

Work Session Meeting Agenda 2 Park Drive South, Great Falls, MT Gibson Room, Civic Center June 01, 2021 5:30 PM

The agenda packet material is available on the City's website: <u>https://greatfallsmt.net/meetings</u>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <u>https://greatfallsmt.net/livestream</u>.

Public participation is welcome in the following ways:

- <u>Attend in person</u>. Please refrain from attending in person if you are not feeling well.
- <u>Provide public comments via email</u>. Comments may be sent via email before 12:00 PM on Tuesday, June 1, 2021, to: <u>commission@greatfallsmt.net</u>. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff and will be so noted in the official record of the meeting.
- <u>Call-in</u>. The public may call in during specific public comment periods at <u>406-761-4786</u>. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. This is a pilot service to test the feasibility of expanded public participation by phone. We ask for your patience in the event there are technical difficulties.

### CALL TO ORDER

### **PUBLIC COMMENT**

(Public comment on agenda items or any matter that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and either your address or whether you are a city resident for the record.)

### WORK SESSION ITEMS

1. Development Review Process/Engineer Review Fees - Craig Raymond and Paul Skubinna.

### DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS

### ADJOURNMENT

*City Commission Work Sessions are televised on cable channel 190 and streamed live at <u>https://greatfallsmt.net</u>. Work Session meetings are re-aired on cable channel 190 the following Thursday morning at 10 a.m. and the following Tuesday evening at 5:30 p.m.* 

Wi-Fi is available during the meetings for viewing of the online meeting documents.

### UPCOMING MEETING SCHEDULE

Work Session -- Tuesday June 15, 2021 5:30 p.m.

Commission Meeting -- Tuesday June 15, 2021 7:00 p.m.

Special Budget Work Session -- Monday June 21, 2021 4:00 p.m.

Special Budget Work Session -- Tuesday June 22, 2021 4:00 p.m.

Agenda #1.



## DEVELOPMENT REVIEW PROCESS COMMITTEE UPDATE

SEPTEMBER 2020-JUNE 2021

### Members

Craig Raymond, Paul Skubinna, David Grosse, Chuck Anderson, Jesse Patton, Nathan Besich, Mathew Kenner, Lonnie Hill, Joelle Marko, Shelley Francis, Dustin Prinzing

# Why a development review process?

### > TO STREAMLINE AND STANDARDIZE THE MANNER THAT DEVELOPERS, DESIGNERS, CONTRACTORS, OWNERS, AND CITIZENS FACILITATE GROWTH IN THE CITY OF GREAT FALLS

- Past and current public feedback underlined importance of;
  - Consistency
  - Documentation and accountability
  - Approachability
  - Modernization
- New software implementation required advanced staff awareness of process workflow of each city division

## **Development review process history**

- Prior assigned group tasked with modifying the following;
  - Revising COGF development process for public and private infrastructure, including standards for design and construction
  - Title 17: Parking and Landscaping
  - Environmental integration
  - Extension of services
  - Fee proposals
  - Development process guide
- Some former members not currently employed by the COGF.
- Revamped Group was formed in September 2020

## New DRP task list

- Former items investigated and assigned new sequential importance based on staff and public necessity
- Initial meetings revealed deficiencies in staff acumen for individual departmental workflow
- Acknowledging this deficit, group started by revising certain workflows to achieve the intended end goals

2	Engineering Fees Update	PCD/ENGR	In Process	Engineering Fees and inspection type recommendations
1	DRB Status Determination	CMOffice	In Process	6-month expiration date is in Nov, Tom is going to work on recommendation - COMPLETE
2	Design and Construction Standards	Dave (Jesse)	30-Jul	30% provided on Mar 22, Meet on July 1 for status update, 100% due 30 July - COMPLETE
1	Extension of Services Plan	Dave	22-Mar	COMPLETE
2	Storm Drain Manual	Paul	In Process	
1	Process Flowcharts (additional project types?)	Erin		As written (Building Permit Work Flow is Completed) Do we want to add more? Project types?
1	Application Checklists	Erin		As written (Completed but do we want to modify?)
1	Landscaping, Parking Code Updates	PCD	Early 2020	Work session on Dec 3. Planning Board Jan 14th - COMPLETE
3	Enable System to Track Metrics to Measure Success	All		As written
3	Establish Reimbursement Agreement Process/Timeline/Charge	Craig, Jim R	31-Oct	First update to first phase
3	Establish Suspense Account Monitor System	Erin and Jamie	31-Oct	First update to first phase
3	Build/Update Annexation Requirement Checklist	PCD, PW, Fire, PD, P&R		COMPLETE
3	Have CC Adpot Necessary Policies/Plans for Enforcement	reb, rw, me, rb, rak	On Going	Any Dept's that require Commission action to adopt/approve/authorize recommended policie
	CUSTOMER SERVICE			
2	How To Guide for New/First Time Developers	Bruce	Early 2020	Develop guide to address steps applicants take for permits or projects - COMPLETE
1	Recently Permitted Feedback Requests	Bruce	Complete	Email system that has permitted projects/applicants for process feedback-COMPLETE
2	Establish and Popluate Development Portal	Mat	TBD	
2			IBD	Collect documents and establish functioning/logical Portal that houses ALL Permitting/Develo
2	Establish Pre-App Meetings and Rule Set	Tom		15-min block for City provided FREE consultation on potential projects
	Establish Pre-Permit Meetings and Rule Set	Bruce		15-min block for City provided FREE consultation on potential projects - STILL NEEDED?
2	Develop Feedback System w/Customers	PCD		COMPLETE
2	Review and Update Current Inspection System in PCD	Bruce		COMPLETE
2	Review and Update Current Inspection System in ENG			
		PAUL?	TBD	Linked to Engineering Fee Restructure Directive (Recommendation Completed)
2	Review and Update Items Covered by Variance Process	PAUL? PCD	TBD	Linked to Engineering Fee Restructure Directive (Recommendation Completed) COMPLETE
2	Review and Update items Covered by Variance Process		TBD	
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## Completed DRP task presentation overview

- Simplified/standardized building and development permit forms
  - ✓ Required departmental workflow integration
  - Centralized development information/applications
  - www.greatfallsmt.net/planning/development-center
- Engineering fee structure for plan review and Public Works inspection rates
  - ✓ Analyzation of prior methods and figures
  - ✓ Public stakeholder meeting
  - ✓ Coordination of PW and PCD engineers

# Simplified process form examples

# Commercial Building permit application checklist



### Commercial Building Permit Application



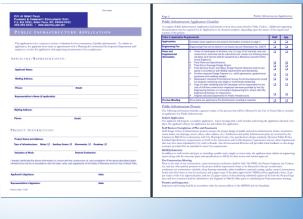
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## Simplified process form examples continued

### **Tenant Improvement Application**

MONTANA	406.455.8430 • www.astarrau.ast.et Percei II
COMMERCIAL T	ENANT IMPROVEMENT BUILDING PARMIT APPLICATION
	"Required fields"
Project Address:	
Valuation of work:	Project Name:
Applicant	Mailing Address:
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#### **Public Infrastructure Application**



## **Development Center Webpage**

greatfallsmt.net/planning/development-center



- Central location for applications, standards and other resources
- Page updated as group makes changes
- Future online permitting with Energov CSS

Agenda #1.



