



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
September 05, 2023
7:00 PM**

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

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: commission@greatfallsmt.net. 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 for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PROCLAMATIONS:

Vets4Vets Month [September 2023]

MILITARY UPDATES

1. Miscellaneous Reports and announcements from Malmstrom Air Force Base.

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 either your address or whether you are a city resident for the record.)

2. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

3. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

4. Appointment to the Audit Committee.
5. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

6. 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.

7. Minutes, August 15, 2023, City Commission Meeting.
8. Total Expenditures of \$6,812,956 for the period of August 03, 2023 through August 23, 2023, to include claims over \$25,000, in the amount of \$5,795,385.
9. Grants List
10. Approve the Agreement for Mutual Aid for suppression of fires and the management of other emergency incidents between Great Falls Fire Rescue and Montana Air National Guard (MTANG) Fire Department.
11. Approve the final payment for the Missouri River North Bank Stabilization Phase 1, in the amount of \$34,386.44 to Winkler Excavating, Inc, and \$347.34 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents and to make the payments.
12. Award the bid of \$179,257.00 to United Electric, LLC for the Public Works Backup Generator & Electrical Upgrades, a project identified and approved through the Fiscal Year 2024 budget process, and authorize the City Manager to execute the contract documents.

Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member. After motion is made, Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

PUBLIC HEARINGS

13. Resolution 10519, To establish Engineering Division Review Fees for the Planning and Community Development Department and the Public Works Department. *Action: Conduct a public hearing and adopt or deny Res. 10519. (Presented by Christoff Gaub)*
14. Resolution 10521, To amend Planning and Community Development Land Development Application Fees in the City of Great Falls. *Action: Conduct a public hearing and adopt or deny Res. 10521. (Presented by Brock Cherry)*
15. Resolution 10522, To raise permit fees for building, plumbing, mechanical, electrical and other related permit processes by eight percent (8%) in the City of Great Falls. *Action: Conduct a public hearing and adopt or deny Res. 10522. (Presented by Brock Cherry)*
16. Resolution 10527, Approving a request from the Great Falls Planning & Community Development Department Application to use up to \$31,052 of Downtown Urban Renewal District Tax Increment Financing (TIF) funds for the upgrade of non-compliant pedestrian curb ramps on Central Avenue from Park Drive to 6th Street. *Action: Conduct a public hearing and adopt or deny Res. 10527. (Presented by Brock Cherry)*

17. Resolution 10526, Approving a request from the Great Falls Public Works Department to use up to \$243,000 of Downtown Urban Renewal District Tax Increment Financing (TIF) funds for the installation of streetscape and compliant pedestrian curb ramps on the east side of 7th St. S. from Central Ave. to 1st Ave. S. *Action: Conduct a public hearing and adopt or deny Res. 10526. (Presented by Brock Cherry)*

OLD BUSINESS

18. Indoor Aquatics and Recreation Center, Change Order No. 4. *Action: Approve or not approve a change order to Swank Enterprises in the amount of a \$588,052.50 for the and authorize the City Manager to execute the documents.(Presented by Steve Herrig)*

NEW BUSINESS

ORDINANCES / RESOLUTIONS

19. Resolution 10525, Revising City of Great Falls Animal Shelter Related Service Fees. *Action: Set or not set a public hearing on Res. 10525 for September 19, 2023. (Presented by Chuck Anderson)*
20. Resolution 10511, Annual Tax Levy. *Action: Adopt or deny Res. 10511. (Presented by Melissa Kinzler)*

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.)

Assistive listening devices are available for the hard of hearing, please arrive a few minutes early for set up, or contact the City Clerk's Office in advance at 455-8451. Wi-Fi is available during the meetings for viewing of the online meeting documents.

Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. 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.



Commission Meeting Date: September 5, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Appointment to the Audit Committee

From: City Manager's Office

Initiated By: City Commission

Presented By: City Commission

Action Requested: Appoint one member to the Audit Committee to fill a private citizen position for a three-year term through June 30, 2026.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (appoint/not appoint) Christine Jewett to the Audit Committee to fill a private citizen position for a three-year term through June 30, 2026.”

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

Summary:

Shanna Christopherson was appointed to the Audit Committee for a partial term of May 17, 2022 through June 30, 2023. Although Ms. Christopherson was eligible for an additional term, she has decided to step down from the Committee. The advertisement for this vacancy was done through the City's Website and the local media.

The City received applications from Christine Jewett, Zac Griffin and Debra Chibroski. The Audit Committee met on August 16, 2023. The consensus of the Committee was to recommend Ms. Jewett for appointment.

Background:

Purpose

The Audit Committee was established by the City Commission in October of 1992 and currently consists of six members to include the Mayor, a Commissioner, the City Manager, the Finance Department Director and two private citizens.

The Audit Committee provides assurance that the financial disclosures made by management reasonably portray the City's financial condition, results of operations and plans and long-term commitments. The Committee oversees the external audit coverage, reviews accounting policies and reviews financial statements.

Members of the Audit Committee should collectively possess technical expertise in accounting, auditing, and financial reporting to fulfill its duties.

Evaluation and Selection Process

Advertising was done through the local media and posted on the City of Great Falls website. Three applications were received.

Citizens interested in serving on this board include:

Christine Jewett

Zac Griffin

Debra Chibroski

Continuing members of this board are:

Mayor Kelly

Commissioner McKenney

City Manager Doyon

Finance Director Kinzler

Private Citizen Jeff Heimel

Alternatives: The Commission could choose to select one of the other applicants or not appoint at this time and direct staff to continue to seek additional interest.

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: <i>Audit Committee</i>		Date of Application: <i>7-27-2023</i>
Name: <i>Debra M. Chibroski</i>		
Home Address: <i>3203 3A Street NE Great Falls</i>		Email address: <i>duckhunt+5@bresnan.net</i>
Home Phone: <i>406-453-5782</i>	Work Phone: <i>N/A</i>	Cell Phone: <i>406-750-8080</i>
Occupation: <i>Pharmacist</i>	Employer: <i>currently retired</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>As the pharmacist at Stetten Cancer Center from 2011 to early 2022, I was responsible for managing a medication inventory of over \$1 million.</i>		
Educational Background: <i>BS Pharm U of Montana 1990 Pharm D U of Montana 2008 (BCOP) Board Certified Oncology Pharmacist 2013 - Present</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>TPUSA Faith Hub (below also) / Operation Christmas Child volunteer Kids Hope USA mentor Materials Captain for Great Falls Big Sky Celebration w/ Will Graham Harvest Springs Community Church Greeter / volunteer for Church events</i>		
Previous and current public experience (elective or appointive): <i>Election judge November 2022 to present Big Sky Girl Scouts Council leader 2000-2005, Service Unit Registrar - 2005-2008 Girl Scouts of MT + WY leader 2008-2009, Registrar 2008-2009</i>		
Membership in other community organizations: <i>TPUSA Faith at Cascade County - Faith Hub Administrator</i>		

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?

Are you a Qualified Elector? Yes No
(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

Please describe your interest in serving on this board/commission?
Looking for a way to learn more about local government and to get involved locally. Concerned about my city and interested in learning the financial side of city government and understanding how/where our tax dollars being used.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?
My time at Stellen Cancer Institute required me to manage a million dollar plus inventory in such a way as to reduce waste due to expiring products while still maintaining adequate inventory for patient needs.

Additional comments: *also included working with providers when new products were requested to determine if product would be maintained in inventory or only ordered as needed. The drug budget was under constant scrutiny by my director of pharmacy as well as CEO and CFO - understand and have experienced intense scrutiny that comes with managing large dollar expenditures*

Signature: *Deha Mehroki* Date: *7-27-2023*

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:
Mail: City Manager's Office
P.O. Box 5021
Great Falls, MT 59403
Hand Deliver: City Manager's Office
Civic Center, Room 201
2 Park Drive South
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: Audit Committee		Date of Application: 7-21-2023	
Name: Zac Griffin			
Home Address: 401 13th Ave S Great Falls MT 59405		Email address: zac@gfar.realtor	
Home Phone: 406-868-9366	Work Phone: 406-453-2752	Cell Phone: 406-868-9366	
Occupation: Chief Executive Officer		Employer: Great Falls Association of REALTORS®	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) NO			
Related experiences or background: I have been a CFO, COO, Director, Business Owner, Consulant, Manager, and I am currently a CEO			
Educational Background: High School			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: I serve my community as the VP of Riverside LL, Coach and Mentor for youth for baseball for Great Falls Outlaws, Network with Alliance for Youth, Stand up for Students, Eagle Mount, and numerous other organizations			
Previous and current public experience (elective or appointive): N/A			
Membership in other community organizations: Many partnerships between Great Falls Association of REALTORS and other entities in our community			

<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 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 type="checkbox"/> If yes, which board? Great Falls Realtors Flag Project Inc</p>	
<p>Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)</p>	
<p>Please describe your interest in serving on this board/commission? I am interested in helping our community. I feel I may have some different ideas and solutions to offer. I want to continue to give back to GF and our surrounding community.</p>	
<p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission? As stated above, I have owned and operated companies, I have an extensive background in management and fiscal overview.</p>	
<p>Additional comments: Look forward to hearing back from you</p>	
<p>Signature </p>	<p>Date: 7-21-23</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.

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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: Audit Committee		Date of Application: 07/28/2023	
Name: Christine Jewett			
Home Address: 219 Smelter Ave NE Apt 16 Great Falls, MT 59404		Email address: christine.jewett@outlook.com	
Home Phone: 406-231-2955	Work Phone: -	Cell Phone: -	
Occupation: Human Resource Specialist		Employer: US Department of the Interior	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) No			
Related experiences or background: I have worked for state and federal government agencies in an administrative capacity.			
Educational Background: Master of Public Administration, BA in Political Science and Philosophy			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: I am a devout career public servant. I worked for the state of Montana for 3 years, and I have worked for the federal government for 4 years now. I would like use my extensive administrative and management skills to give back to my local community, as I already do this at the federal level.			
Previous and current public experience (elective or appointive): I have been appointed into state and federal service positions. I have never been elected. I cannot run for office as a federal employee.			
Membership in other community organizations: None			

<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>No</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>No</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>No</p>	
<p>Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?</p> <p>No</p>	
<p>Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)</p>	
<p>Please describe your interest in serving on this board/commission? I would like to get more involved in my local community. I am unable to run for office and get involved with representing constituents, so this would be a great alternative. I returned to Great Falls after leaving for several years because I love this community and I would love to make a positive impact. I also believe that city and county government in this community needs more representation of young professionals. I can offer an interesting, diverse perspective as I am young, have lived in rural communities, liberal communities, conservative communities, in a major US city, and out east. I find municipal issues to be very interesting and I can compare my experiences and consider pros and cons from all or them.</p>	
<p>Please describe your experience and/or background which you believe qualifies you for service on this board/commission? My Master of Public Administration and 7 years of public sector experience has equipped me with very specialized administrative and management experience that is applicable to this position. I complete complex federal audits that are full of red tape on a regular basis. I understand complicated issues and theories regarding government operations. I feel that my education and experience makes me a great candidate for this position.</p>	
<p>Additional comments: I would also be very interested in the Ethics Committee, if another position opens up in the future.</p>	
<p>Signature</p>	<p>Date: 07/28/2023</p>

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EMPLOYMENT

United States Department of the Interior – National Park Service

Human Resource Specialist

July 2022 to Present (Remote)

Southeast Regional Office, Interior Region 2/ Supervisor: JoAnne Blankenship (912)540-0749

Salary: \$82,830 USD Per Year/ Hours per week: 40/ Series: 0201/ Pay Plan: GS/ Grade: 12

As a Human Resource Specialist for the Southeast Region of the National Park Service, my responsibilities primarily include staffing for various parks and the regional office.

Advisory Services: Advise regional staff, park executive staff, and hiring managers on complex legal requirements while moving through the federal hiring process. Communicate laws in plain, non-technical language and explain the differences between Delegated Examining announcements, Merit Promotion announcements, and Special Hiring Authorities. Keep up to date with constantly changing agency policy and federal laws regarding federal staffing procedures. Perform policy and legal research and analysis to answer complex, difficult questions. Ensure that hiring managers are following policy and being fair during the hiring process. Offer advice on organizational structure to improve overall efficiency of operations and promote fiscal responsibility. Manage, advertise, and process all internal temporary promotions and details for the regional office and superintendent positions.

Staffing Functions: Post Job Opportunity Announcements to USAJobs.gov and ensure legal compliance with all language in the announcement and assessment. Qualify candidates for positions and issue certificates to hiring managers. Ensure OPM qualification standards are listed in the announcements and then apply those standards when qualifying candidates. Follow several steps in qualifying scientific, highly technical, and high graded positions. Differentiate between the several different hiring authorities while qualifying applicants to determine which authorities apply. Ensure assessments and scoring are within legal guidelines for that specific type of announcement. Onboard new employees and follow complicated guidelines in setting pay for new and transferring employees. Prepare and submit personnel actions to processing. Manage and track 25 to 40 vacancy announcements at any given time for several parks and offices. Hire for all different job series including but not limited to: interpretation, law enforcement, maintenance, fire, scientists, administrative and support positions, and executive level positions.

Strategy Development and Implementation: Assist Park Superintendents and hiring managers in the development of hiring strategies in extremely difficult to staff parks, such as the US Virgin Island parks. Consider unique challenges and use problem solving to apply new hiring paths and incentives in order to attract qualified, long-term staff. Strategize on how to recruit and retain lower graded employees, as this has become a very difficult challenge in the current economic climate. Explain to parks how to properly execute new strategies in their local communities.

Training: Train and mentor HR specialists in developmental grade levels. Explain policies in detail and how to apply policies to different situations. Help other specialist with difficult judgement calls and office etiquette. Teach specialists how to deal with difficult hiring managers politely and professionally. Show specialists where to find information, laws, and policy.

Auditing: Ensure compliance with all laws and policies through auditing case files. Identify issues, put into place corrective measures where necessary, and follow up on those measures.

Christine Jewett

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Youth Dynamics

Family Support Assistant (Mentor) - October 2022 to Present

225 7th Ave South Ste 1 Great Falls, MT 59401/ Supervisor: Adam (307)751-0615
\$13.70 Per Hour / Hours Per Week: 6-12

As a mentor, I work directly with youth and families in the community. I organize recreational and learning activities for the children, role model appropriate behaviors, and offer emotional support. I also provide critical evidence-based therapeutic support to children and teens.

United States Department of Justice – Federal Bureau of Prisons

Human Resource Specialist

July 2020 to July 2022

Federal Correctional Institution Englewood

9595 West Quincy Ave

Supervisor: Lynn Spain

Littleton, CO 80123

(208)206-9184

Salary: \$66,365 USD Per Year/ Hours per week: 40/ Series: 0201/ Pay Plan: GL/ Grade: 09

As a Human Resource Specialist, I assisted in administering and implementing human resource programs at the facility, which includes a low male institution, a male camp, and a male detention center. The facilities held up to 1,300 inmates with a staff compliment of about 250 staff (125 custody / 125 non-custody). My main duties included:

Staffing: Oversee all staffing at the facility and keep the staffing report up to date. Keep track of all Merit Promotion, Delegated Examining, Veteran Recruitment Authority, and BOPHires certificates. Request, receive, and assemble merit promotion certificates and submit them to executive staff. Request and receive DEUs and certificates from BOPHires and work them from beginning to end. Close and return certificates properly and timely.

- Call all applicants on all certificates and attempt to schedule interviews. Conduct interviews and perform pre-employment background interviews. Follow proper staffing processes and procedures according to policy. Run NCICs and credit reports to ensure candidates fall within employment guidelines. Administer in-depth in person interviews in order to identify potential qualification issues. Properly administer e-qip and JSTAR processes. Submit Core Value Assessments and input applicant information in national database.

- Know and understand specific laws regarding veteran hiring preference. Evaluate resumes and qualify veterans for various positions under VRA special hiring authorities.

- Investigate staffing and recruitment issues and initiate various recruitment strategies including job fairs, resume workshops, college recruitment events, various forms of advertising, using various online platforms, and disseminating information about recruitment incentives.

- Audit, review, and analyze staffing reports and data in order to develop strategies to improve staffing practices and improve recruitment efforts. Analyze causes of voluntary turnover rates to improve management practices.

- Create, process, and submit personnel actions according to established guidelines and policy.

- Recruit and hire specialty medical and psychology staff. Evaluate technical qualifications of medical staff and conduct resume workshops with nurses, doctors, paramedics, and other

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medical support staff. Understand and apply complicated pay setting principles and special rate tables for specialized positions.

-Use and process recruitment incentives, retention incentives, higher than previous rates, Title 38s, and other incentives to promote recruitment and retention of staff.

T&As and Payroll: Manage the payroll program for the facility. Serve as master timekeeper and ensure pay within the facility runs smoothly. Instruct timekeepers on proper timekeeping between GL/GS/WG/WS employees. Ensure all employees get paid on time. Run mandatory payroll reports in NFC and perform perpetual audits. Perform TINQ functions when necessary. Evaluate audited reports to improve overall payroll practices.

Leave: Manage leave claims and understand legal dynamics of different types of leave. Work with employees on their different types of leave. Stay up to date with regular and emergency leave laws. Manage leave bank requests properly. Manage OWCP leave claims and respond to employment law and DOL questions and follow up.

Contractors: Manage HR end of contractor program at the facility. Interview, manage, and clear institutional contractors and volunteers. Use proper systems to make badges and keep contractors current with background and training programs. Ensure yearly contracts are renewed timely in order for contractors to keep getting paid. Keep track of short-term contractors and their projects.

Onboarding: Properly onboard new employees and ensure accession paperwork is completed in a timely fashion. Provide new employees with HR related information in order for them to make informed decisions regarding their benefits. Ensure employees have completely cleared background and security before their EOD to avoid illegal hires.

Performance Management: Manage and track the performance program within the facility. Ensure all employee performance evaluations in the institution are submitted and processed in a timely manner. Constantly follow up with department heads to ensure they are following proper policy and procedure regarding employee performance evaluations and are doing so within correct time frames. Manage performance improvement plans for employees that are struggling.

Awards: Manage the institutional awards program. Send reminders to turn in award nominations. Organize award nominations and prepare them for meetings with upper management. Process awards and 547-screen them to ensure fair practices. Keep updated log of award winners throughout the fiscal year. Watch and manage the awards budget to ensure that the Warden does not go over budget in giving cash awards and time off awards. Allot amounts for specific awards and help determine how many awards the institution can afford each year.

Financial Management: Hold the credit card for the department and manage the department's budget. Ensure that spending is in adherence with policy and procedure. Buy items for the department and keep track of all spending. Use UFMS as a purchaser to request orders, then reconcile. Track the DCSA backgrounds to ensure funding is approved and available for background investigations for new employees. Keep a property log for the department. Perform annual property inspections with the property and procurement specialist. Track and approve funding for uniform allowances for all uniformed staff.

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Organizational Skills: Promote organization within the department through implementing a system of keeping physical and digital files in a logical order. Create books and binders for paper reports and reviews. Keep department members in the loop about organizational systems.

Union Grievances & Arbitration: Receive and respond to union grievances and consult with upper management on potential paths of action. Follow proper policy and procedures when dealing with union issues and representatives. Strike arbitration processes. Ensure HR maintains a positive and fair relationship with the union.

Disciplinary Processes: Prepare disciplinary letters with provided investigation findings. Set up meetings with management and employees to issue letters and engage in negotiations. Follow proper policy and procedure regarding disciplinary process. Process cases in a timely manner.

Informal Resolutions & Hostile Work Environments: Follow proper procedures regarding hostile work environment claims and perform informal resolution sessions locally and at MSTC in Aurora. Use my counseling skills and background to help parties come to an agreement in a calm, professional manner. Use listening skills to de-escalate disgruntled employees and help them see situations from different points of view. Issue EAP letters and promote the EAP program in dealing with employees in potentially hostile environments.

Operational Reviews: Perform regular operational reviews as well as perpetual audits. Delegate steps within the department. Organize all paperwork and prepare for the reviewer in charge. Implement internal controls to fix problems. Write final operational review reports and follow up reports. Follow up to ensure changes have been implemented.

Problem Solving: Look at problems from several different perspectives and creatively come up with several possible solutions. Presenting possible solutions to others and talk out possible outcomes. Strategizing, planning, and implementing those solutions.

Organizational Charts & PMSO: Preparing organizational charts and ensuring they align with the PMSO report and current position descriptions. Submitting charts and responding to feedback from central office. Responding to IPN changes and keeping PMSO current.

Open Season: Manage open season for the institution. Disseminate informational emails to all employees and respond to questions and concerns in a timely manner. Ensure benefit paperwork gets ticketed every day and on time. Follow up with employees when necessary.

Managing Emergencies: Managed HR aspects of COVID-19 emergency during severe outbreak at FCI Englewood. Provided T&A guidance and worked with health services and Planning Section Team to ensure consistency in guidance provided.

Affirmative Employment Program: Serve as the APINA program manager. Hold and organize cultural events and distribute information regarding the AEP program. Work with the recruitment team to organize and attend different types of recruitment events.

LEO Duties: Regularly work overtime custody morning watch shifts on weekends. Successfully completed Introduction to Correctional Techniques Phase I & II. Complete 80 hours of annual training on general issues, policy issues, OC, weapons, and firearms.

Christine Jewett

219 Smelter Ave NE Apt 16 • Great Falls, MT 59404 • (406)231-2955
Christine.Jewett@outlook.com • Christine_Jewett@nps.gov

United States Department of Justice – Federal Bureau of Prisons Human Resource Student Trainee

July 2019 to July 2020

Federal Correctional Institution Tallahassee

501 Capital Circle NE
Tallahassee, FL 32301

Supervisor: Shellie Taylor
(719)240-1508

Salary: \$ 43,065 USD Per Year/ Hours per week: 40/ Series: 0299/ Pay Plan: GL/ Grade: 05

As a Human Resource Student Trainee, I assisted in administering and implementing human resource programs at the facility, which included a low female institution and a male detention center. The facilities held up to 1,100 inmates with a staff compliment of about 250 staff (125 custody / 125 non-custody). My main duties included:

Local training and employee development functions: Tracking of mandatory training compliance, training evaluations, training needs assessment/annual training plans, keying completed training, Annual Refresher and Firearms Training, Institution Familiarization, and in-service educational activities, along with educating and assisting staff in the use of new human resource and employee development technologies. Conducting Annual Refresher Training 2020, making sure that training meets national BOP standards, according to policy and the Training Standards Handbook. I mastered the BLU training records software used by the BOP. Tracking 2020 firearm training and disturbance control training and arranging makeup sessions in order to achieve 100% compliance. Tracking certified instructors in our institution and helping initiate the TOA process of getting new instructors trained. Posting, processing, and assembling TOA announcements. Processing the travel orders for FLETC and MSTC training sessions for staff.

Staffing: Preparing paperwork for mass interviews. Email applicants to set up interviews. Administer the writing sample and ICT Phase II video during interviews. Perform background interviews for applicants. Perform panel interviews. Set up satellite interviews for other institutions. Keep staff files organized and orderly.

Contractors: Process paperwork and initiate the background clearance process. Managed to get all of our contractors properly badged and updated their paperwork.

Operational Review: Completed steps and gathered information for the operational review and regional staff assists. Implemented internal controls to fix problems. Assisted with corrective actions and tracked progress and changes after review.

Awards Program: Set up the awards and retirement presentations for staff recalls. Lead the awards committee meetings. Processed and filled out awards for further processing.

T&As and Payroll: Ran mandatory NFC payroll reports. Validated employee's time. Assisted with T&A training and audits.

Disciplinary Processes: Prepare disciplinary letters and stay involved in the process of employee disciplinary cases.

EEOs: Respond to EEO claims when necessary and stay aware of current EEO cases, rules, and procedures. Stay up to date with EEO laws and regulation.

Organizational Charts: Prepare organizational charts for management review. Ensure that organizational charts match current PMSO reports.

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Montana Department of Corrections – Pine Hills Youth Correctional Facility Security Correctional Officer

4 North Haynes Ave
Miles City, MT 59301

\$18.00 Per Hour/ Hours Per Week: 40

October 2018 to June 2019

Supervisor: David Diaz
(406)232-1377

Pine Hills is a juvenile maximum security correctional facility that houses juvenile males and adult male jail holds. My primary duties were to deal with safety and security related issues. I worked in the control room and in housing units. I monitored camera activity and informed management when officers were not properly performing their rounds in proper time frames. I performed PREA rounds and perimeter rounds to ensure the security of the campus. I ensured that the facility was complying with proper federal, state, and institutional policy as well as PREA laws, as this is very important in juvenile institutions. I worked with government criminal databases (CJIN) and wrote incident reports when necessary. I performed suicide watches on a weekly basis, and regularly de-escalated suicidal juvenile inmates. I primarily worked with sex offenders while working in housing units. I responded to incidents and backed up other staff. We used de-escalation techniques and we were trained in how to properly physically handle noncompliant violent inmates, as we could not use OC spray on juveniles. I regularly would identify potential incidents and intervene in order to prevent escalation or further incidents from happening. I also identified active and potential gang activity.

Montana Department of Corrections – Great Falls Youth Transition Center

Correctional Officer

4212 3rd Ave South
Great Falls, MT 59405

\$15.30 Per Hour/ Hours Per Week: 40-64

November 2016 to May 2018

Supervisor: Scott Sherbrick
(406)231-4913

The Great Falls Youth Transition Center was a low security community based correctional facility for juvenile males, primarily drug offenders and sex offenders. We provided re-entry services and helped youth transition back into society by teaching them healthy relationships, proper social skills, and necessary life skills. It was only a seven-bed facility, so Correctional Officers were charged with almost all duties in terms of correctional care. I was thoroughly trained in PREA compliance and PREA response, as about half of our inmates were sex offenders. I dealt with PREA situations on a weekly basis. I would process receiving and discharge paperwork and perform screenings on youth upon entry in order to identify risk factors and individual triggers. I read all of the youths' case files and worked on them with their parole case plans. I documented and brought to light daily behavior problems and worked on correcting these with the youth. I dispensed and monitored daily medication and flagged behaviors when youth were prescribed black-box mental health medication. I regularly applied motivational interviewing while counseling the youth. I helped the youth academically in terms of getting homework done, college preparedness, and informed them of processes of continued education opportunities. I was able to regularly counsel the youth, help them with their difficult life problems, help them progress on their treatment plans, and be a positive role model for them. In

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terms of safety and security, I would perform rounds every half hour. I would de-escalate situations and identify problem situations in order for there to be no further incident. I worked well with my team, so we kept youths' behaviors in check. I would transport youth to work and school. I would supervise recreational group outings in the community. I would watch youth on their unsupervised "check-outs" to make sure they were where they were supposed to be. I closely supervised sex offenders and was aware of specific parole conditions, so the community was not put in danger when these youth had outings. I had lots of discretion in disciplining youth and taking away privileges if youth persistently misbehaved. I wrote incident reports on all youth on a daily basis, as these reports were legal documents necessary in justifying sending the youth back to the maximum-security facility or releasing them back into the community. The facility was closed due to budget cuts, and I was subject to a reduction in force.

EDUCATION

University of Montana

Missoula, Montana

January 2019 to August 2020

Master of Public Administration

GPA 3.41

36 Semester Hours Completed

My MPA coursework covered several topics and issues directly relevant to working in Human Resource Management and General Management. I completed coursework in core administrative areas including: HR Management (including an internship with the BOP), the civil service (processes and procedures), administrative law, tribal law, research methods (collecting, analyzing, and reporting data), organizational structure and theory, leadership styles and techniques, budgeting and finance, strategic planning, performance measurement, administrative ethics, and policy development. Particularly important to HR and management has been my extensive coursework (graduate and undergraduate) on legal issues. This is knowledge and information that I use on a daily basis. I have learned in depth about issues and processes such as: CFR and specific agency policy, legal issues involved in staffing, legal issues involving contractors, the EEO process, agency adjudication, labor relations and negotiation, the importance of transparency, FIOA requests and processes, and general casework pertaining to the work of HR departments. I have also learned about the importance of competent leadership in people-centered fields. I have learned about various approaches to leadership and how it relates to the crucial concept of public service motivation. I learned how to identify and use public service motivation strategies on a unionized workforce.

