If the absence is for more than one shift (24 working hours) in length, the employee must keep his Battalion Chief informed of his condition.
- 13.4 Illness or death in immediate family:
- A. Immediate family shall mean: spouse, children, mother, father, sisters, brothers, grandparents, grandchildren and immediate family of spouse. Administrative staff may approve annual or sick leave to

attend the funeral of other relatives and friends. This approval will only occur when not requiring hire backs.

- B. Illness requiring the attendance of the employee: Sick leave for all employees shall be limited to 24 working hours, unless the leave qualifies under FMLA.
- C. Death in the immediate family: Forty (40) hour employees shall use no more than 42 working hours total for death and funeral in or out of state. Shift employees shall use no more than 48 working hours for death and funeral in or out of state.

### 13.5 Miscellaneous Sick Leave Provisions:

- A. Appointments for medical, optical, and dental care shall be charged to sick leave if it is not possible to schedule these appointments on days off. Only the time actually required for the appointment will be approved.
- B. Parental leave may be charged against sick leave credits.
- C. Sick leave charges in excess of earned sick leave credits may be charged to earned and available annual leave, or leave without pay at employee's option.
- D. Illness that occur during an employee's vacation shall be charged to sick leave if requested and verified before the end of the next pay period.
- E. The Fire Chief or his/her designee may require appropriate verification and/or a doctor's release for any absence which is charged to sick leave. If such verification is requested and not provided, the request for sick leave shall be disallowed.
- F. All other provisions pertaining to sick leave shall be in accord with applicable federal, state and local law.
- G. When an employee has been injured, either on the job or off duty, a copy of the employee's job description must be given to the physician so he/she can make the determination as to whether or not the employee is able to return to work to perform all necessary duties.
- H. The CITY will reimburse the employee for the office co-pay incurred to obtain a Fit for Duty to Return to Work release when required by the CITY for each non-worker's compensation related illness or injury.
- I. Parental leave may be charged against sick leave credits up to one

hundred twenty (120) hours regardless of the shift for birth fathers and adoptive parents.

13.6 Sick Leave Donations: If an employee is ill and has exhausted his/her sick leave, vacation leave and compensatory time credits, and need more time away from work, members of the Union may donate up to eight (8) hours of sick leave to an employee on an individual basis. Requests for donations must be approved by management. If an employee has exhausted all accrued sick leave, vacation leave, and compensatory time, the Employer may permit the employee to be placed on a leave without pay status. The maximum an employee can receive or donate is one hundred twenty (120) hours in a calendar year.

13.7 Family and Medical Leave:

Family and Medical Leave shall be administered:

- A. As referenced in the City of Great Falls Personnel Policy Manual.
- B. As referenced in FMLA laws, rules and regulations.

#### **ARTICLE 14 – INJURY ON DUTY**

14.1 Employees unable to work as a result of an injury incurred through reasonable employee acts while in actual performance of CITY assigned firefighting, training, or equipment testing duties shall be granted leaves of absence with pay. Employees must qualify for Workers' Compensation medical benefits to be eligible for such leave.

14.2 Such injury leave shall extend for a maximum of one year as provided in 7-33-4133 MCA unless it is determined sooner by competent medical authority approved by the CITY that the employee can return to work and perform any duties throughout the CITY for which the employee may be capable and qualified. At the discretion of the CITY, the injured employee may be required to submit to a medical examination at any time by a physician selected by the CITY.

14.3 During such injury leave, the CITY shall pay the employee the amount over the Workers' Compensation insurance benefit he is eligible to receive, not to exceed his total regular salary for the period. Such injury leave shall not be charged against the employee's sick leave or vacation. The employee must apply for all benefits for which the employee is eligible as a result of public employment as soon as the employee is eligible.

14.4 An employee who is injured, and is medically able to do so, shall report any injury within eight (8) hours, followed by a written report within twenty-

four (24) hours, to his supervisor, Assistant Chief or designee and shall take such first aid or medical treatment as may be necessary under the circumstances. This clause is intended to be non-punitive.

### **ARTICLE 15 – LIGHT DUTY/ALTERATIVE DUTY ASSIGNMENT**

- 15.1 Employees on workers' compensation wage loss benefits that have been released to light duty/alternative duty assignment must inform their supervisor, Assistant Chief or designee that he/she is able to report to work for light duty. If an employee fails to notify their immediate supervisor, the employee's workers' compensation benefits will be terminated and the employee will be subject to disciplinary action.
- 15.2 Employees on sick leave, other than injury on duty (I.O.D.), who have been released to light duty, may request assignment to light duty. The Department will endeavor to identify productive light duty assignments for these requests. Priority for light duty assignments will be given for work related illnesses or injury. Job duties/assignments for light duty will be consistent between I.O.D. and injury/sick off duty. If an employee chooses not to return to light duty, he/she will be entitled to use available sick leave in accordance with Article 13.
- 15.3 The light duty/alternative duty assignment shall be in accordance with the restrictions set forth by the employee's treating health care provider.

### **ARTICLE 16 – HOLIDAYS**

- 16.1 Employees shall be granted the following holidays according to state law and other holidays, which may hereafter be declared a State, holiday by the appropriate authority.
- |                        |  |
|------------------------|--|
| New Year's Day         | Veterans Day                           |
| Martin Luther King Day | General Election Day                   |
| Presidents Day         | Thanksgiving, 4 <sup>th</sup> Thursday |
| Memorial Day           | and Friday in November                 |
| Independence Day       | Christmas Day                          |
| Labor Day              |  |
- 16.2 Holiday time shall be defined as compensatory time accrued by an employee for holidays at the rate of eight and one-half (8½) hours per holiday, except for the Fire Inspector.
- 16.3 Compensatory time usage:

- A. Employee shall be granted usage of compensatory time in addition to his/her regular vacation schedule.
- B. The CITY shall allow a maximum of two (2) members at a time off due to compensatory time usage or vacation.
- C. Employees shall be granted usage of compensatory time at times that the manning of shifts is above minimum staffing levels, except for situations of emergencies requiring call backs of additional personnel, natural or man-made disasters, threats, or security issues as determined by the Fire Chief or his/her designee.
  - 1. During times that manning of shifts allows an employee to use compensatory time, that employee shall not be responsible to be available to return to work during the compensatory time the employee has been granted.
- D. Employees shall have the right, at their sole discretion, to elect to receive payment for up to one hundred sixty (160) hours per fiscal year of the accumulated compensatory time of the employee by requesting for payment of those hours in writing to the CITY.
  - 1. The CITY shall make payment of compensatory time payment requests at the next regular pay period.
  - 2. The maximum number of hours of compensatory time that can be accumulate shall be one hundred sixty (160) hours. Any additional compensatory time earned shall be paid in the pay period in which it is earned.
  - 3. For those employees whose current balance is above 160 hours, their current balance is the maximum amount that can be accrued. Any additional compensatory time earned shall be paid in the pay period it is earned. Once their balance falls below their current leave, no additional hours may be accumulated until their balance falls below 160 hours. At that point, 160 hours becomes their new maximum allowed to be accrued.

#### **ARTICLE 17 – UNIFORM ALLOWANCE**

- 17.1 Personnel required to wear a uniform other than the “work uniform” will be provided with the required uniform.
- 17.2 All protective gear shall be provided by the CITY.

- 17.3 Uniform articles damaged beyond repair during firefighting operations shall be replaced by the CITY. Damage to said uniform articles shall be approved and verified by the Battalion Chief prior to replacement.
- 17.4 Base clothing allowance will be defined by the standard operating guidelines and is separately funded by the CITY. The employee must request reimbursement of approved costs by the CITY for up to a maximum of \$650 per fiscal year, use or lose.

#### **ARTICLE 18 – SHIFT EXCHANGE**

- 18.1 It shall be the policy of the Fire Department to authorize the trading of shifts or partial shifts. Shift trading shall be in compliance with department policy. All requests shall be properly filled out and forwarded through the chain of command.
- 18.2 Changes to trade day policies will be brought to and discussed by the Labor/Management Committee.

#### **ARTICLE 19 – LEAVE OF ABSENCE**

- 19.1 It is understood and agreed by the parties hereto that the CITY may grant leaves of absence to employees of up to six (6) months provided, however, that such employee shall not accrue any benefits, including, but not limited to, sick leave, vacation, and compensatory time during such approved leave of absence. Employees must self-pay health coverage premiums while on an approved leave of absence. No leave of absence shall be granted for an employee to accept outside employment. Employees may request a leave of absence for training and community involvement. Existing seniority rights will be frozen during the terms of such absence. Said leave is to be granted under the terms and conditions set by the Fire Chief and City manager.
- 19.2 If an eligible employee requests a leave of absence for one of the reasons identified in the Family and Medical Leave Act of 1993, the CITY will grant the request in compliance with the Act and Article 13.7.

#### **ARTICLE 20 – WORKING OUT OF CLASSIFICATION**

- 20.1 Any member assigned the duties of a rank higher than his/her current rank shall be entitled to receive the higher pay of the acting position for



actual hours worked. This does not apply to Shift Exchange under Article 18.

- 20.2 Fire fighters assigned to the duty of driving fire department vehicles responding to all emergencies shall be considered working above their ay-grade and shall be compensated accordingly.