# **Engineering Review Fees**

## **PCD Engineer Position Budgeting**

## 5 sources of revenue for 2 salaries

#1 Plan Review Fee	\$49 <i>,</i>
#2 Construction Oversite	\$60 <i>,</i>
#3 Miscellaneous Permit Revenue	\$17,
#4 Building Fund	\$50 <i>,</i>
#5 City Projects (project mgmt.)	<u>\$50,</u>
Total	\$228

\$49,490.02 \$60,874.00 \$17,975.00 \$50,000.00 <u>\$50,422.41</u> \$228,761.43

7

# **Stakeholders Working Meetings**

Invited members of the development community including engineering consultants, architects, builders and developers

- Verify feedback received in the community survey
- Focus the approach to answer the call

## **Top Priorities:**

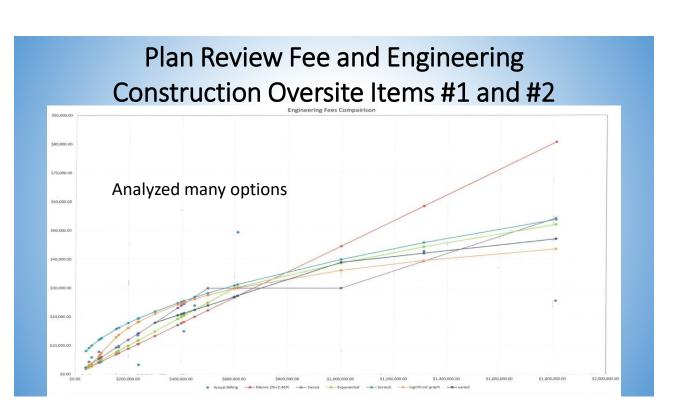
- <u>Unpredictable</u> costs of review and inspection
- <u>Excessive</u> cost of permit or inspection fees
- Long review times



# **Stakeholders Working Meetings**

### Multiple fee models were explored:

- Hourly review fee charged monthly
- Permits and fees (review and inspection) based on specific discipline i.e.: water, sewer, streets etc.
- Fee based on percentage of the project value
  - 2% plan review
  - 7% construction oversight & inspection
- Sliding Scale (similar to building permit fees)



# **Stakeholders Working Meetings**

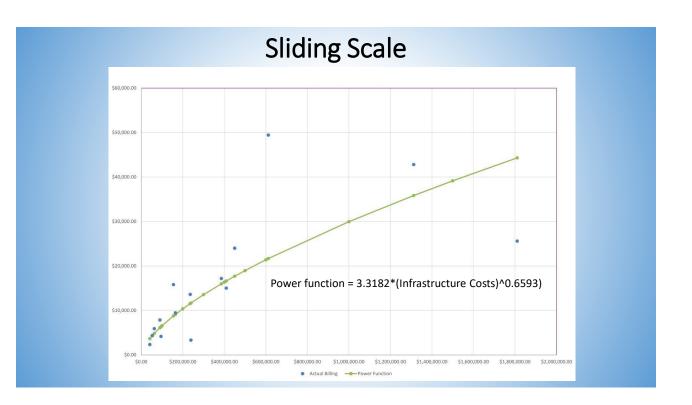
Where did we end up?

- Hybrid of different models
  - Sliding scale for plan review and construction oversight
  - Hourly billing for field inspection
- Feedback of the group is that the proposed approach was not perfect but was acceptable \*\*\*\*Compromise\*\*\*\*
  - True consensus did not appear to be obtainable due to differing priorities and opinions on what "fair" means

<u>5/26/202</u>1 Agenda #1.

### 5/26/2021

Agenda #1.



# **Historical Verification of Engineer**

	- 1000	Total Public	Power	
Year #1 - 6 total projects	Im	provements Cost	Function	Percent
Eagle Jet		\$95,000.00	\$6,349.15	6.68%
Montana Egg		\$164,470.00	\$9,117.35	5.54%
FedEx		\$239,160.00	\$11,670.03	4.88%
West Ridge Phase 6		\$409,510.00	\$16,636.75	4.06%
West Ridge Phase 7		\$612,000.00	\$21,682.42	3.54%
Thaniel		\$1,810,550.00	\$44,327.89	2.45%
	Total	\$3,330,690.00	\$109,783.59	
Year #2 - 9 total projects				
Eagle		\$41,250.00	\$3,663.12	8.88%
Friesen Crescent		\$53,000.00	\$4,321.33	8.15%
501 River Drive		\$63,000.00	\$4,842.93	7.69%
GSA Forest		\$90,000.00	\$6,126.81	6.81%
MSM		\$155,000.00	\$8,767.75	5.66%
Shanahan Minor		\$235,870.00	\$11,563.94	4.90%
West Ridge Phase 8		\$386,000.00	\$16,000.72	4.15%
Airport Small		\$450,000.00	\$17,703.76	3.93%
West Bank Landing		\$1,312,000.00	\$35,847.29	2.73%
	Total	\$2,786,120.00	\$108,837.66	

## **Stakeholders Working Meetings**

Hybrid Fee in Application

- Plan Review & Construction Oversight
  - 50% at time of application
  - 50% at time of pre-construction meeting
- Inspection Fees
  - Charged based on a per hour basis, invoiced monthly



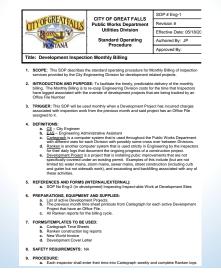
Agenda #1.