Montana State University

Bozeman, Montana

January 2018 to May 2019

Graduate Certificate in Chemical Dependency Counseling

GPA 3.87

30 Semester Hours Completed – Graduated with High Honors

I completed coursework on basic psychology as an undergraduate, but my graduate coursework focused on: chemical dependency counseling, theories and techniques, mastering motivational interviewing, assessment, treatment planning, how to conduct groups, neurobiology of substance

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abuse, psychopharmacology, ethics and HIPPA issues, cultural competency, suicide identification and prevention, and the importance of treating trauma in treating patients with substance abuse diagnoses. I am able to diagnose Substance Use Disorders and refer possible identifications of other psychiatric illnesses (ie. PTSD). I also learned about general HIPPA privacy issues as well as in depth policies and law regarding HIPPA in the field of mental health.

University of Montana

Missoula, Montana

September 2013 to December 2015

Bachelor of Arts in Philosophy & Political Science

Compiled Undergraduate GPA 3.56

76 Semester Hours Completed

My BA in Political Science focused on Constitutional Law, Civil Rights, the court systems, analyzing Supreme Court cases, navigating in-depth intricate government processes and procedures, political theory and human behavior, government relations, regulatory policy, drafting of policy, policy analysis, political research, state vs federal government, as well as political systems and the economy. My BA in Philosophy focused on analytical critical thinking skills, processing and interpreting difficult texts, the use of deductive logic in writing and argumentation, and the development of graduate level argumentative and research writing styles. I also extensively studied morality and difficult modern ethical issues in today's society.

Great Falls College- Montana State University

Great Falls, Montana

September 2011 to August 2013

Associate of Arts

GPA 3.81

69 Credit Hours Completed – Graduated with High Honors – Phi Theta Kappa Honor Society

Great Falls High School

Great Falls, Montana

September 2007 to May 2011

High School Diploma

AWARDS

Employee of the Month – November 2019 – FCI Tallahassee
Special Act Award – September 2020 – FCI Englewood
Time Off Award – September 2020 – FCI Englewood
Special Act Award – March 2021 – FCI Englewood
Time Off Award – August 2021 – FCI Englewood
Performance Award – November 2022 – Southeast Regional Office
STAR Award – July 2023 – Congaree National Park

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EMPLOYMENT

United States Department of the Interior – National Park Service

Human Resource Specialist – July 2022 to Present (Remote)

Southeast Regional Office, Interior Region 2/ Supervisor: JoAnne Blankenship (912)540-0749
Salary: \$82,830 USD Per Year/ Hours per week: 40/ Series: 0201/ Pay Plan: GS/ Grade: 12

Youth Dynamics

Family Support Assistant (Mentor) - October 2022 to Present

225 7th Ave South Ste 1 Great Falls, MT 59401/ Supervisor: Adam (307)751-0615
\$13.70 Per Hour / Hours Per Week: 6-12

United States Department of Justice – Federal Bureau of Prisons

Federal Correctional Institution Englewood

Human Resource Specialist - July 2020 to July 2022

9595 West Quincy Ave Littleton, CO 80123/ Supervisor: Lynn Spain (208)206-9184
Salary: \$66,365 USD Per Year/ Hours per week: 40-60/ Series: 0201/ Pay Plan: GL/ Grade: 09

United States Department of Justice – Federal Bureau of Prisons

Federal Correctional Institution Tallahassee

Human Resource Student Trainee - July 2019 to July 2020

501 Capital Circle NETallahassee, FL 3230 - Supervisor: Shellie Taylor (719)240-1508
Salary: \$43,065 USD Per Year/ Hours per week: 40/ Series: 0299/ Pay Plan: GL/ Grade: 05

Montana Department of Corrections – Pine Hills Youth Correctional Facility

Security Correctional Officer - October 2018 to June 2019

4 North Haynes Ave Miles City, MT 59301 - Supervisor: David Diaz (406)232-1377
\$18.00 Per Hour/ Hours Per Week: 40

Montana Department of Corrections – Great Falls Youth Transition Center

Correctional Officer - November 2016 to May 2018

4212 3rd Ave South Great Falls, MT 59405 - Supervisor: Scott Sherbrick (406)231-4913
\$15.30 Per Hour/ Hours Per Week: 40-64

EDUCATION

University of Montana - Missoula, Montana - January 2019 to August 2020

Master of Public Administration - GPA 3.41

Montana State University - Bozeman, Montana - January 2018 to May 2019

Graduate Certificate in Chemical Dependency Counseling - GPA 3.87

University of Montana - Missoula, Montana - September 2013 to December 2015

Bachelor of Arts in Philosophy & Political Science - Compiled Undergraduate GPA 3.56

Great Falls College- Montana State University - Great Falls, Montana - September 2011 to August 2013


Associate of Arts - GPA 3.81

Great Falls High School - Great Falls, Montana - September 2007 to May 2011

High School Diploma

790627818 Christine M. Jewett
Jan 03, 2020 12:46 pm

University of Montana

 This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

Transfer Credit Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Name : Christine M. Jewett

Curriculum Information

Current Program

Major and Department: Philosophy, Philosophy

Major and Department: Political Science,
Political Science

Secondary

Major and Department: Pre-Law, College of
Humanities/Sciences

This is NOT an Official Transcript

DEGREES AWARDED

Awarded: Bachelor of Arts **Degree Date:** Dec 18, 2015

Curriculum Information

Primary Degree

College: College Humanities & Sciences

Major: Philosophy

Major: Political Science

TRANSFER CREDIT ACCEPTED BY INSTITUTION -Top-

2011-13: Great Falls College-MSU

Subject	Course	Title	Grade	Credit Hours	Quality Points	R
-	TR1	Lower Division Elective	W	1.000		0.00
ARTZ	105A	Visual Language - Drawing	A	3.000		12.00
ARTZ	TR1A	Lower Division Elective	A-	3.000		11.10
COMX	111A	Intro to Public Speaking	A-	3.000		11.10
CSCI	TR1	Lower-Division Elective	B+	3.000		9.90
ECNS	202S	Principles of Macroeconomics	A	3.000		12.00
GEO	101N	Intro to Physical Geology	A	3.000		12.00
GEO	102N	Intro to Physical Geology Lab	A	1.000		4.00
HSTR	101H	Western Civilization I	A	3.000		12.00
LIT	110L	Intro to Lit	A	3.000		12.00
LIT	TR2LX	Lower Division Elective	A	3.000		12.00
M	090	Intro Algebra	RB	4.000		0.00

M	095	Intermediate Algebra	W	4.000	0.00
M	095	Intermediate Algebra	RA	4.000	0.00
M	121	College Algebra	A	3.000	12.00
MUSI	105	Music Theory I	A-	3.000	11.10
PHL	101	Introduction to Philosophy	A	3.000	12.00
PHL	110E	Introduction to Ethics	A	3.000	12.00
PSCI	210S	Intro to American Government	A	3.000	12.00
PSYX	100S	Intro Psychology	A	3.000	12.00
SCI	TR1N	Lower-Division Elec/no lab	A	3.000	12.00
SOCI	101S	Intro to Sociology	A	3.000	12.00
SOCI	TR1	Lower-Division Elective	A-	3.000	11.10
WGS	275S	Gender and Society	A	3.000	12.00
WRIT	101	Composition	B	3.000	9.00

Attempt Passed Earned GPA Quality GPA
Hours Hours Hours Hours Points

Current Term: 74.000 61.000 61.000 61.000 235.30 3.85

Unofficial Transcript

INSTITUTION CREDIT -Top-

Term: Autumn Semester 2013

Major: Undeclared
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
PHL	114E	01	Intro to Political Ethics	A	3.000	12.00	
PHL	210E	01	Moral Philosophy	B	3.000	9.00	
PHL	261Y	01	Hist of Ancient Philosophy	B+	3.000	9.90	
PSCI	220S	01	Intro to Comparative Govt	B+	3.000	9.90	
PSCI	230X	01	Intro to International Rel	B	3.000	9.00	
PSCI	344	01	State & Local Government	A-	3.000	11.10	

Attempt Passed Earned GPA Quality GPA
Hours Hours Hours Hours Points

Current Term: 18.000 18.000 18.000 18.000 60.90 3.38
Cumulative: 18.000 18.000 18.000 18.000 60.90 3.38

Unofficial Transcript

Term: Spring Semester 2014

Major: Political Science
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
PHL	233	01	Intro to Logic: Deduction	B-	3.000	8.10	
PHL	262Y	01	History of Modern Philosophy	B+	3.000	9.90	
PHL	370	01	Philosophy of Religion	A-	3.000	11.10	
PSCI	370	01	Courts and Judicial Politics	A	3.000	12.00	
PSCI	474	01	Civil Rights Seminar	A-	3.000	11.10	

Attempt Passed Earned GPA Quality GPA
Hours Hours Hours Hours Points

Current Term: 15.000 15.000 15.000 15.000 52.20 3.48
Cumulative: 33.000 33.000 33.000 33.000 113.10 3.42

Unofficial Transcript

Term: Summer Session 2014

Major: Philosophy
Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points
SPNS	101	01 Elementary Spanish I	W	5.000	0.00
			Attempt Hours	Passed Hours	Earned Hours
			GPA Hours	Quality Points	GPA
Current Term:			5.000	0.000	0.000
Cumulative:			38.000	33.000	33.000
			0.000	0.00	0.00
			113.10	3.42	

Unofficial Transcript

Term: Autumn Semester 2014

Major: Philosophy
Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points
PHL	406	01 Philosophy of Mind	A-	3.000	11.10
PHL	412	01 Morality and War	A-	3.000	11.10
PHL	467	01 Hegel	B	3.000	9.00
PSCI	354	01 Contemp Issues in Pol Theory	B+	3.000	9.90
PSCI	471	01 American Constitutional Law	B	3.000	9.00
			Attempt Hours	Passed Hours	Earned Hours
			GPA Hours	Quality Points	GPA
Current Term:			15.000	15.000	15.000
Cumulative:			53.000	48.000	48.000
			50.10	3.34	
			163.20	3.40	

Unofficial Transcript

Term: Spring Semester 2015

Major: Philosophy
Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points
PHL	466	01 Aristotle	B+	3.000	9.90
PHL	499	01 Senior Seminar	B+	3.000	9.90
PSCI	250E	01 Intro to Political Theory	B+	3.000	9.90
PSCI	332	01 Global Environmental Pol.	B	3.000	9.00
SSEA	368	01 Contemporary Buddhism in SSEA	B	3.000	9.00
			Attempt Hours	Passed Hours	Earned Hours
			GPA Hours	Quality Points	GPA
Current Term:			15.000	15.000	15.000
Cumulative:			68.000	63.000	63.000
			47.70	3.18	
			210.90	3.34	

Unofficial Transcript

Term: Autumn Semester 2015

Major: Philosophy
Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points
NASX	304E	01 Native American Beliefs/Philos	C	3.000	6.00
PHL	462	01 Hume's Treatise	B+	3.000	9.90
PSCI	400	01 Adv Writing in Pol Science	A-	1.000	3.70
PSCI	460	01 Regulatory Policy & Admin	A-	3.000	11.10
RUSS	306L	01 Intro to Russian Literature I	A-	3.000	11.10
			Attempt Hours	Passed Hours	Earned Hours
			GPA Hours	Quality Points	GPA
Current Term:			13.000	13.000	13.000
			41.80	3.21	

Cumulative:	81.000	76.000	76.000	76.000	252.70	3.32
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Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-

Level Comments: AA DEGREE AWARDED LOWER DIVISION GENERAL EDS MET


	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	81.000	76.000	76.000	76.000	252.70	3.32
Total Transfer:	74.000	61.000	61.000	61.000	235.30	3.85
Overall:	155.000	137.000	137.000	137.000	488.00	3.56

Unofficial Transcript

RELEASE: 8.7.1

Great Falls College Montana State University Transcript

-02010037 Christine M.
Jewett
Jan 03, 2020 12:51 pm
Your current Institution is
GF

 This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Name : Christine M. Jewett

Curriculum Information

Current Program

Associate of Arts

Program: AA General Education

Major and Department: General Education,
Division of General
Education

***Transcript type:WEB is NOT Official ***

DEGREES AWARDED

Awarded: Associate of Arts **Degree Date:** Jul 24, 2013

Institutional Honors: High Honors

Curriculum Information

Primary Degree

Major: General Education

INSTITUTION CREDIT -Top-

Term: Fall 2011

College: Great Falls College MSU

Major: General Education

Academic Standing: Good Standing

Additional Standing: Dean's List

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
COLS	094	CU Orientation: Success Strategie	P	0.100	0.00	Aug 25, 2011 to Aug 25, 2011		1.000
COLS	094	CU Orientation: D2L	P	0.100	0.00	Aug 25, 2011 to Aug 25, 2011		1.000
COLS	094	CU Orientation: Network & Email	P	0.100	0.00	Aug 25, 2011 to Aug 25, 2011		1.000
COLS	094	CU Orientation: Financial Literac	P	0.100	0.00	Aug 25, 2011 to Aug 25, 2011		1.000

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
COLS	102	UG	Navigating MSU-Great Falls	W	1.000	0.00
LIT	110	UG	Intro to Lit	A	3.000	12.00
M	090	UG	Introductory Algebra	B	4.000	12.00
SOCI	101	UG	Introduction to Sociology	A	3.000	12.00
SOCI	121	UG	Intro to Criminal Justice	A-	3.000	11.10
WRIT	101	UG	College Writing I	B	3.000	9.00

Term Totals (Continuing Education Units)

	Attempt Hours	Passed Hours	CEU Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.400	0.000	0.00	0.00
Cumulative:	0.000	0.000	0.400	0.000	0.00	0.00

Term Totals (Undergraduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	17.000	16.000	16.000	16.000	56.10	3.50
Cumulative:	17.000	16.000	16.000	16.000	56.10	3.50

Unofficial Transcript

Term: Spring 2012

College: Great Falls College MSU
Major: General Education
Academic Standing: Good Standing
Additional Standing: Dean's List

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R CEU Contact Hours
COMM	130	UG	Public Speaking	A-	3.000	11.10		
M	095	UG	Intermediate Algebra	W	4.000	0.00		
NASX	240	UG	Native American Lit (=to 340)	A	3.000	12.00		
PHYS	110	UG	Survey of Natural Sciences	A	3.000	12.00		
PSCI	210	UG	Intro to American Government	A	3.000	12.00		

Term Totals (Undergraduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	16.000	12.000	12.000	12.000	47.10	3.92
Cumulative:	33.000	28.000	28.000	28.000	103.20	3.68

Unofficial Transcript

Term: Fall 2012

College: Great Falls College MSU
Major: General Education
Academic Standing: Good Standing
Additional Standing: Dean's List

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R CEU Contact Hours
CAPP	120	UG	Introduction to Computers	B+	3.000	9.90		
HSTR	101	UG	Western Civilization I	A	3.000	12.00		
M	095	UG	Intermediate Algebra	A	4.000	16.00		
MUSI	105	UG	Music Theory I	A-	3.000	11.10		

PHL	101	UG	Introduction to Philosophy	A	3.000	12.00
PHL	110	UG	Introduction to Ethics	A	3.000	12.00

Term Totals (Undergraduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	19.000	19.000	19.000	19.000	73.00	3.84
Cumulative:	52.000	47.000	47.000	47.000	176.20	3.74

Unofficial Transcript

Term: Spring 2013

College: Great Falls College MSU
Major: General Education
Academic Standing: Good Standing
Additional Standing: Dean's List

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R CEU Contact Hours
ARTZ	101	UG Art Fundamentals	A-	3.000	11.10		
ARTZ	105	UG Visual Language-Drawing	A	3.000	12.00		
ECNS	202	UG Principles of Macroeconomics	A	3.000	12.00		
GEO	101	UG Intro to Physical Geology	A	4.000	16.00		
M	121	UG College Algebra	A	3.000	12.00		
PSYX	100	UG Introduction to Psychology	A	3.000	12.00		

Term Totals (Undergraduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	19.000	19.000	19.000	19.000	75.10	3.95
Cumulative:	71.000	66.000	66.000	66.000	251.30	3.80

Unofficial Transcript

Term: Summer 2013

College: Great Falls College MSU
Major: General Education
Academic Standing: Good Standing
Last Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R CEU Contact Hours
WGSS	242	UG Gender and Equality	A	3.000	12.00		

Term Totals (Undergraduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	74.000	69.000	69.000	69.000	263.30	3.81

Unofficial Transcript

TRANSCRIPT TOTALS (CONTINUING EDUCATION UNITS) -Top-

	Attempt Hours	Passed Hours	CEU Hours	GPA Hours	Quality Points	GPA
Total Institution:	0.000	0.000	0.400	0.000	0.00	0.00

Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00
Overall:	0.000	0.000	0.400	0.000	0.00	0.00

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE - SEMESTER) -Top-

Events: Completed MUS
Core

Events: Phi Theta Kappa
Honor Society

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	74.000	69.000	69.000	69.000	263.30	3.81
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00
Overall:	74.000	69.000	69.000	69.000	263.30	3.81


Unofficial Transcript

RELEASE: 8.7.1

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790627818 Christine M. Jewett
 Aug 30, 2021 09:19 am

University of Montana

 This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Name : Christine M. Jewett

Curriculum Information

Current Program

Major and Department: no major, No Dept Designated

This is NOT an Official Transcript

DEGREES AWARDED

Awarded: Certificate **Degree Date:** Aug 16, 2019

Curriculum Information

Primary Degree

College: College Humanities & Sciences
Major: Public Administration

Awarded: Master Public Administration **Degree Date:** Aug 14, 2020

Curriculum Information

Primary Degree

College: School of Law
Major: Public Administration

INSTITUTION CREDIT -Top-

Term: Spring Semester 2019

Major: Public Administration
Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points
PUAD	501 02	Public Administration	A	3.000	12.00
PUAD	506 02	MPA Applied Research Methods	A-	3.000	11.10
PUAD	523 02	Administrative Law	A	3.000	12.00

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	9.000	9.000	9.000	9.000	35.10	3.90
Cumulative:	9.000	9.000	9.000	9.000	35.10	3.90

Unofficial Transcript

Term: Summer Session 2019

Major: Public Administration
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
PUAD	504	02	Organization Theory	A	3.000	12.00	
PUAD	505	02	Budgeting & Finance	B-	3.000	8.10	
				Attempt Hours	Passed Hours	Earned Hours	GPA
Current Term:				6.000	6.000	6.000	6.000
Cumulative:				15.000	15.000	15.000	15.000
						Quality Points	GPA
						20.10	3.35
						55.20	3.68

Unofficial Transcript

Term: Autumn Semester 2019

Major: Public Administration
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
PUAD	525	02	Strategic Planning	A-	3.000	11.10	
PUAD	527	02	Performance Measurement	B	3.000	9.00	
PUAD	598	02	Internship	CR	6.000	0.00	
				Attempt Hours	Passed Hours	Earned Hours	GPA
Current Term:				12.000	12.000	12.000	6.000
Cumulative:				27.000	27.000	27.000	21.000
						Quality Points	GPA
						20.10	3.35
						75.30	3.58

Unofficial Transcript

Term: Spring Semester 2020

Term Comments: UM adapted certain academic processes in spring 2020 to address the COVID-19 outbreak. Please see the catalog addendum for specifics: <https://catalog.umt.edu/spring2020addendum/covid19>

Major: Public Administration
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
PUAD	522	02	Human Resource Management	B	3.000	9.00	
PUAD	561	02	Ethics in Public Admin	B	3.000	9.00	
				Attempt Hours	Passed Hours	Earned Hours	GPA
Current Term:				6.000	6.000	6.000	6.000
Cumulative:				33.000	33.000	33.000	27.000
						Quality Points	GPA
						18.00	3.00
						93.30	3.45

Unofficial Transcript

Term: Summer Session 2020

Major: Public Administration
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
PUAD	503	02	Policy Analysis	B	3.000	9.00	
				Attempt Hours	Passed Hours	Earned Hours	GPA
Current Term:				3.000	3.000	3.000	3.000
Cumulative:				36.000	36.000	36.000	30.000
						Quality Points	GPA
						9.00	3.00
						102.30	3.41

Unofficial Transcript


TRANSCRIPT TOTALS (GRADUATE) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	36.000	36.000	36.000	30.000	102.30	3.41
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00
Overall:	36.000	36.000	36.000	30.000	102.30	3.41

Unofficial Transcript

RELEASE: 8.7.1

Display Transcript

 This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Name : Christine M. Jewett

Curriculum Information

Current Program

Major and Department: Addictions Counseling,
Health & Human
Development

***Transcript type:WEB is NOT Official ***

DEGREES AWARDED:

Awarded: Graduate Certificate **Degree Date:** May 03, 2019

Curriculum Information

Major: Addictions Counseling

INSTITUTION CREDIT -Top-

Term: 2018 Spring Semester

Major: Addictions Counseling

Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
AC	501	GR Chemical Dependency Counseling	A	3.000	12.00			
AC	502	GR Psychopharmacology & Addiction	B	3.000	9.00			
AC	509	GR Assess Treat Plan Addiction II	A	3.000	12.00			

Term Totals (Graduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	9.000	9.000	9.000	9.000	33.00	3.66
Cumulative:	9.000	9.000	9.000	9.000	33.00	3.66

Unofficial Transcript

Term: 2018 Summer Session

Major: Addictions Counseling

Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
AC	505	GR Cross Cult & Eth Addic Counsel	A	3.000	12.00			
AC	508	GR Cnsl Theories Addict Setting	A-	3.000	11.10			

Term Totals (Graduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	23.10	3.85
Cumulative:	15.000	15.000	15.000	15.000	56.10	3.74

Unofficial Transcript

Term: 2018 Fall Semester

Major: Addictions Counseling

Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
AC	503	GR Assessment, Treatment Planning	A	3.000	12.00			
AC	504	GR Alcohol and Drug Studies	A	3.000	12.00			
AC	506	GR Group Counsl Addiction Setting	A	3.000	12.00			
AC	510	GR Chem Dependency Counseling II	A	3.000	12.00			

Term Totals (Graduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	12.000	12.000	12.000	12.000	48.00	4.00
Cumulative:	27.000	27.000	27.000	27.000	104.10	3.85

Unofficial Transcript

Term: 2019 Spring Semester

Major: Addictions Counseling

Academic Standing: Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
AC	507	GR Grp Cnsl Addicton Settings II	A	3.000	12.00			

Term Totals (Graduate - Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	30.000	30.000	30.000	30.000	116.10	3.87

Unofficial Transcript

TRANSCRIPT TOTALS (GRADUATE - SEMESTER) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	30.000	30.000	30.000	30.000	116.10	3.87
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00

Overall:	30.000	30.000	30.000	30.000	116.10	3.87
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Unofficial Transcript

RELEASE: 8.7.1

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JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

Regular City Commission Meeting

Mayor Kelly presiding
 Commission Chambers Room 206

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, Rick Tryon and Susan Wolff. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Public Works Director Chris Gaub and Environmental Division Manager Nate Besich; Planning and Community Development Director Brock Cherry; Finance Director Melissa Kinzler; City Attorney David Dennis; Police Captain Rob Moccasin; and City Clerk Lisa Kunz.

City Attorney Greg Doyon introduced Brock Cherry, the new Planning and Community Development Director, and welcomed him and his family to the community.

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

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

COMMUNITY INITIATIVES

1. COMMUNITY HEALTH UPDATE FROM CITY COUNTY HEALTH DEPARTMENT.

Colin Campbell, Emergency Planner and new EMS Officer for Cascade County, provided the following updates:

- His job, through a CDC funded position from a Public Health Emergency Preparedness Grant, is to look at everything that could possibly go wrong in a public health incident and limit the impact of health related disasters in the community.
- Chronic Care Clinics are being set up in the community and rural communities, and he is focused on public outreach to inform the citizens of Great Falls what Health Department, Clinic and Hospital related services are available.
- Two flu shot clinics are scheduled for September – a drive through clinic on September 20, and a walk in clinic on September 27, both at Montana Expo Park. Booster shots for Covid will also be available.

2. PETITIONS AND COMMUNICATIONS

None.

NEIGHBORHOOD COUNCILS

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

BOARDS AND COMMISSIONS

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

CITY MANAGER

***5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon temporarily stepped out, and provided his report after the consent agenda.

Manager Doyon reported the following:

- The City received its 2023 Certified Taxable Valuation on August 7, 2023, from the Department of Revenue, that lists the total market value, taxable value, and newly taxable property in the community, with a note that indicated a large organization is appealing its taxes. This document is the basis of which the City will ultimately set its mills that translates into how much people will pay in their tax bills.
- The taxable value of newly taxable property and new tax revenue that was projected in the budget was approximately \$400,000; but, as represented in the Certified Taxable Valuation form, was actually \$1.5 million. The mentioned appeal will very likely impact the taxable valuation and result in changes and reductions in the outcome of that process.
- This required recertification that the City will most likely have to do as a result of the appeal process with this significant tax payer makes it really hard to measure what the impact of the taxes are going to be and the impact on the taxpayers.
- When the recertification is set, it does not necessarily mean the City will collect all of the revenue, due to cancels and adds in property values, protested taxes, appeal settlements, delinquent taxes, and so forth, when taxes are collected in December and July.
- If the City does not receive additional information, the mills will be certified based on current information at the September 5, 2023 Commission meeting.
- The other element to this is that the City is trying to provide the taxpayers good information about the impact of the public safety levy. Obviously, this has a bearing on the estimates that have been provided to the voters so far. The City will do the best it can to update the information based on the progress of this appeal and the recertification process so voters can make informed decisions.
- In summary, the City does not have a set taxable valuation, which impacts how the mills are set, which impacts what the tax rate is going to be. The City does not know when that appeal process will conclude, which might look very different than today and result in budgetary impacts.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

Manager Doyon announced the Drool in the Pool event is scheduled for Saturday, August 26, 2023 from 11:00 a.m. to 2:00 p.m. and includes games, drawings, prizes, and free microchipping.

CONSENT AGENDA.

6. Minutes, August 1, 2023, City Commission Meeting.
7. Total Expenditures of \$3,187,745 for the period of July 20, 2023 through August 2, 2023, to include claims over \$25,000, in the amount of \$2,448,997
8. Contracts List.
9. Approve the Agreement for Mutual Aid in Fire Protection and Hazardous Materials Incident Response and authorize the City Manager to execute the Agreement.
10. Approve the Final Payment for the Overhead Door Replacement project in the amount of \$154,152.87 to Door Systems of Montana, and \$1,557.10 to the State Miscellaneous Tax Fund and authorize the City Manager execute the necessary documents and to make the payments. **OF 1797.0**

Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission approve the Consent Agenda as presented.

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner McKenney read paragraphs 2 and 7 of the Agreement set forth in agenda item 9 and requested clarification.

Fire Chief Jeremy Jones clarified the language in paragraph 2 is continuity of the incident command system. The Incident Commander working the scene will be the ultimate authority and will be able to utilize the resources upon request. He further clarified the language set forth in paragraph 7 that, pending on which agency requests support and the type of incident, safety officers stay with the crew to provide direct oversight of the incident.

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

Motion carried 5-0.