### **ARTICLE 21 – PROMOTIONAL TESTING**

- 21.1 The UNION shall have a qualified representative of their choosing to observe all phases of promotional exams. If the representative chosen is a member of the Fire Department, he/she must be of rank equal to or above the rank being examined. The representative selected by the UNION shall not be compensated by the CITY.
- 21.2 The CITY will establish and maintain the Fire Department promotional policy in cooperation with a six person Promotion Policy Committee consisting of three (3) members appointed by the UNION and two (2) members appointed by the Fire Chief, and the Assistant Fire Chief. The Promotion Policy Committee will be consulted in establishing and revising all policies relating to promotional procedures. This Committee will deliberate and make decisions by consensus. This Committee shall meet at least on a quarterly basis each year.
- 21.3 The Promotion Policy committee will be consulted in establishing and revising all policies relating to promotional procedures. This committee will deliberate and make decisions by consensus. This committee will be responsible for developing the methodologies and determining in the type of promotional exam and study materials for promotional testing. Management will develop the actual test content, based on the study material and type of exam.

### **ARTICLE 22 – VACATIONS**

- 22.1 Vacation accumulation and usage will be in accordance with State law and department policy.
- 22.2 Straight departmental seniority (by platoon) shall prevail in selectin vacation times.
- 22.3 Vacation leave credits for those employees working forty-two (42) hours per week shall be in accordance with the following schedule:

| <u>Years of Employment</u> | <u>Credited Hours/Month</u> |
|----------------------------|-----------------------------|
| 1 day up to 10 years       | 10.6                        |
| 10 years up to 15 years    | 12.6                        |
| 15 years up to 20 years    | 14.7                        |
| 20 years on                | 16.7                        |

- 22.4 Annual vacation selection period shall begin no later than March 1 and conclude on March 31; the selection period will be April 1 through March 31.
- 22.5 The CITY shall allow a maximum of two (2) members off on vacation leave for all shifts selected by the members during the annual vacation selection period, with the following exceptions:
- A. Before the vacation calendar is circulated, the Assistant Chief will notate any scheduled out-of-state training opportunities between January 1 through March 31 for the National Fire Academy. Employees are encouraged not to select vacation dates that fall on these designated training dates, unless absolutely necessary; however, one (1) vacation selection will be allowed during this period.
  - B. Once the vacation selection period ends March 31, the Assistant Chief will have first opportunity to select training dates during the period of January 1 through March 31 to accommodate training opportunities, including but not limited to the National Fire Academy. No additional vacation will be granted for the dates selected by the Assistant Chief during the period of January 1 through March 31.
- 22.6 Schedule vacation shifts relinquished by members shall be allowed to be made available for members to reschedule.
- A. Rescheduling will begin directly below the member relinquishing the vacation and be completed by straight seniority (by platoon).
- 22.7 Shifts not selected either during the annual vacation selection or by the Assistant Chief may be allowed to be scheduled by any member on a first-come-first-serve basis upon the approval of the CITY.

**ARTICLE 23 – PERSONNEL REDUCTION**

- 23.1 In the case of a personnel reduction, the employee with the least seniority shall be laid off first. No new employee shall be hired until all laid off employees who retain seniority rights have been given an opportunity to return to work.

23.2 Seniority means the rights secure by non-temporary, full-time employees by length of continuous service with the Great Falls Fire Rescue. Seniority shall not be effective until a nine (9) month probationary period has been successfully completed, after which time seniority shall date back to the last date of hire.

23.3 Seniority shall be broken when an employee:

- A. Voluntarily terminates,
- B. Retires,
- C. Is discharged, or
- D. Fails to report to work after layoff within thirty (30) calendar days.

#### **ARTICLE 24 – NON-DISCRIMINATION**

24.1 No employee shall be discharged except for justifiable cause.

#### **ARTICLE 25 – JURISDICTIONAL DUTIES**

25.1 UNION members shall not be required to perform any work that conflicts with the recognized jurisdiction of other unions that represent CITY employees.

25.2 No fire fighters shall strike, recognize a picket line of any labor organization or otherwise refuse to work or slowdown the performance of his/her work while in the course of his/her regular and official duties.

#### **ARTICLE 26 – MEDICAL INSURANCE**

26.1 The Employer agrees to provide non-occupational health insurance or pooled indemnity coverage for each insurable regular employee and insurable dependents thereof immediately following the period of exclusion provided by the terms of the master policy.

A CITY health insurance or pooled indemnity coverage contribution in the amount listed below will be added to the employee's gross pay. This portion of the employee's gross pay is hereinafter referred to as the "Contribution." As part of this collective bargaining agreement, employees are required to participate in the CITY's health insurance or pooled indemnity coverage plan on either a pre-tax or post-tax basis.

If an employee elects to participate on a pre-tax basis, the employee shall authorize a payroll deduction from the employee's gross pay equal to the

CITY's contribution. This deduction from the employee's gross pay will be paid into a fund maintained to provide health benefits for eligible employees.

If an employee elects to participate on a post-tax basis, the Contribution shall be taxable income to the employee and the employee shall authorize the payment of the Contribution value, after its deemed receipt, toward the employee's health insurance or pooled indemnity coverage.

It is hereby acknowledged that both employee and employer retirement contributions will be required on this additional gross income, causing a decrease to the net income of the employee. It is also the intent of the employees and the CITY that the Contribution be excluded from the determination of the employee's "regular rate" of compensation as that phrase is defined under 29 U.S.C. 207(e)(4). In the event that any subsequent law, court, arbitrator, or other lawful authority determines that the inclusion of the CITY's health insurance or pooled indemnity coverage contribution in the employee's gross pay should be included in overtime compensation calculations, then the parties agree that there will be a corresponding adjustment to the affected hourly rate, pay or benefit to carry out the intent of this provision. The intent of such adjustment will be to result in the least net financial effect on both the employee and the employer.

The CITY Contribution amount included in base wages for retirement enhancement purposes shall be capped at the current Contribution rate of \$783/month (Column A below).

Any additional premium charges after 7/1/18 will be shared at a provider standard rate with the CITY paying 90% (ninety percent) of the premium and the employee paying 10% (ten percent) of the premium.

|                 | 7/1/19                          |  |                       |
|-----------------|---------------------------------|--|-----------------------|
|                 | A                               | B  | C                     |
| Coverage        | City Contribution added to base | Additional City Contribution not in base | Employee Contribution |
| Employee (EE)   | \$783                           |  | \$ 54.60              |
| EE & Child(ren) | \$783                           | \$ 432.23                                | \$135.03              |
| EE & Spouse     | \$783                           | \$ 596.70                                | \$153.30              |
| EE & Family     | \$783                           | \$1,127.12                               | \$212.24              |

- a. Effective 7/1/97, the CITY reserves the right to add to, delete from, or modify the benefit plan, with no obligation to negotiate, and retains the right to delete or modify any or all of the added benefits with no obligation to negotiate.
- b. The CITY shall be at liberty to make an independent selection of the insurance carrier, including the option of partially or fully self-funding with no obligation to negotiate.

#### **ARTICLE 27 – JURY DUTY**

- 27.1 An employee who is under proper summons as a juror shall collect all fees and allowances payable as a result of the service and forward the fees to the CITY. Juror fees shall be applied against the amount due the employee from the CITY.
- 27.2 An employee may elect to charge the juror time off as annual leave and not remit the juror fees to the CITY. Employees will be required to report back to work, regardless of the time dismissed from jury duty, if not on annual leave.

#### **ARTICLE 28 – HEALTH/SAFETY**

- 28.1 The CITY and UNION agree to jointly promote the safe and healthy working conditions, to cooperate in safety matters and to encourage employees to work in a safe manner. To this end, the CITY shall appoint a Fire Safety Advisory Committee, consisting of not more than six (6) members, three (3) of which shall be appointed by and be representative of the UNION.
- 28.2 The Fire Safety Advisory Committee shall be responsible for advising the Fire Chief, City Manager, and City Safety committee of reasonable safety rules and regulations involving the Fire Department.
- 28.3 The Fire Safety Advisory Committee may investigate matters relating to safety, including Employee and Supervisor Loss Control Reports, and a file a written report to the Fire Chief, City Manager, the CITY's Safety Review Committee, and the UNION. The report shall be the basis for recommending preventative measures.
- 28.4 The Fire Safety Advisory Committee may recommend changes or additions to improve protective clothing and equipment.
- 28.5 The Fire Safety Advisory Committee shall keep minutes of all Committee meetings and a written report shall be prepared for review of the next Committee meeting, with a copy submitted to the Fire Chief.

28.6 The sole forum for considering and resolving matters relating to this Article shall be through the Fire Safety Advisory Committee and the Safety Review Committee. This Committee shall meet at least on a quarterly basis each year.

### **ARTICLE 29 – SAVINGS CLAUSE**

29.1 If any provision of this AGREEMENT or the application of such provision should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this AGREEMENT shall remain in full force and effect.

29.2 If any Article or Section of this AGREEMENT or any addendum thereto should be held invalid by operation of law or by any tribunal or competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by any court or other tribunal of competent jurisdiction, the remainder of the AGREEMENT and the addendum thereto shall not be affected thereby, and the parties to this AGREEMENT shall thereafter enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory substitute for such Article or Section.

29.3 Regarding the application of the Fair Labor Standards Act (FLSA), parties will be bound by current federal regulations, Volume 29, C.F.R., parts 500 to 599 until revoked. Should such regulations be revoked, then and upon such revocation, those terms and conditions of the AGREEMENT affected thereby and restricted thereto, shall be renegotiated to comply with the FLSA and/or new regulations issued by the Labor Department.