# **Public Works Inspection Fees**

## Public Works Monthly Billing Standard Operating Procedures

### SOP-Eng No 1



#### **Public Works Monthly Billing Package Billing Summary Inspection Log Cover Letter** Invoice (H=2002 SAVE BOX SAVE EVVOICE # TOTAL NOT (H525/202) 06/09/2021 2020 million 855,000 855,000 (T) OF UTU 4/5/2021 - 5/1/2021 OF 1767.0 Little Shy Jule Broden Date 4/50/2021 Cee 2204.6 May 26, 202 2001 Den Bute 4/22/2021 4/22/2021 4/22/2021 4/22/2021 4/22/2021 4/22/2021 4/22/2021 4/22/2021 Casel 5472-05 5472-05 50:05 Little Ball Tofse Altre Callaca & Den Ita 511 Canani Ane Wart Gaset Falle, ML 2466 Hes. 8.00 8.00 Standard 6.50 9.00 8.00 8.00 8.00 8.00 Re filling in Die D PUTON BLANG MAY 5, 2021 2025, 197 NO. 1 MI n for the public trepresentation that are being installed an part of the task development. The billing revers the period April 5 disreads Hary 1, 202 for law this time was importion of the partial atom of the public value ware 100 CR48123 13,009.00 53.00 Billing Broker Furly Filling Summary Duly Importion Lage

# Public Works Hourly Inspection Rate Increase

### SUBDIVISION INFRASTRUCTURE AND MAIN EXTENSIONS\*

	Existing	Proposed
Engineer Technician	\$96.00/hour	\$108.00/hour
Inspector	\$59.00/hour	\$66.00/hour
Inspector Overtime	\$71.00/hour	\$80/hour

\*Proposed rate is derived by adjusting the Existing rate that was approved in 2014 by an approximate 2% per year increase

# **Public Works Permit Rate Increase**

### **Concrete Inspections, Sanitary Sewer Inspections, & Fire Line Inspections\***

	Existing	Proposed
Curb Cut	\$35.00/each	\$40.00/each
Driveway	\$35.00/each	\$40.00/each
Sidewalk (first 100 L.F.)	\$35.00/each	\$40.00/each
Sidewalk (each additional 100 L.F.)	\$ 5.00/each	\$ 5.00/each
Sidewalk Replacement	\$25.00/each	\$30.00/each
Curb & Gutter	\$35.00/each	\$40.00/each
Concrete Re-Inspection	\$25.00/each	\$30.00/each
Mud jacking Concrete	\$20.00/each	\$70.00/each
Fire Line Inspection	\$ 59.00/hour	\$ 66.00/hour
Sewer Service Repair	\$100.00/each	\$140.00/each
Sewer Service RE-Inspection	\$ 25.00/each	\$ 30.00/each

\*Proposed rate is derived by applying the average time to complete the inspection by the proposed Inspector billing rate of \$66.00/hr



# **Facilitating Growth**

### **Comprehensive Growth Planning**

### **Community Values**

- Clear understanding about <u>where</u> we want growth to occur and <u>what type</u> of growth we want it to be
- Clear understanding about what is needed to support the vision
  - Infrastructure
  - Services
- What is that going to cost?
- What role is the City going to play in financing?

# **Facilitating Growth**

Consistent pushback on infrastructure improvement requirements related to annexations, subdivisions and commercial developments

- Transition from low density rural development to high density urban neighborhoods
- Increasing regulatory requirements (Federal, State & City)
- Increasing cost of material and labor



## **Facilitating Growth**

### **Options to explore**

- Impact Fees
- Special Purpose Taxing Districts
- Individual annexation/improvement agreements
- Cost share between the developer and city
- "Development pays for itself" model
- Decrease our construction standards for development of public facilities



### **EXAMPLE OF HISTORIC BILLING**

#### TO FISCAL SERVICES: PLEASE BILL THIS CUSTOMER FOR SERVICES

### **REQUEST FOR BILLING**

**DEPARTMENT: Engineering** ACCOUNT TO BE CREDITED: 638-0000-343-9039

### DATE(S) OF SERVICE: 09/01/06 - 10/20/06

#### **CUSTOMER**

- NAME: Joe Aline & Gene Shumaker ATTN: Joe Aline
- ADDRESS: PO Box 1279 Great Falls, MT 59403

**DESCRIPTION OF SERVICE: O.F. 1097.7** Skyline Heights 7<sup>th</sup> Supplement, Inspection and Engineering fees thru October 20, 2006. Type One Inspection, fourth billing.

Inspectors:	Cal Keith	55.5 hours
	Tim Bunker	<b>39.0 hours</b>
	<b>Bob Powers</b>	<u>3.0 hours</u>
Straig	ght hours:	97.5 hours x \$35 = \$ 3,412.50
Over	time:	18.5 hours x \$10 = \$ 185.00
<b>Engineers:</b>	Jim Young	16.5 hours
	<b>Dave Dobbs</b>	<u>1.5 hour</u>
	Subtotal:	18.0 hours x \$65 = <u>\$ 1,170.00</u>

**TOTAL DUE** \$4,767.50

### **REQUEST PREPARED BY: David Dobbs**

### DATE REQUEST PREPARED: October 30, 2006

TODEATE	CITY OF GREAT FALLS Public Works Department	SOP # Eng-1
CITY OF UNCAL FAILS		Revision #
	Utilities Division	Effective Date: 05/27/2021
MONTANIA	Standard Operating Procedure	Authored By: JP
MUNIANA		Approved By: Draft
Title: Development Inspecti	on Monthly Billing	

- **1. SCOPE:** This SOP describes the standard operating procedure for Monthly Billing of inspection services provided by the City Engineering Division for development related projects.
- 2. INTRODUCTION AND PURPOSE: To facilitate the timely, predictable delivery of the monthly billing. The Monthly Billing is to re-coop Engineering Division costs for the time that Inspectors have logged associated with the oversite of development projects that are being tracked by an Office File Number
- TRIGGER: This SOP will be used monthly when a Development Project has incurred charges associated with inspection work from the previous month and said project has an Office File assigned to it.

#### 4. DEFINITIONS:

- a. <u>CE</u> City Engineer
- **b.** <u>EAS</u> Engineering Administrative Assistant
- **c.** <u>Cartegraph</u> is the City's asset management software used by Engineering Division to, amongst other things, to log staff engineers and inspector time sheets.
- **d.** <u>Ranken</u> is the City's computer software that is used by Engineering Division inspectors to compose daily logs that document the ongoing progress and issues encountered during a construction project.
- e. <u>Development Project</u> is a project that is installing pubic improvements that are not specifically covered under an existing permit. Examples of this include (but are not limited to) water mains, storm mains, sewer mains, street construction (including curb and gutter but not sidewalk work), and excavating and backfilling associated with any of these activities.
- f. <u>New World or Munis is the City's fiscal management software used for accounting general fiscal management and more specifically billing customers and generating invoices.</u>

#### 5. REFERENCES AND FORMS (INTERNAL/EXTERNAL):

a. SOP No Eng-2 (in development) Inspecting Inspect-able Work at Development Sites

#### 6. PREPARATIONS, EQUIPMENT AND SUPPLIES:

- a. List of active Development Projects.
- **b.** The previous month time sheet printouts from Cartegraph for each active Development Project that have an Office File.
- **c.** All Ranken reports for the billing cycle.