PUBLIC HEARINGS

11. **RESOLUTION 10514, TO LEVY AND ASSESS THE GENERAL BOULEVARD DISTRICT NO. 3570.**

Mayor Kelly declared the public hearing open and asked for presentation of the agenda report.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

Finance Director Melissa Kinzler reported that the Park and Recreation Department, Natural Resources - Boulevard Division, is responsible for the care and maintenance of over 15,000 street trees located within the General Boulevard District. Services provided within the District are pruning, removal, planting, and streetscape design.

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

After calculating all factors pertinent to the operation of the Natural Resources – Boulevard Division, an assessment amount for the next fiscal year is calculated and proposed to the City Commission for approval. For FY 24, the boulevard assessment is increasing 6% or \$5.77 for the average size lot of 7,500 square feet to cover the increased costs of operations (personnel, tree planting, fuel, etc.). The last boulevard increase of 12% was approved in FY 23. There were no assessment increases in FY 21 or FY 22 to aid in the economic recovery from Covid-19.

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

Mayor Kelly asked if the Commissioners had any questions of staff.

Commissioner Tryon noted that the Park District and Street Division assessments are citywide. He received confirmation that is not true for the Boulevard District. The map attached to the agenda report sets forth the specific area of the Boulevard District.

Commissioner Tryon inquired how the Park and Recreation Department manages and plans for the work described in the agenda report.

Park and Recreation Director Steve Herrig responded that two arborists focus on the parks outside of the boulevard district. The City Forester will create a tree-trimming list. The Division will routinely work on the tree-trimming list. Calls pertaining to safety issues will be dealt with immediately and others will be added to the list and scheduled. Unfortunately, the City is currently losing a lot of Ash and Elm Trees due to the harsh winters.

Mayor Kelly asked if there were any comments from the public in support of or in opposition to Resolution 10514. There being no one to address the Commission, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10514.

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

Hearing none, Mayor Kelly called for the vote.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

Motion carried 5-0.

12. RESOLUTION 10515, TO LEVY AND ASSESS GREAT FALLS PARK DISTRICT NO. 1 (OF 1740).

Mayor Kelly declared the public hearing open and asked for presentation of the agenda report.

Finance Director Melissa Kinzler reported that, on June 5, 2018, the City Commission adopted Resolution 10238 creating the Great Falls Park District Number 1. The boundaries of the District are the current incorporated limits of the City, as well as all properties later annexed thereto.

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

- Maintenance, repair, replacement, upkeep, installation, improvements, operation enhancement, construction, acquisition of land;
- Implementation of measures required to maintain public health and safety or meet legal or regulatory requirements;
- Purchase, replace and/or maintain equipment, tools or vehicles used to carry out the functions described herein; and/or
- Other functions, labor, supplies and/or materials necessary for management and maintenance of City-owned facilities, lands, and equipment under the responsibility and care of the City of Great Falls Park and Recreation Department.

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

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

The cost of the proposed improvements for the Great Falls Park District No. 1 is \$1.5 million dollars annually. FY 24 is year six of the assessment with no increase. Based on last year's valuations, the estimated annual assessment for a \$100,000 market value property would be \$24.44. For a \$200,000 market value property, the estimated annual assessment would be \$48.88, and for a \$300,000 market value property, the estimated annual assessment is \$73.32.

Mayor Kelly asked if the Commissioners had any questions of staff.

Commissioner Tryon received clarification that there is no increase in the assessment.

Mayor Kelly noted, when the District was created, the assessment was set by a dollar amount versus millage.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

Commissioner McKenney received confirmation that the amount paid by the homeowner would go down based on newly taxable property in the District.

Mayor Kelly asked if there were any comments from the public in support of Resolution 10515. There being no one to address the Commission, Mayor Kelly asked if there were any comments from the public in opposition to Resolution 10515.

Jeni Dodd, City resident, commented when the Park District was created she was opposed to it. She recalls the Commission at the time indicating the assessment would be \$1.5 million dollars for the first three years, and go down after that. She does not understand why the assessed amount is still \$1.5 million dollars. She commented that people outside the City limits do not pay the assessment yet use the parks. She does not understand why there are people that pay the transit tax that reside outside the City limits and do not use the Transit system.

There being no one further to address the Commission, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner McKenney moved, seconded by Commissioner Hinebauch, that the City Commission adopt Resolution 10515.

Mayor Kelly asked if there was any discussion amongst the Commissioners. He noted he was on the Commission when the Park District was created and disagrees the Commission indicated the assessment would go down over time. He also clarified that the Transit District is a voted upon District that was done in the early 1970's, has nothing to do with the City limits, and that tax goes to Transit District itself. The City does not have the ability to tax residents outside the City limits of Great Falls.

Commissioner Tryon added that the only one on this Commission that was here when the Park District passed was Mayor Kelly.

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

Motion carried 5-0.

13. RESOLUTION 10516, TO LEVY AND ASSESS PROPERTIES WITHIN SPECIAL IMPROVEMENT LIGHTING DISTRICTS.

Mayor Kelly declared the public hearing open and asked for presentation of the agenda report.

Finance Director Melissa Kinzler reported that there are currently 27 Special Improvement Lighting Districts (SLD's) with approximately 9,429 roadway lights. The majority (97%) of the roadway lights are owned by NorthWestern Energy. The City pays a maintenance fee to NorthWestern Energy for these lights in addition to a fee, which covers the electrical transmission and distribution. The electrical supply for the streetlights is currently being furnished by Energy Keepers. The remaining 3% of the roadway lights is City-owned.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

The purpose of the Special Improvement Lighting District Fund is to maintain the lights and poles and furnish electrical supply for the lighting districts throughout the year. After determining financial factors pertinent to the operation of the special improvement lighting districts, an assessment amount for the next fiscal year is calculated, budgeted and presented to the City Commissioners for approval.

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

The estimated assessment amount for the Special Improvement Lighting District funds for the next fiscal year is \$1.3 million dollars, which reflects an aggregate 14.1% increase from the prior fiscal year. She noted that not all districts would have an increased assessment. Only those districts without a sufficient cash balance to cover the cost of operations will be increased. The largest contributor to the increased annual assessment is the 200% increase in the City's electricity supply cost.

Mayor Kelly asked if the Commissioners had any questions of staff. Hearing none, Mayor Kelly asked if there were any comments from the public in support of or in opposition to Resolution 10516. Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10516.

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

Commissioner McKenney inquired if the City was planning to make a transition for energy savings with regard to the bulbs used.

Manager Doyon responded that he believes there has been an attempt, but there has to be a capital investment in making that transition.

Director Kinzler responded that the City has been transitioning to LED bulbs on metered lights, such as the Civic Center building. NorthWestern Energy charges the City a flat rate on the streetlights owned by NorthWestern Energy that are not metered. The City is attempting to transition to LED bulbs on the streetlights owned by the City.

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

Motion carried 5-0.

14. RESOLUTION 10517, TO LEVY AND ASSESS PORTAGE MEADOWS MAINTENANCE DISTRICT NO. 1195.

Mayor Kelly declared the public hearing open and asked for presentation of the agenda report.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

Finance Director Melissa Kinzler reported that, in February 1977, the Commission adopted Resolution 6913 that created the Special Improvement Maintenance District 1195 for the purpose of maintaining the Green Belt of the Portage Meadows Addition. The assessment covers the costs of materials, snow removal labor, water, mowing labor, fertilizer costs and labor, aerification labor, and tree pruning, which was part of the original Planned Unit Development.

After calculating all factors pertinent to the operations of the Portage Meadows Maintenance District, an assessment amount for the next fiscal year was calculated for consideration of approval by the City Commission. For Fiscal Year 2024, the Portage Meadows assessment is increasing 5% or \$18.32 for the average size lot to cover the increased costs of operations (personnel, fuel, maintenance of the irrigation system, etc.). There were no assessment increases in Fiscal Years 2021 or 2022 to aid in the economic recovery from Covid-19. The last Portage Meadows Maintenance District increase of 5% was approved in Fiscal Year 2023.

The City Commission adopted the FY 24 Annual Budget on July 18, 2023, which included the Portage Meadows assessment as represented herein. As part of the annual budget development and adoption procedures, the Portage Meadows Maintenance District assessment resolution must be submitted for City Commission action.

A public notice and hearing is required prior to the final passage of the assessment resolution. The estimated assessment is a total of \$71,941, and will result in an annual assessment of \$384.67 for an average lot of 4,501 sq. ft.

Mayor Kelly asked if the Commissioners had any questions of staff.

Commissioner Tryon clarified that this assessment only pertains to people that own lots in the Portage Meadows Planned Unit Development.

Manager Doyon added that, at some point, if there was unanimous consensus of the Portage Meadows residents, they could change the way this assessment is done. The City's concern is that there is cost recovery on the services being provided and that other taxpayers are not subsidizing those services.

Mayor Kelly asked if there were any comments from the public in support of or in opposition to Resolution 10517. Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission adopt Resolution 10517.

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

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

15. RESOLUTION 10518, TO LEVY AND ASSESS STREET MAINTENANCE DISTRICT.

Mayor Kelly declared the public hearing open and asked for presentation of the agenda report.

Finance Director Melissa Kinzler reported that the Street Division maintains approximately 393 miles of streets and alleys within the City limits. Maintenance consists of pavement rehabilitation and restoration, street cleaning, snow and ice removal, alley maintenance, and the nuisance weed program. In addition, the Traffic Operations Division is responsible for the maintenance of all roadway signs, signals and pavement markings.

After calculating all factors pertinent to the operation of the Street Maintenance District, an assessment amount for the next fiscal year is calculated and presented to the City Commission for approval. A 10% increase is proposed for FY24. The last street maintenance assessment increase was 10% was in 2016. Since that time, the costs of asphalt overlays have increased 38%, chip seal materials have increased 49%, and winter maintenance material has increased 65%. The 10% increase in the FY 24 budget will allow for pavement preservation to continue at the same rate and the budget for material costs will be adequate to account for inflation. Furthermore, coupled with the funds received from BaRSSA, the capital improvement program will be able to continue at the same rate of blocks per year.

The estimated increase is \$11.02 for an average size lot of 7,500 sq. feet. The total estimated assessment for the District is \$5,041,592.

Mayor Kelly asked if the Commissioners had any questions of staff. He requested Director Kinzler explain BaRSSA funds and what they are used for.

Director Kinzler responded that several years ago the State came up with additional gas tax monies to use for capital improvements in the Street fund.

Director Gaub added the approximate amount of BaRSSA funds the City expects to receive next fiscal year is \$1.9 million.

Mayor Kelly noted that the BaRSSA funds have gone a long way to alleviate the lack of increases the City would have had to institute since 2016.

Commissioner Tryon inquired how the Public Works Department plans for street repairs and fixing pot holes.

Director Gaub responded that pot holes are mainly complaint driven. The Street Division budgets for about 1,000 pot holes per year. Additionally, they mill and overlay on average 44 blocks per year and chip seal about 86 blocks per year.

Mayor Kelly asked if there were any comments from the public in support of or in opposition to Resolution 10518. Hearing none, Mayor Kelly closed the public hearing and asked the will of the Commission.

JOURNAL OF COMMISSION PROCEEDINGS**August 15, 2023**

Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission adopt Resolution 10518.

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

Commissioner Wolff commented that she has done two ride alongs with Public Works. There is also a lot to the snow plowing process pertaining to the quality and size of the sand and the unpredictable snow.

Commissioner McKenney commented that there has been a lot of inflation since 2016. Last year alone the inflation rate was above 8%. He inquired how it happened that this increase was way under the inflation rate.

Director Gaub responded that BaRSSA funds have helped make sure that the Department could keep up with the capital improvement program. The Department is not doing as much capital improvement as it would like to. The Department is always looking at efficiencies. The new paver is an example.

Manager Doyon added that, in years past, Public Works refined and managed the scope and amount of projects to what they could complete in the year. Street maintenance and projects are subject to the weather. It is a short construction period and sometimes they are not done with what they budgeted for.

Commissioner Tryon expressed appreciation for everything the Public Works Department does. Snow removal alone is a huge undertaking. Street maintenance and everything the Department does is part of being a community. Public safety and public infrastructure action are the most important things they do as City Commissioners in his opinion. Those two things are sometimes under the radar and not appreciated enough.

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

Motion carried 5-0.

OLD BUSINESS

NEW BUSINESS

ORDINANCES/RESOLUTIONS

16. **ORDINANCE 3261, AMENDING TITLE 13, CHAPTER 12, SECTION 030 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS PERTAINING TO THE INDUSTRIAL PRETREATMENT PROGRAM AND PROHIBITED DISCHARGES AND LIMITATIONS.**

Mayor Kelly noted the difference with this item is the Commission is being requested to consider accepting the Ordinance on first reading and to set the final reading for a future date, upon EPA approval of the modifications as submitted.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

Public Works Director Chris Gaub reported that Ordinance 3261 would revise the City's Industrial Pretreatment local limits to reflect the City's current 2019 MPDES permit requirements. The US Environmental Protection Agency requires that the City maintain an Industrial Pretreatment Program to protect the Wastewater Treatment Plant and the Missouri River from pollutants that would not typically be found in residential and commercial wastewater. With each renewal of the MPDES permit, the City is required to determine if the existing local limits are adequate to implement the general and specific prohibitions of the Industrial Pretreatment Program. The process of determining if the local limits are adequate begin with an analysis of the current limits and the data utilized to develop them. Since most of the local limits are based off seven to 13 year old data, it was necessary to reevaluate the local limits.

The Environmental Division, along with a consultant, has been working with the EPA since November 2019. They first developed a sampling plan that included samples from the influent and effluent at the Wastewater Treatment Plant, bio solids at the Wastewater Treatment Plant, trucked and hauled waste users, permitted industrial users, some domestic and commercial locations, and the Missouri River. Over the next two years, samples were obtained from these locations to develop technically based local limits. The City utilized the latest revision of the "EPA Region VIII Strategy for Developing Technically Based Local Limits." This methodology considers current data and reserves some capacity for future growth.

The City submitted a draft report of the proposed limits to the United States Environmental Protection Agency (EPA) for review and worked through multiple iterations of the report to address EPA's comments/concerns. This process resulted in the City receiving notification from EPA (July 10, 2023) indicating the proposed local limits are considered "approvable", pending City Ordinance updates.

The proposed local limits are slightly more stringent which will help insure the Wastewater Plant remains in compliance with state and federal regulations, and will help insure potential contaminants are not discharged to the Missouri River. The revised limits also reflect more current influent and effluent characteristics observed at the Wastewater Treatment Plant.

If first reading of the Ordinance is accepted by the Commission, staff will send a final submittal of the proposed local limits. The EPA will then conduct a 30-day public notice period and will post it in the *Great Falls Tribune* with their intent to approve the City's local limits. If the EPA does not receive any substantive comments, the City will receive official approval from EPA and then schedule the final reading of Ordinance 3261.

Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission accept Ordinance 3261 on first reading and set final reading for future date upon EPA approval of the proposed program modifications as submitted.

Mayor Kelly asked if there any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Mayor Kelly received clarification that there would be no fiscal impact going forward if the local limits are approved.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

Commissioner McKenney inquired if future growth included industrial and was responded to in the affirmative.

Environmental Division Manager Nate Besich added that the calculations performed factor in all of the capacity that the Wastewater Treatment Plant currently has, plus all of the current industrial users and others that are coming into the plant, and reserves additional capacity through those calculations to set up for any future industrial users.

Commissioner McKenney received clarification in non-technical language that commercial sells things and industrial makes things.

Manager Doyon received clarification that other cities are under the same EPA requirements, and that the constituents of the local limits would be similar. All of the specified metals are all required by EPA. The City added sulfide due to prior issues with hydrogen sulfide in the collection system.

Manager Doyon commented that there is not necessarily a consistency in how the EPA negotiates with jurisdictions that discharge into public bodies of water. The City has been in negotiations with the EPA since 2019. At this point, there does not appear to be any upgrades required to the Wastewater Treatment Plant with regard to the new local limits. It is also reflective of the need to be careful when, while we like to have manufacturing industry and commercial businesses in the City, often it is better that the entity have a pre-treatment requirement. The regulations change. He is concerned about the capacity at the Wastewater Treatment Plant and making sure the City can address wastewater needs for industry and residential moving forward.

Commissioner Tryon received clarification that the expected timeframe for second reading of Ordinance 3261 was October.

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

Motion carried 5-0.

CITY COMMISSION

17. COMMISSION INITIATIVES.

None.

18. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Commissioner Wolff thanked the Planning and Community Development Department for meeting with a local entity to discuss parking concerns, and thanked the Police Department for her recent ride along.

She also encouraged everyone to visit downtown to view the new art in the alleys and streets.

JOURNAL OF COMMISSION PROCEEDINGS
August 15, 2023

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Kelly, to adjourn the regular meeting of August 15, 2023, at 8:14 pm.**

Motion carried 5-0.

Mayor Bob Kelly

City Clerk Lisa Kunz

Minutes Approved: September 5, 2023

DRAFT



Commission Meeting Date: Sept. 5th ,2023
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

ITEM: \$25,000 Report
 Invoices and Claims in Excess
 of \$25,000

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

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

**TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN
 ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$25,000:**

ACCOUNTS PAYABLE CHECKS FROM NEW WORLD	08/03/2023-08/23/2023	644,684.30
ACCOUNTS PAYABLE CHECKS FROM MUNIS	08/03/2023-08/23/2023	5,865,154.07
MUNICIPAL COURT CHECKS	08/03/2023-08/23/2023	15,352.48
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	08/03/2023-08/23/2023	287,764.94
TOTAL: \$		<u><u>6,812,955.79</u></u>

GENERAL FUND

FIRE OPERATIONS

CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	2,092.71
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SPECIAL REVENUE FUNDS

COVID RECOVERY

JAMES TALCOTT CONSTRUCTION	ARPA FIRE STATION INFRASTRUCTURE	127,509.05
BSPARK ARCHITECTURE INC	AR212301 EVIDENCE ROOM ARCHITECTURE	38,475.00

SLD 1213,1296 RESIDENTIAL

CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	125.56
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SLD 1294 ALLEY CONSOLIDATED

CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	920.80
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STREET DISTRICT

GREAT FALLS SAND & GRAVEL	TYPE B & C HOT MIX ASPHALT 14,000 TONS	31,125.19
GREAT FALLS SAND & GRAVEL	TYPE B & C HOT MIX ASPHALT 14,000 TONS	29,179.87
CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	9,068.42

PLANNING & COMMUNITY DEVELOPMENT		
ROBERT PECCIA AND ASSOCIATES INC	LONG RANGE TRANSPORT PLAN UPDATE	25,687.20
PARK DISTRICT		
SWANK ENTERPRISES	INDOOR AQUATIC & REC CENTER CONST	602,270.81
FEDERAL BLOCK GRANTS		
L N CURTIS & SONS	CDBG GRANT THERMAL IMAGING CAMERA 3	26,502.15
DEBT SERVICE FUNDS		
DOWNTOWN TID BONDS		
CAPCON LLC	1793.0 MISC STORM DRAIN IMPROVE/PMT 1	61,811.07
CAPITAL PROJECT FUNDS		
ENTERPRISE FUNDS		
WATER		
CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	8,894.03
SLETTEN CONSTRUCTION	1698.1 PROF ENG SERV WTP SOLID MIT/PMT3 (SPLIT AMONG FUNDS)	329,554.15
UNITED MATERIALS OF GREAT FALLS	1648.1 SOUTHSIDE WMR PHASE II/PMT8	163,748.57
ADVANCED ENGINEERING ENVIRO	1698.1 PRO ENG SERV WTP SOLIDS MIT/PMT2 (SPLIT AMONG FUNDS)	12,730.03
SEWER		
CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	10,463.56
SLETTEN CONSTRUCTION	1698.1 PROF ENG SERV WTP SOLID MIT/PMT3 (SPLIT AMONG FUNDS)	329,554.15
SLETTEN CONSTRUCTION	1731.3 WWTP CLARIFIER REHAB/PMT8	424,180.55
ADVANCED ENGINEERING ENVIRO	1698.1 PRO ENG SERV WTP SOLID MIT/PMT22 (SPLIT AMONG FUNDS)	12,730.04
STORM DRAIN		
ED BOLAND CONSTRUCTION	1779.0 CENT AVE/3RD ST DRAIN IMP 1/PMT4	79,949.85
CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	2,615.89
SANITATION		
CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	2,790.28
INTERNAL SERVICE FUNDS		
HEALTH & BENEFITS		
HEALTH CARE SERVICE CORP	BLUE CROSS HEALTH INSURANCE JULY 23	886,673.80
HOME HEALTH MT PRIVATE SERVICES	IT STARTS W/ ME BLOOD DRAW JULY 2023	28,855.00
SUN LIFE FINANCIAL	SUN LIFE DENTAL AND VISION	49,048.43
INSURANCE & SAFETY		

MT MUNICIPAL INTERLOCAL AUTHORITY	MMIA ANNUAL LIABILITY PROG ASSESSMENT	1,389,055.00
CENTRAL GARAGE		
MOUNTAIN VIEW CO-OP	UNLEAD FUEL 121,929 GAL DIESEL 152,332 G/	29,295.62
MOUNTAIN VIEW CO-OP	UNLEAD FUEL 121,929 GAL DIESEL 152,332 G/	35,410.01
CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	12,207.48
ENGINEERING		
CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	15,695.34
PUBLIC WORKS ADMINISTRATION		
CARTEGRAPH SYSTEMS	ASSET MGMT SOFTWARE YEARLY RENEWAL (SPLIT AMONG FUNDS)	5,231.77
TRUST AND AGENCY FUNDS		
<hr/>		
PAYROLL CLEARING		
STATE TREASURER	MONTANA TAXES	53,153.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	54,160.79
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	71,421.20
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	143,982.71
US BANK	FEDERAL TAXES, FICA & MEDICARE	237,653.14
UTILITY BILLS		
<hr/>		
ENERGY KEEPERS	ELECTRIC CHARGES JULY 2023	267,691.20
HIGH PLAINS LANDFILL	LANDFILL CHARGES JULY 2023	107,006.01
NORTHWESTERN ENERGY	ELECTRIC SUPPLY JULY 2023	76,865.39
CLAIMS OVER \$25,000 TOTAL:		\$ <u>5,795,384.82</u>

CITY OF GREAT FALLS, MONTANA

COMMUNICATION TO THE CITY COMMISSION

DATE: September 5, 2023

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

PRESENTED BY: Lisa Kunz, City Clerk

ACTION REQUESTED: Ratification of Grants through the Consent Agenda

MAYOR’S SIGNATURE: _____

GRANTS

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	GRANT AMOUNT REQUESTED	MATCH	PURPOSE
A	Great Falls Police Department (GFPD)	U.S. Department of Justice, Bureau of Justice Assistance	10/01/2023 – 09/30/2026	\$54,870 60/40 split with Cascade County Sheriff’s Office	N/A	Ratification of the Edward Byrne Memorial Justice Assistance Grant (JAG) Opportunity No. O-BJA-2023-171790 Application Package ID PK G00282389 for tasers and gas mask voice emitters for (GFPD) and technology to outfit the mobile command vehicle, GPS units, mini ballistic shields and portable breaching tools (CCSO)



Commission Meeting Date: September 5, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Agreement for Mutual Aid for suppression of fires and the management of other emergency incidents with Montana Air National Guard (MANG) Fire Department.

From: Jeremy Jones, Fire Chief

Initiated By: Great Falls Fire Rescue and Montana Air National Guard

Presented By: Jeremy Jones

Action Requested: Approve the Agreement for Mutual Aid for suppression of fires and the management of other emergency incidents and authorize the City Manager to execute the Agreement.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the Agreement for Mutual Aid for suppression of fires and the management of other emergency incidents and (authorize/not 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.

Staff Recommendation: Staff recommends that the city approve an updated Mutual Aid Agreement with MTANG Fire Department. This agreement was asked to be renewed by MTANG to address any updates to response capability, language clarification or contact information.

Summary: Annually, MTANG officials ask the GFFR to update contact information and response capabilities. Periodically changes come out from the Air Force that require them to update their current mutual aid agreements due to added stipulations on response criteria, as is the case in this situation. The changes in the new agreement are that MTANG will provide their own Incident Safety Officer to be on scene with any of their people that are performing emergency work off base. MTANG also included language that addresses unsafe acts, sharing non-encrypted radios for communication on scene and not being held liable if exposed to firefighting foams if used.

Background: A Mutual Aid Agreement between Great Falls Fire Rescue and MTANG Fire Department has existed since pre-1995. Annually the agreement is reviewed to ensure accuracy, response capabilities and to address any concerns of either party. This agreement is equally beneficial to both departments and can be used to handle incidents where the other party needs man power or specialized response capabilities that can be deployed to offer assistance on a moment’s notice. Assistance has been requested multiple

times over the years and has benefited the Great Falls community and also the MTANG community. Both parties have trained with each other to share expertise and also offer experience with operating together. It is acknowledged that this agreement is important and equally beneficial.

Fiscal Impact: Generally there has been no financial impact from this agreement to GFFR or to MTANG Fire department. Most requests are handled by on shift crews. However, in the event of a long duration incident where GFFR is requested to engage at an emergency scene that incurs a financial burden, Section 11 of the Federal Fire Prevention and Control Act of 1974 and federal regulations issued under 44 Code of Federal Regulations states that Great Falls Fire Rescue is permitted to seek reimbursement for all and any part of the costs incurred by it in providing fire protection services to the other party in response to assistance.

Alternatives: The City Commission could choose to not approve the Mutual Aid Agreement with MTANG Fire Department and remove them as a public safety and response partner.

Attachments:

Mutual Aid Agreement



**DEPARTMENT OF THE AIR FORCE
MONTANA AIR NATIONAL GUARD
HEADQUARTERS 120TH AIRLIFT WING
2800 AIRPORT AVE B
GREAT FALLS, MT 59404-5570**

This Mutual Aid Agreement (the “**Agreement**”), is made and entered into this _____ day of _____ 2023, between the Secretary of the Air Force (the “Air Force”) acting by and through the Commander **120th Airlift Wing Montana Air National Guard (MTANG)** pursuant to the authority of 42 U.S.C. § 1856(a) and the individual **Great Falls Fire Rescue signing below (GFFR)** pursuant to the authority of MCA § 7-33-2107, § 7-33-2202 and § 7-33-2405. Together **MTANG** and **GFFR** are hereinafter collectively referred to as the “**Parties.**”

WITNESSETH:

WHEREAS, each of the **Parties** hereto maintains equipment and personnel for the suppression of fires and the management of other emergency incidents occurring within areas under their respective jurisdictions; and

WHEREAS, as set forth in 42 U.S.C. § 1856, the term ‘fire protection’ includes personal services and equipment required for fire prevention, the protection of life and property from fire, firefighting, and emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue incidents involving vehicular and water mishaps, and trench, building, and confined space extractions; and

WHEREAS, the **Parties** hereto desire to augment the fire protection capabilities available in their respective jurisdictions by entering into this **Agreement**.

NOW, THEREFORE, in consideration of the mutual covenants, obligations and agreements herein established, the Parties hereby agree as follows:

- a. The authority to enter into this **Agreement** is set forth in 42 U.S.C. § 1856a, and Title 15 United States Code Section 2210, the regulations implementing same at Title 44 Code of Federal Regulations Part 151 *Emergency Management and Assistance* and DAFI 32-2001, *Fire and Emergency Services Program* and further as established in MCA § 7-33-2107, § 7-33-2202 and § 7-33-2405.
- b. This **Agreement** will serve as the **Agreement** between the **Parties** for securing to each mutual aid in fire protection services as defined above.
- c. On request to a representative of **GFFR** by a representative of the **MTANG Fire & Emergency Services (MTANG F&ES)**, fire protection equipment and personnel of **GFFR** will be dispatched to any point within the area for which the **MTANG F&ES** normally provides fire protection services as designated by the representatives of the **MTANG F&ES**.
- d. On request to a representative of the **MTANG F&ES** by a representative of **GFFR**, fire protection equipment and personnel of the **MTANG F&ES** will be dispatched to any point within the jurisdiction of **GFFR** as designated by the representative of **GFFR**.

e. Any dispatch of equipment and personnel by the **Parties** pursuant to this **Agreement** is subject to the following conditions:

(1) Any request for aid hereunder will include a statement of the amount and type of equipment and personnel requested and will specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and the number of personnel to be furnished will be determined by the responding organization. The requesting organization will ensure access to the site for the responding organization.