### **ARTICLE 30 – SUPPLEMENTAL AGREEMENT**

30.1 During the term of this AGREEMENT and any extensions hereof, no collective bargaining shall be had upon any matter covered by this AGREEMENT or upon any matter which has been raised and disposed of during the course of the collective bargaining which resulted in the consummation of this AGREEMENT. This clause shall not be construed to limit, impair or act as a waiver of the UNION's or CITY's right to bargain collectively on changes contemplated or effected by the CITY which may affect the basic terms and conditions herein set forth.

30.2 The CITY and UNION acknowledge that during the negotiations which resulted in this AGREEMENT, each had unlimited right and opportunity to make demands and proposals with respect to subject or matters not

removed by law from the area of collective bargaining regarding the employees covered by this AGREEMENT.

### **ARTICLE 31 – MEAL ALLOWANCE**

31.1 In the event an employee is required to work more than two (2) hours overtime following a regular shift and for each additional five (5) hours of overtime, he/she shall be provided a not meal, or monetary amount, by the CITY and given a reasonable amount of time to eat.

31.2 Monetary amounts will be as follows, if a meal is not provided by the CITY:

Morning meal limited to \$ 7.00

Noon meal limited to \$ 7.00

Evening meal limited to \$14.00

### **ARTICLE 32 – DATA ACCESS**

32.1 Employer recognizes the necessity for the Local #8 to have possession of information to maintain the current AGREEMENT and prepare for negotiations. Upon request of Local #8, employer agrees to furnish all public information and data requested.

### **ARTICLE 33 – LABOR MANAGEMENT COMMITTEE**

33.1 To enhance communications between Labor and Management there shall be a Labor Management Committee consisting of no less than four (4) UNION representatives and four (4) CITY representatives. The Committee shall meet at least quarterly.

### **ARTICLE 34 – LINE OF DUTY DEATH BENEFIT**

34.1 If an employee is “killed in the line of duty,” the CITY agrees to pay the health insurance premium for dependents who are on the plan at the time of his/her death for twenty-four (24) months.

34.2 If an employee is “killed in the line of duty,” funeral-related costs will be covered by the CITY, up to \$15,000.

The determination as to whether or not an employee was “killed in the line of duty” will be made by the CITY’s Workers’ Compensation carrier.



## ARTICLE 35 – RESIDENCY

- 35.1 As a condition of employment, all fire fighters hired after September 21, 1999, shall be required to maintain their primary resident within a maximum of thirty (30) minutes of Fire Station 1, located at 105 9th Street South, Great Falls, Montana. The Fire Chief or his designee will determine residency compliance utilizing Google map internet mapping software. In the event this software program becomes obsolete, Management reserves the right to utilize alternate mapping software of its choice after conferring with the UNION. New employees shall be required to comply with residency requirement within one hundred and eighty (180) days of employment with the City of Great Falls.

## ARTICLE 36 – WELLNESS-FITNESS PROGRAM

- 36.1 All members of the bargaining unit shall be required to undergo an annual mandatory medical evaluation through the Fire Department physician selected by the Wellness-Fitness Committee and participate in an annual in-house peer fitness assessment. The Wellness-Fitness Committee shall include equal representation by Management and UNION.
- a. The medical evaluation shall meet or exceed the requirements of NFPA 1582 Standard on Medical Requirements for Fire fighters and Fire Department Physicians.
  - b. The assessments shall be determined by the Committee.
- 36.2 Members shall receive all tests and exams through the Fire Department physician as identified and indicated in the medical services agreement with the Fire Department physician as approved by the Committee.
- A. **Exception:** If a member has received the same test or exam from a physician other than the Fire Department physician within 12 months of their scheduled Wellness-Fitness medical evaluation, they may provide those results to the Fire Department physician prior to their scheduled Wellness-Fitness medical evaluation and be exempted from duplicating that particular test or exam for that year.
- 36.3 Only the following records will be provided to the Fire Department from the Fire Department physician and will be forwarded to Human Resources for safekeeping in the employee’s medical file:
- A. Surveillance/Respirator Fitness for duty form

- B. Hepatitis B titer results (if applicable)
  - C. Work clearance/fit for duty
  - D. Audiology
- 36.4 Other results and medical records will be retained by the Fire Department physician and will not be released to the Fire Department or the City of Great Falls without written permission from the member or the member's estate, or as required by law or court order.
- 36.5 In the event the Fire Department physician determines that a member is "not fit for duty," the member may seek an opinion from a qualified physician of his/her choice, and at his/her own cost.
- 36.6 Four (4) Peer Fitness Trainers will be selected by the Committee. The Peer Fitness Trainers shall be responsible for conducting annual fitness assessments and consultations for all bargaining unit members as assigned by the Committee.
- 36.7 The costs of the Wellness-Fitness Program medical evaluation and optional follow-up consultation shall be paid for by the CITY.
- A. The cost of any tests, exams, and procedures conducted by a physician other than the Fire Department physician or any additional tests, exams or procedures not contained in the medical service agreement and recommended by the Fire Department physician or elected by the member will not be paid by the CITY through the Wellness-Fitness Program, but may be submitted to the ICT's health benefit plan if applicable. The CITY makes no representation as to whether the health benefit plan will cover these additional costs.
- 36.8 Employees will be compensated at the Training Time rate for the time spent undergoing testing under this section.

### **ARTICLE 37 – TERM OF AGREEMENT**

- 37.1 This AGREEMENT shall be effective as of July 1, 2019 and shall remain in full force and effect through June 30, 2021. This AGREEMENT shall be subject to such change or modification as may be mutually agreed upon by the parties hereto.
- 37.2 If either party wishes to open any part of this AGREEMENT, written notice must be mailed prior to sixty (60) days of the expiration date of this contract. Failure to give sixty (60) days with notice of intent to open, this

AGREEMENT will then remain in force for one (1) year from expiration date.

**ARTICLE 38 – LONGEVITY**

38.1 \$15.50 per month per year of service.

**ARTICLE 39 – MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)**

Beginning July 1, 2019, with each monthly payroll, on behalf of the employee, the employer shall make monthly contributions on a pre-tax wage deduction for each employee to the Washington State Council of Fire Fighters (WSFF) Employee Benefit Trust, in the following amounts:

|      |              |                |
|------|--------------|----------------|
| FY20 | July 1, 2019 | \$100 Employee |
|------|--------------|----------------|

1. This Trust shall remain separate and apart from any Employer retiree health insurance funding program unless changed by mutual agreement of the parties to the agreement.
2. The Employer shall be obligated to make payment of contributions in the amount provided above as set forth by WSCFF Employee Benefit Trust every month for that month’s contributions.
3. The Internal Revenue Service codes require all eligible employees to participate; there is no individual election to continue contributions. The UNION and the employees agree to hold the employer harmless and indemnify the employer from any and all liability, claims, demands, lawsuits, attorneys’ fees, costs and/or losses, damage or injury to persons or property, of whatsoever kind arising from and in any way related to the implementation and administration of the MERP, including but not limited to penalties, fines and other assessments incurred by the Employer as a result of the Employer’s activities under this MERP section. The UNION and the employees shall be one hundred percent (100%) liable for any and all liabilities that arise out of the MERP. The UNION and the employees shall be liable for any and all tax penalties, as well as any other liabilities arising out of the implementation and administration of the MERP. Under no circumstances whatsoever will the employer be liable for direct payment of any MERP benefit to the employees and/or retired employees and/or their beneficiaries.

EXECUTED at Great Falls, Montana, \_\_\_\_\_, 2019.

CITY OF GREAT FALLS, MONTANA

ATTEST:

\_\_\_\_\_  
Lisa Kunz, City Clerk

\_\_\_\_\_  
Greg Doyon, City Manager

(SEAL OF CITY)

REVIEWED FOR LEGAL CONTENT:

\_\_\_\_\_  
Sara Sexe, City Attorney

LOCAL #8, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS AFL-CIOCLC

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary/Treasurer

**ADDENDUM 1  
SCHEDULE A**

Employees shall be paid according to the following pay schedule (monthly):

| Rank                               | Rank % X's FF | # in Rank | 2019-2020 2.75% COLA | 2020-2021 2.75% COLA |
|------------------------------------|---------------|-----------|----------------------|----------------------|
| Probationary Fire Fighter          | 0.95          |           | \$4,140.06           | \$4,253.91           |
| Fire Fighter (6 mo up to 24 mo)    |               |           | \$4,357.96           | \$4,477.80           |
| Fire Fighter 1 (24 mo up to 36 mo) | 1.05          |           | \$4,575.85           | \$4,701.69           |
| Fire Fighter 2 (36 mo up to 48 mo) | 1.10          |           | \$4,793.75           | \$4,925.58           |
| Senior Fire Fighter* (48 mo+)      | 1.15          |           | \$5,011.65           | \$5,149.47           |
| Engineer**                         | 1.20          | 16        | \$5,229.55           | \$5,373.36           |
| Lieutenant                         | 1.27          | 8         | \$5,534.60           | \$5,686.81           |
| Captain                            | 1.34          | 17        | \$5,839.66           | \$6,000.25           |
| Battalion Chief                    | 1.53          | 4         | \$6,667.67           | \$6,851.03           |
|                                    |               |           |                      |                      |
| Inspector                          |               | 1         | \$4,056.91           | \$4,168.47           |

\*All Current Fire Fighter First Class hired after April 2014 will be considered Senior Fire Fighters (5 members).

\*\*All members that are currently Fire Fighter First Class that were hired before April 2014 will still promote to the rank of Engineer as per previous rank structure (6 members).