#### 7. FORMS/TEMPLATES TO BE USED:

- **a.** Cartegraph Time Sheets
- **b.** Ranken construction log reports
- c. New World Invoice
- d. Development Cover Letter

#### 8. SAFETY REQUIREMENTS: NA

#### 9. PROCEDURE:

- **a.** Each inspector shall enter their time into Cartegraph weekly and complete Ranken logs each day.
- **b.** The CE will monitor Cartegraph and help ensure that all time sheets are turned in no later than Monday of the following week.
- c. The CE shall review the time sheets weekly.
- **d.** The EAS shall assist in tracking any outstanding time sheets and file the time sheets.
- e. During the second week of each month, the EAS will print out a monthly cartegraph report per Office File, based on the list from the last month, which will be given to the CE to review.
- **f.** The CE will review the information and give the EAS the billing information, including a list of the clients that will need to be billed for the previous month.
- **g.** Once billing information has been entered into New World and an invoice generated, the EAS will then give the CE the original invoice.
- **h.** When the CE has received this invoice the CE will assemble the billing package, to include a cover letter, Ranken construction log reports,Cartegraph timesheet report. The CE will give the final billing package to the EAS to make 2 copies and send the original to the Developer.
- **10. ATTACHMENTS:** Example Cover letter, Invoice, Cartegraph Office File Printout, Ranken Reports

#### **11. CHANGE HISTORY:**

Revision Number	Effective Date:	Significant Changes

Agenda #1.



P.O. Box 5021, 59403-5021

May 26, 2021

Little Shell Tribe Attn: Colleen & Don Daves 511 Central Ave West Great Falls, MT 59404

## EXAMPLE OF NEW BILLING

Re: Billing for City Engineering/Inspection Services for Little Shell Annexation and Development – O.F. 1767.0

Dear Ms. Colleen and Mr. Don:

Enclosed please find the first billing for inspection and engineering services being provided by the City Engineers Office for the public improvements that are being installed as part of the Little Shell annexation and development. The billing covers the period April 5 through May 1, 2021. The primary activity during this time was inspection of the installation of the public water main.

Also attached you will find a project daily billing summary and daily inspection logs.

Please feel free to contact me directly at 455-8124 or the Engineering Office at 771-1258.

Sincerely,

Jesse Vath

Jesse Earl Patton, P.E. Interim City Engineer, Public Works Department

Enclosure: Billing Invoice Daily Billing Summary Daily Inspection Logs

cc: Development Billing File 130



INVOICE DATE	DUE DATE	INVOICE #	TOTAL DUE
05/25/2021	06/09/2021	2021-00000069	\$3,009.00

Please Mail Payment To:City of Great FallsFiscal ServicesPO Box 5021Great Falls, MT 59403

GREAT FALLS, MT 59404

**511 CENTRAL AVE WEST** 

ATTN: COLLEEN & DON DAVES

LITTLE SHELL TRIBE

Amount Enclosed:\_\_\_\_ Customer #: 6660

FOR BILLING INQUIRY: (406) 771-1258

DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

#### **KEEP THIS PORTION FOR YOUR RECORDS**

SUBDIVISION INSPECTION BILLING BILLING APRIL 5 - MAY 1, 2021 TYPE ONE INSPECTION, 1ST BILLING OF 1767.0 LITTLE SHELL

Description	Qty	Unit Price	Total Price
ENG INSPECTION FEES - INSPECTOR	51	\$59.0000	\$3,009.00

CUSTOMER #	BILLING DATE	DUE DATE	INVOICE #	CHARGES
6660	05/25/2021	06/09/2021	2021-0000069	\$3,009.00
	·		Less Prepayment	\$0.00
			Total Due $\rightarrow$	\$3,009.00

## **Office File Billing**

### 4/5/2021 - 5/1/2021

### OF 1767.0 Little Shell

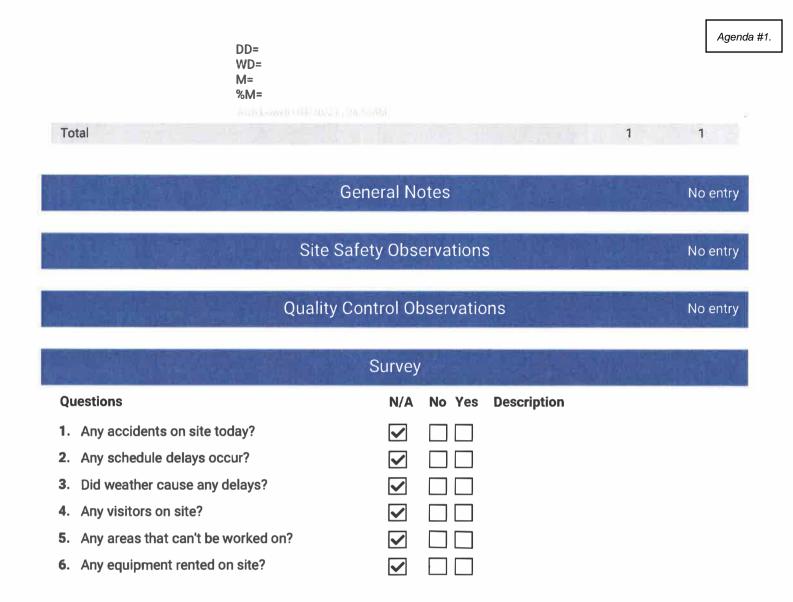
Jake Broden					
Date	Rate		Hours		Cost
4/20/2021	Standard		3.50		\$206.50
	Total Hours	3.50	Total Cost	\$206.50	
Josh Dowell					
Date	Rate		Hours		Cost
4/21/2021	Standard		8.00		\$472.00
4/22/2021	Standard		8.00		\$472.00
4/22/2021	Standard				\$0.00
4/26/2021	Standard		6.50		\$383.50
4/26/2021	Standard		0.00		\$0.00
4/27/2021	Standard		8.00		\$472.00
4/28/2021	Standard		8.00		\$472.00
4/29/2021	Standard		8.00		\$472.00
4/30/2021	Standard		1.00		\$59.00
	Total Hours	47.50	Total Cost	\$2,802.50	1.000
Total Hours 51.00	Total (	Cost		\$3,009.00	



	Work Logs	-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	dia an
Name	Description	Quantity	Hours
Josh Dowell	Little Shell O.F-1767.0 Daily M&D See January 1st 2021 For Plans Friday April 30th 2021	1	1
	6:30AM- 7AM- 7:30AM- 8:00AM-In office to jobsite. 8:15AM-I am on site Cole withM&D is here he is fine grading the soil in the ditch. Cole told me that he is the only one that is going to work today and he is going to work at the rec center doing work for the little shell that does not need city inspection he is building a picnic bench the rest of the crew is not here today. 8:30AM-On site finishing up daily logs for yesterday and today 9AM- Offsite 9:30AM- 10AM- 11AM- 11:45- 12PM- 12:30- 12:45- 1PM- 2PM- 3PM- 4:30- SPM- 5:15PM- 5:30PM- 6:30PM- 6:30PM- 7:PM- 7:30PM-		
	8:00PM-		

NOTICE. Voice entry may have been used for log entry. Please account for spelling and punctuation errors.