(2) The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched and will be subject to the orders of that official, so long as they do not create an unreasonably unsafe situation.

(3) The responding organization will be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection, or in the event the responding organization reasonably believes the officer in charge of the requesting organization is issuing unsafe orders

(4) Sharing of non-encrypted Radio Frequencies/INTEROPERABILITY capability between agencies specifically during Mutual Aids for accountability of personnel and assets, including sharing of valuable information between Incident Command and firefighters.

(5) HAZMAT incident response will include the response to, and control, and containment of any release or suspected release of any material suspected to be or known to be hazardous. Where the properties of a released material are not known, it will be considered hazardous until proven otherwise by the requesting organization using all technical resources available. Cleanup and removal of contained HAZMAT will be the responsibility of the requesting organization.

(6) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which **GFFR** normally provides fire protection services, the chief of the **MTANG F&ES** or his or her representative may, assume full command on arrival at the scene of the crash.

(7) Regardless of local agencies assigning an incident safety officer, an Air Force representative will be assigned to act as the incident safety officer for **MTANG F&ES** to observe Air Force support and operations at an incident. Local agencies are encouraged to assign a safety officer to observe the agencies support and operations at an incident on the installation.

f. Each **Party** hereby agrees that its intent with respect to the rendering of assistance to the other **Party** under this **Agreement** is not to seek reimbursement from the **Party** requesting such assistance.

(1) Notwithstanding the above, the **Parties** hereby recognize that pursuant to Section 11 of the Federal Fire Prevention and Control Act of 1974 (15 U.S.C. § 2210) and Federal regulations

issued thereunder (44 Code of Federal Regulations Part 151), **MTANG F&ES** is permitted to seek reimbursement for all or any part of its direct expenses and losses (defined as additional firefighting costs over normal operational costs) incurred in fighting fires on property under the jurisdiction of the United States. Furthermore, under the authority of 42 U.S.C. § 1856a, and pursuant to any applicable state or local IAW, each **Party** hereby reserves the right to seek reimbursement from the other for all or any part of the costs (defined as additional firefighting costs over normal operational costs) incurred by it in providing fire protection services to the other **Party** in response to a request for assistance.

(2) Furthermore, **GFFR** agrees to indemnify and hold harmless the United States from any liability that may arise from the use of fire-fighting foams, chemicals, or other materials by the Air Force in providing fire protection services to **GFFR**, which agreement to indemnify and hold harmless includes, but is not limited to, such uses that may result in hazardous substance exposure or pollution of or contamination to air, land, water, person or property or such uses that may result in response actions under CERCLA, RCRA, or any other federal, state, or local laws. Notwithstanding any other provision of this **Agreement**, termination of this **Agreement** shall in no way affect **MTANG F&ES**'s obligation under this paragraph to indemnify and hold harmless **GFFR** from any liability that may arise from the use of firefighting foams, chemicals, or other materials by the Air Force in providing fire protection services to **GFFR**, which obligation shall survive such termination.

g. Both **Parties** agree to implement the National Incident Management System during all emergency responses on and off Installations IAW *National Fire Protection Association Standard 1561*.

h. Each **Party** waives all claims against the other **Party** for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this **Agreement**. This provision does not waive any right of reimbursement pursuant to paragraph f.

i. All equipment used by **GFFR** in carrying out this **Agreement** will, at the time of action hereunder, be owned by it; and all personnel acting for **GFFR** under this **Agreement** will, at the time of such action, be an employee or volunteer member of **GFFR**.

j. The rendering of assistance under the terms of this **Agreement** will not be mandatory; however, the **Party** receiving a request for assistance will endeavor to immediately inform the requesting **Party** if the requested assistance cannot be provided and, if assistance can be provided, the quantity of such resources as may be dispatched in response to such request.

k. Neither **Party** will hold the other **Party** liable or at fault for failing to respond to any request for assistance or for failing to respond to such a request in a timely manner or with less than optimum equipment and/or personnel, it being the understanding of the **Parties** that each is primarily and ultimately responsible for the provision of fire protection services needed within their own jurisdictions.

l. Disputes.

Parties to Negotiate. If a dispute should arise, the **Parties** agree to first attempt to resolve the dispute using unassisted negotiation techniques (i.e., without the assistance of a neutral third party). Either **Party** may request in writing that unassisted negotiations commence. As part of the unassisted negotiation, the **Parties** shall consider employing joint fact-finding if material factual disputes are involved and shall use other early resolution techniques appropriate to the circumstances. If the dispute involves material issues of fact, the **Parties** may employ a neutral third party to provide a confidential evaluation of the issues of fact.

m. Alternative Dispute Resolution.

(1) If the dispute is not resolved within sixty (60) days after the request for unassisted negotiations, and the **Parties** do not mutually agree to continue the unassisted negotiations, the **Parties** shall employ alternative dispute resolution procedures involving nonbinding mediation of the dispute by a neutral third party. The alternative dispute resolution procedures employed shall include a confidential evaluation of both the facts and the law and the issuance of confidential recommendations by the neutral third party.

(2) By entering into this **Agreement**, the **Parties** have voluntarily adopted alternative dispute resolution procedures IAW 5 U.S.C. § 572(c). These procedures shall not be employed if determined by either **Party** to be inappropriate after taking into consideration the factors enumerated at 5 U.S.C. § 572(b). A **Party** rejecting alternative dispute resolution as inappropriate shall document its reasons in writing and deliver them to the other **Party**. The **Parties** shall enter into a master written alternative dispute resolution **Agreement** governing alternative dispute resolution proceedings that may be amended as needed to fit individual proceedings. (A template of an acceptable alternative dispute resolution agreement may be found at www.adr.af.mil).

(3) The Parties' obligation to make any payment arising out of an agreement resolving a dispute under this **Agreement** is contingent upon the availability of funds proper for such payment. The Parties' obligation to make any payment arising out of an agreement resolving a dispute under this **Agreement** is contingent upon the availability of funds proper for such payment.

n. All notices, requests, demands, and other communications which may or are required to be delivered hereunder will be in writing and will be delivered by messenger, by a nationally-recognized overnight mail delivery service or by certified mail, return receipt requested, at the following addresses:

For the Air Force:

120th Airlift Wing Montana Air National Guard
c/o Commander
2800 Airport Ave A
Great Falls, Montana 59404

And:

Department of the Air Force
Air Force Civil Engineer Center/CXF
139 Barnes Dr, Suite 1
Tyndall AFB FL 32403-5319

And:

120th Airlift Wing Montana Air National Guard
c/o Fire Chief
2820 Airport Ave B
Great Falls, Montana 59404

For the City of Great Falls:

Great Falls Fire Rescue
105 9th St So.
Great Falls, Montana 59401

TERMS OF THE AGREEMENT

- o. This **Agreement** will become effective on the date of the last signature to the **Agreement** and will remain in effect for five years from that date (the “Term”) The **Parties** to this **Agreement** shall conduct an annual review for currency to respective regulatory and policy guidance and shall acknowledge review by cover letter signature from both **Parties’** senior fire officers. Either **Party** may unilaterally terminate this **Agreement** during the Term by sending notification of its intent to terminate to the other **Party** at 180 days in advance of the proposed date of termination. Such notification will be in the form of a written submission to the other **Party**.
- p. Upon becoming effective, this **Agreement** will supersede and cancel all previous agreements between the **Parties** concerning the rendering of assistance from one to the other for the purposes stated in this **Agreement**.
- q. The modification or amendment of this **Agreement**, or any of the provisions of this **Agreement**, will not become effective unless executed in writing by all **Parties**
- r. The Departments represent and warrant that they are independent contractors and that its employees, agents and subcontractors are not employees of each other’s Departments. **GFFR** may not in any manner represent or maintain the appearance of being employees of one another. The Departments shall comply with all applicable Workers' Compensation requirements. Per Mont. Code Ann. § 39-71-401 (g), MTANG is subject to rules of liability for injury, occupational disease, or death provided under the laws of the United States and is exempt from this requirement.
- s. This **Agreement** may be executed in one or more counterparts, each of which will be deemed

an original.

IN WITNESS WHEREOF, the **Parties** have caused this **Agreement** to be executed by their duly authorized representatives on the dates shown below:

City of Great Falls

The United States of America by the Secretary of the Air Force

Signature: _____
Name: Greg Doyon
Title: City Manager
Date:

Signature: _____
Name: Trace N. Thomas
Title: 120th AW Commander
Date:

Great Falls Fire Rescue

Montana Air National Guard Fire & Emergency Services

Signature: _____
Name: Jeremy Jones
Title: Fire Chief
Date:

Signature: _____
Name: Christopher Mills
Title: Installation Fire Chief
Date:



Commission Meeting Date: September 5, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Approve Final Payment: Missouri River North Bank Stabilization Phase 1, O.F. 1693.0

From: Engineering Division

Initiated By: Public Works Department

Presented By: Christoff Gaub, Public Works Director

Action Requested: Consider and Approve Final Payment

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) the final payment for the Missouri River North Bank Stabilization Phase 1, in the amount of \$34,386.44 to Winkler Excavating, Inc, and \$347.34 to the State Miscellaneous Tax Fund and authorize the City Manager to execute the necessary documents and to make the payments.”

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

Staff Recommendation: Approve Final Payment

Summary:

The project provided bank stabilization measures repairing the river bank upstream of the 9th Street Bridge on the north bank of the Missouri River. The project repaired 813 lineal feet of the north riverbank of the Missouri River providing protection for the pedestrian path and sewer line; reducing erosion and safety hazards; and reduce sediment deposition into the river. The stabilization measures utilized a combination of riprap, vegetative armoring, and blank slope reduction to prevent further erosion.

Background:

The cooperative partnership of the City of Great Falls, Cascade County, Cascade County Conservation District (CCD), Recreational Trails Inc., and Northwestern Energy identified a 1,440-foot stretch of bank line along the North side of the Missouri River where significant erosion was occurring. The study documented existing conditions and provided potential restoration and enhancement opportunities for the urban shoreline along the Missouri River as it flows through Great Falls. The study identified the reach along the north bank which runs from the 9th Street Bridge upstream as the highest priority for bank stabilization. As a result, the CCD sponsored the development of the Preliminary Engineering Report (PER) for CCD Urban Corridor/Black Eagle Reservoir Watershed Project, published November 2015.

Workload Impacts:

WWC Engineering completed engineering design, bidding, and construction contract documents. WWC Engineering provided construction phase services and City Engineering staff provided construction project inspection and engineering services support.

Purpose:

The purpose of the project was to implement recommendations from the Preliminary Engineering Report for Cascade Conservation District Urban Corridor/Black Eagle Reservoir Watershed Project, published November 2015. This phase of the project repaired an 813-foot stretch of the north bank line of the Missouri River to reduce erosion and help preserve the pedestrian trail and the City sewer main.

Project Work Scope:

This phase of the project installed bank stabilization measures along 813 lineal feet of the north streambank of the Missouri River. These stabilization measures will provide protection for the pedestrian path and sewer line; reduce/eliminate erosion and safety hazards; and reduce sediment deposition into the river. A combination of riprap, vegetative armoring, and bank slope reduction were utilized to prevent further erosion.

Final Payment:

The original contract was awarded on August 2, 2022 in the amount of \$581,700. On December 6, 2022 the commission approved change order #1 in the amount of \$167,773 for a total contract price of \$749,473. The final project cost is \$701,183 which is \$48,290 less than the amount that was awarded and approved.

Conclusion:

City staff recommends approving the Final Payment. City staff has verified that Winkler Excavating Inc., has completed all work and punch list items in accordance with the plans and contract. The two year warranty period started at the time of substantial completion which was May 19, 2023.

Fiscal Impact:

The City was awarded a FEMA Hazard Mitigation Grant in the amount of \$397,749.75 for this project. \$73,383.95 in local match funds are provided by a grant from NorthWestern Energy and the Missouri/Madison River fund. There are \$317,955.80 in Sanitary Sewer Enterprise Funds and \$90,983.50 in Parks and Recreation funding utilized on this project. The project budget allocated \$130,600 for engineering fees and construction inspection.

Alternatives:

The City Commission could vote to deny approval of the final payment and request staff to further investigate if this project is ready for final payment. This action would result in delaying payment to the contractor.

Concurrences:

City Parks and Recreation Department, Cascade County, Recreational Trails Inc., Northwestern Energy, and the Missouri/Madison River Group recommend approval of final payment.

Attachments/Exhibits:

Final Pay Documents.

Vicinity Map.

Photo Layout – 1.

Photo Layout – 2.

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1693.0, Missouri River Bank Stabilization

PREPARED BY THE CITY ENGINEERS OFFICE: RJB DATE: 8/11/2023

FINAL PAY
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PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: WWC Engineering	Professional Services Engineering 5310565.493250	\$4,126.99	\$282.50	\$1,046.00	\$5,262.25	\$330.00	\$130,600.00	\$78,987.59	\$51,612.41
		\$4,126.99	\$282.50	\$1,046.00	\$5,262.25	\$330.00			
	DATE	5/16/2021	6/18/2021	6/25/2021	7/26/2021	7/26/2021			
CONTRACTOR: WWC Engineering	Professional Services Engineering 5310565.493250	\$2,776.50	\$340.00	\$0.00	\$0.00	\$0.00	\$130,600.00	\$78,987.59	\$51,612.41
		\$2,776.50	\$340.00	\$0.00	\$0.00	\$0.00			
	DATE	6/26/2023	8/1/2023						
CONTRACTOR: Winkler Excavating	Improvements other than Buildings 5310565.493100	\$94,649.84	\$126,941.98	\$356,078.53	\$26,411.44	\$0.00	\$652,910.94	\$604,081.79	\$48,829.15
	Improvements other than Buildings 2210621.493100	\$17,552.75	\$23,541.31	\$41,020.3	\$7,975.00	\$0.00			
		\$112,202.59	\$150,483.29	\$397,098.84	\$34,386.44	\$0.00			
	DATE	11/1/2022	12/9/2022	5/22/2023	8/9/2023				
CONTRACTOR: MT. DEPT. OF REV. 1%	Improvements other than Buildings 5310565.493100	\$956.06	\$1,282.24	\$3,596.75	\$267.34	\$0.00	\$6,595.06	\$6,102.39	\$492.67
	Improvements other than Buildings 2210621.493100	\$177.30	\$237.79	\$414.35	\$80.00	\$0.00			
		\$1,133.36	\$1,520.03	\$4,011.10	\$347.34	\$0.00			
	DATE	11/1/2022	12/9/2022	5/22/2023	8/9/2023				
PAYEE MISCELLANEOUS	Improvements other than Buildings 5310565.493100	\$50.00	\$250.00	\$150.00	\$155.60	\$0.00	\$1,000.00	\$605.60	\$394.40
		\$50.00	\$250.00	\$150.00	\$155.60	\$0.00			
	DATE	08/24/21	08/24/21	12/03/21	06/27/22				
	VENDOR	DNRC	Cascade County	DNRC	Tribune				

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW311801	5310565.493250	Professional Services Engineering	\$130,600.00	\$78,987.59	\$51,612.41
	5310565.493100	Improvements other than Buildings	\$659,506.00	\$610,184.19	\$49,321.81
	2210621.493100	Improvements other than Buildings	\$91,000.00	\$90,998.80	\$1.20
	5310565.493100	Improvements other than Buildings	\$1,000.00	\$605.60	\$394.40
		TOTALS	\$882,106.00	\$780,776.18	\$101,329.82

APPLICATION FOR PAYMENT NO. FINAL

To: City of Great Falls (OWNER)
 From: Winkler Construction (CONTRACTOR)
 Contract: Missouri River Bank Stabilization Phase I O. F. 1693.0
 Project: Bank stabilization to protect the River's Edge Trail and 30-in SS
 OWNER's Contract No. _____ ENGINEER's Project No. PW 311801
 For Work accomplished through the date of: May 21, 2023

1.	Original Contract Price:	\$	<u>581,700.00</u>
2.	Net change by Change Orders and Written Amendments (+ or -):	\$	<u>167,773.00</u>
3.	Current Contract Price (1 plus 2):	\$	<u>749,473.00</u>
4.	Total completed and stored to date:	\$	<u>701,183.00</u>
5.	Retainage (per Agreement):		
	<u>0</u> % of Completed Work:	\$	_____
	_____ % of stored material:	\$	_____
	Total Retainage:	\$	<u>0.00</u>
6.	Total completed and stored to date less retainage (4 minus 5):	\$	<u>701,183.00</u>
7.	Less previous Applications for Payments:	\$	<u>666,449.23</u>
8.	Gross Amount Due this application: (6 minus 7):	\$	<u>34,733.77</u>
9.	Less 1% State Gross Receipts Tax:	\$	<u>347.34</u>
10.	DUE THIS APPLICATION (8 MINUS 9):	\$	<u>34,386.44</u>

Accompanying Documentation:

CONTRACTOR's Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1 through **Final** inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Dated 8-1-2023

Winkler Excavation
 CONTRACTOR
 By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 8/1/2023

City of Great Falls
 ENGINEER
 By: [Signature]

EJCDC No. 1910-8-E (1996 Edition)
 Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute. Modified by the City of Great Falls to add items 9 and 10.

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1693.0, Missouri River Bank Stabilization

PREPARED BY THE CITY ENGINEERS OFFICE: RJB DATE: 8/11/2023

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
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CONTRACTOR: WWC Engineering	Professional Services Engineering 5310565.493100	\$4,126.99	\$282.50	\$1,046.00	\$5,262.25	\$330.00	\$130,600.00	\$78,987.59	\$51,612.41
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		\$2,776.50	\$340.00	\$0.00	\$0.00	\$0.00			
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CONTRACTOR: Winkler Excavating	Improvements other than Buildings 5310565.493100	\$94,649.84	\$126,941.98	\$356,078.53	\$26,411.44		\$652,910.94	\$604,081.79	\$48,829.15
	Improvements other than Buildings 2210621.493100	\$17,552.75	\$23,541.31	\$41,020.31	\$7,975.00		\$90,090.00	\$90,089.37	\$0.63
	DATE	11/1/2022	12/9/2022	5/22/2023	8/9/2023		\$743,000.94	\$694,171.16	\$48,829.78
CONTRACTOR: MT. DEPT. OF REV. 1%	Improvements other than Buildings 5310565.493100	\$956.06	\$1,282.24	\$3,596.75	\$267.34		\$6,595.06	\$6,102.39	\$492.67
	Improvements other than Buildings 2210621.493100	\$177.30	\$237.79	\$414.35	\$80.00		\$910.00	\$909.44	\$0.56
	DATE	11/1/2022	12/9/2022	5/22/2023	8/9/2023		\$7,505.06	\$7,011.83	\$493.23
PAYEE MISCELLANEOUS	Improvements other than Buildings 5310565.493100	\$50.00	\$250.00	\$150.00	\$155.60	\$0.00	\$1,000.00	\$605.60	\$394.40
		\$50.00	\$250.00	\$150.00	\$155.60	\$0.00	\$1,000.00	\$605.60	\$394.40
	DATE	08/24/21	12/03/21	06/27/22					
	VENDOR	DNRC	Cascade County	DNRC	Tribune				

FINAL PAY

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PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW311801	5310565.493100	Professional Services Engineering	\$130,600.00	\$78,987.59	\$51,612.41
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	5310565.493100	Improvements other than Buildings	\$1,000.00	\$605.60	\$394.40
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APPLICATION FOR PAYMENT NO. FINAL

To: City of Great Falls (OWNER)
 From: Winkler Construction (CONTRACTOR)
 Contract: Missouri River Bank Stabilization Phase I. O. F. 1693.0
 Project: Bank stabilization to protect the River's Edge Trail and 30-in SS
 OWNER's Contract No. _____ ENGINEER's Project No. PW 311801
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	<u>0</u> % of Completed Work:	\$	_____
	_____ % of stored material:	\$	_____
	Total Retainage:	\$	<u>0.00</u>
6.	Total completed and stored to date less retainage (4 minus 5):	\$	<u>701,183.00</u>
7.	Less previous Applications for Payments:	\$	<u>666,449.23</u>
8.	Gross Amount Due this application: (6 minus 7):	\$	<u>34,733.77</u>
9.	Less 1% State Gross Receipts Tax:	\$	<u>347.34</u>
10.	DUE THIS APPLICATION (8 MINUS 9):	\$	<u>34,386.44</u>

Accompanying Documentation:

CONTRACTOR's Certification:

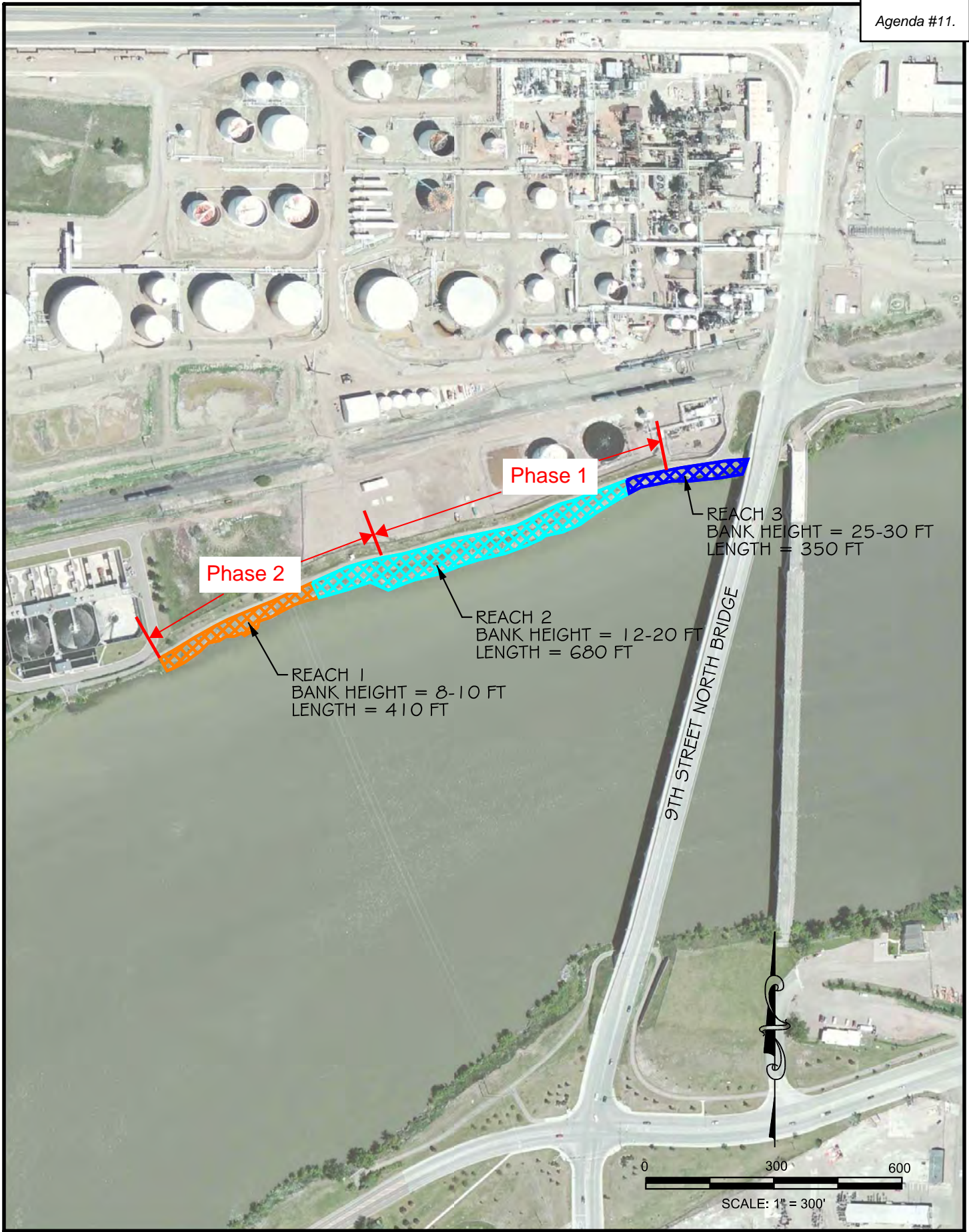
The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1 through Final inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Dated 8-1-2023 Winkler Excavation
 CONTRACTOR
 By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 8/1/2023 City of Great Falls
 ENGINEER
 By: [Signature]

EJCDC No. 1910-8-E (1996 Edition)
 Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute. Modified by the City of Great Falls to add items 9 and 10.



URBAN CORRIDOR/BLACK EAGLE RESERVOIR PROJECT

Project Site Map

DSGN	DATE	CKD
RDN	8/15	STH
REV	DATE	CKD
JOB #		

CASCADE CONSERVATION DISTRICT
 12 3rd St. NW, Ste. 300
 Great Falls, MT 59404
 (406) 727-3603

WWC ENGINEERING
 1275 MAPLE STREET, SUITE F
 HELENA, MT 59601
 (406) 443-3962

EXHIBIT
 1
 66

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**MISSOURI RIVER BANK
STABILIZATION PHASE 1, O.F.1693.0**

**BEFORE
AND AFTER**

OF 1693.0

05-21-20



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**MISSOURI RIVER BANK
STABILIZATION PHASE 1, O.F.1693.0**

**BEFORE
AND AFTER**

OF 1693.0
05-21-20



Commission Meeting Date: September 5, 2023
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Public Works Backup Generator & Electrical Upgrades OF 1733.9
From: Engineering Division
Initiated By: Public Works Department
Presented By: Christoff T. Gaub, Public Works Director
Action Requested: Consider and Award Construction Contract

Suggested Motion:

1. Commissioner moves:

"I move the City Commission (award/not award) the bid of \$179,257.00 to United Electric, LLC for the Public Works Backup Generator & Electrical Upgrades and (authorize/not authorize) the City Manager to execute the contract documents."

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

Staff Recommendation: City Staff recommends awarding the contract to United Electric, LLC in the amount of \$179,257.00. United Electric has executed all the necessary documents.

Summary: This project consists of furnishing and installing a high kilowatt diesel generator, a new main electrical panel and accompanying concrete slab and bollards. The electrical panel was originally installed in 1971 and has been discontinued making parts nearly impossible to come by. The panel will be upgraded to ensure connection to the new diesel generator is safe and properly connected to the existing electrical system. The project also installs a new current transformer and automatic transfer switch so in the event of a power failure the power will automatically be supplied by the new generator.

Background:

Citizen Participation

The construction will take place on City of Great Falls property at the Public Works Complex. No citizen participation is anticipated at this time.

Workload Impacts

Design phase engineering, planning, and specifications were completed by Falls Mechanical, Inc. in conjunction with Engineering Division and guidance from the Central Garage. The Streets and Traffic Division will repave the utility trench. The Engineering Division will provide construction phase project management and inspection services.

Purpose

The Public Works Department intends to install redundancy into the current electrical system to enable the Public Works complex to remain functional in the event of a power failure. The generator will also supply power to the Public Works Complex fueling station, which is one of two fueling stations currently being used by all City vehicles. The Public Works Complex fuel station would be the only fueling station supplied by a stationary and dedicated generator. The generator will not supply power to the Streets and Sanitation building, which is on its own power supply. A project is in the planning stage to install a generator for the Streets and Sanitation building.