The UNION agrees to accept reduced wages in exchange for the CITY to agree to pay one and one-half (1½) time OT for Hire Back referred to in Article 12.9.

It is agreed that after six months of employment, employees will receive 100 percent of the base salary of a fire fighter. Employees will not receive an additional increase in base wages upon the successful completion of their probationary period.

\*Beginning 7/1/08, EMT – Basic Certification of 2 percent was added to the Fire Fighter base wage.

## **CERTIFICATION PAY:**

As of July 1, 2019, all certifications must be received from an established program through recognized National or Industry standards.

Paramedic certification pay:

1. Fire Fighter Base X's 4.5 percent  
Criteria: 1<sup>st</sup> increase effective upon the Department Administration receiving proof of Paramedic certification.
2. Fire Fighter Base X's 7 percent  
Criteria: Additional 2.5% effective upon the Department Administration receiving proof of successfully completing proctoring requirements (Practicing Paramedic)
3. Members will not receive Paramedic certification pay above the rank of Captain.

The number of Paramedics: maximum of 24, increasing at management's discretion.

Technical Rescue certification pay:

1. Fire Fighter Base X's 1.5 percent  
Criteria: Personnel must be an active member of the GFFR Technical Rescue Team.  
Number of team members will be limited to twenty (20).

Hazardous Materials certification pay:

1. Fire Fighter Base X's 1.5 percent  
Criteria: Personnel must be a certified HazMat Technician.  
Must be an active/practicing member of the GFFR Hazmat Team.  
Number of team members will be limited to sixteen (16).

Fire Investigator certification pay:

1. Fire Fighter Base X's 1.5 percent  
Criteria: Personnel must be a practicing investigator of GFFR.  
Number of Fire Investigators will be limited to twelve (12).

Special Services certification pay:

1. Fire Fighter Base X's 1.5 percent

Criteria: Personnel providing special services to GFFR

Small gas engines, SCBA, Ladder Testing, Extinguishers,  
Hose/Nozzles

Number of paid positions for each service will be limited to one  
(1).

Personal Protective Equipment certification pay:

Number of paid positions will be limited to two (2).

Communications Director certification pay:

Number of paid positions will be limited to one (1).

The maximum number of certifications by an employee is three, including a paramedic certification.

Captain Inspector:

An employee assigned to the Captain Inspector position shall receive a special pay in the amount of \$100 per month.

Engineer requires five (5) years in rank as Fire Fighter First Class. As of April 1, 2022, this classification will no longer be in effect.





**Item:** 2019/2020 CDBG & HOME Annual Action Plan

**From:** Planning and Community Development Department

**Initiated By:** Maria Porter, Community Grant Specialist, Planning and Community Development Department

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

**Action Requested:** Adoption of the 2019/2020 Annual Action Plan and authorization of its submittal to the U. S. Department of Housing and Urban Development (HUD).

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**Suggested Motion:**

1. Commissioner moves:

"I move that the City Commission (adopt/deny) the proposed 2019/2020 Annual Action Plan for submission to the U.S. Department of Housing and Urban Development (HUD), and approve the funding priorities for the 2019/2020 Community Development Block Grant Program (CDBG)."

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 2019/2020 CDBG Funding Priorities as follows:

|                               |     |
|-------------------------------|-----|
| Economic Development          | 50% |
| Public Improvements (20% ADA) | 40% |
| Public Services               | 10% |

These percentages would be applied to the unallocated CDBG funds from prior years and the FY19 CDBG annual allocation (\$794,666). Affordable Housing will continue to be supported through the HOME Grant, Residential Rehab Program, and the Fair Housing Program. These programs have approximately \$1.5 Million of combined funds.

Staff additionally recommends that the City Commission allow staff to have limited authority to adjust the percent allocations by zero to ten percent based on the need to release funds to meet HUD Timeliness deadlines. The City is required to have no more than 1.5 times of its annual allocation by May 2nd of every year; therefore, staff requests the ability to respond to this HUD requirement as needed, while remaining within the identified and approved priorities. The City has faced potential

noncompliance with this requirement during the last few fiscal years, and this approval will allow staff to be proactive in meeting the HUD Timeliness requirement.

The Staff recommends that the City Commission adopt the Annual Action Plan, including the use of the 2019/2020 Community Development Block Grant (CDBG) funds and the use of the 2019/2020 HOME Investment Partnership Program funds, and authorize submittal to the U.S. Department of Housing and Urban Development.

**Summary:**

The funding priorities recommended by Staff are completely driven by community input through a community survey, Neighborhood Council meeting, public needs hearing, and public comment period. Staff intentionally provided multiple avenues of public engagement to ensure the priority-setting process was community driven and inclusive. Staff's recommendation is to respectfully utilize the community's chosen top three priorities, which will allow for strategic funding in areas of need. These funding priorities will be used by Staff as a guideline for awards throughout the year.

At the end of the 30-day comment period, the City Commission is required to either adopt the Annual Action Plan as recommended, or amend and adopt the final Annual Action Plan for submittal to HUD in order for the City to continue to receive CDBG and HOME program funds. The 30-day public comment period was conducted on April 17, 2019 to May 17, 2019; one comment was received (attached). HUD must receive the Annual Action Plan electronically by June 30, 2019.

**Background:**

CDBG and HOME programs are federal programs administered by U.S. Department of Housing and Urban Development (HUD) to help fund local community development programs including affordable housing, public service, economic development, and public infrastructure projects. The primary goal of these programs is to assist low and moderate income (LMI) persons in their respective communities. State and local governments receive funding from HUD based on a formula derived from population and housing statistics.

At the April 2, 2019, City Commission meeting, through adoption of the City's Grant Policies document, the City Commission approved to fund the administration of the CDBG and HOME Program, including the Revolving Loan Fund, and to continue to support Fair Housing through a Fair Housing Specialist position. All allocation amounts include the deduction of these positions to administer the grant programs.

Significant Impacts

Funding priorities will lay the foundation for the Annual Action Plan required by the Department of Housing and Urban Development (HUD) as part of the five year Consolidated Plan. Projects will be considered that fall into the guidelines established by these funding priorities and meet national CDBG objectives, making them eligible for use of CDBG funds.

Citizen Participation

The Annual Action Plan was developed through a Community Needs Assessment process. Information regarding community needs was gathered from multiple sources such as a HUD required annual Community Needs Hearing, which was most recently held by the Commission on April 2, 2019. The community also had the opportunity to participate in identifying funding priorities through a

Commission Work Session (4/16/19), the Annual Community Needs Assessment (318 Survey Results), and through a Neighborhood Council of Councils meeting (1/29/19).

Lastly, the proposed Annual Action Plan was made available to the citizens of Great Falls for review and comment for a 30-day period from April 17, 2019 through May 17, 2019. The public was also encouraged to comment on the City's overall CDBG & HOME program performance and policies. A copy of the proposed Annual Action Plan was available for review in the Planning and Community Development Office, the Great Falls Public Library, and on the web at <http://www.greatfallsmt.net/planning/consolidated-plan-annual-action-plan>.

If approved, the final Annual Action Plan will be placed on file in the City Clerk's office. Written comments received as of the date of this Agenda Report are attached.

**Fiscal Impact:**

Meeting HUD requirements for receipt of CDBG and HOME funding will bring a total of \$1,067,754 to the City to benefit low/moderate income citizens and families. This influx of Federal funding does significantly ease pressure on the City's general fund to provide similar services to low/moderate income residents of Great Falls. Approval of the Annual Action Plan by City Commission and HUD is required for these funds to become available in the upcoming fiscal year.

**Alternatives:**

The City Commission could also amend and adopt the Annual Action Plan or choose not to adopt the Plan, thereby forgoing receipt of CDBG and HOME funds for the 2019-2020 funding cycle.

**Concurrences:** Staff from P&CD regularly work with staff from the Public Works and Parks and Recreation Departments to plan and implement CDBG projects. Additionally, staff consulted with the Great Falls Development Authority and NeighborWorks in the development of the proposed funding priorities.

**Attachments/Exhibits:**

FY19 Grant Schedule

Citizen Participation Plan

Public Comment: North Central Independent Living Services, Inc.



## City of Great Falls

### CDBG/HOME Annual Action Plan Schedule

|   |  |
|---|--|
| Public Needs Assessment- Neighborhood Councils (1/29/19 Council of Councils), and Community Survey  | January 14, 2019- February 18, 2019                  |
| <b>City Commission Work Session</b> to review Community Survey Results, <b>City Commission Meeting</b> to set date for Public Needs Hearing | Tuesday March 5, 2019<br>(Agenda Report Due 2/21/19) |
| <b>City Commission Meeting</b> to vote on Grant Policies and <i>Citizen Participation Plan</i> , <u>Public Needs Hearing</u>                | Tuesday April 2, 2019<br>(Agenda Report Due 3/19/19) |
| <b>City Commission Work Session</b> to review Staff recommendation on funding priorities  | Tuesday April 16, 2019                               |
| 30-day comment period for proposed 2019/2020 Annual Action Plan   | April 17, 2019 – May 17, 2019                        |
| <b>City Commission Meeting</b> to review and vote on the Annual Action Plan   | Tuesday June 4, 2019<br>(Agenda Report Due 5/23/19)  |
| ConPlan/Annual Action Plan submitted to HUD   | By June 30, 2019                                     |

Staff attendance at Council of Councils - 1/29/19

**City of Great Falls, Montana  
Citizen Participation Plan for the  
Consolidated Plan and  
Consolidated Annual Performance Evaluation Report  
February 2019**

**PURPOSE OF CITIZEN PARTICIPATION IN DEVELOPING THE CONSOLIDATED PLAN AND CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT**

The City of Great Falls (City) must develop a Consolidated Plan to be eligible to receive Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) federal grant funds from the Department of Housing and Urban Development. A key component in creating the Consolidated Plan is citizen participation in all steps of the planning development process. Additionally, citizen participation is an integral component of the Consolidated Annual Performance Evaluation Report (CAPER) which is also required by HUD to receive federal grant funds. To ensure citizens in Great Falls have the opportunity to take part in creating the Consolidated Plan, the Annual Action Plan and the CAPER, the City has developed and commits to implement the following elements of the Citizen Participation Plan.