%PR=



I, Josh Dowell, have reviewed and completed this report.

inen creven (04/30/21 ) 08:55A64



	Work Logs		
Name	Description	Quantity	Hours
Josh Dowell	Little Shell O.F-1767.0 M&D See January 1st 2021 For Plans Thursday April 30th 2021	1	8
	6:30AM- 7AM- 7:30AM- 8:00AM-in office to jobsite 8:15AM-Crew resumes Excavation for install of 12 inch PVC Watermain northbound on the east side of Stuckey Road where they left off last night at station 14+80 8:30AM-The crew did do some backfilling last night after 430 they also excavated for the existing gas line this morning and got set up to place their trench box 9AM- The crew is compacting subbase for the 12 inch PVC Watermain and installing 12 inch PVC Watermain. 9:30AM- 10AM- 11:45AM-Two office lunch 12PM- 12:30- 12:45PM-Return to site the crew is excavating to remove the Existing culvert to the little shell Recreation Center. They are also starting to backfill the 12 inch PVC waterline trench. 1PM-Density test or not Hitting 95% I do not feel this is a compaction air but The proctor is not correct for the material as the material has changed Cole has called for a new proctor. 2PM- 2:30PM-Offsite to office To take densitometer in for maintenance 3PM-Return to site crew continues to backfill and excavate for install of 12 inch PVC Watermain. 4PM- 4:15-Off site crew continues to backfill. 4:30-in office. SPM- 5:30PM- 5:30PM- 6;30PM-		

7:PM-7:30PM-8:00PM-

There are four crewmembers here today the foreman two operators and a utility pipelayer.

Crew continues to use the Komatsu to Excavate and install 12 inch PVC Watermain.

Crew is using the caterpillar sheep's foot roller to Compact backfill

Crew is using the bobcat T5 90 skid steer for miscellaneous work

Crew is using the John Deere loader for miscellaneous work including moving dirt and moving pipe

NOTICE. Voice entry may have been used for log entry. Please account for spelling and punctuation errors.

Material changed, Cole is ordering a new proctor.

13+65 110 proctor 4/29 4' DEEP %PR=94.6 DD=98.4 WD=108.8 M=9.6 %M=9.8

14+00 110 proctor 4/29 3' Deep %PR=94.7 DD=103.3 WD=116.7 M=13.4 %M=13.0

4/28 114.0 13+00 %PR=95.1 DD=104.6 WD=118.3 M=13.7 %M=13.1

12+50 %PR=95.1 DD=104.7 WD=118.0 M=13.3 %M=12.7 14+00 %PR=94.8 DD=104.3 WD=118.9 M=14.6 %M=14.0

13+59 %PR=94.4 DD=103.9 WD=119.4 M=15.3 %M=14.9

13+25 %PR=91.1 DD=103.9 WD=119.4 M=15.5 %M=14.9

Jodh Dowell ( 04/30/20 ) OH SUAM



8

### General Notes

### 1. Misc pics



### Site Safety Observations

### No entry

### Quality Control Observations

No entry

	Survey		
Questions	N/A	No Yes	Description
1. Any accidents on site today?	$\checkmark$		
2. Any schedule delays occur?	$\checkmark$		
3. Did weather cause any delays?	$\checkmark$		
4. Any visitors on site?	$\checkmark$		
5. Any areas that can't be worked on?	$\checkmark$		
6. Any equipment rented on site?	$\checkmark$		



I, Josh Dowell, have reviewed and completed this report.

Josh Dowell [ 04/30/21 ] 08:50AM



	Work Logs		
Name	Description	Quantity	Hours
Josh Dowell	Little Shell O.F-1767.0 M&D See January 1st 2021 "Raken" For Plans	1	8
	<ul> <li>6:30AM- 7AM- 7:30AM- 8:00AM-In office to jobsite</li> <li>8:15AM-On site that crew Has done some backfilling around the fire hydrant at station 13+00 and the corresponding valve boxes in this area. Crew has also excavated for install of the 20 foot trench box.</li> <li>8:30AM-Crew is placing the 20 foot trench box into the newly excavated trench for install of the 12 inch PVC Watermain northbound on the east side of Stuckey Road.</li> <li>At this time there are only three employees on site. A pipelayer a labor and an operator.</li> <li>9AM- 9:30AM-The crew resumes excavation for install of 12 inch PVC Watermain 10AM</li> <li>11:45-Offsite to lunch 12PM-At office Left office 12:30-Return to office 12:45PM-On site 1PM- 1:30PM-Crew member Lee as told me that they are going to stop install of the 12 inch PVC Watermain and that Jesse Patton, said 1 no longer needed to be on site to oversee the backfill per Jesse Patton.</li> <li>I have called and spoke to Jesse Patton on the phone he said that is not what he said. I have also Advised Jesse as previously noted the contractor still has not got a proctor to take density test.</li> <li>Jesse has called Josh Pickens at M and D and told Josh that they need to have a proctor by 3 PM or they will have to stop back filling. Jesse told me to remain on site and make sure the crew continues to make compacted effort on the backfill.</li> <li>2PM-</li> <li>30PM-I have received the soil Proctor via email from Josh</li> </ul>		

1

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Pickina 3PM-I am taking density test station 13+65 Some are passing and some are failing, moisture is just a little below optimum the crew is going to get a water truck some tests are passing within 2% of optimum moisture. 3:15-Don Davis is on site and the crew has shut down to talk to him. 3:30-The crew and Don Davis have gone into the rec center I asked them if they were going to work or if they wanted me to leave for the day and they told me they are going to continue laying pipe as soon as they are done doing whatever they are doing Inside the rec center. 4PM-Crew resumes install of a 12 inch PVC Watermain. 4:15PM-I am leaving the site for the day the crew has told me they are going to continue to work and backfill. 4:30-In office 5PM-Left the office home 5:15PM-5:30PM-6PM-6:30PM-7:PM-7:30PM-8:00PM-

NOTICE. Voice entry may have been used for log entry. Please account for spelling and punctuation error

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Total

### **General Notes**

1. Email correspondence 1

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	04/29/21   08:48AM		04/29/21   08:48A M		04/29/21   08:48AM

2. Miscellaneous job pictures proctors

 Site Safety Observations
 No entry

 Quality Control Observations
 No entry

### Survey

### Questions

- 1. Any accidents on site today?
- 2. Any schedule delays occur?
- 3. Did weather cause any delays?
- 4. Any visitors on site?
- 5. Any areas that can't be worked on?
- 6. Any equipment rented on site?