Project Work Scope

This project consists of furnishing and installing a high kilowatt diesel generator concrete slab, bollards, automatic transfer switch, current transformer, distribution panel, and all necessary hardware and accessories. An annual service and maintenance plan, which is funded separately, will help ensure reliability and minimize future costly repairs. Though not included in this project scope, the Public Works Department will budget for an annual service and maintenance contract with the generator supplier. The cost of the contract is \$1,000 per year and is renewed on an annual basis.

Evaluation and Selection Process

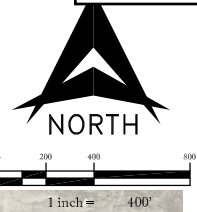
Bids for this project were opened on August 16, 2023 and the City received 2 compliant bids. Submitted bids ranged from \$179,257.00 to \$272,301.00. The lowest responsible bidder was United Electric, LLC. This project is scheduled to begin no later than September 11, 2023. The attached bid tabulation summarizes the bids received. The large difference in the bid prices is primarily due to the limited amount of generator suppliers in the greater area. Specifications were written so that the generator supplier had a local presence and should be able to respond quickly for generator maintenance and repairs.

Fiscal Impact: This project has been prioritized by the Public Works Department Safety Committee and financed through the Public Works Administration account. The Public Works Administration account is funded by internal service charges from the other Public Works divisions. Vacancy savings from the delayed hiring of the Public Works Director position from July to November of 2022 will be the primary source of funding.

Alternatives: The City Commission could vote to not award the construction contract and request staff to rebid at a later date or cancel the project. However, postponing or canceling the project puts the Public Works Department at a disadvantage in serving the public and assisting other Departments in the event of a power outage.

Attachments/Exhibits:

Vicinity Map
Bid tabulation



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**PUBLIC WORKS BACKUP GENERATOR
& ELECTRICAL UPGRADES**

**VICINITY
MAP**

OF 1733.9

8/22/20

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

BID TABULATION SUMMARY

OF # 1733.9 PW BACKUP GENERATOR & ELECTRICAL UPGRADES

BIDS TAKEN AT CIVIC CENTER

DATE: 16-AUG-23

TABULATED BY: ROSA HUGG

	NAME & ADDRESS OF BIDDER	ACKNOWLEDGE ADD. #1	ACKNOWLEDGE ADD. #2	10% BID SECURITY	CERTIFICATE OF NON-SEGREGATED FACILITIES	CERTIFICATE OF COMPLIANCE WITH INSURANCE REQ.	TOTAL BID
1	LIBERTY ELECTRIC	Y	-	Y	Y	Y	\$272,301.00
2	UNITED ELECTRIC	Y	-	Y	Y	Y	\$179,257.00
3							
4							
5							
6							
7							
8							
9							
10							



Commission Meeting Date: September 5, 2023
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Resolution 10519, a Resolution to establish Engineering Division Review Fees for the Planning and Community Development Department and the Public Works Department

From: Mark Juras, Engineering Division

Initiated By: Public Works Department

Presented By: Christoff T. Gaub, Public Works Director

Action Requested: Conduct Public Hearing and Adopt Resolution 10519

Public Hearing:

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
 2. Mayor closes public hearing and asks the will of the Commission.
-

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10519, establishing Engineering Division Review Fees for the Planning and Community Development Department and the Public Works Department.”
 2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
-

Staff Recommendation: Staff requests that the City Commission conduct the public hearing related to a proposal to establish fees for land development engineering review as performed by the Engineering Division of the Public Works Department and the Planning and Community Development Department or 3rd party consulting engineers. Staff requests that the City Commission subsequently adopt Resolution 10519.

Summary: The Public Works (PW) Engineering Division provides review of building permit and parking lot permit applications to ensure that proposed improvements within the adjacent Right-of-Way and water/sewer/storm utility connections adhere to the City’s Standards for Design and Construction and the Official Code of the City of Great Falls (OCCGF). The Engineering Division also reviews plans and design documents for privately owned and maintained storm water management systems, when required, for compliance with the City’s Storm Drainage Design Manual and the OCCGF. Since these reviews

require staff time, equipment, and materials, a Review Fee proposal has been developed with the collaboration of the Planning and Community Development Department (PCD) that assess a fair and predictable fee to cover costs associated with Engineering Division review of these items. The review fee was calculated based on the estimated time that it will take for an engineer to review the submitted data multiplied by the commission approved hourly rate, which is less than the rate currently being charged by Sanderson and Stewart. PCD will collect and administer these fees with a processing fee and a required 3% credit card convenience fee. When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

Background: In late 2019, the City transferred development plan review, construction oversight, and project management duties from the PW Engineering Division to PCD. As part of the transfer of duties, a different funding strategy and budget was developed to finance the staff of full time employees along with related operational costs. Once the revenue source and budget parameters were known, staff then relied on feedback from the development community, which informed the ultimate fee proposal that was adopted by the City Commission on September 21, 2021. The City Commission subsequently adopted a modification to the fee proposal that allowed staff to directly pass along the costs the City receives from 3rd party engineering consultants to the project applicant or developer.

Due to engineering position vacancies in PCD since that time, staff has now determined that it is in the best interest of the City as well as the development community to transition engineering development plan review, construction oversight, and construction management duties back to the PW Engineering Division. Since early 2023, PCD, PW, and City Manager's office have met to discuss and collaborate on a proposed process and timeline to accomplish the transition. The collaboration has resulted in a transition that focuses on improved communication and teamwork between departments, resulting in improved customer service to the development community. PCD will continue to function as the intake and facilitator of development applications, maintaining a "one stop shop" principle to better serve our customers.

The transition established a Development Review Coordinator position in the PW Engineering Division, whose primary duties are to support and prioritize successful development within the community while protecting the City's assets; serve as the PW liaison to the development community; and provide oversight of the development review and construction management services.

The transition will rely upon the previously adopted fee proposals as well as this new fee proposal to cover direct costs associated with Engineering Division review and construction oversight. The proposed Resolution implements review fees for building permits and parking lot permit applications, as well as a review of privately owned and maintained storm water management systems. The implementation date for these fees is October 5th, 2023. It is the City's intent to provide engineering review services in-house, but this fee proposal includes provisions for 3rd party engineering consultant assistance during seasonal spikes in development activity or community growth surges. When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly. Detailed Engineering Division Review Fee guidance will be made available to the design community and is posted on the City's website. The guidance defines the fees, explains fee applicability, provides instructions on when/how fees are to be paid, and provides examples. The City has conducted two open house sessions with the design and development community to provide education and discussion of the proposed changes.

Additional development and design documents that outline the procedures for annexations and extension of public infrastructure are available on the City's website. These documents include, but are not limited

to: Development Application Checklists, the Official Code of the City of Great Falls, the City Standards for Design and Construction, the Extension of Services Plan, the City's Growth Policy, and the City's Long Range Transportation Plan.

Fiscal Impact: The proposed fee will transfer costs associated with Engineering Division review of development applications from the City's water, sewer, storm, and street funds to the developer. Historically, the review of development design documents was compensated via hourly billing. This up front, predictable fee structure will replace hourly billing for development review.

Alternatives: The City Commission could choose not to adopt Resolution 10519 to establish the fees. This would result in rate payers continuing to subsidize engineering review of new development applications.

Concurrences: Planning and Community Development

Attachments/Exhibits:

Resolution 10519

Guidance on Engineering Division Review Fees

RESOLUTION NO. 10519

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO ESTABLISH ENGINEERING DIVISION REVIEW FEES FOR DEVELOPMENT APPROVALS IMPLEMENTED BY THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT

WHEREAS, Title 12 of the Official Code of the City of Great Falls (OCCGF) includes provisions for processing of permit applications for construction of or within city boulevards, sidewalks and streets; and

WHEREAS, Title 12 of the OCCGF includes a provision that the City Commission may, at its discretion, set application fees by resolution; and

WHEREAS, Title 13 of the OCCGF includes provisions for processing of permit applications for construction or modification of Water, Sewer and Storm Drainage Systems; and

WHEREAS, Title 13 of the OCCGF includes a provision that the storm drainage plans shall be reviewed and approved by Public Works; and

WHEREAS, Title 17 of the OCCGF includes provisions for processing of applications for land use and development projects; and

WHEREAS, Title 17 and 13 of the OCCGF includes provisions for Public Works Department review permit applications to ensure that proposed improvements within the Right-of-Way and utility connections adhere to the OCCGF and established standards for quality and durability; and

WHEREAS, Title 17 OCCGF includes a provision that the City Commission may, at its discretion, set and revise application fees by resolution; and

WHEREAS, The City of Great Falls may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities.

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

Review fees for the Engineering Division of the City of Great Falls' Public Works Department and corresponding processing fee for the City of Great Falls' Planning and Community Development Department are as follows:

Private Stormwater Review Fee:	
Engineering Division Review	\$648

Processing Fee \$149
Total \$797

Single Family Residential Building Permit Review Fee:
Engineering Division Review \$186
Processing Fee \$43
Total \$229

Commercial Building Permit Review Fee:
Engineering Division Review \$756
Processing Fee \$174
Total \$930

Parking Lot Permit Review Fee:
Engineering Division Review \$324
Processing Fee \$75
Total: \$399

When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

BE IT FURTHER RESOLVED that this Resolution shall become effective on October 5, 2023.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, September 5, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David G. Dennis, City Attorney



Public Works - Engineering Division
PO Box 5021
Great Falls, MT 59403

(406) 771-1258

September 5, 2023

RE: Guidance on Engineering Division Review Fees

To: Design Community, Developers, and Contractors

Effective October 5, 2023, the Public Works Engineering Division is implementing review fees to be assessed to various development applications. This document defines, identifies applicability, and provides guidance for the review fees. The review fees have been adopted by the City Commission via Resolution 10474 and 10519.

Infrastructure Review Fee – Resolution 10474

A primary duty of the Engineering Division of the City of Great Falls Public Works Department is to ensure that privately installed infrastructure that will be dedicated to the City meets established standards for quality and durability. Said duty requires staff time, equipment, and materials. The City may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities. Therefore, the City Commission has adopted Resolution 10474 to establish an Infrastructure Review Fee.

Except when such person is operating under a contract with the Public Works Department, all privately installed infrastructure that will be dedicated to the City requires an Infrastructure Review Fee. At the time of infrastructure submittal application, the applicant shall submit an engineer's cost estimate prepared by a licensed professional engineer based on a schedule of values covering the comprehensive construction cost of the Public Works Infrastructure to be dedicated to the City. The Public Works Infrastructure shall include water, sanitary sewer, storm sewer, street, and alley improvements. The cost estimate will be utilized to calculate the Infrastructure Review Fee to cover Engineering Division plan review through approval and provide Engineering Division construction oversight. Due to construction cost escalation since 2020, the infrastructure cost in the fee equation below shall be fifty percent (50%) of the total engineer's cost estimate. The Engineering Division will continue to monitor the fee and make adjustments via future resolution as needed. The fee shall be calculated as follows:

$$\text{Fee} = 3.3182 * ((\text{Infrastructure Cost})^{0.6593})$$

The first half of the fee shall be due at the first submittal of the infrastructure plans and shall be accompanied with the engineer's cost estimate. The fee shall be paid by check to "City of Great Falls", credit card payments are not allowed. The first half of the fee shall be calculated by dividing the fee equation above by two using the infrastructure cost provided in the cost estimate. The City reserves the right to review and modify the cost

estimate to be consistent with these requirements and recent bid tabulations. It is recommended that the applicant contact the Engineering Division, (406) 771-1258, to review the cost estimate prior to first submittal.

The second half of the fee shall be due prior to scheduling the pre-construction meeting and shall be accompanied with the bid cost of the selected contractor based upon the schedule of values to complete the improvements. The second half of the Fee shall be calculated by the fee equation above where the infrastructure cost shall be fifty percent (50%) of the total bid cost, and then subtracting the first half amount paid at the plan submittal. The Engineering Division shall review the second half fee calculation, contractor's bid by schedule of values, and other necessary construction cost documents prior to submitting the second half of the fee. The engineer composing the cost estimate shall become familiar with the additional guidance and cost estimate examples as attached to this document.

When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

The Infrastructure Review Fee does not include costs to provide inspection of Public Works Infrastructure via Engineering Division Inspectors or Third Party Consultants hired by the City, when allowed, as discussed in Chapter 3 of the City's Standards for Design and Construction. Inspection by Engineering Division Inspectors shall be billed separately at hourly rates adopted by City resolution. Inspection by Third Party Consultants hired by the City, when allowed, shall be based upon hourly rates established by agreement between the City and the Third Party Consultant.

The Infrastructure Review Fee does not include additional permitting costs or review fees necessary to construct the infrastructure including, but not limited to: Planning and Community Development application fees, building permit fees or review fees, general plumbing permits, water service line permits, building sewer permits, right of way permits, sidewalk permits, driveway permits, curb cut permits, fire line permits, tapping fees, and other permits or fees as needed.

Private Stormwater Review Fee – Resolution 10519

The Engineering Division of the City of Great Falls Public Works Department must review all storm drainage plans and design reports for conformance with the City's latest adopted Storm Drainage Design Manual and the Official City Code of Great Falls. Said duty requires staff time, equipment, and materials. The City may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities. Therefore, the City Commission has adopted Resolution 10519 to establish a Private Stormwater Review Fee.

Except when such person is operating under a contract with the Public Works Department, all projects within City limits which meet the threshold to provide a Storm Drainage Plan or Stormwater Management Plan that require privately owned and maintained stormwater facilities, as outlined in the City's latest adopted Storm Drainage Design Manual and the

Official Code of the City of Great Falls, shall submit a Private Stormwater Review Fee. The fee shall be added to the application fee or permit letting fee as applicable and collected by the Planning and Community Development Department in accordance with their procedures. The fee is not necessary when the storm water improvements will be dedicated to and maintained by the City and reviewed under the Infrastructure Review Fee.

When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

This Private Stormwater Review Fee does not include additional permitting costs or review fees associated with stormwater management including, but not limited to: Erosion Control Plan (ECP), Storm Water Pollution Prevention Plan (SWPPP), Industrial Pretreatment Survey (IPS), building permit fees or review fees, parking lot permit fees or review fees, and other permit costs or review fee items required by the Environmental Division or Planning and Community Development Department.

Building Permit and Parking Lot Permit Review Fees – Resolution 10519

The Engineering Division of the City of Great Falls Public Works Department provides review of building permit and parking lot permit applications to ensure that proposed improvements within the adjacent Right-of-Way and utility connections adhere to the City's Standards for Design and Construction and the Official Code of the City of Great Falls. Said duty requires staff time, equipment, and materials. The City may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities. Therefore, the City Commission has adopted Resolution 10519 to establish Engineering Division review fees for building permit and parking lot permit applications.

Except when such person is operating under a contract with the Public Works Department, all projects within City limits which must obtain a building permit or parking lot permit shall submit a fee for Engineering Division review. The fee shall be added to the application fee or permit letting fee as applicable and collected by the Planning and Community Development Department in accordance with their procedures.

When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

The building permit and parking lot permit review fees are additive to the other Engineering Division and Planning and Community Development Department review fees including, but not limited to: the Infrastructure Review Fee, Private Stormwater Review Fee, building permit letting fee, application fee, and other permit fees or review fees as needed.

ATTACHMENTS:

Additional Infrastructure Review Fee Guidance and Examples

ADDITIONAL INFRASTRUCTURE REVIEW FEE GUIDANCE AND EXAMPLES

Delivering the Infrastructure Review Fee

The first half of the fee is due at plan submittal and is to be based on an accompanying engineer's cost estimate prepared by a licensed professional engineer with a schedule of values representing the unit prices and quantities necessary to complete the work. Due to construction cost escalation since 2020, the infrastructure cost in the fee equation shall be fifty percent (50%) of the total engineer's cost estimate. The Engineering Division will continue to monitor the fee and make adjustments via future resolution as needed. It is recommended that the Engineering Division is contacted at (406) 771-1258 to verify the cost estimate and fee amount prior to submittal. The first half of the fee is due by check, credit card payments are not allowed, made out to "City of Great Falls" and "Attn: Engineering" in the memo line and is to be mailed or hand delivered with the plan application to the Planning and Community Development Department:

Planning & Community Development
2 Park Dr S #112
PO Box 5021
Great Falls, MT 59403

Alternatively, the first half check may be mailed or hand delivered directly to the Public Works Engineering Division:

Attn: Engineering
1025 25th Ave NE
PO Box 5021
Great Falls, MT 59403

The second half of the fee is due prior to scheduling Pre-Construction meeting and is to be based on a revised schedule of values representing the unit prices from the selected contractor's bid. The second half of the Fee shall be calculated by the fee equation where the infrastructure cost shall be fifty percent (50%) of the total bid cost, and then subtracting the first half amount paid at the plan submittal. The Engineering Division shall review the second half fee calculation, selected contractor's schedule of values, and other necessary construction cost documents prior to submitting the second half of the fee. The Second half of the fee is due by check, credit card payments are not allowed, made out to "City of Great Falls" with "Attn: Engineering" in the memo line and is to be mailed or hand delivered to the Planning & Community Development Department or the Engineering Division at the addresses noted above.

Engineer's Cost Estimate for Public Works Infrastructure

The cost estimate is to be composed of a schedule of values that represents the comprehensive construction cost of the infrastructure being dedicated to the City. This includes, but is not limited to all necessary materials and work to install Public Works Department owned and maintained water mains, sewer mains, storm mains, streets, and alleys. In general, the engineer composing the schedule of values may use line items and

unit of measurements of their choice that best describe the work and materials necessary to construct the Public Works infrastructure. Line items and unit of measurements on the schedule of values may or may not match the form of those described in the MPWSS. The following lists discuss items to include and exclude in the cost estimate:

General Exclusions

- Exclude the following: Division 0 and Division 1 items such as mobilization, bonding, traffic control, and other general conditions work; “soft” costs, administrative costs, permit fees, professional services such as engineering design and construction or surveying services, inspection, engineering oversight, contingencies, SWPPP efforts, all sidewalks, park improvements, public signage, striping, and street lighting facilities.

City Participation in Oversizing and Off-site Improvements

- Capital improvements costs associated with the extension of Public Works Infrastructure necessary to serve a new development are typically financed and paid for by the developer per the City Extension of Services Plan. If the development project includes an agreement with the City to participate in cost sharing of oversizing of infrastructure to serve other areas located outside the development, or if cost of necessary off-site improvements are being shared by the City, then the Infrastructure Review Fee shall not include the City’s share of the cost for oversizing or off-site improvements.

Water

- Include the following items if being dedicated to the City Public Works Department for ownership and maintenance: demolition or adjusting of existing public water utility infrastructure, pumping stations, mains, fittings, valves, valve boxes, hydrant leads, hydrants, blow off valves, mainline tapping sleeves and valves, water valve manholes and vaults, connection to existing mains, utility crossings, trench excavation and backfill, pipe bedding, import trench backfill, surface restoration (if surface is publicly owned and maintained), polyethylene encasement (poly wrap), insulation, wax tape system, test taps, disinfection, flushing, and testing, main gaskets, main joints and joint restraints, thrust blocks, warning tape, tracer wire, main marker posts, and other water system appurtenances considered to be owned and maintained by the Public Works Department.
- Exclude the following items considered to be privately owned and maintained: demolition or adjusting of existing private water utility infrastructure, service lines (City policy is that water service lines and appurtenances from the main to the meter or building are privately owned and maintained), service saddles, service tapping sleeves and valves, service trenching and excavation, service valves and boxes, meter pits, entrance and backflow assemblies, and any other service line appurtenances, private mains, private hydrants, private meters, and other water system appurtenances considered to be privately owned and maintained.

Sewer

- Include the following items if being dedicated to the City Public Works Department for ownership and maintenance: demolition or adjusting of existing public sewer utility infrastructure, mains, force mains, manholes, fittings, trench excavation and backfill, pipe bedding, import trench backfill, surface restoration (if surface is publicly owned and maintained), lift stations, sewer main valves, tracer wire, detectable warning tape, polyethylene wrap, main gaskets, insulation, testing, main joints and gaskets, utility crossings, main marker posts, and other sewer system appurtenances considered to be owned and maintained by the Public Works Department.
- Exclude the following items considered to be privately owned and maintained: demolition or adjusting of existing private sewer utility infrastructure, service lines (City policy is that sewer service lines and appurtenances from the main to the building are privately owned and maintained), service wyes and connections to mains, force service lines, private grinder pumps systems, grease traps and interceptors, sand oil separators, and other sewer system appurtenances considered to be privately owned and maintained

Storm

- Include the following items if being dedicated to the City Public Works Department for ownership and maintenance: demolition or adjusting of existing public storm utility infrastructure, mains, manholes, vaults, inlets, catch basins, inlet covers and grates, fittings, trench excavation and backfill, pipe bedding, import trench backfill, surface restoration (if surface is publicly owned and maintained), storm main valves, storm treatment structures, detectable warning tape, polyethylene wrap, main gaskets, acceptance testing, main joints and gaskets, utility crossings, detention ponds, public pond sodding and final stabilization, culverts, headwalls, outfall structures, sidewalk chases, swales and other overland conveyance facilities, marker posts, and other storm system appurtenances considered to be owned and maintained by the Public Works Department.
- Exclude the following items considered to be privately owned and maintained: demolition or adjusting of existing private storm utility infrastructure, private storm systems, service lines (City policy is that the storm service lines and appurtenances from the main to the private system are privately owned and maintained), service connections to mains, private ponds, private culverts, private conveyance facilities, private treatment structures, and other storm system appurtenances considered to be privately owned and maintained

Streets and Alleys

- Include the following items if the roadway is being dedicated to the City Public Works Department for ownership and maintenance within a Right of Way: demolition or adjusting of existing public street infrastructure, topsoil stripping, rough or mass grading; street excavation, backfill and compaction; geotextile fabric, sub base course, crushed base course, asphalt prime and/or tack coat, asphalt seal coat, construction seal, asphalt concrete pavement, Portland cement concrete pavement, concrete curb and gutter, valley gutters, curb turn fillets, alley

approaches, street monuments, traffic signals, and other street system appurtenances considered to be owned and maintained by the Public Works Department.

- Exclude the following items considered to be privately owned and maintained or as noted: demolition or adjusting of existing private street infrastructure; relocating or removing utility poles, all street signs and mailboxes; all sidewalks and crosswalk ramps; private sidewalk, parking lots, curb, and gutter; private pavement markings and markers; private driveways or approaches, traffic signals, street lighting and appurtenances, dry utility conduits; dry utilities such as power, gas, or communication lines; boulevard seeding or landscaping, other street system appurtenances considered to be privately owned and maintained, and other items as noted by the Engineering Division.

Example 1 – Subdivision

A developer wishes to extend public works infrastructure for a new subdivision large enough to include the installation of water mains, sewer mains, storm mains, manholes, inlets, culverts, paved streets, concrete curb and gutter, and all necessary valves, parts, assemblies, and other utility appurtenances. The example schedule of values below consists of the line items, quantities, unit prices, and total cost necessary to build privately installed public infrastructure that will be dedicated to the City, unit prices are for educational purposes only:

Example 1 - Schedule of Values

Item #	Item Description	Qty	unit	Unit Price	Total Cost
	Water				
1101	8"x8" Tee	1	ea	\$500.00	\$500.00
1102	8"x8" cross	1	ea	\$900.00	\$900.00
1103	8" Water Main	1,499	lf	\$50.00	\$74,950.00
1104	8" Valve	6	ea	\$1,600.00	\$9,600.00
1105	Blow Off Assembly	3	ea	\$2,000.00	\$6,000.00
1106	Fire Hydrant Assembly	6	ea	\$5,500.00	\$33,000.00
1107	Connect to Existing 12" Main with 8" WM includes valve	2	ea	\$4,000.00	\$8,000.00
1108	Connect to Existing 24" Main with 8" WM includes valve	1	ea	\$5,000.00	\$5,000.00
1109	Existing Utility Crossing	6	ea	\$1,000.00	\$6,000.00
	Sewer				
1201	8" Sewer Main	1,193	lf	\$40.00	\$47,720.00
1202	10" Sewer Main	827	lf	\$50.00	\$41,350.00
1203	Standard Manhole 5' Depth	6	ea	\$2,500.00	\$15,000.00
1204	Extra Manhole Depth	25	lf	\$400.00	\$10,000.00
1205	Connect to existing manhole with core and boot	1	ea	\$4,000.00	\$4,000.00
1206	Existing Utility Crossing	7	ea	\$1,000.00	\$7,000.00
	Stormwater				
1301	24" x 36" Curb Inlet	4	ea	\$3,500.00	\$14,000.00

1302	48" Storm Manhole	4	ea	\$3,500.00	\$14,000.00
1303	12" RCP Storm Drain	84	lf	\$20.00	\$1,680.00
1304	15" RCP Storm Drain	44	lf	\$30.00	\$1,320.00
1305	18" Culvert	374	lf	\$70.00	\$26,180.00
	Street & Alley				
1401	Topsoil Stripping 15" depth	3,862	cy	\$5.00	\$19,311.25
1402	Road Grading cut and fill on-site	2,344	cy	\$5.00	\$11,722.04
1403	Construct Road Subgrade	7,033	sy	\$1.50	\$10,549.83
1404	Geotextile Fabric	7,033	sy	\$3.00	\$21,099.67
1405	Crushed Road Base	1,172	cy	\$28.00	\$32,821.70
1406	Curb and Gutter	3,168	lf	\$17.00	\$53,856.00
1407	Asphalt Pavement - 4"	50,415	sf	\$2.00	\$100,830.00
	Total Construction Cost				\$576,390.49
	Fifty Percent (50%) of Construction Cost				\$288,195.25

$$\text{Fee} = 3.3182 * ((\text{Infrastructure Cost})^{0.6593})$$

$$3.3182 * ((\$288,195.25)^{0.6593}) = \$13,196.97$$

$$\text{First half due at plan submittal} = \$13,196.97 / 2 = \$6,598.48$$

In this example, the revised construction cost based upon the bid unit prices came to be a total of \$650,000.00. Fifty percent (50%) of the total bid cost is \$325,000.00.

$$\text{2nd half due prior to pre-con} = 3.3182 * ((\$325,000.00)^{0.6593}) - \$6,598.48 = \$7,686.75$$

Example 2 – Building Permit with Public Infrastructure Improvements

A developer has applied for a building permit that will require the removal and relocation of an existing fire hydrant. The property is already served by existing Public Works infrastructure and the location of the proposed driveway is in direct conflict with an existing fire hydrant. Because the project consists of modifying a hydrant owned and maintained by the Public Works Department, the Infrastructure Review Fee applies. The example schedule of values below consists of the line items, quantities, unit prices, and total cost necessary to build privately installed public infrastructure that will be dedicated to the City, unit prices are for educational purposes only:

Example 2 - Schedule of Values

Item #	Item Description	Qty	unit	Unit Price	Total Cost
	Water				
1101	Demo existing fire hydrant and cap w/ blind flange	1	ea	\$1,600.00	\$1,600.00
1102	8" x 6" Tapping sleeve with Valve	1	ea	\$500.00	\$500.00
1103	6" water main	20	lf	\$72.50	\$1,450.00
1104	Valve Box	1	ea	\$350.00	\$350.00
1105	Fire Hydrant Assembly	1	ea	\$6,000.00	\$6,000.00
1106	Surface Repair (within the R.O.W.)	15	sy	\$550.00	\$8,250.00
	Total Construction Cost				\$18,150.00
	50% of Construction Cost				\$9,075.00

$$\text{Fee} = 3.3182 * ((\text{Infrastructure Cost})^{0.6593})$$

$$3.3182 * ((\$9,075.00)^{0.6593}) = \$1,349.93$$

$$\text{First half due at plan submittal} = \$1,349.93 / 2 = \$674.96$$

In this example, the revised construction cost based upon the bid unit prices came to be a total of \$16,000.00. Fifty percent (50%) of the total bid cost is \$8,000.00

$$\text{2nd half due prior to pre-con} = 3.3182 * ((\$8,000.00)^{0.6593}) - \$674.96 = \$567.29$$

Note: the building permit review fee and the private stormwater review fee, if applicable, would be assessed separately and due at building permit letting.