**THE CITIZEN PARTICIPATION PLAN**

Participation: The City will provide for, and encourage, citizen participation emphasizing the involvement of low to moderate income residents in areas where housing and community development funds may be spent, particularly those in slum and blighted areas. The City will also inform and offer opportunities for comment to residents of low to moderate income neighborhoods (neighborhoods having 51% or higher low to moderate income populations). The City will encourage the participation of the Great Falls Housing Authority public/assisted housing residents and Opportunities, Inc. assisted housing residents in Great Falls.

The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. The City will encourage input and solicit information from each of the nine Neighborhood Councils and will notify the Councils about public hearings, the Consolidated Plan or the Annual Action Plan development process and solicit comments. The City will encourage community input through surveys and public meetings.

When preparing the portion of the Consolidated Plan or Annual Action Plan regarding lead-based paint hazards, the City will consult with the City and Great Falls Housing Authority certified lead-based paint risk assessors to define what specific activities will be undertaken to mitigate and abate lead-based paint in housing units subsidized to be affordable for low to moderate income households. Activities required for lead-based paint hazards will also be addressed in non-profit facilities which receive CDBG grant

funds as sub-recipients of the City where children spend the amount of time which meets the minimum threshold criteria.

The City Commission is the final citizen policy body that reviews and takes action on the Citizen Participation Plan, Annual Action Plan, and Consolidated Plan. After receipt and consideration of public comments, the City Commission votes on these Plans. During all City Commission meetings, citizens have the opportunity to provide public comment.

Meetings and Public Hearings: The City will provide notification of meetings two weeks in advance so all citizens can attend public hearings. Notice shall be provided to the public via email, mail, broadcast or cable media, or social media, and will also be published twice in the publication designated by the City of Great Falls for legal notices prior to any hearing date.

Access to Information: The City will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan and all of its components, and the City's planned use of financial assistance received under the relevant federal programs during the upcoming year. The public will have the opportunity to receive information, review and submit comments on any proposed HUD submission, including the Consolidated Plan adopted by the City Commissioners and any plan amendments.

Information will also be available on the range of programs, the amount of assistance the City expects to receive, the amount of funds available and the estimated amount proposed to benefit low to moderate income residents. These groups will have access to the City's plans to minimize displacement of residents and businesses and assist those displaced because of these activities. The City will also provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to all processes associated with the CAPER.

The final version of the current Consolidated Plan, Annual Action Plan, CAPER, and Annual Community Assessment will be available on the City website on an ongoing basis.

Technical Assistance: The City will provide appropriate technical assistance to all groups that request assistance in developing proposals for financial assistance under any of the programs covered by the Consolidated Plan. An annual application workshop will be held to provide applicants with information on how to complete application forms. Individuals with specific special needs should contact the City one week before workshop date to make arrangements if they wish to attend.

Public Hearings: The City will provide multiple opportunities to obtain citizens opinions. The City program year begins July 1 and ends June 30. Public hearings will address and respond to proposals and comments on:

1. Grant Policies

2. Housing and community development needs
3. Development of proposed activities
4. Review of proposed uses for funding
5. Review of program performance

The City will hold public hearings that are conveniently timed for people who are likely to benefit from program funds, accessible to people with disabilities and adequately publicized with sufficient information about the subject of the hearing to encourage informed comment. Material presented at the public hearing will be made available in electronic format on the City's webpage. Individuals with specific special needs should contact the City one week before public hearing dates to make arrangements if they wish to attend.

Throughout the year, citizens may attend City Commission meetings and public hearings to provide input as to the distribution of federal funds into the City. There will be one formal public hearing conducted by the City Commission annually. The public hearing will give citizens the opportunity to comment and provide input on the following:

- Any housing and non-housing community development needs they have identified
- How funding proposals may meet community development needs in Great Falls
- Performance of the City in administering and distributing federal funds
- Citizens may comment on the adoption of the Citizens Participation Plan every five years or any time the Citizen Participation Plan has substantial revisions or has been re-written.

The City Commission will offer two additional opportunities for the citizens to comment on the following:

- Adoption of the Goals for the Consolidated Plan or Annual Action Plan
- Use of federal funds
- Performance of the administration and implementation of funded projects
- Grant Policies

Timely Response: The City will consider any comments or views of citizens, agencies, units of general local government or other interested parties concerning the Consolidated Plan or Annual Action Plan, any amendments to these plans, and the CAPER. Comments can be submitted to the Planning & Community Development Department (PCD) via written submission, phone, or email, or oral comment at public hearings. The Montana Relay number will be included in notifications to facilitate deaf, hard-of-hearing, and people with speech disabilities the ability to submit comments via phone. The PCD Department will address any complaints with written responses to written complaints within 15 working days, where practical. Depending on the nature of the complaint, staff may refer the issue to the City Manager or the City Commission if the response from staff is unsatisfactory to the complainant. As appropriate, an

attachment of summary of comments and responses to complaints to the final submission of the Consolidated Plan, Consolidated Plan amendments, Annual Action Plan and the CAPER will occur.

Non-English Speaking Residents: The City will provide translation services for non-English speaking residents at public hearings upon request and within reason.

Substantial Amendments: Substantial changes in the City's Consolidated Plan or Annual Action Plan will require a Substantial Amendment. The following criterion determines substantial change and governs Consolidated Plan or Annual Action Plan amendments:

1. Change in allocation priorities or method of distribution
2. Carrying out new activities, not identified in the Consolidated Plan or Annual Action Plan
3. Change in purpose, scope, location or beneficiaries of activities identified in the Consolidated Plan or Annual Action Plan

The City will provide a notice, published twice in a publication designated by the City of Great Falls for legal notices and have notifications on the City internet site. The City will also make available any substantial amendments to the Consolidated Plan or Annual Action Plan for citizen comment for a 30 day period.

Minor Amendment: Minor amendments represents any changes to the Consolidated Plan or Annual Action Plan that do not qualify as "substantial amendments." Minor amendments require the signature of the Planning and Community Development Director or Deputy Director, but do not require public notice of 30 days or City Commission approval.

Consolidated Annual Performance Evaluation Report: The Proposed CAPER will be available to all citizens for review and comment on the City internet site and at the City Planning & Community Development Department for a 15 day comment period. Notice will also be published in a publication designated by the City of Great Falls for legal notices. All comments received regarding the CAPER will be considered and a summary of all comments will be attached to the report. The final version of the current CAPER will be available on the City website on an ongoing basis.

#### SOLICITATION OF CITIZEN COMMENTS ON THE CITIZEN PARTICIPATION PLAN:

Prior to the adoption of the Citizen Participation Plan and approval by the City Commission, a notice will be published twice in a publication designated by the City of Great Falls for legal notices..Notices of the Citizen Participation Plan and/or any amendments to this plan will be available for a 15 day comment period and will designate the sites where a citizen may obtain a copy of the plan. These sites will include the City internet site and the City Planning & Community Development Department. State relay 711 and reasonable accommodations are available upon request.



SOLICITATION OF CITIZEN COMMENTS IN PREPARING THE CONSOLIDATED PLAN OR THE ANNUAL ACTION PLAN:

1. The City will contact local affordable housing and public service agencies, the Great Falls Housing Authority and the Neighborhood Councils to obtain information and comments to make citizens aware of the Consolidated Plan or Annual Action Plan process. The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. State relay 711 and reasonable accommodations are available upon request.
2. The proposed Consolidated Plan or Annual Action Plan will be available to all citizens on the City internet site and the City Planning & Community Development Department. Citizens will be informed about the availability of the proposed Consolidated Plan or Annual Action Plan by notifications on the City website, publishing display advertisements in the Great Falls Tribune and emailing notices to a wide variety of public service agencies. Notification will describe the availability of the plan and the 30 day period to receive public comment.
3. The City Commission will provide three public meetings requesting input from citizens and representatives of low to moderate income level people on grant policies and as to the needs of the community, including but not limited to housing, community development, infrastructure, economic development and homeless assistance.

The City will provide free copies of the Consolidated Plan or Annual action Plan to citizens and groups upon request. Electronic copies will be made available for download from the City's website. All information and public records will be available during regular business hours in the City's Planning & Community Development Department. Special arrangements will be available to accommodate access to information for persons with disabilities and/or limited English proficiency upon request and within reason, including alternative formats for important documents associated with the public participation process.

All meeting venues associated with the Citizen Participation Plan process will be fully accessible to persons with disabilities and reasonable accommodations are available upon request.