N/A	No	Yes
$\checkmark$		
$\checkmark$		
$\checkmark$		

Description



cription	Quantity	Hours
e Shell O.F-1767.0 ) January 1st 2021 For Plans	1	8
sday April 27th 2021		
AM- - On site the crew is installing the 12 inch gate valve pump ation 13+00 AM- AM- AM-City pipelayer is on site to make a three-quarter inch test on the new 12 inch PVC Watermain. -The crew has installed a 4 foot pup between the tee and valve and has noticed it's damaged and has to remove it touch the damage off. - crew is installing the fire hydrant at station 13+00 AM-The crew is installing the 6 inch PVC fire hydrant lead fire hydrant. M- M-crew has set the fire hydrant at station 13+00 and is ing for United materials to bring concrete. Crew is also ning the yard at little shell. 5-Offsite for lunch 0- SPM-Return to site crew is still waiting for united materials ing concrete For the thrust block on the fire hydrant -Great Falls Sanden gravel is on site with concrete for the crew is backfilling the fire hydrant at station 13+00 -The crew resumes install and backfill of the 12 inch PVC ermain. - Offsite to the office I have spoke to Cole about not doing ectable work while I am Not on site. At this time the crew inues to backfill and excavate for install of 12 inch PVC ermain. - PM- PM- PM-		
e)J & AleAAAAO''''thAfeNin505ilearee'eieeeF	eription 2 Shell O.F-1767.0 January 1 st 2021 For Plans day April 27th 2021 AM- 0 n site the crew is installing the 12 inch gate valve pump ation 13+00 AM- AM- AM- AM- AM- City pipelayer is on site to make a three-quarter inch test on the new 12 inch PVC Watermain. The crew has installed a 4 foot pup between the tee and valve and has noticed it's damaged and has to remove it ouch the damage off. • crew is installing the fire hydrant at station 13+00 AM-The crew is installing the 6 inch PVC fire hydrant lead fire hydrant. A- Acrew has set the fire hydrant at station 13+00 and is ng for United materials to bring concrete. Crew is also ing the yard at little shell. 5-Offsite for lunch - SPM-Return to site crew is still waiting for united materials ing concrete For the thrust block on the fire hydrant Great Falls Sanden gravel is on site with concrete for the rete thrust block on the fire hydrant at station 13+00. • Crew is backfilling the fire hydrant at station 13+00. • • Crew is backfilling the fire hydrant at station 13+00. • • • • • • • • • • • • •	<ul> <li>Shell O.F-1767.0 1</li> <li>January 1st 2021 For Plans</li> <li>day April 27th 2021</li> <li>AM- <ul> <li>On site the crew is installing the 12 inch gate valve pump ation 13+00</li> <li>AM-</li> <li>AM-</li> </ul> </li> <li>AM-City pipelayer is on site to make a three-quarter inch test on the new 12 inch PVC Watermain.</li> <li>The crew has installed a 4 foot pup between the tee and valve and has noticed it's damaged and has to remove it ouch the damage off.</li> <li>- crew is installing the fire hydrant at station 13+00</li> <li>AM-The crew is installing the 6 inch PVC fire hydrant lead ire hydrant.</li> <li>Arctew has set the fire hydrant at station 13+00 and is ng for United materials to bring concrete. Crew is also ing the yard at little shell.</li> <li>-Offsite for lunch</li> <li>-</li> <li>PPM-Return to site crew is still waiting for united materials ing concrete For the thrust block on the fire hydrant at station 13+00.</li> <li>- crew is backfilling the fire hydrant at station 13+00.</li> <li>- crew is backfilling the fire hydrant at station 13+00.</li> <li>- crew is backfilling the fire hydrant at station 13+00.</li> <li>- Crew resumes install and backfill of the 12 inch PVC mrain.</li> <li>Offsite to the office I have spoke to Cole about not doing textable work while I am Not on site. At this time the crew nues to backfill and excavate for install of 12 inch PVC mrain.</li> <li>- M</li> <li>- M</li> <li>- M</li> </ul>

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6:30PM-7:PM-7:30PM-8:00PM-

Lead excavator Komatsu 300. Lee Lance in ditch Cole foreman 1xlabor

Total

### Work Log Photos

Josh Dowell: LOTY THREE 8.0



### **General Notes**

1. Miscellaneous job pictures fire hydrant at station 13+00 12 inch gate valve at station 13+00 concrete invoice for thrust block for fire hydrant



### Site Safety Observations

No entry

**Quality Control Observations** 

No entry

Survey

### Questions



- 1. Any accidents on site today?
- 2. Any schedule delays occur?
- 3. Did weather cause any delays?
- 4. Any visitors on site?
- 5. Any areas that can't be worked on?
- 6. Any equipment rented on site?



I, Josh Dowell, have reviewed and completed this report.

Josh Dowell | 04/28/21 | 08-13AM



ame	Description	Quantity	Hours
Josh Dowell	Little Shell 0.F-1767.0	1	9
	M&D		
	See January 1st 2021 For Plans		
	Monday April 27th		
	6:30AM-		
	7AM- in office to Little Shell		
	7:30AM- On site utility crew resumes excavation for install of the		
	12 inch PVC STA 12+35, Watermain northbound on Stuckey		
	Road. The crew is also stripping topsoil from the east side of		
	Stuckey Road ditch.		
	8:00AM-		
	8:30AM-crew is using the vac truck to locate the existing fiber		
	optic line and continues to prep for install of 12" H20		
	9AM- crew is placing the first 20' section of 12" water main for		
	the day.		
	9:30AM-		
	10AM- 11AM-		
	12PM-Offsite lunch		
	12:30-Return to say crew is excavating for install of the fire		
	hydrant		
	1PM-offsite office meeting		
	2PM-return to site		
	3PM-Crew works to install the 12 inch gate valve at station		
	13+05		
	4PM-		
	4:30-Crew has installed the 12" 12x12x6 tee 13+00		
	5PM-Jesse Patton has made me aware that overtime has not		
	been approved so I will not bill for overtime today.		
	5:15PM-		
	5:30PM-offsite		
	6PM-		
	6:30PM-		
	7:PM-		
	7:30PM-		
	8:00PM-		
	3648-08-08-0812-04-02-17-03-03-25-584844		

#### **General Notes**

#### 1. STA 13+00



## Site Safety Observations

#### No entry

## **Quality Control Observations**

No entry

	Survey
Questions	N/A No Yes Description
1. Any accidents on site today?	
2. Any schedule delays occur?	
3. Did weather cause any delays?	
4. Any visitors on site?	
5. Any areas that can't be worked on?	
6. Any equipment rented on site?	

I, Josh Dowell, have reviewed and completed this report.