Example 3 – Stand Alone Public Infrastructure Improvements

A project on private property, not associated with a building permit, requires removal and replacement of a public storm main within a City easement. The design engineer has also recommended that the developer install a trench plug at the replaced main. Because the project consists of modifying a storm main owned and maintained by the Public Works Department, the Infrastructure Review Fee applies. The example schedule of values below consists of the line items, quantities, unit prices, and total cost necessary to build privately installed public infrastructure that will be dedicated to the City, unit prices are for educational purposes only:

Example 3 - Schedule of Values

Item #	Item Description	Qty	unit	Unit Price	Total Cost
	Storm				
1101	Demo existing 12" storm Drain	1	ls	\$15,000.00	\$15,000.00
1102	Trenching and Backfilling	160	cy	\$135.00	\$21,600.00
1103	Trench Plug	1	ea	\$2,000.00	\$2,000.00
1104	18" RCP Storm Drain Pipe	200	lf	\$75.00	\$15,000.00
1105	Connect 18" Storm Drain to existing Manhole	2	ea	\$2,000.00	\$4,000.00
1106	Type II Bedding	30	cy	\$35.00	\$1,050.00
	Total Construction Cost				\$58,650.00
	50% of Construction Cost				\$29,325.00

$$\text{Fee} = 3.3182 * ((\text{Infrastructure Cost})^{0.6593})$$

$$3.3182 * ((\$29,325.00)^{0.6593}) = \$2,925.18$$

$$\text{First half due at plan submittal} = \$2,925.18 / 2 = \$1,462.59$$

In this example, the revised construction cost based upon the bid unit prices came to be a total of \$60,000.00. Fifty percent (50%) of the total bid cost is \$30,000.00

$$\text{2nd half due prior to pre-con} = 3.3182 * ((\$30,000.00)^{0.6593}) - \$1,462.59 = \$1,506.81$$



Commission Meeting Date: September 5, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10521 - A Resolution by the City Commission to amend Planning and Community Development Land Development Application Fees in the City of Great Falls

From: Planning and Community Development Department

Initiated By: Planning and Community Development Department

Presented By: Brock Cherry, Planning and Community Development Director

Action Requested: Adopt Resolution 10521

Public Hearing:

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
 2. Mayor closes public hearing and asks the will of the Commission.
-

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10521.”

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

Staff Recommendation: Staff recommends that the City Commission adopt Resolution 10521.

Summary: The Planning and Community Development Department’s budget contains three program areas: 1) the Planning Division, 2) the Building Division, and 3) the Parking Division. Both the Building and Parking Division budgets are based solely on user fees. The Planning Division budget has some user fees, but also receives significant general fund support. Because some staff members perform work in multiple divisions, funds from each division are utilized to pay for staff salaries.

The proposed new fee schedule outlined in Resolution 10521 is being proposed due to a shortfall in the Planning Division budget. Although Resolution 10521 proposes increases to land development fees, the Planning Division’s budget will still rely on a \$376,932 infusion from the General Fund.

The second reason that this resolution is being proposed is because the Planning Division’s budget has likely lost most of an important revenue source due to recent State level legislation. This new legislation indicates that local governments cannot require business licenses when such licenses are also required by

the State of Montana. Staff is still working with the Legal Department to determine which licenses can no longer be issued. Assuming that certain license types will no longer be issued, staff has budgeted conservatively in the Planning Division's licensing fund and projects revenue from licensing to drop from \$100,000 to just over \$30,000. This revenue must be recaptured to alleviate even more pressure on the General Fund. The increase in land development fees will allow the Planning Division's budget to make up the lost licensing revenue.

A third reason for this resolution is that the department has not proposed an increase to its land development fees since 2014. It is always advisable for local governments that charge user fees to evaluate them almost every year for both fairness and cost recovery. To prepare the revised land development fee schedule, staff went through a lengthy analysis process focused on two areas: 1) the true cost of total staff time spent on representative land development proposals, and 2) comparisons with development fee schedules from other Montana municipalities.

When comparing current land development fees to other Montana communities, two very obvious patterns could be seen. First, other Montana communities have much more recent fee schedules in comparison to Great Falls. For example Missoula's fee schedule is current to 2022. Billings is annually updating its fee schedule, and has already set fees for 2024. The Bozeman fee schedule is current to 2023. Additionally, current land development fees in Great Falls are far less than Missoula and Bozeman, and are generally lower in comparison to Billings.

Staff's goal with the revised fee schedule was to generally set fees consistent with the approach done in Billings, but still keep fees below Missoula and Bozeman. For example, if a developer were to propose a 50-lot major subdivision (preliminary plat) under the new fee schedule, the filing fees would be as follows:

- Billings - \$9,867
- Bozeman - \$17,007
- Great Falls - \$9,000
- Missoula - \$14,283

The proposed fee schedule is also still much simpler than the approaches taken by both Missoula and Bozeman. It was important for staff to focus on identifying the correct fee amounts rather than more comprehensively adding new fees to the development process.

While it is always hard to perfectly track staff time spent on land development projects, staff also did an analysis of staff time spent on representative annexations, subdivisions, conditional use requests, rezoning projects, and more administrative processes. What staff discovered is that the current fees did not accurately match the number of hours spent on typical projects. This is another reason why fees are proposed to be increased.

To assist the Commission in understanding how this analysis was done, staff analyzed the staff hours spent on the recent Silverstone Annexation and Zoning request for the future 432 unit apartment project that will eventually be constructed on the 16 acre property located at the northeast corner of 38th Street and 2nd Avenue North. The Silverstone project required the developer to file a flat fee of \$2,500 to annex and zone that property. During the four months of staff time that was needed to get the project approved by the Planning Advisory Board and City Commission, staff conservatively computed that: 1) six employees from the department worked on various aspects of the project, 2) that approximately 90 hours of staff time was spent to get the project approved, and that almost \$9,000 of staff salaries were spent on the project. This is one of the reasons that the revised fee schedule is proposing that annexation fees be based on property size. If the new fees were in place at the time of filing, the applicant would have paid a \$5,400

filing fee. This new fee will still not cover total staff costs, but get the City closer to its goal – better cost recovery.

The proposed Resolution, as well as the proposed and current land development fee schedules, are included as attachments to this agenda report. If the Commission adopts the Resolution, the new fee schedule would go into effect on October 5, 2023.

Summary of Open House Meetings: At the August 1, 2023 meeting, the City Commission delayed the proposed date of the public hearing on Resolutions 10519, 10521, and 10522 from August 15 to September 5 in order for the City to facilitate open house meetings to discuss the proposed fees in greater detail with affected stakeholders. These meetings were conducted on August 11 and August 15. Attendees included staff from Planning and Community Development and Public Works, City Commissioners (August 15), the City Manager and Deputy City Manager (August 15), developers, the Executive Officer of the Homebuilder’s Association, representatives from NeighborWorks, a local engineering consultant, and an employee of North Central Independent Living.

Comments at these meetings included the following:

- Concern about the accuracy of the infrastructure fee formula adopted last year but not yet used in practice
- Concern about permit review by the City’s 3rd party engineer, particularly about comments that did not reference City code as well as hourly billing practices
- The need to have access to higher level decision makers in the City Manager’s Office
- The need to have a clearly understood appeal process for developers who disagree with engineering decisions
- The fact that fees are being increased at a time where all construction costs are getting higher and it’s easier to construct projects in the County versus the City

Fiscal Impact: The proposed changes to the land development fee schedule will potentially allow the department to increase current application revenue from between \$40-50,000 (last two fiscal years) to roughly \$110-\$140,000. This is strictly dependent on the type and volume of applications submitted. Even with the changes in the proposed resolution, the Planning Division budget is still dependent on the City’s General Fund.

Alternatives: The Commission could choose to deny Resolution 10522, revise the resolution, or delay action on the resolution.

Concurrences: Staff has worked extensively with both the City’s Finance Department and City Manager’s Office to develop this resolution as a key component of the department’s budget proposal for the new fiscal year.

Attachments/Exhibits:

Resolution 10521

Exhibit A – Proposed Land Development Fee Schedule

Exhibit B – Current Land Development Fee Schedule

RESOLUTION NO. 10521

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO AMEND PLANNING AND COMMUNITY DEVELOPMENT LAND DEVELOPMENT APPLICATION FEES IN THE CITY OF GREAT FALLS

WHEREAS, the City Land Development Code, as adopted by the Great Falls City Commission on September 6, 2005, and as amended on March 6, 2007, includes provisions and procedures for the processing of land development applications including but not limited to annexations, subdivisions, and zoning related actions; and

WHEREAS, the City Commission of the City of Great Falls last addressed land development application fees through adoption of Resolution 10063 on April 1, 2014; and

WHEREAS, Title 17 of the OCCGF includes a provision that the City Commission may, at its discretion, set and revise fees by resolution; and

WHEREAS, due to the length of time that current fees have remained in place, the cost of land development application fees are now less than many municipalities within the state of Montana and are significantly less than the true cost of staff time required to ensure such requests are in compliance with all local ordinance requirements.

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

1. The land development fee schedule in Exhibit A is hereby approved.
2. This resolution shall become effective on October 5, 2023, superseding Resolution 10063.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, September 5, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David G. Dennis, City Attorney

EXHIBIT “A”

LAND DEVELOPMENT FEE SCHEDULE	
City of Great Falls, Montana	
EFFECTIVE: October 5, 2023	
Annexation (including zoning) – Base Fee	\$3,000
Per Acre Fee (Annexation)	\$150 Per Acre
Preliminary Plat Major	\$4,000 plus \$100 per lot
Revised Preliminary Plat	\$3,500
Preliminary Minor Plat	\$3,000
Final Plat Major	\$2,000 plus \$50 per lot
Final Plat Minor	\$2,000
Administrative Amended Plat	\$400
Amended Plat (non-administrative)	\$3,000
Zoning Map Amendment	\$4,000
Conditional Use Permit	\$3,000
Variances	\$2,500
Planned Unit Development	\$4,000
Vacate Rights of Way	\$3,500
Floodplain Permit	\$300
Floodplain Determination	\$500
Zoning Permit - Residential	\$200
Zoning Permit - Commercial	\$1,000
Tax Abatement	\$1,000
Parking Lot Permit	\$500
Zoning Determination	\$500
Handicap Sign Placement	\$75

Land Development Fee Schedule City of Great Falls, Montana Effective: April 1, 2014	
Annexation	\$500
Preliminary Plat Major	\$1,500 plus \$50 per lot
Revised Preliminary Plat	\$1,000
Final Plat Major	\$1,500 plus \$25 per lot
Minor Subdivision	\$1,250
Amended Plat – Administrative Review	\$200
Amended Plat – Non Administrative Review	\$1,000
Zoning Map Amendment (Rezone) / Assign City Zoning	\$2,000
Conditional Use Permit (CUP)	\$1,500
Variance	\$1,250
Planned Unit Development (PUD)	\$2,000
Vacate Rights of Way	\$1,250
Floodplain Permit	\$200
Floodplain Determination	\$200
Zoning Permit	\$100
Zoning Determination	\$200
Handicap Sign Placement	\$75



Commission Meeting Date: September 5, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10522 – A Resolution by the City Commission to raise permit fees for building, plumbing, mechanical, electrical and other related permit processes by eight percent (8%) in the City of Great Falls

From: Planning and Community Development Department

Initiated By: Planning and Community Development Department

Presented By: Brock Cherry, Planning and Community Development Director

Action Requested: Adopt Resolution 10522

Public Hearing:

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
 2. Mayor closes public hearing and asks the will of the Commission.
-

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10522.”

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

Staff Recommendation: Staff recommends that the City Commission adopt Resolution 10522.

Summary: The Planning and Community Development Department’s budget contains three program areas: 1) the Planning Division, 2) the Building Division, and 3) the Parking Division. Both the Building and Parking Division budgets are based solely on user fees. The Planning Division budget has some user fees, but also receives significant general fund support. Because some staff work across multiple divisions, funds from each division are utilized to pay for staff salaries.

The proposed new fee schedule outlined in Resolution 10522, which raises Building Division fees by eight percent, is being driven mainly by shortfalls in the Planning Division budget. Although Resolution 10521 proposes increases to land development fees and sign permit fees, the Planning Division’s budget will still rely on a \$376,932 infusion from the General Fund. This budget assumes that both resolutions are adopted by the City Commission.

In addition to generally supporting the Department's Planning Budget, there are some more specific reasons why Resolution 10522 is being proposed. As Commissioners know, the City's different permitting departments have worked extensively with the City Manager's Office to completely overhaul the City's development review process. One of the biggest modifications to the process was to create a "one-stop-shop" in the Planning and Community Development Department to ensure that all contractors, developers, and designers have one point of contact to apply for permits and land use entitlements. The process has greatly benefitted the development community, and many stakeholders in the process have benefitted from faster and more predictable project delivery.

One of the biggest reasons for this improvement was the decision to enable staff planners to be permit coordinators. This allows projects to be shepherded by one staff planner from the developer's initial vision to the receipt of a Certificate of Occupancy for a new building. This demands a new skill set for staff – one where the planners must be more fluent in what all departments in the City need to review for each unique project. Because the planners are being asked to increase their involvement with the department's Building Division, the 2023-2024 budget was designed to pay each planner 10% from the City's Building Division. This naturally creates a need to raise fees to create more predictable revenue in the City's Building Fund.

Finally, Resolution 10522 is being brought forward for the same reason that fee resolutions are typically submitted for fee increases. The department has been very conservative when it comes to increasing fees. The last fee increase brought forward by the department was in 2014. In fact, the department decreased fees in 2018 by five percent because the State of Montana notified the City that the Building Fund had too large of a reserve balance. When viewed in a nine year timeframe, Resolution 10522 represents a three percent increase in fees in a nine year period. This is a very modest proposal given the challenges the department has faced in reviewing and inspecting all development activity without any increase in staff.

The proposed Resolution and fee schedule are included as attachments to this agenda report. If this Resolution is adopted, the new fee schedule will take effect on October 5, 2023.

Summary of Open House Meetings: At the August 1, 2023 meeting, the City Commission delayed the proposed date of the public hearing on Resolutions 10519, 10521, and 10522 from August 15 to September 5 in order for the City to facilitate open house meetings to discuss the proposed fees in greater detail with affected stakeholders. These meetings were conducted on August 11 and August 15. Attendees included staff from Planning and Community Development and Public Works, City Commissioners (August 15), the City Manager and Deputy City Manager (August 15), developers, the Executive Officer of the Homebuilder's Association, representatives from NeighborWorks, a local engineering consultant, and an employee of North Central Independent Living.

Comments at these meetings included the following:

- Concern about the accuracy of the infrastructure fee formula adopted last year but not yet used in practice
- Concern about permit review by the City's 3rd party engineer, particularly about comments that did not reference City code as well as hourly billing practices
- The need to have access to higher level decision makers in the City Manager's Office
- The need to have a clearly understood appeal process for developers who disagree with engineering decisions
- The fact that fees are being increased at a time where all construction costs are getting higher and it's easier to construct projects in the County versus the City

Fiscal Impact: Assuming similar volume of permit activity, the proposed increases to fees are expected to raise departmental revenues by \$100,000 to \$200,000. Please note that even with these increases, the department will still be relying on a \$376,932 from the general fund.

Alternatives: The Commission could choose to deny Resolution 10522, revise the resolution, or postpone consideration.

Concurrences: Staff has worked extensively with both the City's Finance Department and City Manager's Office to develop this resolution as a key component of the department's budget proposal for the new fiscal year.

Attachments/Exhibits:

Resolution 10522

Exhibit A

RESOLUTION NO. 10522

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO RAISE PERMIT FEES FOR BUILDING, PLUMBING, MECHANICAL, ELECTRICAL AND OTHER RELATED PERMIT PROCESSES EIGHT PERCENT (8%) IN THE CITY OF GREAT FALLS

WHEREAS, the City Commission adopted Resolution 10374 on November 17, 2020, establishing fees in accordance with Title 15 of the Official Code of the City of Great Falls covering permits for building, plumbing, mechanical, electrical and other related construction activities in the City of Great Falls; and

WHEREAS, the City of Great Falls reviews plans and processes approximately 3,000 permits and conducts approximately 7,000 inspections annually; and

WHEREAS, after significantly revising the City's development review process, staff from the department have been tasked with significantly greater responsibilities to ensure that permit review seamlessly incorporates the expertise of Building, Planning, Environmental, Engineering, and Fire Department staff while providing faster turnaround times to permit applicants; and

WHEREAS, much of the new responsibility has been given to staff planners, and it has now become necessary to use Building Division funds to supplement the General Fund to pay for planners who are charged with coordinating the interdepartmental permit review process; and

WHEREAS, permit fees have not been increased since 2014, and were actually decreased by five percent (5%) in 2018; and

WHEREAS, City staff have determined that an eight (8%) fee increase is necessary to re-adjust fees to properly compensate the service being provided to applicants and reduce impacts to the City's General Fund; and

WHEREAS, in the adoption of Resolution 10374, a provision was accidentally removed from Resolution 10064, adopted on April 1, 2014, that specifically allowed for a 2.5% permit fee increase on July 1 of a new fiscal year, except for those years in which the Building Division Fund cash balances exceeds \$600,000 on June 30 of the previous year; and

WHEREAS, it is in the City's best interests to restore the provision in Resolution 10064 to ensure that the Building Division Fund maintains a reasonable balance to properly address its budgetary needs.

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

- 1. The Fee Schedule attached hereto as “Exhibit A” is hereby approved.
- 2. The allowance to automatically enact a 2.5% permit fee increase on July 1 of a new fiscal year, except for those years in which the Building Division Fund cash balances exceeds \$600,000 on June 30 of the previous year, is hereby restored.
- 3. This Resolution shall become effective on October 5, 2023, superseding Resolution 10374.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, September 5, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David G. Dennis, City Attorney

Exhibit A – Revised Building Fee Schedule – Effective 10/05/23

Building Permit Fees - Effective 10/5/2023						
Value			Value			
\$1	\$1,000	\$67.62	\$50,001	\$51,000	\$775.52	\$100,001 TO \$500,000:
\$1,001	\$2,000	\$80.89	\$51,001	\$52,000	\$783.72	\$1,178.30 FOR THE FIRST \$100,000
\$2,001	\$3,000	\$97.33	\$52,001	\$53,000	\$791.95	PLUS \$6.90 FOR EACH
\$3,001	\$4,000	\$113.77	\$53,001	\$54,000	\$800.18	ADDITIONAL \$1,000 OR
\$4,001	\$5,000	\$130.20	\$54,001	\$55,000	\$808.39	PORTION THEREOF
\$5,001	\$6,000	\$146.65	\$55,001	\$56,000	\$816.61	
\$6,001	\$7,000	\$163.09	\$56,001	\$57,000	\$824.82	
\$7,001	\$8,000	\$179.53	\$57,001	\$58,000	\$833.05	\$500,001 TO \$1,000,000:
\$8,001	\$9,000	\$195.97	\$58,001	\$59,000	\$841.28	\$3,937.83 FOR THE FIRST \$500,000
\$9,001	\$10,000	\$212.41	\$59,001	\$60,000	\$849.50	PLUS \$5.44 FOR EACH
\$10,001	\$11,000	\$228.85	\$60,001	\$61,000	\$857.71	ADDITIONAL \$1,000 OR
\$11,001	\$12,000	\$245.30	\$61,001	\$62,000	\$865.93	PORTION THEREOF
\$12,001	\$13,000	\$261.74	\$62,001	\$63,000	\$874.15	
\$13,001	\$14,000	\$278.18	\$63,001	\$64,000	\$882.38	
\$14,001	\$15,000	\$294.62	\$64,001	\$65,000	\$890.60	\$1,000,000 AND UP:
\$15,001	\$16,000	\$311.06	\$65,001	\$66,000	\$898.82	\$6,654.25 FOR THE FIRST \$1,000,000
\$16,001	\$17,000	\$327.50	\$66,001	\$67,000	\$907.04	PLUS \$4.11 FOR EACH
\$17,001	\$18,000	\$343.94	\$67,001	\$68,000	\$915.26	ADDITIONAL \$1,000 OR
\$18,001	\$19,000	\$360.37	\$68,001	\$69,000	\$923.49	PORTION THEREOF
\$19,001	\$20,000	\$376.82	\$69,001	\$70,000	\$931.69	
\$20,001	\$21,000	\$393.26	\$70,001	\$71,001	\$939.92	RESIDENTIAL PLAN REVIEW =
\$21,001	\$22,000	\$409.70	\$71,001	\$72,000	\$948.13	50% OF PERMIT FEE
\$22,001	\$23,000	\$426.14	\$72,001	\$73,000	\$956.35	
\$23,001	\$24,000	\$442.58	\$73,001	\$74,000	\$964.57	
\$24,001	\$25,000	\$459.03	\$74,001	\$75,000	\$972.80	COMMERCIAL PLAN REVIEW =
\$25,001	\$26,000	\$471.37	\$75,001	\$76,000	\$981.03	65% OF PERMIT FEE
\$26,001	\$27,000	\$483.68	\$76,001	\$77,000	\$989.24	
\$27,001	\$28,000	\$496.02	\$77,001	\$78,000	\$997.47	
\$28,001	\$29,000	\$508.35	\$78,001	\$79,000	\$1,005.69	IF CONSTRUCTION HAS STARTED
\$29,001	\$30,000	\$520.68	\$79,001	\$80,000	\$1,013.90	PRIOR TO THE ISSUANCE OF A
\$30,001	\$31,000	\$533.01	\$80,001	\$81,000	\$1,022.12	BUILDING PERMIT, THE BUILDING PERMIT
\$31,001	\$32,000	\$545.34	\$81,001	\$82,000	\$1,030.34	FEE WILL DOUBLE
\$32,001	\$33,000	\$557.67	\$82,001	\$83,000	\$1,038.56	
\$33,001	\$34,000	\$569.99	\$83,001	\$84,000	\$1,046.79	
\$34,001	\$35,000	\$582.34	\$84,001	\$85,000	\$1,055.00	
\$35,001	\$36,000	\$594.67	\$85,001	\$86,000	\$1,063.23	
\$36,001	\$37,000	\$606.98	\$86,001	\$87,000	\$1,071.44	
\$37,001	\$38,000	\$619.33	\$87,001	\$88,000	\$1,079.67	
\$38,001	\$39,000	\$631.65	\$88,001	\$89,000	\$1,087.88	
\$39,001	\$40,000	\$643.98	\$89,001	\$90,000	\$1,096.10	
\$40,001	\$41,000	\$656.33	\$90,001	\$91,000	\$1,104.33	
\$41,001	\$42,000	\$668.65	\$91,001	\$92,000	\$1,112.54	
\$42,001	\$43,000	\$681.02	\$92,001	\$93,000	\$1,120.77	
\$43,001	\$44,000	\$693.31	\$93,001	\$94,000	\$1,128.99	
\$44,001	\$45,000	\$705.64	\$94,001	\$95,000	\$1,137.21	
\$45,001	\$46,000	\$717.97	\$95,001	\$96,000	\$1,145.43	
\$46,001	\$47,000	\$730.29	\$96,001	\$97,000	\$1,153.65	
\$47,001	\$48,000	\$742.63	\$97,001	\$98,000	\$1,161.86	
\$48,001	\$49,000	\$754.95	\$98,001	\$99,000	\$1,170.09	
\$49,001	\$50,000	\$767.29	\$99,001	\$100,000	\$1,178.30	

Exhibit A – Revised Building Fee Schedule – Effective 10/05/23

MECHANICAL PERMIT FEES EFFECTIVE 10/05/23

Permit Issuance

1. For the issuance of each mechanical permit **\$37.14**

Unit Fee Schedule

(Note: The following do not include permit-issuing fee.)

1. Furnaces

For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3Kw)..... **\$20.56**

For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW) **\$24.53**

For the installation or relocation of each floor furnace, including vent **\$20.56**

For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater **\$20.56**

2. Gas Piping Systems

For each outlet **\$7.56**

3. Mobile/Manufactured Home hookup \$20.56

4. Appliance Vents

For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit **\$10.88**

5. Repairs of Additions

For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code **\$19.09**

6. Boilers, Compressors and Absorption Systems

For the installation or relocation of each boiler or compressor to and including three horsepower (10.6kW), or each absorption system to and including 100,000 Btu/h (29.3kW) **\$20.56**

For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7kW), or each absorption system over 100,000 Btu/h (29.3kW) to and including 500,000 Btu/h (146.6kW)..... **\$36.88**

For the installation or relocation of relocation of each boiler or compressor over 15 horsepower (52.7kW) to and including 1,000,000 Btu/h (293.1kW)..... **\$50.52**

For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/ (512.9kW)..... **\$73.72**

For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9kW) **\$123.31**

7. Air Handlers

For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s), including ducts attached thereto **\$14.98**

Note: This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.

For each air-handling unit over 10,000 cfm. (4719L/s) **\$24.54**

8. Evaporative Coolers

For each evaporative cooler other than portable type **\$14.98**

9. Ventilation and Exhaust

For each ventilation fan connected to a single duct **\$10.88**

For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit **\$14.98**

For the installation of each Type I commercial kitchen hood **\$67.62**

For the installation of each Type II commercial kitchen hood **\$14.98**

10. Incinerators

For the installation or relocation of each domestic-type incinerator **\$24.53**

For the installation or relocation of each commercial or industrial-type incinerator..... **\$98.39**

11. Miscellaneous

For each appliance or piece of equipment regulated by the Mechanical Code but not classed

Exhibit A – Revised Building Fee Schedule – Effective 10/05/23

in other appliance categories, or for which no other fee is listed \$14.98

Other Inspection and Fees:

- 1. Inspections outside of normal business hours, per hour.
Minimum charge – two hours..... **ACTUAL COST TO JURISDICTION**
- 2. ** Re-inspection fee may be assessed for each inspection of re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made.
Minimum charge – one half-hour..... **\$67.63/hr.**
- 3. Inspections for which no fee is specifically indicated, per hour.
Minimum charge – one half-hour..... **\$67.63/hr.**
- 4. Additional plan review required by changes, additions, or revisions to plans for which an initial review has been completed.
Minimum charge – one half-hour..... **\$67.63/hr.**
- 5. Investigation Fee for commencing work prior to permit issuance..... **EQUAL TO PERMIT FEE**

**This provision is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

Exhibit A – Revised Building Fee Schedule – Effective 10/05/23
PLUMBING PERMIT FEES EFFECTIVE 10/05/23

Permit Issuance

- 1. For the issuance of each plumbing permit **\$37.14**

Unit Fee Schedule

(Note: The following do not include permit-issuing fee.)