## Maria Porter

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**From:** Shyla Patera <ncils.patera@bresnan.net>  
**Sent:** Wednesday, May 8, 2019 3:26 PM  
**To:** Maria Porter  
**Subject:** Annual action plan

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I, Shyla Patera, wish to submit the following comments on the annual Consolidated Action Plan and Evaluation Report ( CAPER) for the 2019 -2020 year on behalf of North Central Independent Living Services, Inc. We, at NCILS ,wish to commend the Board of Housing for much of its work regarding HOME funds , CDBG funds, HOPWA Funds, ESG Funds and more to assist Montanans with disabilities and others in housing crisis to find more stability in their individual housing situations. However, we feel that more needs to be done regarding physical accessibility ,visitability,and universal design both in our rental and homebuyer housing stock. The Montana Board of Housing and the City of Great Falls should undertake an assessment of not only its physical housing stock, but also the programs ,policies ,and partnerships it is forming to ensure that all are accessible and being utilized by those with disabilities that may need the programs most. Community shelters should be accessible to all including those with mobility ,sensory ,and chemical disabilities.

NCILS applaud the undertaking of efforts to address coordinated entry for homelessness . However,as federal funds may become extremely narrow in scope over the next years ,NCILS encourages innovative practices and policies to ensure that low income Montanans have access to rental housing. We also would ask that the Board of Housing ,the State of Montana as well as the City of Great Falls advocate for those who wish to reintegrate into Montana communities that have lived in institutional settings i.e. the Montana Developmental Center, Warm Springs , correctional,and other nursing home settings We believe that the City should explore 811 Housing , TBRA and other appropriate DPHHS and housing supports available in order to facilitate successful community transitions and meet Montana's Olmstead priorities. To meet this goal ,we are advocating for both state wide and local housing navigators to be hired on staff when possible. Given potential funding constraints, we encourage public private partnerships and training to meet this goal. The City of Great Falls needs to study its community policies and ordinances so that people with disabilities can live in our homes and apartments not be placed in nursing homes or assisted living settings. We need to focus on visitability and universal design in new construction, but we also need to focus on financing home modifications in older homes. Given the potential impacts of potential funding losses in future federal budgets, Montana and other states should begin building educational coalitions to ensure that Montanans understand the economic impacts that housing plays in our communities.

Shyla Patera  
IL Specialist North Central Independent Living Services, Inc.  
1120 25 th Avenue North East  
Black Eagle, Montana 59414  
406 452-9834  
ncils.patera @bresnan.net Shyla Patera  
[jclark@ncils.org](mailto:jclark@ncils.org) Jerry Clark

City of Great Falls e-mails may be subject to Montana's Right To Know law (Article II Sec 9, Montana Constitution) and may be a Public Record (2-6-1002, M.C.A.) and available for public inspection



**Item:** Ordinance 3201, “An Ordinance 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.”

**From:** Legal Department

**Initiated By:** Legal Department

**Presented By:** Sara R. Sexe, City Attorney

**Action Requested:** Accept Ordinance 3201 on first reading and set second reading for June 18, 2019.

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (accept/not accept) Ordinance 3201 on first reading and set second reading for June 18, 2019.”

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

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**Staff Recommendation:**

Staff recommends the City Commission accept Ordinance 3201 on first reading and set second reading for June 18, 2019.

**Background:**

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.

Recently, 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 support for the Commission to consider changes to the ordinances governing the Committee.

One change suggested during public comment on the updates, provided by Commissioner Mary Moe, was 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 then 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.

**Fiscal Impact:**

None.

**Alternatives:**

The Commission could not accept Ord. 3201 on first reading and not set second reading, or table action on the item to a date certain for further suggested amendments.

**Concurrences:**

Ethics Committee  
City Manager's Office  
City Clerk's Office

**Attachments/Exhibits:**

Ord. 3201  
Ord. 3201 Exhibit "A"

**ORDINANCE 3201**

**AN ORDINANCE AMENDING TITLE 2, CHAPTER 21, SECTION 080 AND 100, OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), PERTAINING TO THE GREAT FALLS ETHICS COMMITTEE DUTIES.**

\* \* \* \* \*

**WHEREAS**, the City Commission established Title 2, Chapter 21, of the OCCGF outlining provisions pertaining to the Great Falls Code of Ethics; and

**WHEREAS**, the City Commission established the Great Falls Ethics Committee to ensure that all City officers and employees are performing their duties in compliance with the provisions of Mont. Code Ann. Title 2, Chapter 2, and the provisions of the Great Falls Code of Ethics; and

**WHEREAS**, OCCGF §2.21.080 pertaining to the Committee membership requires the Committee to appoint members for consecutive terms and the City Commission wishes to amend OCCGF §2.21.080 to allow the Ethics Committee to appoint an alternate member in case of member unavailability.

**WHEREAS**, OCCGF §2.21.100 pertaining to the Committee duties requires the Committee, upon complaint and referral, to make a finding as to whether there is an appearance of a violation, an actual violation, and then make a written recommendation to the City Clerk; and

**WHEREAS**, the City Commission wishes to amend OCCGF §2.21.100 to allow the Committee to determine with written findings whether a complaint appears to be substantiated, and if so, refer it, for disposition, to the County Attorney, or to the supervisor of a public employee who may be the subject of a complaint.

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

Section 1. OCCGF Title 2, Chapter 21, Section 080 shall be amended as depicted in Exhibit “A” attached hereto, with deleted language identified by ~~strikeout~~ and inserted language **bolded**; and

Section 2. OCCGF Title 2, Chapter 21, Section 100 shall be amended as depicted in Exhibit "A" attached hereto, with deleted language identified by ~~strikeout~~ and inserted language **bolded**; and

Section 3. This Ordinance will become effective thirty (30) days after adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading June 4, 2019.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading June 18, 2019.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

\_\_\_\_\_  
Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Sara R. Sexe, City Attorney

State of Montana    )  
County of Cascade : ss  
City of Great Falls )

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3201 on the Great Falls Civic Center posting board and the Great Falls City website.

\_\_\_\_\_  
Lisa Kunz, City Clerk

(CITY SEAL)

## Chapter 21 CODE OF ETHICS

### Sections:

#### 2.21.080 Committee membership.

A. Subject to the provisions provided in Subsection (B.) of this part, the Committee shall consist of three (3) members **and one (1) alternate member, who shall be appointed and ready to serve in the event that a Committee member is unable or unavailable to serve. The members and alternate shall be** appointed by the City Commission for not more than three (3) consecutive, three-year terms. Members shall be qualified electors and residents of the City. Members shall not be City employees. As is reasonably possible, the members shall have experience and or training in the following:

1. Public administration;
2. Governmental operation;
3. Political practices; or
4. Legal practice.

B. The first appointee to the Great Falls Ethics Committee shall serve an initial term of three (3) years, the second appointee shall serve an initial term of two (2) years, and the third appointee shall serve an initial term of one (1) year. Following the expiration of these initial terms, the provisions of Subsection (A.) of this part shall apply.

(Ord. 3201; 2019, Ord. 3169, 2017).

#### 2.21.100 Committee duties.

The Committee shall meet and be presented testimony regarding matters referred to it. **When considering an ethics complaint** ~~Based on the information and testimony presented,~~ the Committee shall: **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.**

- ~~A. Make a written finding, filed with the City Clerk, as to whether there is an appearance of a violation of any provision on Mont. Code Ann. Title 2, Chapter 2, or a violation of this chapter;~~
- ~~B. Make a written finding, filed with the City Clerk, as to whether the appearance of a violation rises to a level of an actual violation; and~~



Title 2 - ADMINISTRATION AND PERSONNEL

Chapter 21 CODE OF ETHICS

~~C. Make a written recommendation, filed with the City Clerk, in consultation with the City Attorney's Office, as to the correct course of action to eliminate any violation and/or reduce the appearance of any violation.~~

**(Ord. 3201; 2019, Ord. 3169, 2017).**

...



**Item:** Resolution 10297, A Resolution to Temporarily Suspend the City of Great Falls Design Review Board Meetings and Review Requirements.

**From:** Planning and Community Development

**Initiated By:** City Manager's Office

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

**Action Requested:** Adopt Resolution 10297

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10297”

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

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**Staff Recommendation:** Staff Recommends that the City Commission adopt Resolution 10297.

**Background:**

On November 7, 2018 the City Commission suspended the Design Review Board process temporarily with Resolution 10256. The Resolution expired on May 6, 2019. The purpose of the suspension was to reduce workload for staff until several vacant positions were filled.

Unfortunately, P&CD are still down two key employees and department leadership requested another six month DRB suspension.

City staff is in the process of reevaluating the land development process as a whole. This process includes revising checklists that govern development application review and implementing new development and permit software. City staff provided a detailed presentation outlining improvements to the development review process as well as future efforts at the Commission's May 21 Work Session.

During the initial suspension period, P&CD staff continued to enforce all the development guidelines and standards established by the Official Code of the City of Great Falls. The City Manager's Office has not received complaints regarding suspension of the DRB. Due to the continued staffing shortfall and the need to focus on development review process improvements, P&CD staff recommends another six months suspension.

The suspension period will allow P&CD staff to review the requirements and processes for the DRB in an attempt to streamline the design review process and actually make it more useful for project designers and developers.

The City Manager shares a different review and recommends elimination of the DRB altogether.