. http://doi.org/10.01/771721.002.6804.4



1501 Stuckey Rd Great Falls, MT 59404		CC Agenda
Date Fri 04/23/2021	<b>Job</b> # 1767.0	Prepared By Josh Dowell
	Weather	
6:00 AM	12:00 PM	4:00 PM
25° 🥔	33° 🥭	41° 🥌
Overcast	Overcast	Overcast
Wind: 7 MPH   Precipitation: .03"   Humidity: 84%	Wind: 6 MPH   Precipitation: .04"   Humidity: 66%	Wind: 4 MPH   Precipitation: .04"   Humidity: 48%

	Work Logs		
Name	Description	Quantity	Hours
Josh Dowell	Little Shell O.F-1767.0 M&D See January 1st 2021 For Plans Friday April 23rd	1	0
	6:30AM- 7AM- Cole called and they are not going to work in lieu of inclement weather. 7:30AM- 8:00AM- 8:30AM- 9AM- 9:30AM- 10AM- 11AM- 12PM- 12:30- 1PM- 2PM- 3PM- 4:30- SPM- 5:15PM- 5:30PM- 5:30PM- 6:30PM- 7:PM- 7:30PM- 8:00PM-		
Total		1	0

**General Notes** 

No entry

## Site Safety Observations

No entry

No entry

	Survey		
Questions	N/A	No Yes	Description
1. Any accidents on site today?	$\checkmark$		
2. Any schedule delays occur?			
3. Did weather cause any delays?	$\checkmark$		
4. Any visitors on site?			
5. Any areas that can't be worked on?	$\checkmark$		
6. Any equipment rented on site?	$\checkmark$		

J

I, Josh Dowell, have reviewed and completed this report.

Josh Doviell ( 01/26/21 ) BE DOAM

Powered by



NameDescriptionQuantityHoursImage: Set January 1 and the state of the stat		Work Logs		
M&D See January 1st 2021 For Plans Thursday April 22nd 6:30AM- 7AM- 7:30AM- 8:00AM-On-site crew continues to excavate and prep to install 12 inch PVC Watermain Jesse Patton is also on site. 8:30AM-The crew places the next 20 foot section of 12 inch PVC Watermain. 9AM- 9:30AM- 10AM-crew continues to excavate and install 12" PVC water main going northbound. 11AM-crew is backfilling the 12" water main using the skid steer and sheep's,foot roller. 12:30-return to site, the crew continues to excavate and install 12" water main. 12" water main. 13" water main. 14" water main. 14" water main. 14" water main. 14" water main. 14" water mai	Name	Description	Quantity	Hours
7AM- 7:30AM- 8:00AM-On-site crew continues to excavate and prep to install 12 inch PVC Watermain Jesse Patton is also on site. 8:30AM-The crew places the next 20 foot section of 12 inch PVC Watermain. 9AM- 9:30AM- 10AM-crew continues to excavate and install 12" PVC water main going northbound. 11AM-crew is backfilling the 12" water main using the skid steer and sheep's,foot roller. 12PM-off site lunch 12:30-return to site, the crew continues to excavate and install 12" water main. 1PM- 2PM- 3PM-crew continues to backfill and install 12" water main going north bound. 4PM- 4:30- 5PM-off site to office. 5:15PM- 5:30PM- 6:30PM- 7:30PM- 6:30PM- 7:30PM- 8:00PM- 7:30PM- 8:00PM-	josh Dowell	M&D See January 1st 2021 For Plans	1	9.5
Total 1 9.5		<ul> <li>7AM-</li> <li>7:30AM-</li> <li>8:00AM-On-site crew continues to excavate and prep to install</li> <li>12 inch PVC Watermain Jesse Patton is also on site.</li> <li>8:30AM-The crew places the next 20 foot section of 12 inch PVC</li> <li>Watermain.</li> <li>9AM-</li> <li>9:30AM-</li> <li>10AM-crew continues to excavate and install 12" PVC water main going northbound.</li> <li>11AM-crew is backfilling the 12" water main using the skid steer and sheep's,foot roller.</li> <li>12PM-off site lunch</li> <li>12:30-return to site, the crew continues to excavate and install</li> <li>12" water main.</li> <li>1PM-</li> <li>2PM-</li> <li>3PM-crew continues to backfill and install 12" water main going north bound.</li> <li>4PM-</li> <li>4:30-</li> <li>5PM-off site to office.</li> <li>5:15PM-</li> <li>5:30PM-</li> <li>6PM-</li> <li>6:30PM-</li> <li>7:PM-</li> <li>7:30PM-</li> <li>8:00PM-</li> </ul>		
	Total		1	9.5

Work Log Photos

### Josh Dowell: 1 Other 14 Miles 9 5

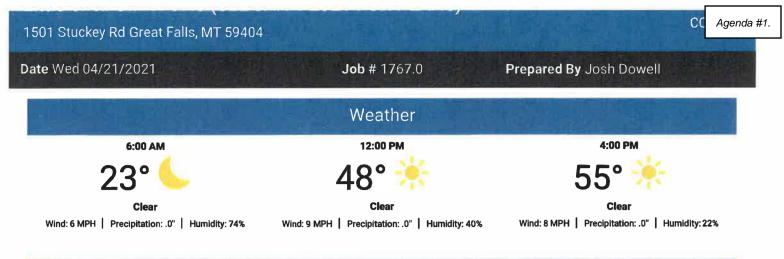


	General Notes	No entry
	Site Safety Observations	No entry
Qu	ality Control Observations	No entry
	Survey	
Questions	N/A No Yes Description	
1. Any accidents on site today?		
2. Any schedule delays occur?		
3. Did weather cause any delays?		
4. Any visitors on site?		
5. Any areas that can't be worked on?		
6. Any equipment rented on site?		

1

I, Josh Dowell, have reviewed and completed this report.

Josh Dowell [04/26/21] 08:04AM



	Hours 8
loop Dowell Little Shall O E 1767 0	8
Josh Dowell Little Shell 0.F-1767.0 1 M&D	
See January 1st 2021 For Plans	
6:30AM- 7AM- 7:30AM- 8:00AM-On site MD is preparing to turn the water off on Stuckey Road and remove the existing 12 inch gate valve. STA-10+15.78 8:30AM-Bob coming from the city of Great Falls is on site making a three-quarter inch test tap on the new 12 inch PVC Watermain he is also going to turn the water off. 9AM- Crew is working to remove the existing 12 inch PVC Watermain concrete thrust block. 9:30AM- 10AM-Bob Cummings city pipelayer on site and is going to take the existing 12 inch gate valve to the shop the crew is getting ready to load it into his truck. 11AM-crew excavating for install of trench box 12PM-off site lunch 12:30-return to site crew prepping for install of 12" water main. Crew is also using the vac truck to locate existing utilities. 1PM- 2PM-Crew is backfilling the first section of C900 Watermain. Bob is hooking up to the existing fire hydrant and going to start to purge the existing 12 inch Watermain in preparation to put back into service. 3PM- 3:30PM-Don Davis is on site himself myself and Cole I have spoke about overtime, and working hours, Don Davis said he was unaware he had to pay overtime For city inspection. I explained any hours worked by myself outside of 8 to 430 is overtime. Cole wants to work 7 to 530. M/F, Don Davis has verbally approved the overtime for totay and tomorrow, he said that he will call Dave Grossman tomorrow morning. 4PM-crew continues excavation for install of water main and begins to backfill the new water main. Itold Cole earlier I will need a proctor so I can take density tests, NTL is on site getting the sample. 4:30- I spoke with Jesse Patton via phone and he said Don needs to provide written authorization for my overtime.	22

Agenda #1.