1. Fixtures and Vents

- For each plumbing fixture or trap or set of fixtures on one trap **\$13.66**
- For repair of alteration of drainage or vent piping, each fixture **\$8.22**

2. Water Service

- For repair, replacement or new (1 only) **\$30.10**
- Utility stubs---2 or more water services ---12.65 ea. plus 34.39 per trip
- If included in plumbing/gas permit **\$13.66**
- For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps **\$27.31**
- Rainwater systems—per drain (inside building) **\$13.66**

3. Water Piping and Water Heaters

- For installation, alteration, or repair of water piping or water-treating equipment or both, each **\$8.22**
- For each water heater **\$17.78**

4. Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices

- For each lawn sprinkler system on any one meter, including backflow protection devices therefore .. **\$20.56**
- For atmospheric-type vacuum breakers or backflow protection devices not included in Item 1:
 - 1 to 5 devices **\$17.78**
 - Over 5 devices, each **\$4.77**
- For each backflow protective device other than atmospheric-type vacuum breakers:
 - 2 inches (50.8mm) and smaller **\$16.45**
 - Over 2 inches **\$32.78**

5. Swimming Pools

- For each swimming pool or spa:
 - Public pool **\$121.58**
 - Public spa **\$81.93**
 - Private pool **\$81.93**
 - Private spa **\$40.98**

6. Miscellaneous

- For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or which no other fee is listed **\$13.66**

Other Inspections and Fees:

- 1. Inspections outside of normal business hours, per hour
 - Minimum charge – two hours **ACTUAL COST TO JURISDICTION**
- 2. ** Re-inspection fees may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made
 - Minimum charge – one half-hour **\$67.63/hr.**
- 3. Inspections for which no fee is specifically indicated, per hour
 - Minimum charge – one half-hour **\$67.63/hr.**
- 4. Additional plan review required by changes, additions, or revisions to plans for which an initial review has been completed
 - Minimum charge – one half-hour **\$67.63/hr.**
- 5. Investigation Fee for work commencing before permit issuance **EQUAL TO PERMIT FEE**

**This provision is not to be interpreted as requiring re inspection fee the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

Exhibit A – Revised Building Fee Schedule – Effective 10/05/23

<u>Total Job Cost</u>	<u>Inspection Fee</u>
\$0 - \$ 1,000	\$66.97
\$1,001 - \$5,000	\$147.44
\$5,001 - \$10,000	\$281.35
\$10,001 - \$50,000	\$368.73 for first \$10,000 plus ½ of 1% of balance
More than \$50,000	\$666.39 for first \$50,000 plus ¼ of 1% of balance

- 7. Residential Appliances:** For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter- mounted cooking tops; electric ranges, self-contained room, console, or through-wall air conditions; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horsepower (HP) in rating, each **\$23.21**

Note: for other types of air conditioners and other motor driven appliances having larger electrical ratings, see Power Apparatus.

- 8. Nonresidential Appliances:** For residential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt-ampere (KVA), in rating including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each **\$23.21**

Note: for other types of air conditioners and other motor-driven appliances have larger electrical ratings, see Power Apparatus.

- 9. Power Apparatus:** For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows:

Rating in horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilovolt-amperes reactive (KVAR):

Up to and including 10, each.....	\$23.21
Over 10 and not over 50, each.....	\$32.75
Over 50 and not over 100, each.....	\$66.97
Over 100, each	\$100.31

Note: a. For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.

b. These fees include all switches, circuit breakers, contractors, thermostats, relays and other directly related control equipment.

- 10. Services:**
- For services of six hundred volts or less and not over two hundred amperes in rating, each **\$42.30**
- For services of six hundred volts or less and over two hundred amperes to one thousand amperes in rating, each..... **\$81.93**
- For services over six hundred volts or over one thousand amperes in rating each..... **\$165.21**

Note: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, bus ways, signs or other equipment.

Exhibit A – Revised Building Fee Schedule – Effective 10/05/23

- 11. Option to Permitting Commercial Work under \$300.00 Per Job Cost. As an option to individual permits for work \$300.00 or under, total electrical job cost, a licensed electrical contractor may purchase an annual permit to cover all jobs of this description for the calendar year. The cost of this permit shall be **\$442.44**

Other Inspections and Fees:

- 12. Inspections outside of normal business hours
Minimum charge – two hours **ACTUAL COST TO THE JURISDICTION**
- 13. **Re-inspections: A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made
Minimum charge – one half-hour..... **\$67.63/hr.**
- 14. Inspections for which no fee is specifically indicated
Minimum charge – one half-hour..... **\$67.63/hr.**
- 15. Additional plan review required by changes, additions or revisions to approve plans
Minimum charge – one half-hour..... **\$67.63/hr.**
- 16. Investigation Fee for commencing work before permit issuance **EQUAL TO PERMIT FEE**

* Includes a maximum of three (3) inspections.

** This provision is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.



Commission Meeting Date: September 5, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10527 – Resolution approving a request from the Great Falls Planning & Community Development Department Application to use up to \$31,052 of Downtown Urban Renewal District Tax Increment Financing (TIF) funds for the upgrade of non-compliant pedestrian curb ramps on Central Avenue from Park Drive to 6th Street.

From: Andrew Finch, Senior Planner, Planning & Community Development Dept.

Initiated By: Andrew Finch, Senior Planner, Planning & Community Development Dept.

Presented By: Brock Cherry, Planning and Community Development Director

Action Requested: Adopt Resolution 10527

Public Hearing:

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
 2. Mayor closes public hearing and asks the will of the Commission.
-

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10527.”

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

Staff Recommendation: Staff recommends approval of Resolution 10527 for expending up to \$31,052 of Downtown Urban Renewal Tax Increment Financing (TIF) District Funds to match a Federal grant to upgrade non-compliant pedestrian curb ramps on Central Avenue from Park Drive to 6th Street.

Summary: The City of Great Falls Planning & Community Development Department applied for and received a Federal grant to bring Central Avenue’s non-compliant pedestrian curb ramps (i.e., ADA ramps) up to current standards. In most cases, this will entail installation of color-contrasting “truncated domes” or “tactile warning strips” as an aid to the visually impaired. In a few instances, a ramp may also need to be re-built due to non-compliant grades/slopes for wheelchair users.

The project limits would be from Park Drive to 6th Street, including all non-compliant corners at all intersections in between, including Park Drive and 6th Street. The Federal Grant was awarded by the Great Falls MPO, who selected the project for funding under the Montana Department of Transportation’s

“Transportation Alternatives (TA) Program”. The TA program provides funds generally for non-motorized travel infrastructure improvements, in the amount of 86.58% of the project’s total cost.

The proposed project has an estimated cost of \$231,382. In order to utilize the TA funds, a local match of 13.42% of the project cost must be secured. Because this is within the Downtown Urban Renewal District and eligible for use of Downtown Urban Renewal District Tax Increment Financing funds, this request has been submitted for consideration of the use of \$31,052 in TIF funds.

Downtown Urban Renewal Plan and Requested TIF Funding Allocation Decisions: In order for the municipality to approve TIF funding requests, such requests must be determined to be in compliance with the local jurisdiction’s Urban Renewal Plan, as well as be eligible for TIF funding in accordance with the MCA Statutes. To aid in the City Commission’s decision, the City’s Tax Increment Application Process establishes twelve specific criteria to assess the merits of a project in relation to the Downtown Urban Renewal Plan. Staff has reviewed the applicant’s request based on the review criteria noted below, as well as the project’s general consistency with the Downtown Urban Renewal District Plan.

City of Great Falls TIF Review Criteria:

- 1) **Public Infrastructure Improvements** - Public infrastructure improvements have the benefit of improving and impacting an entire district. Each district may have its own Capital Improvement Plan, which may include things such as roadway improvements, storm drains, sewer and waterlines, railroads, etc.

Staff Analysis: The project will correct deficient public infrastructure, thereby improving accessibility to all buildings, businesses and residences along Central Avenue.

- 2) **Economic Stimulus**- The amount of economic activity to be generated within a district through the development is assessed, as well as the leverage ratio of public to private investment. In general, the maximum limit of any one development is 10% of the construction/rehabilitation costs, exclusive of acquisition costs. Projects demonstrating extraordinary benefit to Districts or the community may, at the discretion of City Commission, receive additional TIF assistance for eligible items. All applications should contain credible, measurable information substantiating the project’s economic stimulus in the District and the community.

Staff Analysis: As this is a public project not tied to any specific private improvement, there will be no explicit economic benefit. However, rectifying public mobility deficiencies will make Downtown more attractive to customers, employees and residents with mobility or visual impairments. By not excluding residents of and visitors to Great Falls, it will encourage business that may either target such populations to locate downtown, or encourage businesses or residential developers to invest downtown if they are interested in gaining benefit from being accessible to all shoppers, customers, employees or residents, regardless of any physical limitation.

- 3) **Tax Generation** – The increase in taxable value due to the new district development, including construction/rehabilitation, as estimated by the County Assessor’s office to determine tax increment generation.

Staff Analysis: The project will indirectly support taxable businesses and properties as it will encourage more direct and safe connections for impaired customers, employees or residents. However, the project is not directly tied to any private, taxable property.

- 4) **Employment Generation** – Total employment generated by the district development is assessed in terms of permanent and part-time jobs, and construction jobs.

Staff Analysis: This project will require temporary construction jobs during construction, estimated at 5-10 jobs (FTE).

- 5) **Elimination of Blight** – The development’s direct and indirect impact on the physical and fiscal deterioration within the appropriate district and the community, as identified in the appropriate district plan.

Staff Analysis: The project will repair/replace any deficient curb ramps and bring them into compliance for ADA requirements, thereby rectifying unsafe conditions for mobility or visually impaired sidewalk users.

- 6) **Special or Unique Opportunities** – The extent to which the district’s development represents a unique opportunity, meets a special need, or addresses specific district or community goals. The restoration of a historic property or the provisions of an unmet community need is an example of special or unique opportunities.

Staff Analysis: This is a key criterion for the City Commission to consider in its decision. The proposed project qualifies as a Public Improvement, and explicitly implements the following Strategy by correcting a barrier to... “sidewalks (and) curbs”:

(from the Downtown Urban Renewal Plan, page 7) *1. CONNECTED. 1. Improve pedestrian connectivity and safety Downtown. c. identify, prioritize and correct accessibility barriers to sidewalks, curbs, pedestrian signals and other pedestrian facilities.*

Further, funding of this project at this time will allow the City to leverage local funds to obtain a grant to pay for the majority of the project cost. The breakdown of contribution to the project would be on a ratio of 13.42/86.58 (local/Federal).

- 7) **Impact Assessment** – The extent of both positive and negative environmental impacts, appropriateness of the developer’s project design, and impact on existing businesses or residents.

Staff Analysis: The project will have a positive impact upon downtown by ensuring full access to businesses and residences by all users. This will enhance the use of downtown by improving access by mobility and visually impaired visitors. The project is not anticipated to have any negative impacts.

- 8) **Financial Assistance** – Other forms of financing available to the Applicant, Lender participation, industrial development revenue bonds, and state and federal grant monies, for example are examined to assess the need for TIF assistance.

Staff Analysis: 86.58% of the project cost has been secured and is fully committed and guaranteed. The TIF funding requested is the remaining 13.42%.

- 9) **Development's Feasibility** – A determination of feasibility is made on the strength of the applicant's demonstration of market demand for the development in the district and is contained primarily on the pro forma and financing commitments.

Staff Analysis: The project is feasible, as all non-TIF funding has already been fully secured.

- 10) **Developer Ability to Perform** – An assessment of the Applicant's capability to undertake the relative complexities of the development based on past performance on similar projects.

Staff Analysis: The Montana Department of Transportation will construct the project, and has ample experience with this type of project.

- 11) **Timely Compensation** – The feasibility of completing the development according to the Applicant's development schedule.

Staff Analysis: The project will be constructed by the Montana Department of Transportation, and will be developed according to its timeline.

- 12) **Payment of Taxes** – All property taxes, special improvement district assessments and other assessments on the project property must be paid to date.

Staff Analysis: As this is an improvement in the public right-of-way, no property taxes are assessed.

Determination of Appropriateness: The proposed project is found to be eligible according to Montana Code Annotated (MCA) guidance as well as being in conformance with the Downtown Urban Renewal Plan. If approved, the TIF funding would be provided to the Montana Department of Transportation as local match for the proposed project.

Downtown Development Partnership Recommendation: The Downtown Development Partnership (DDP) is the recommending body for the City Commission for project requests within the Downtown TIF district. The project was presented to the DDP at the July 26, 2023 meeting, where it received a unanimous vote of support. A letter of support from the DDP has been attached to this agenda report.

Fiscal Impact: The funding request will allow the City to leverage local dollars for a larger project cost, on a 13.42/86.48 ratio, local to Federal. The attached Exhibit A shows all project obligations within the Downtown TIF district, as well as their funding amounts and a final fund balance. The Downtown TIF fund balance is actually in the negative due to project obligations exceeding available funding. This would normally be concerning, but what the balance sheet does not reflect is that the City's Downtown TIF Building Program has still not spent its initial \$500,000 annual allocation. Additionally, the downtown storm water project will be funded over a 5-year period rather than funded all at once. While the Downtown TIF is being utilized heavily by both the private sector and the City of Great Falls, there is adequate funding in the TIF district to fulfill the request.

Alternatives: The City Commission could vote to deny the TIF expenditures or approve a lesser amount.

Concurrences: The City's Public Works Department has reviewed and concurs in the request.

Attachments/Exhibits:

Resolution 10527
DDP Letter of Support
Application, with map and photos
Exhibit A - Downtown TIF District Obligations

RESOLUTION 10527

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, APPROVING THE CITY OF GREAT FALLS PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT APPLICATION FOR USE OF DOWNTOWN URBAN RENEWAL TAX INCREMENT FINANCING (TIF) DISTRICT FUNDS

* * * * *

WHEREAS, under the provisions of the Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended, an urban renewal district may be established so that a municipality may undertake urban renewal projects therein, provide for the segregation and collection of tax increment with respect to taxes collected in such district, and apply all or a portion of the tax increment derived from such district to the payment of costs of such urban renewal projects; and

WHEREAS, the City Commission, pursuant to Resolution No. 9961, duly adopted on March 6, 2012, created an urban renewal area as the Downtown Urban Renewal District and pursuant to Ordinance No. 3088, duly adopted on May 15, 2012 after a duly called and noticed public hearing thereon adopted the Downtown Urban Renewal Plan containing a tax increment financing provision; and

WHEREAS, in April, 2013, the City Commission approved the revised Tax Increment Application and Forms that outline eligible activities under state statute, the application process to be followed, and criteria to be used when evaluating applications; and,

WHEREAS, the purpose of the Downtown Tax Increment Financing District is to stimulate revitalization and redevelopment of the central business district; and,

WHEREAS, The City of Great Falls Planning & Community Development Department has proposed the upgrade of non-compliant pedestrian curb ramps in the Downtown Urban Renewal District with eligible tax increment financing funds, and has applied for use of such funds; and

WHEREAS, City Staff has assessed the project in relation to the goals and objectives of the Downtown Urban Renewal District Plan, evaluated the project based on the evaluation

criteria, and determined that expenditure of TIF funds in the amount of \$31,052 is warranted for the purpose of upgrading non-compliant pedestrian curb ramps on Central Avenue between Park Drive and 6th Street, and will further support economic development in the Downtown Urban Renewal District.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Great Falls, Montana, that the City Planning and Community Development Department Application for use of Downtown Urban Renewal Tax Increment Financing (TIF) District Funds in the amount of \$31,052 for the purpose of upgrading non-compliant pedestrian curb ramps on Central Avenue from Park Drive to 6th Street is hereby approved.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, September 5, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk
(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney



August 17, 2023

Dear Mayor and Commissioners,

The Downtown Development Partnership of Great Falls strongly supports the use of TIF funding towards the streetscape project along 7th Street and the addition of ADA compliant ramps. This not only allows easier mobility for our residents and visitors, but it also enhances the appearance of our downtown. The original streetscape project in 2015 was a great addition to our downtown, unfortunately this section was not included in the project and has since been an area of growth in the downtown. Please consider approving these funds in order to bring 7th Street up par with the adjoining areas of downtown.

Thank you for your consideration,

Kellie Pierce

Kellie Pierce
Downtown Development Partnership



**CITY OF GREAT FALLS
APPLICATION AND PROCESS FOR
TAX INCREMENT FINANCING FUNDS**

IMPORTANT: The material included below outlines the Tax Increment Financing application process and the responsibilities of the Applicant and the City of Great Falls. The Planning and Community Development Department is charged with processing all applications and accomplishing the plans established with creation of each district. Private projects requesting Tax Increment financial assistance will be evaluated by the Great Falls Planning Advisory Board. The Board will prepare a recommendation to the City Commission concerning each individual request using the criteria outlined in this document. Please review this information carefully before submitting the application forms or finalizing your development plans.

Failure to receive approval of a completed application BEFORE construction begins may affect the Applicant’s eligibility for Tax Increment Financing assistance from the City of Great Falls.

INTRODUCTION

The City of Great Falls is responsible for administering the urban renewal program in Great Falls, pursuant to Montana Urban Renewal Law (Title 7 Chapter 15 parts 42 and 43, Montana Code Annotated). Tax Increment Financing (TIF) is an important element of the program as it provides the City with a means to finance urban renewal, industrial, technology or aerospace activities. The TIF program operates by first establishing a base year taxable value for all properties within the appropriate district. All increases in property taxes in the district above this base valuation, due to new development or reappraisals, are assigned to the City to be used to finance eligible activities within the district.

The City has adopted four TIF districts:

Central Montana Agri-Tech Park

- Boundaries Amended – May 7, 2013 (Ord. 3106)
- Boundaries Amended – December 4, 2007 (Ord. 2996)
- Original Adoption Date – May 17, 2005 (Ord. 2911)
- Base Year – January 1, 2005

West Bank Urban Renewal District

- Adopted – March 20, 2007 (Ord. 2967)
- Base Year – January 1, 2007

Great Falls International Airport Tax Increment Industrial District

Boundaries Amended - September 1, 2009 (Ord. 3043)

Original Adoption Date – November 5, 2008 (Ord. 3022) and boundaries were amended

Base Year – January 1, 2008

Downtown Urban Renewal District

Adopted – May 15, 2012 (Ord. 3088)

Base Year – January 1, 2012

East Industrial Park Tax Increment Financing

Adopted – May 7, 2013 (Ord. 3105)

Base year: January 1, 2013

Applicants for TIF assistance are subject to program eligibility analysis and project review criteria listed below. In addition, project applications will be accepted and processed in the order in which they are received and approved based on the availability of funds in consideration of goals of the plan for the appropriate district.

ELIGIBLE TIF ACTIVITIES

7-15-4288, M.C.A defines how tax increments can be used by the municipality to pay costs of or incurred in connection with an urban renewal project, industrial infrastructure development project, technology infrastructure development project or aerospace transportation and technology infrastructure development project and includes:

1. Land acquisition, including acquisition of infrastructure-deficient areas and assemblage of land for development by private enterprise or public agencies, including sale, initial leasing, or retention by the municipality itself at fair value.
2. Demolition and removal of structures.
3. Relocation of occupants.
4. Public improvements such as the acquisition, construction and improvement of infrastructure which includes streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, storm sewers, waterlines, waterways, sewage and water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and other public improvements.
5. Costs incurred in the exercise of urban renewal powers allowed under 7-15-4233, M.C.A.

APPLICATION PROCESS

Applicants seeking TIF assistance from the City must submit a written application for each TIF-assisted project.

The following procedure has been developed to allow for a thorough and public review of TIF funding requests.

1. Initial Contact. Contact the Planning and Community Development Department, Room 112 in the Civic Center, to discuss the project and determine eligibility for TIF assistance.
2. Prepare a Written Application. The Applicant must submit a complete written application for each funding request. Additional information may be required of Applicants by staff when deemed necessary for the evaluation process. City of Great Falls initiated and administered projects are required to complete an application. (City projects should complete the following sections of the application—Application for Funds, Eligible Activities and the Certification Page.)
3. Staff Review. Upon submittal of all necessary information, a staff group consisting of Fiscal Services, Planning and Community Development, Park & Recreation, and Public Works department heads and the Deputy City Manager will review the merits of the project and the need for funding. The Planning and Community Development Department staff will prepare a staff report and recommendation for the Planning Advisory Board and/or Downtown Development Partnership.
4. Advisory Board. The staff recommendation will be considered by the Planning Advisory Board or Downtown Development Partnership. The Downtown Development Partnership will consider all applications submitted for the Downtown Urban Renewal District, the Planning Advisory Board will consider all other TIF applications. The advisory boards, will in turn prepare a recommendation to the City Commission for final approval. At any point in the review process the staff, the Planning Advisory Board, Downtown Development Partnership or the City Commission may request more information of the Applicant or solicit comments on the project from other public agencies.
5. City Commission Review and Approval. The City Commission will review the project, will consider the recommendation from the Planning Advisory Board and/or Downtown Development Partnership will approve or reject the funding request or any part thereof along with any special terms of TIF assistance.
6. Development Agreement. If TIF assistance is approved, the City and the Applicant must execute a legally binding Development Agreement which establishes the terms and conditions of the TIF assistance. Among the terms and conditions, the Agreement shall specify the schedule for the start and completion of the project, may require the Applicant to guarantee repayment of TIF assistance

if the terms of the Agreement are violated by the Applicant and may require an agreement for payment of an annual tax deficiency fee pursuant to §7-15-4294, MCA. The Development Agreement shall also specify whether the Applicant or City will be responsible for bidding or obtaining cost estimates and selecting contractors for funded activities. If receiving TIF dollars, the applicant is required to follow requirements for public construction contracts as pertains to payment and performance bonding and standard prevailing rate of wages. The Development Agreement must be approved by the City Commission. Projects initiated and/or administered by the City of Great Falls are not required to complete a Development Agreement.

IMPORTANT NOTE: Costs to be paid with TIF monies may not be incurred by the Applicant prior to funding approval and the satisfaction of any conditions of such approval.

CRITERIA FOR REVIEW

Materials contained in TIF applications are used to assess the merits of projects in relation to the goals and objectives of the appropriate district plan. To measure the public benefit derived from the project, the City evaluates projects based on the following criteria. Each district development is judged on its own merit; therefore, no weight is given to any of the criteria. The City Commission may establish additional criteria per district that would provide specific funding priorities.

1. Public Infrastructure Improvements – Public infrastructure improvements have the benefit of improving and impacting an entire district. Each district may have its own Capital Improvement Plan, which may include things such as roadway improvements, storm drains, sewer and water lines, railroads, etc.
2. Economic Stimulus – The amount of economic activity to be generated within the district through the development is assessed, as well as the leverage ratio of public to private investment. In general, the maximum limit of participation in any one development is 10% of the construction/rehabilitation costs, exclusive of acquisition cost. Development projects clearly demonstrating extraordinary benefit to districts or the community may, at the discretion of the City Commission, receive additional TIF assistance for eligible items. All applications should contain credible, measurable information substantiating the project's economic stimulus in the district and the community.
3. Tax Generation – The increase in taxable value due to new district development, including construction/rehabilitation, as estimated by the County Assessor's office to determine tax increment generation.
4. Employment Generation – Total employment generated by the district development as assessed in terms of new permanent and part-time jobs, and

construction jobs.

5. Elimination of Blight (applies to Urban Renewal Districts) – The development’s direct and indirect impact on the physical and fiscal deterioration within the appropriate district and the community, as identified in the appropriate district plan.
6. Special or Unique Opportunities – The extent to which the district’s development represents a unique opportunity, meets a special need, or addresses specific district or community goals. The restoration of a historic property or the provision of an unmet community need is an example of special and unique opportunities.
7. Impact Assessment – The extent of both positive and negative environmental impacts, appropriateness of the development’s project design, and impact on existing businesses or residents.
8. Financial Assistance – Other forms of financing available to the Applicant. Lender participation, industrial development revenue bonds, and state and federal grant monies, for example, are examined to assess the need for TIF assistance.
9. Development’s Feasibility – A determination of feasibility is made based on the strength of the Applicant’s demonstration of market demand for the development in the district as contained primarily on the pro forma and financing commitments.
10. Developer Ability to Perform – An assessment of the Applicant’s capability to undertake the relative complexities of the development based on past performance on similar projects.
11. Timely Completion – The feasibility of completing the development according to the Applicant’s development schedule.
12. Payment of Taxes – All property taxes, special improvement district assessments, and other assessments on the project property must be paid to date.

CITY OF GREAT FALLS



TAX INCREMENT FINANCING (TIF)

APPLICATION FOR FUNDS

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

Project Name: Downtown ADA Upgrades

Date Submitted: _____

Name of TIF District: Downtown Urban Renewal District

APPLICANT INFORMATION

Name: Andrew Finch

Address: COGF Planning & Community Development Dept.

Telephone: 406-455-8434

DEVELOPMENT INFORMATION

1. Building Address: n/a

2. Legal Description: Central Avenue - corner curb ramps from Park Drive to 6th St.

3. Ownership: City of Great Falls

Address: n/a

4. If property is not owned by the Applicant, list leasehold interest: (*Attach evidentiary materials*).
Name: n/a

Address: n/a

5. Existing/Proposed Businesses: n/a

Business Description: n/a

6. Employment: Existing FTE Jobs: n/a

New Permanent FTE Jobs created by project: n/a Construction FTE jobs: 5-10

7. Architectural/Engineering Firm: Montana Dept. of Transportation

Address: n/a

Representative: not yet assigned

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

8. Please provide a description of the Total Project Development (attach a narrative explanation).
9. Please provide rehabilitation/construction plans (attach schematics, site and landscaping plans).
10. What is the development schedule or estimated completion date for the Total Project Development? The Total Project Development is best defined as the entire development, not just the TIF improvements (please include project phasing if appropriate).

Project development will be by the Montana Dept. of Transportation, so there is little local control over project development timeframe. However, it will be a relatively simple project, and construction is hoped for in 2025.

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

This project has been approved by the Great Falls MPO (Metropolitan Planning Organization) as well as the Montana Department of Transportation for MDT's Transportation Alternatives funding, in the amount of 86.58% of the project cost.

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

13.42% of the project cost is being requested from the TIF District. TIF funding will be necessary upon request from MDT, which is anticipated to be in early 2024. MDT requires the "non-federal match" to be provided up-front, with any unexpended amount returned at the end of the project.

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

The total amount of Public Infrastructure Need is estimated at \$231,382. The amount of Public Infrastructure being requested to be financed by the TIF District is \$31,052.

TOTAL PROJECT DEVELOPMENT COSTS

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

Land and Site Preparation Improvements (Itemized)

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

Subtotal

\$ n/a

Construction/Rehabilitation Costs (Use general construction trade divisions)
(Total value of improvements)

- 1. **ADA retrofit** \$ **231,382**
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. _____ \$ _____

Subtotal

\$ 231,382

Equipment Costs
(Total value of equipment)

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

Subtotal

\$ n/a

Total Project Development Costs

\$ n/a

CERTIFICATION

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

Signature Andrew Finch Digitally signed by Andrew Finch
Date: 2023.06.21 10:54:09 -06'00'

Title Senior Planner

Address COGF, PCD, P. O. Box 5021, 50403

Date 6/21/2023

Signature _____

Title _____

Address _____

Date _____

Cost Estimate:

Construction	\$ 130,000
PE (15%)	\$ 19,500
CE (15%)	\$ 19,500
Construction Contingency (20%)	\$ 26,000
Sub Total 1	\$ 195,000
3-year inflation	\$ 13,998
IDC (10.71%)	\$ 22,384
TOTAL	\$ 231,382

Federal Transportation Alternatives Grant Contribution (86.58%): \$200,330

Local Match – TIF District Funding Request - (13.42%): \$31,052



PHOTOS

Non-compliant ramp



Compliant ramp

EXHIBIT A **7/20/2023** **4,476,320**

DOWNTOWN TIF DISTRICT OBLIGATIONS

Outstanding obligations

*occurs annually	Annual debt service	412,000	
	change order for façade in Oct 2021	400,000	
	Parking Garage Improvements	183,785	
	Storm Drain project 1, phase 1	250,000	already paid the first 250,000 of 500,000 total
	Remaining Phases of Storm Drain Project	2,250,000	2.5million total paid out 500k per year
	Storm Drain project 2 - Celtic alley	90,225	
*occurs annually	Annual façade program	500,000	
	BID trees - 5 years	86,464	25k each for 5 years, 24185 pd in year 1, 13536 pd towards year 2
	mural lighting	150,000	25k design, 125k installation
	DDP annual operating 2022	54,000	54k for 2022
	DDP annual operating 2023	101,000	101k for 2023.
	Keith Cron, distillery	68,560	
	Downtown economic vitality study	30,000	
	1st Alley North Drainage Project	18,000	
	Kellergeist Building Renovation	263,500	
	ADA ramp project - 13% match for Federal funds	31,052	
	7th Street South Streetscape	243,000	
	Total obligations	5,131,586	

Running TIF Balance **(655,266)**



Commission Meeting Date: September 5, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10526 – Resolution approving a request from the Great Falls Public Works Department to use up to \$243,000 of Downtown Urban Renewal District Tax Increment Financing (TIF) funds for the installation of streetscape and compliant pedestrian curb ramps on the east side of 7th St. S. from Central Ave. to 1st Ave. S. (O.F. 1786.2)

From: Andrew Finch, Senior Planner, Planning & Community Development Dept.