**Concurrences:**

City Manager's Office

City Attorney's Office

**Attachments/Exhibits:**

Memos from Planning and Community Development and Manager's Office

**RESOLUTION NO. 10297**

**A RESOLUTION TEMPORARILY SUSPENDING THE CITY OF GREAT FALLS DESIGN REVIEW BOARD MEETINGS AND REVIEW REQUIREMENTS.**

\*\*\*\*\*

**WHEREAS**, the Official Code of the City of Great Falls (OCCGF) Title 17, Chapter 12, Article 3, requires certain proposed land development projects to be reviewed by the Great Falls Design Review Board (DRB); and

**WHEREAS**, the Great Falls Planning and Community Development Department (P&CD) has seen a substantial increase in the complexity of development applications over the last several years; and

**WHEREAS**, P&CD has also been operating at a reduced staff level during the same period of time; and

**WHEREAS**, the combination of reduced staffing and complex applications has resulted in an unacceptable decrease in efficiency through the current meeting and review process; and

**WHEREAS**, the situation is in danger of causing undue delay in otherwise legal land development within the incorporated City limits; and

**WHEREAS**, the City Commission adopted Resolution 10256 on November 7, 2018 to suspend the Design Review Board Meetings and Requirements for a period of six months which expired May 6, 2019; and

**WHEREAS**, the additional suspension would allow staff to continue to rework the land development process and evaluate the role of the Design Review Board; and

**WHEREAS**, the City Commission desires to promote an efficient legal land development process within the incorporated City limits to promote continued economic growth.

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

1. The enforcement of the DRB review provisions pursuant to OCCGF Title 17, Chapter 12, Article 3, is hereby suspended;
2. The suspension pursuant to this Resolution shall expire one-hundred-eighty (180) calendar days from the date of adoption;
3. This Resolution is effective immediately upon adoption and shall remain in effect for one-hundred-eighty (180) calendar days; and
4. All other land development standards pursuant to OCCGF Title 17, Chapter 28, remain in effect and are enforceable.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, this 4<sup>th</sup> day of June, 2019.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, City Attorney



## City Manager's Office

### Memorandum

To: Mayor Kelly and City Commissioners  
From: Gregory T. Doyon – City Manager  
Re: Design Review Board - Suspension Status and Recommendation  
Date: May 1, 2019

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On November 7, 2018, the City Commission suspended the Design Review Board process temporarily with Resolution 10256. The Resolution expires May 6, 2019.

At the time, I argued that staff needed to be freed from the consuming administrative portion of the DRB process, primarily because the department had three staff vacancies. Staff advised the Commission that the city's design requirements would not change. The only change would be the actual approval process.

After five months of the DRB suspension, I asked staff to provide me with some feedback from users and DRB Board members. Please find attached a memorandum from Director Raymond and Deputy Director Micuda dated April 21, 2019 (with a follow-up Q&A). Both support reinstating the process, but again because of staff deficits, they asked for another DRB suspension of six months. Additionally, P&CD staff recommends using the period to rework the review process.

I have not personally heard anything either way regarding suspension of the review process from the public (but that is not entirely surprising). I do continue to hear general comments that are usually negative about the City's development review process. While most frustrations are focused on another city department, there is no doubt that developers subject to the DRB process have been frustrated in the past by the increased time (perceived delays) it takes to complete the review process. Applicants have also expressed concern about the actual authority of the DRB to make recommendations and findings.

It was not the intent of P&CD staff to eliminate the DRB. However, I thought and shared that a temporary suspension would provide an opportunity to observe any impacts on the overall process. As some of you know, I recommended that the City Commission eliminate the DRB years ago.

The following recommendation is not intended to be critical of DRB members or city staff. Both DRB members and staff have committed significant time and worked very hard to improve the

appearance and quality of development in Great Falls. For that I am thankful, but after this short reprieve from the DRB, I want to restate my original recommendation for the following reasons:

1. Using staff to perform the review process works well and reduces time for the developer. The suspension of the design review board did not change city design standards; it simply removed the DRB from the process. A board that has very limited scope and authority is not required to perform this function.
2. I have heard arguments from some that the process “yields a better outcome”. This may be the case. However, my strong sense is that this is partially true because of the perceived authority of the DRB to approve the project beyond its current authority. I believe applicants have been more inclined to accommodate DRB “suggestions” to gain approval. City policy should be clear about its design expectations right up front and not rely on this approach to improve outcomes.
3. Again, with regard to design standards, the DRB has very limited authority (parking and certain landscape elements). If the city wants to improve outcomes, then it should consider amending its design standards to be more consistent with DRB recommendations where the outcome was believed “to be better”.
4. Reinstating the DRB immediately would prove burdensome to staff (P&CD is down two staff members) as described in their April 21, 2109 memorandum. P&CD staffing has been a chronic challenge in recent years, and it may continue beyond another six months.
5. As an alternative, I’d recommend that staff work internally to revise the process as described in its memorandum. Staff could consult and receive advice from current Board DRB members. Where applicable, The Planning Advisory Board could verify through a revised process that the appropriate design standards were met.
6. The recommendation from staff to begin design review conversations earlier in the process sounds good. My concern is that this will actually open the City to more criticism that the process is subjective. The City should be clear and specific as to the standards so there is no guessing or feeling from applicants that they will be required to do more than necessary in order to be approved.
7. The DRB would work better in a community that embraced stronger design requirements such as Bozeman, Missoula, or Kalispell. Great Falls is not like these other communities and there is general distaste for additional regulations that appear to impede development. Perhaps if the city had more development, there would be a greater desire to standardize designs, improve aesthetics, and architectural features and the DRB could be revisited in the future.

As it stands now, the Design Review Board will resume its duties after May 6, 2019. If the City Commission agrees with P&CD staff’s recommendation, the Commission could suspend the DRB again at its May 21, 2019 meeting (suspension term would expire November 21, 2019).

Should the Commission agree with my position, then an ordinance change would be required. I'd advise the Commission to suspend the DRB again through November and when Title 17 comes before the Commission for review, it be eliminated at that time.

Gtd



# Planning & Community Development Department

## MEMO

To: Greg Doyon, City Manager; Chuck Anderson, Deputy City Manager

From: Tom Micuda, Deputy Director; Craig Raymond, Director

Date: April 21, 2019

Re: Recommendations for the Design Review Board

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Per your request, this memo outlines PCD staff recommendations concerning the status of the City's Design Review Board (DRB). These recommendations are partly based on input received from local engineering and architectural design professionals as well as members of the DRB itself. This memo contains the following two sections: 1) synopsis of input received, and 2) a recommendation for how the City Commission should act on the DRB's current hiatus, including ideas for how future DRB review should be conducted.

### INPUT RECEIVED

On March 25, staff solicited input via email from 16 individuals who either have regularly worked on projects reviewed by the DRB or were actual members of the Board itself. Staff received input from ten (10) of the 16 individuals contacted. Six (6) individuals who responded believed that the DRB should be re-activated and had value to improve the quality of development in Great Falls. Three (3) individuals indicated that the DRB should be disbanded and felt the DRB did not add value to the development review process. One individual indicated that either guidelines administered by staff or the DRB should be kept in place to improve the quality of development in the community. All current DRB members were in favor of bringing back the Board in some capacity. Most of the individuals who supported re-activating the DRB also added the following key observations:

- That some level of board oversight is needed to improve the overall quality of development and protect the community against bad development outcomes;
- DRB review should occur earlier in the design process and not be too subjective. If DRB review could take place at the beginning of project design, input from the DRB could be incorporated without leading to re-design and unnecessary project delays.
- The DRB's scope of review should not duplicate City staff code review.

### STAFF RECOMMENDATION

Based on the input received as well as our own observations, PCD staff recommends reactivating the DRB as part of the development review process. With that noted, staff also recommends that the City Commission continue the Board's hiatus for another six months.

PCD still has two unfilled planner positions that are currently being advertised. Additionally, PCD is also working with other City departments and the City Manager's Office to develop and implement improvements to the City's development review process. For those reasons, a reactivation of the DRB in May would come at the worst possible time.

More importantly, City staff and some of the stakeholders contacted have identified problems with the DRB review process. City staff recommends that the six month period be used to meet with DRB members and interested design professionals to consider improvements to the DRB review process. The following are possible avenues for discussion:

- Conducting DRB meetings much earlier in the design process, prior to initial staff code review being conducted rather than after review has taken place. Materials submitted by the applicant for the DRB would be more preliminary in nature.
- Eliminating or at least revising the following components of the DRB process: 1) PCD staff reports, and 2) staff presentations. Project presentations would be conducted by applicants, with staff simply providing comments to focus DRB discussion on review criteria.
- That a clear decision be made on what action should be taken on development projects that do not incorporate DRB recommendations concerning the Table 28-1 Guidelines contained in the City's Land Development Code. Currently, DRB has the power to approve, deny (in whole or in part), or add conditions. There is confusion about the Board's authority, and this issue should be resolved - particularly if the DRB is to become a more informal part of the development review process.

City Manager's Office – Follow-up Questions  
P&CD Design Review Questions

- What was the staff recommendation on the DRB?

**Craig and I have always felt the DRB should be brought back into the process, but in a different form. In that respect, members of the DRB, staff, and some of the consultants all feel the same way. The DRB has value, but the role of the Board should be re-scoped for everyone's benefit. I still remember the meeting with you, Greg, and Craig where we proposed the idea of suspending the DRB. We never proposed the suspension because we thought the DRB had no value in the development process. We simply proposed it as temporary measure to ensure that projects could move through the City review process while we were short-staffed.**

- And, why?

**We need time to determine how the DRB should be re-scoped. Our idea is as follows: projects would be brought to the DRB at what I would call a 10-30% level rather than what is happening now – a 75%+ level. It's my understanding from talking to Craig and others that this was the original intent of the DRB. As I understand it, DRB review used to be done earlier in the process where it could have the most positive impact without causing project redesigns. When I started working with the DRB a few years ago, their role had changed from a body dispensing early advice on projects designed at a conceptual level to a redundant site plan approval body co-mingled with the staff.**

- What is the level/percentage of work that has decreased for staff without having the DRB?