I have spoke with Cole and he said he will clean up the rest of today and tomorrow between 7 and 8 am until until the overtime issue is resolved. 5PM-off site to office. 5:15PM-5:30PM-6PM-6:30PM-7:PM-7:30PM-8:00PM-

Total 1 8

### **General Notes**

1. Misc job pics



2. 20' section of 12" C-900 with .75 test tap Station 10+15-10+35



## **Quality Control Observations**

No entry

	Survey
Questions	N/A No Yes Description
1. Any accidents on site today?	
2. Any schedule delays occur?	
3. Did weather cause any delays?	
4. Any visitors on site?	
5. Any areas that can't be worked on?	
6. Any equipment rented on site?	

I, Josh Dowell, have reviewed and completed this report.

Josh Dowell | 04/22/21 | 08 17AM

D1 Stuckey Rd Great Fall				C( <mark>Ager</mark>
<b>e</b> Tue 04/20/2021		<b>Job</b> # 1767.0	Prepared By Jake Broder	
		Weather		
6:00 AM		12:00 PM	4:00 PM	
26° 🧀		37° 🥭	43° 🧀	
Mostly Cloudy		Overcast	Mostly Cloudy	
Wind: 6 MPH   Precipitation: .0"	Humidity: 98% Wind: 5	MPH   Precipitation: .01"   Humidity:	76% Wind: 3 MPH   Precipitation: .01"	Humidity: 46%
		Work Logs		
Name	Description		Quantity	Hours
Jake Broden	8am:		1	3.5
	9.20 ami			
		te, covering for Josh due to h		
	9am: Visiting si Called by Bunke	te, covering for Josh due to h r and told to visit site and cro site Lance is only one here. I	ew plans to dig at	
	9am: Visiting si Called by Bunke noon today. On wrapping valves	er and told to visit site and cro site Lance is only one here. I s and fittings with wax tape.	ew plans to dig at He is working on Told him I'd be back	
	9am: Visiting si Called by Bunke noon today. On wrapping valves around 12 wher quantities on m	er and told to visit site and cro site Lance is only one here. I s and fittings with wax tape. n they plan to dig in. Leaving	ew plans to dig at He is working on Told him I'd be back	
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	9am: Visiting si Called by Bunke noon today. On wrapping valves around 12 wher quantities on m 9:30am: 10am: 10:30am: 11am: 11:30am: 12pm: No lunch	er and told to visit site and cro site Lance is only one here. I s and fittings with wax tape. In they plan to dig in. Leaving y job.	ew plans to dig at He is working on Told him I'd be back site to measure nrt digging. Lance	
	9am: Visiting si Called by Bunke noon today. On wrapping valves around 12 wher quantities on m 9:30am: 10am: 10:30am: 11am: 11:30am: 12pm: No lunch and Dylan on sit 12:30pm Cole o	er and told to visit site and cru site Lance is only one here. I s and fittings with wax tape. In they plan to dig in. Leaving y job. In back on site for crew to sta te at 12:15, have fence and w on site, talked to him and plar	ew plans to dig at He is working on Told him I'd be back site to measure art digging. Lance vaiting for Cole. In is to expose water	
	9am: Visiting si Called by Bunke noon today. On wrapping valves around 12 when quantities on m 9:30am: 10am: 10am: 11:30am: 11:30am: 12pm: No lunch and Dylan on sit 12:30pm Cole o main in prepara	er and told to visit site and cro site Lance is only one here. I s and fittings with wax tape. In they plan to dig in. Leaving y job. In back on site for crew to state te at 12:15, have fence and w	ew plans to dig at He is working on Told him I'd be back site to measure art digging. Lance vaiting for Cole. In is to expose water	

Total

Work Log Photos

2pm: Cole continues to dig to expose existing water main. End

3pm: Leaving site for inspection for Andre. Vac truck on site to

dump on site to haul off materials.

locate 1" that feeds north of main.

Jake Broden ( 04/20/21 / 00.55804

Jake Broden: 1011 11183-315

main.

2:30pm:

3:30pm: 4pm: 4:30pm: 5pm:

3.5

1



**General Notes** 

Site Safety Observations

No entry

No entry

Quality Control Observations

No entry

	Survey
Questions	N/A No Yes Description
1. Any accidents on site today?	
2. Any schedule delays occur?	
<b>3</b> . Did weather cause any delays?	
4. Any visitors on site?	
5. Any areas that can't be worked on?	
6. Any equipment rented on site?	



I, Jake Broden, have reviewed and completed this report.

tako Hustavi 04/701/11 | (CONSIM)

These Additional Documents for the 6/1/2021 Work Session presentation are available at: https://greatfallsmt.net/citycommission/work-session-meeting-june-1-2021





# IMPACT FEE HANDBOOK

Prepared for the National Association of Home Builders 1201 15th Street NW Washington, DC 20005

By DPFG 3302 East Indian School Road Phoenix, AZ 85018

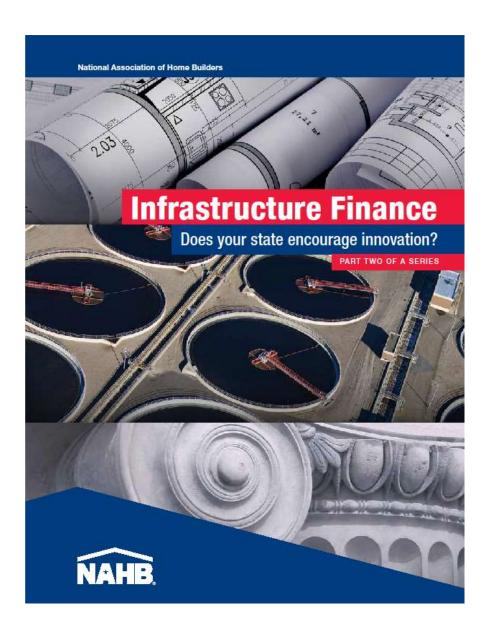








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