**Chuck: These kinds of hard numbers are always hard to estimate. We support three boards that regularly meet and handle planning-related business – City Commission, Planning Board, and DRB. I'm not counting Board of Adjustment because it rarely meets. We have to create agenda reports and related packet material for all 3 boards. If you just do simple math, we've reduced our workload in the Planning division by 33%. However, this is mitigated because the level of review complexity is higher for City Commission and Planning Board. This leads me to think we've decreased workload by around 15-20 percent.**

- Your note recommends another 6-months hiatus for the DRB due to staffing...what is your plan if staffing levels are not resolved? There seems to be a linkage here and staffing is approaching 3-yrs as an issue (I think?).

**If we re-scope the DRB as described above, we can handle the workload impact with current staffing. As noted in the memo, we don't envision any more agenda reports. That's the biggest workload problem. Also, there would be less back and forth emails and letters from staff to consultants because we would no longer expect fully-fleshed out site plans and exterior building architecture. This back and forth process is also a staff workload problem and unnecessarily slows down the design process. As proposed in the memo, project submittals for the DRB would be much simpler to administer. Obviously, we don't plan on being short-staffed in 6 months, but I completely understand why we need to think about this scenario.**

- Have any applicants who had comments provided by staff stated they wanted the DRB reestablished? And where they contacted for their input on the staff performing the DRB duties? Why/why not?

**Only 1. Another consultant wanted to make sure that design oversight in some form (administered by staff or DRB) was maintained. 3 consultants preferred disbanding the DRB. All 5 DRB members wanted the Board to be re-established. I did not solicit specific input on preferences for staff administered guidelines vs. DRB administration. I simply asked for responses on bringing back the DRB in May, disbanding the DRB, or continuing the DRB's hiatus (staff review of guidelines).**

Greg's question. Would you please tell me again what the DRB actually reviews and how that is different from staff a staff review?

**The short answer is that DRB and staff review the same set of guidelines and standards contained in the Land Development Code. Please see the attached document – it contains the 25 guidelines and 4 standards that both staff and the DRB review. For lighting and landscaping (compliance with the standards in the code), the Board is given more latitude than staff to provide additional recommendations.**

**While this naturally leads to a conclusion of why you have two entities doing the same thing, there is one big point to consider. If the DRB is disbanded, staff loses a really valuable negotiating tool in maintaining a basic level of design quality for development projects. If staff is the sole negotiator in getting developers to address 25 design guidelines, then the entire premise of having the guidelines is compromised. Developers will personalize the discussion if it comes from a couple of staff planners. If their consultant is forced to justify a bad design in front of his or her peers in a public meeting, it creates a more even playing field to get a better project. If this discussion occurs early in the process rather than towards the end, it will make the project better, be less burdensome for the private sector, and actually help Planning staff.**



**Exhibit 28-1. Standards and guidelines for specified projects and buildings**

| Applicability    |           |                     |           |          |  |
|------------------|-----------|---------------------|-----------|----------|--|
| New Construction | Expansion | Exterior Renovation | Guideline | Standard |  |
| x                | x         |                     |           |          | 1. Relationship to site conditions. The placement and massing of the building should positively address the natural terrain of the site and how the building will be viewed from outside the site, its relationship and proximity to adjoining buildings, and how the building will be viewed from outside the site from all directions.   |
| x                | x         |                     |           |          | 2. Building placement. Buildings should be located to: (1) take advantage of the site's natural topography and drainage, existing vegetation, and other natural features; (2) maximize natural surveillance and visibility, (3) enhance the character of the surrounding area; and (4) facilitate pedestrian access and circulation.   |
| x                | x         |                     |           |          | 3. Solar exposure. Buildings should be located to take advantage of passive solar efficiencies whenever possible. (See Exhibit 28-2)   |
| x                | x         |                     |           |          | 4. Building shadows. Buildings should be sited and designed to minimize the impacts of shadows on residences, common areas, public spaces, and pedestrian facilities.  |
| x                | x         |                     | x         |          | 5. Views. Whenever possible, buildings should be sited to take advantage of viewsheds. In addition, the obstruction of view-corridors from public rights-of-ways should be avoided. (See Exhibit 28-3)   |
| x                | x         |                     | x         |          | 6. Northerly exposure. In new construction, entrances, drainage facilities, drive-through facilities, etc., should be located on east, west, or south side of a building. Whenever it is absolutely necessary to locate such facilities on a building's north side, corrective measures should be taken to mitigate hazardous accumulations of snow and ice.   |
| x                |           |                     | x         |          | 7. Relation of façade to front lot line. At least 50 percent of the front façade of any building facing the street should be located as close to the front lot line as allowed by the underlying zoning district. (Need to verify applicability to the zoning districts)   |
| x                | x         | x                   | x         |          | 8. Compatibility of exterior materials and finishes with surrounding buildings. Exterior materials should be compatible with those of surrounding buildings.   |
| x                | x         | x                   | x         |          | 9. Consistent use of exterior materials and finishes. Exterior materials and the appearance of rear and side facades should be similar to and compatible with the front façade.  |
| x                | x         | x                   | x         |          | 10. Use of certain exterior materials prohibited. Plain face concrete block may be used as an exterior treatment provided it is not readily visible from a public street or from a residential district. No more than 20 percent of the wall area may be plain face concrete block.  |
| x                | x         |                     | x         |          | 11. Orientation of primary entry. The building's primary entrance should face the public street rather than the interior or rear of the site.  |
| x                | x         |                     | x         |          | 12. Design of primary entry. Primary entrances to buildings should be emphasized with a larger door or "framing" devices (e.g., deep overhangs, recesses, porches, arches, arcades, etc.) or other architectural treatment.  |
| x                | x         |                     | x         |          | 13. Building service areas. Building service areas should be conveniently located and accessible for normal service and maintenance needs. Approaches to such facilities should be adequately engineered for convenient access.  |
| x                | x         |                     | x         |          | 14. Joint and cross-access. Similar, complimentary, and adjacent land uses should provide cross-access between properties and joint access to arterials adjacent to the property. (See Exhibit 28-4)   |
| x                | x         | x                   | x         |          | 15. Consistent architectural standards. Architectural standards within a project should be applied consistently on sides of buildings visible from public rights-of-way and/or adjacent residential zones.   |
| x                | x         | x                   | x         |          | 16. Visual interest and appeal. Architectural design should create visual interest.  |
| x                | x         | x                   | x         |          | 17. Window tinting. Windows on the first floor should be clear or lightly tinted to allow views into the building  |
| x                | x         | x                   | x         |          | 18. Façade design. Use of different textures, complementary colors, shadow lines and contrasting shapes to produce attractive facades should be used. Use of a single color, minimal detailing, and blank walls is discouraged.  |
| x                | x         |                     | x         |          | 19. Building mass. The mass of the proposed building should be compatible with those of surrounding buildings. Potential approaches to reduce the apparent mass include dividing the building mass into smaller sections with the use of vertical and horizontal offsets.  |
| x                | x         | x                   | x         |          | 20. Choice of exterior materials. All exterior materials should be sufficiently durable to insure stability, maintainability, and long life. Natural materials, conveying permanence, such as stone, masonry, beveled wood siding are preferred.   |
| x                | x         | x                   | x         |          | 21. Glare. Reflective surfaces that produce hazardous glares should not be used.   |
| x                | x         | x                   | x         |          | 22. Colors. Development projects involving a large number of buildings should vary the architecture to create visual interest, as well as deter the monotony of identical treatments. One common and effective way to do this is to vary the use of exterior colors. This does not mean that groups of buildings need to drastically vary in color. Rather, to vary wall and trim colors in the same "family" of colors, versus use of identical colors for a substantial number of buildings.   |
| x                | x         |                     |           | x        | 23. Mechanical equipment. Mechanical equipment shall be screened with material compatible with that used architecturally in the structure. The most desirable treatment is where such screening is used as an element of the building design and is consequently made a part of the architecture of the building.  |
| x                | x         |                     | x         |          | 24. Signage. Signs should consist of materials and colors that are similar to and compliment the primary structure. Lettering should be consistent throughout the entire project   |
| x                | x         |                     | x         |          | 25. Minimum proportion of doors and windows. At least 30 percent of the first floor façade facing a public street should consist of windows and doors. Windows should be distributed in a more or less even manner.  |
| x                | x         |                     | x         |          | 26. Large building elevations. When the front elevation of a building is more than 750 square feet in area, the elevation should be divided into distinct planes of 500 square feet or less. This division can occur using various means. The following design features can be used to meet this provision: (1) fascias; (2) canopies and awnings; (3) arcades; (4) functional porches at least 6 feet wide with a roof; (5) bay windows at least 3 feet wide and protruding at least 18 inches from the wall that extends from the top of building foundation to the eave; (6) vertical offsets at least 2 feet wide; and (7) other multidimensional design features. |
| x                | x         | x                   |           | x        | 27. Outdoor lighting. Outdoor lighting shall be consistent with chapter 40 of this Title and as recommended by the Design Review Board.  |
| x                | x         | x                   |           | x        | 28. Landscaping. Landscaping shall be provided consistent with chapter 44 of this Title and as recommended by the Design Review Board.   |
|                  | x         | x                   |           | x        | 29. Exterior storage of materials. Exterior storage of materials in an M-2 zoning district shall be attractively screened. (Ord. 2950, 2007)   |