Initiated By: Amanda Brownlee, Great Falls Public Works Dept., Engineering Division

Presented By: Brock Cherry, Planning and Community Development Director

Action Requested: Adopt Resolution 10526

Public Hearing:

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
 2. Mayor closes public hearing and asks the will of the Commission.
-

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10526.”

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

Staff Recommendation: Staff recommends approval of Resolution 10526 for expending up to \$243,000 of Downtown Urban Renewal Tax Increment Financing (TIF) District Funds for the installation of street trees, period lighting, decorative concrete and new ADA ramps on the east side of 7th Street South between Central Avenue and 1st Avenue South.

Summary: The City of Great Falls Public Works Department, upon inquiry by the adjoining property owner and the Business Improvement District, has identified a public facilities improvement project within the Downtown Urban Renewal District to replace dangerous, deficient and unsafe sidewalk and corner curb ramps, as well as an alley approach and associated stormwater conveyance/collection facilities. The 2013 Downtown Access, Circulation and Streetscape Plan calls for a continuation of the Downtown streetscape, with the highest-priority areas for expansion being the Primary Retail Side Streets (half-blocks immediately north and south of Central Avenue from Park Drive to 9th Street).

A previous streetscape project completed streetscape improvements on most blocks south of Central Avenue, but did not have enough available funding to continue beyond the west side of 7th Street South. Because a sidewalk next to the Sip 'N Dip/O'Haire Motor Inn on the east side of 7th Street South had been affected by a recent water main project, the City Public Works Department and City Planning & Community Development agreed it was an opportunity to replace the sidewalk with streetscape (street trees, period lighting and decorative concrete); replace severely damaged sidewalk and missing curb; improve the alley approach and associated pedestrian crossing; and, upgrade severely deficient corner curb ramps. To that end, and with the adjoining property owner's support, a TIF application has been submitted for streetscape and curb ramp improvements on the east side of 7th Street South from Central Avenue to 1st Avenue South, including the intersection of 7th Street South and 1st Avenue South.

Downtown Urban Renewal Plan and Requested TIF Funding Allocation Decisions: In order for the municipality to approve TIF funding requests, such requests must be determined to be in compliance with the local jurisdiction's Urban Renewal Plan, as well as be eligible for TIF funding in accordance with the MCA Statutes. To aid in the City Commission's decision, the City's Tax Increment Application Process establishes twelve specific criteria to assess the merits of a project in relation to the Downtown Urban Renewal Plan. Staff has reviewed the applicant's request based on the review criteria noted below, as well as the project's general consistency with the Downtown Urban Renewal Plan.

City of Great Falls TIF Review Criteria:

- 1) **Public Infrastructure Improvements** - Public infrastructure improvements have the benefit of improving and impacting an entire district. Each district may have its own Capital Improvement Plan, which may include things such as roadway improvements, storm drains, sewer and waterlines, railroads, etc.

Staff Analysis: The project will correct deficient and unsafe public infrastructure and expand the streetscape, as recommended in the Downtown Urban Renewal Plan, Great Falls Downtown Plan and Downtown Access, Circulation and Streetscape Plan. Further, the City's ADA Transition Plan recommends upgrade of non-compliant curb ramps.

- 2) **Economic Stimulus**- The amount of economic activity to be generated within a district through the development is assessed, as well as the leverage ratio of public to private investment. In general, the maximum limit of any one development is 10% of the construction/rehabilitation costs, exclusive of acquisition costs. Projects demonstrating extraordinary benefit to Districts or the community may, at the discretion of City Commission, receive additional TIF assistance for eligible items. All applications should contain credible, measurable information substantiating the project's economic stimulus in the District and the community.

Staff Analysis: As this is a public project not tied directly to any specific private improvement, there will be no explicit economic benefit. However, rectifying public mobility deficiencies will make Downtown more attractive to customers, employees, visitors and residents. Enhancing non-motorized accessibility will encourage businesses or developers to invest downtown if they are interested in gaining benefit from being accessible to all shoppers, customers, employees or residents, regardless of any physical limitation. Further, the aesthetic improvements show a commitment to improving the "public face" of private properties that can, in turn, spur private development.

- 3) **Tax Generation** – The increase in taxable value due to the new district development, including construction/rehabilitation, as estimated by the County Assessor’s office to determine tax increment generation.

Staff Analysis: The project will indirectly support taxable businesses and properties as it will encourage more direct and safe connections for all pedestrians, including enhanced and compliant facilities for impaired customers, employees, visitors and residents. It will also indirectly support and enhance investments in the properties adjoining the subject public right-of-way. However, the project is not directly tied to any private, taxable property.

- 4) **Employment Generation** – Total employment generated by the district development is assessed in terms of permanent and part-time jobs, and construction jobs.

Staff Analysis: This project will require temporary construction jobs during construction, estimated at 5-10 jobs (FTE).

- 5) **Elimination of Blight** – The development’s direct and indirect impact on the physical and fiscal deterioration within the appropriate district and the community, as identified in the appropriate district plan.

Staff Analysis: The project will repair/replace broken and unsafe sidewalk; severely sloped curb ramps; missing curb and drainage features; non-existent pedestrian facilities of an alley crossing; and, a deteriorated alley approach. While eliminated visual blight and safety concerns, the project will take improvements a step further by installing visual streetscape enhancements, as recommended in the Downtown Urban Renewal Plan (see item 6 below).

- 6) **Special or Unique Opportunities** – The extent to which the district’s development represents a unique opportunity, meets a special need, or addresses specific district or community goals. The restoration of a historic property or the provisions of an unmet community need is an example of special or unique opportunities.

Staff Analysis: This is a key criterion for the City Commission to consider in its decision. The proposed project qualifies as a Public Improvement, and explicitly implements the following Strategies:

- (from the Downtown Urban Renewal Plan, page 7) *CONNECTED. 1. Improve pedestrian connectivity and safety Downtown. c. identify, prioritize and correct accessibility barriers to sidewalks, curbs, pedestrian signals and other pedestrian facilities.*
- (from the Downtown Urban Renewal Plan, page 8) *CONNECTED. 8. Improve transportation and utility infrastructure in the Downtown. a. Upgrade the capacity of the City’s existing storm water infrastructure network to address flooding and the impact of large storm events. c. Identify deficiencies in the condition and functionality of the Downtown street and alley network, and undertake improvements to address these deficiencies.*
- (from the Downtown Urban Renewal Plan, page 11) *AESTHETICS. 5. Expand and enhance the existing downtown streetscape.*

Further, improvement to the public realm adjacent to properties whose owners are actively investing in their businesses, sites and buildings is an example of how eliminating deficient public infrastructure can positively reflect upon improvements to the adjoining property, and vice versa;

targeted public improvements can result in private investment and subsequent increases to the tax base.

- 7) **Impact Assessment** – The extent of both positive and negative environmental impacts, appropriateness of the developer’s project design, and impact on existing businesses or residents.

Staff Analysis: The project will have a positive impact upon downtown by ensuring full access to businesses and residences by all users. This will enhance the use of downtown and the adjoining property by ensuring accessible pedestrian routes for people with mobility limitations. Also, the adjoining property/business owner is in full support of the project, which will further enhance the attractiveness of the area to visitors and local residents. Finally, redesign of the curb and alley approach will improve stormwater management.

The project is not anticipated to have any negative impacts, other than temporarily limiting pedestrian travel and driveway and alley access during construction.

- 8) **Financial Assistance** – Other forms of financing available to the Applicant, Lender participation, industrial development revenue bonds, and state and federal grant monies, for example are examined to assess the need for TIF assistance.

Staff Analysis: The TIF funding is necessary to fully implement the proposed improvements. If TIF funding is not awarded, the project will likely be scaled back to pursue other possible, non-TIF funds.

- 9) **Development’s Feasibility** – A determination of feasibility is made on the strength of the applicant’s demonstration of market demand for the development in the district and is contained primarily on the pro forma and financing commitments.

Staff Analysis: The project is feasible, and is projected to be constructed within the project budget, based upon estimates of similar work.

- 10) **Developer Ability to Perform** – An assessment of the Applicant’s capability to undertake the relative complexities of the development based on past performance on similar projects.

Staff Analysis: The Great Falls Engineering Division has the expertise, time and staff to implement the proposed project. Further, the City of Great Falls has managed similar streetscape and curb ramp replacement projects.

- 11) **Timely Compensation** – The feasibility of completing the development according to the Applicant’s development schedule.

Staff Analysis: The Great Falls Engineering Division has the staff to develop the project in a timely manner, and is prepared to initiate project development.

- 12) **Payment of Taxes** – All property taxes, special improvement district assessments and other assessments on the project property must be paid to date.

Staff Analysis: As this is an improvement in the public right-of-way, no property taxes are assessed.

Determination of Appropriateness: The proposed project is found to be eligible according to Montana Code Annotated (MCA) guidance as well as being in conformance with the Downtown Urban Renewal Plan.

Downtown Development Partnership Recommendation: The Downtown Development Partnership (DDP) is the recommending body for the City Commission for project requests within the Downtown TIF district. The project was presented to the DDP at the July 26, 2023 meeting, where it received a unanimous vote of support. A letter of support from the DDP has been attached to this agenda report.

Fiscal Impact: Exhibit A shows all project obligations within the Downtown TIF district, as well as their funding amounts and a final fund balance. The Downtown TIF fund balance is actually in the negative due to project obligations exceeding available funding. This would normally be concerning, but what the balance sheet does not reflect is that the City's Downtown TIF Building Program has still not spent its initial \$500,000 annual allocation. Additionally, the downtown storm water project will be funded over a 5-year period rather than funded all at once. While the Downtown TIF is being utilized heavily by both the private sector and the City of Great Falls, there is adequate funding in the TIF district to fulfill the request.

Alternatives: The City Commission could vote to deny the TIF expenditures or approve a lesser amount.

Concurrences: The City's Planning & Community Development Department has reviewed the request and finds the request to be eligible for TIF funding, as well as in conformance with the Downtown Access, Circulation and Streetscape Plan.

Attachments/Exhibits:

- Resolution 10526
- DDP Letter of Support
- Application (including map and cost estimate)
- Photos – 7th Street South (Central Ave. to 1st Ave. S.)
- Exhibit A - Downtown TIF District Obligations

RESOLUTION 10526

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, APPROVING THE CITY OF GREAT FALLS PUBLIC WORKS DEPARTMENT APPLICATION FOR USE OF DOWNTOWN URBAN RENEWAL TAX INCREMENT FINANCING (TIF) DISTRICT FUNDS

* * * * *

WHEREAS, under the provisions of the Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended, an urban renewal district may be established so that a municipality may undertake urban renewal projects therein, provide for the segregation and collection of tax increment with respect to taxes collected in such district, and apply all or a portion of the tax increment derived from such district to the payment of costs of such urban renewal projects; and

WHEREAS, the City Commission, pursuant to Resolution No. 9961, duly adopted on March 6, 2012, created an urban renewal area as the Downtown Urban Renewal District and pursuant to Ordinance No. 3088, duly adopted on May 15, 2012 after a duly called and noticed public hearing thereon adopted the Downtown Urban Renewal Plan containing a tax increment financing provision; and

WHEREAS, in April, 2013, the City Commission approved the revised Tax Increment Application and Forms that outline eligible activities under state statute, the application process to be followed, and criteria to be used when evaluating applications; and,

WHEREAS, the purpose of the Downtown Tax Increment Financing District is to stimulate revitalization and redevelopment of the central business district; and,

WHEREAS, The City of Great Falls Public Works Department has proposed the upgrade of sidewalk and curb ramps in the Downtown Urban Renewal District with eligible tax increment financing funds, and has applied for use of such funds; and

WHEREAS, City Staff has assessed the project in relation to the goals and objectives of the Downtown Urban Renewal District Plan, evaluated the project based on the evaluation criteria, and determined that expenditure of TIF funds in the amount of \$243,000 is warranted for the

purpose of replacing and upgrading sidewalk to install streetscape, and upgrading non-compliant ADA ramps on the east side of 7th Street South between Central Avenue and 1st Avenue South, and will further support economic development in the Downtown Urban Renewal District.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Great Falls, Montana, that the City Public Works Department Application for use of Great Falls Downtown Urban Renewal Tax Increment Financing (TIF) District Funds in the amount of \$243,000 for the purpose of installing streetscape and compliant ADA ramps on the east side of 7th Street South between Central Avenue and 1st Avenue South and at the intersection of 1st Avenue South and 7th Street South, is hereby approved.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, September 5, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney



August 17, 2023

Dear Mayor and Commissioners,

The Downtown Development Partnership of Great Falls strongly supports the use of TIF funding towards the streetscape project along 7th Street and the addition of ADA compliant ramps. This not only allows easier mobility for our residents and visitors, but it also enhances the appearance of our downtown. The original streetscape project in 2015 was a great addition to our downtown, unfortunately this section was not included in the project and has since been an area of growth in the downtown. Please consider approving these funds in order to bring 7th Street up par with the adjoining areas of downtown.

Thank you for your consideration,

Kellie Pierce

Kellie Pierce
Downtown Development Partnership

City of Great Falls
Public Works/Engineering

DATE: June 27, 2023
TO: Great Falls City Planning Board
FROM: Jesse Patton, P.E., City Engineer
RE: 1st Ave S/7th St S Sidewalk Repair, O.F. 1786.2

Enclosed is an Application for Tax Increment Funding to fund the engineering design, permit documentation, and construction of sidewalk repair and streetscape construction costs associated with the referenced project.

There has been an increasing desire to improve the walkability and look of the Downtown area. The streetscape of Downtown has been extended to the west side of 7th St between Central and 1st Ave S, and past 7th St along Central Ave. By adding the streetscape and ADA compliant corners the Downtown area will better allow all citizens and visitors to walk the length of Downtown.

The City has been working with the business on the east side of 7th St S between Central Ave and 1st Ave S to complete the final design of the sidewalk and streetscape that will serve the Downtown Urban Renewal District and other surrounding areas.

The next step of the project includes finalization of the plans, specifications, and bid documents. That will be immediately followed by the public bidding process. City Engineering Division will perform administrative duties and continue to coordinate the consultant's activities. The estimated construction cost for the project is \$218,645.

Sincerely,



Jesse Patton, PE, City Engineer (406) 771-1258

Attachments: TIF Application
Project Budget
Attachment A



**CITY OF GREAT FALLS
APPLICATION AND PROCESS FOR
TAX INCREMENT FINANCING FUNDS**

IMPORTANT: The material included below outlines the Tax Increment Financing application process and the responsibilities of the Applicant and the City of Great Falls. The Planning and Community Development Department is charged with processing all applications and accomplishing the plans established with creation of each district. Private projects requesting Tax Increment financial assistance will be evaluated by the Great Falls Planning Advisory Board. The Board will prepare a recommendation to the City Commission concerning each individual request using the criteria outlined in this document. Please review this information carefully before submitting the application forms or finalizing your development plans.

Failure to receive approval of a completed application BEFORE construction begins may affect the Applicant’s eligibility for Tax Increment Financing assistance from the City of Great Falls.

INTRODUCTION

The City of Great Falls is responsible for administering the urban renewal program in Great Falls, pursuant to Montana Urban Renewal Law (Title 7 Chapter 15 parts 42 and 43, Montana Code Annotated). Tax Increment Financing (TIF) is an important element of the program as it provides the City with a means to finance urban renewal, industrial, technology or aerospace activities. The TIF program operates by first establishing a base year taxable value for all properties within the appropriate district. All increases in property taxes in the district above this base valuation, due to new development or reappraisals, are assigned to the City to be used to finance eligible activities within the district.

The City has adopted four TIF districts:

Central Montana Agri-Tech Park

- Boundaries Amended – May 7, 2013 (Ord. 3106)
- Boundaries Amended – December 4, 2007 (Ord. 2996)
- Original Adoption Date – May 17, 2005 (Ord. 2911)
- Base Year – January 1, 2005

West Bank Urban Renewal District

- Adopted – March 20, 2007 (Ord. 2967)
- Base Year – January 1, 2007

Great Falls International Airport Tax Increment Industrial District

Boundaries Amended - September 1, 2009 (Ord. 3043)

Original Adoption Date – November 5, 2008 (Ord. 3022) and boundaries were amended

Base Year – January 1, 2008

Downtown Urban Renewal District

Adopted – May 15, 2012 (Ord. 3088)

Base Year – January 1, 2012

East Industrial Park Tax Increment Financing

Adopted – May 7, 2013 (Ord. 3105)

Base year: January 1, 2013

Applicants for TIF assistance are subject to program eligibility analysis and project review criteria listed below. In addition, project applications will be accepted and processed in the order in which they are received and approved based on the availability of funds in consideration of goals of the plan for the appropriate district.

ELIGIBLE TIF ACTIVITIES

7-15-4288, M.C.A defines how tax increments can be used by the municipality to pay costs of or incurred in connection with an urban renewal project, industrial infrastructure development project, technology infrastructure development project or aerospace transportation and technology infrastructure development project and includes:

1. Land acquisition, including acquisition of infrastructure-deficient areas and assemblage of land for development by private enterprise or public agencies, including sale, initial leasing, or retention by the municipality itself at fair value.
2. Demolition and removal of structures.
3. Relocation of occupants.
4. Public improvements such as the acquisition, construction and improvement of infrastructure which includes streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, storm sewers, waterlines, waterways, sewage and water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and other public improvements.
5. Costs incurred in the exercise of urban renewal powers allowed under 7-15-4233, M.C.A.

APPLICATION PROCESS

Applicants seeking TIF assistance from the City must submit a written application for each TIF-assisted project.

The following procedure has been developed to allow for a thorough and public review of TIF funding requests.

1. Initial Contact. Contact the Planning and Community Development Department, Room 112 in the Civic Center, to discuss the project and determine eligibility for TIF assistance.
2. Prepare a Written Application. The Applicant must submit a complete written application for each funding request. Additional information may be required of Applicants by staff when deemed necessary for the evaluation process. City of Great Falls initiated and administered projects are required to complete an application. (City projects should complete the following sections of the application—Application for Funds, Eligible Activities and the Certification Page.)
3. Staff Review. Upon submittal of all necessary information, a staff group consisting of Fiscal Services, Planning and Community Development, Park & Recreation, and Public Works department heads and the Deputy City Manager will review the merits of the project and the need for funding. The Planning and Community Development Department staff will prepare a staff report and recommendation for the Planning Advisory Board and/or Downtown Development Partnership.
4. Advisory Board. The staff recommendation will be considered by the Planning Advisory Board or Downtown Development Partnership. The Downtown Development Partnership will consider all applications submitted for the Downtown Urban Renewal District, the Planning Advisory Board will consider all other TIF applications. The advisory boards, will in turn prepare a recommendation to the City Commission for final approval. At any point in the review process the staff, the Planning Advisory Board, Downtown Development Partnership or the City Commission may request more information of the Applicant or solicit comments on the project from other public agencies.
5. City Commission Review and Approval. The City Commission will review the project, will consider the recommendation from the Planning Advisory Board and/or Downtown Development Partnership will approve or reject the funding request or any part thereof along with any special terms of TIF assistance.
6. Development Agreement. If TIF assistance is approved, the City and the Applicant must execute a legally binding Development Agreement which establishes the terms and conditions of the TIF assistance. Among the terms and conditions, the Agreement shall specify the schedule for the start and completion of the project, may require the Applicant to guarantee repayment of TIF assistance

if the terms of the Agreement are violated by the Applicant and may require an agreement for payment of an annual tax deficiency fee pursuant to §7-15-4294, MCA. The Development Agreement shall also specify whether the Applicant or City will be responsible for bidding or obtaining cost estimates and selecting contractors for funded activities. If receiving TIF dollars, the applicant is required to follow requirements for public construction contracts as pertains to payment and performance bonding and standard prevailing rate of wages. The Development Agreement must be approved by the City Commission. Projects initiated and/or administered by the City of Great Falls are not required to complete a Development Agreement.

IMPORTANT NOTE: Costs to be paid with TIF monies may not be incurred by the Applicant prior to funding approval and the satisfaction of any conditions of such approval.

CRITERIA FOR REVIEW

Materials contained in TIF applications are used to assess the merits of projects in relation to the goals and objectives of the appropriate district plan. To measure the public benefit derived from the project, the City evaluates projects based on the following criteria. Each district development is judged on its own merit; therefore, no weight is given to any of the criteria. The City Commission may establish additional criteria per district that would provide specific funding priorities.

1. Public Infrastructure Improvements – Public infrastructure improvements have the benefit of improving and impacting an entire district. Each district may have its own Capital Improvement Plan, which may include things such as roadway improvements, storm drains, sewer and water lines, railroads, etc.
2. Economic Stimulus – The amount of economic activity to be generated within the district through the development is assessed, as well as the leverage ratio of public to private investment. In general, the maximum limit of participation in any one development is 10% of the construction/rehabilitation costs, exclusive of acquisition cost. Development projects clearly demonstrating extraordinary benefit to districts or the community may, at the discretion of the City Commission, receive additional TIF assistance for eligible items. All applications should contain credible, measurable information substantiating the project's economic stimulus in the district and the community.
3. Tax Generation – The increase in taxable value due to new district development, including construction/rehabilitation, as estimated by the County Assessor's office to determine tax increment generation.
4. Employment Generation – Total employment generated by the district development as assessed in terms of new permanent and part-time jobs, and construction jobs.

5. Elimination of Blight (applies to Urban Renewal Districts) – The development’s direct and indirect impact on the physical and fiscal deterioration within the appropriate district and the community, as identified in the appropriate district plan.
6. Special or Unique Opportunities – The extent to which the district’s development represents a unique opportunity, meets a special need, or addresses specific district or community goals. The restoration of a historic property or the provision of an unmet community need is an example of special and unique opportunities.
7. Impact Assessment – The extent of both positive and negative environmental impacts, appropriateness of the development’s project design, and impact on existing businesses or residents.
8. Financial Assistance – Other forms of financing available to the Applicant. Lender participation, industrial development revenue bonds, and state and federal grant monies, for example, are examined to assess the need for TIF assistance.
9. Development’s Feasibility – A determination of feasibility is made based on the strength of the Applicant’s demonstration of market demand for the development in the district as contained primarily on the pro forma and financing commitments.
10. Developer Ability to Perform – An assessment of the Applicant’s capability to undertake the relative complexities of the development based on past performance on similar projects.
11. Timely Completion – The feasibility of completing the development according to the Applicant’s development schedule.
12. Payment of Taxes – All property taxes, special improvement district assessments, and other assessments on the project property must be paid to date.

CITY OF GREAT FALLS



TAX INCREMENT FINANCING (TIF)

APPLICATION FOR FUNDS

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

Project Name: 7th St S and 1st Ave S Sidewalk Upgrades

Date Submitted: June 27, 2023

Name of TIF District: Downtown Urban Renewal District

APPLICANT INFORMATION

Name: City of Great Falls Public Works Department

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

Telephone: 406-771-1258 (Jesse Patton, P.E., City Engineer)

DEVELOPMENT INFORMATION

- 1. Building Address: _____
- 2. Legal Description: The proposed project area encompasses the East side of 7th St S from Central to 1st Ave S, and the entire intersection 7th St s and 1st Ave S.

- 3. Ownership: : _____
Address: _____

- 4. If property is not owned by the Applicant, list leasehold interest: *(Attach evidentiary materials)*.

Name: _____

Address: _____

- 5. Existing/Proposed Businesses: _____

Business Description: _____

- 6. Employment: Existing FTE Jobs: _____

New Permanent FTE Jobs created by project: _____ Construction FTE jobs: _____

- 7. Architectural/Engineering Firm: City Public Works Engineering Division will manage the project.

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

Representative: 406-771-1258 (Amanda Brownlee, P.E., Civil Engineer)

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

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

There has been an increasing desire to improve the walkability and look of the Downtown area. The streetscape of Downtown has been extended to the west side of 7th St between Central and 1st Ave S, and past 7th St along Central Ave. By adding the streetscape and ADA compliant corners the Downtown area will better allow all citizens and visitors to walk the length of Downtown.

The City has been working with the business on the east side of 7th St S between Central Ave and 1st Ave S to complete the final design of the sidewalk and streetscape that will serve the Downtown Urban Renewal District and other surrounding areas

The purpose of this project is to implement the sidewalk improvements that have already been completed in other areas of Downtown. This project will extend ADA corridors and improve the overall esthetics and walkability of Downtown. The improvements will involve repairing the current sidewalk on the east side of 7th St S between Central Ave and 1st Ave S, extending the streetscape in the same area, and adding ADA compliant corners at Central Ave and 1st Ave S.

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

See Attached map for the proposed project.

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

The City has already designed the project with input from the impacted business. Bidding for the project will be completed in summer 2023 and construction will be performed in summer/fall 2023. All of the proposed improvements are within the Downtown TIF District boundary.

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

No.

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

The City has fronted the costs for the engineering and design utilizing Water Utility and Street Funds. The City will continue to front the costs for Engineering and construction costs submitting requests for reimbursement through the TIF.

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

We are requesting that \$243,000.000 in TIF funds be made available through one payment.

TOTAL PROJECT DEVELOPMENT COSTS

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

Land and Site Preparation Improvements (Itemized)

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

Construction/Rehabilitation Costs (Use general construction trade divisions)

(Total value of improvements)

1. Sidewalk/Storm Drain	\$ 243,000(See Attached Budget)	
2. _____	\$ _____	
3. _____	\$ _____	
4. _____	\$ _____	
5. _____	\$ _____	
6. _____	\$ _____	
7. _____	\$ _____	
Subtotal		\$ _____

Equipment Costs

(Total value of equipment)

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

Total Project Development Costs **\$ 243,000**

ELIGIBLE TIF ACTIVITIES

Land Acquisition

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

Demolition & Removal of Structures

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

Relocation of Occupants

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

Public Improvements

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

1.	<u>Sidewalk/Storm Drain</u>	<u>\$243,000</u>	<u>Summer 2023</u>
2.	_____	_____	_____
3.	_____	_____	_____
Subtotal	_____	_____	_____

Fees (associated with eligible activities)

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

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

CERTIFICATION

I (we), **Jesse Patton and Amanda Brownlee** (please print), certify that the statements and estimates within this Application as well as any and all documentation submitted as attachments to this Application or under separate cover are true and correct to the best of my (our) knowledge and belief.

Signature 

Title City Engineer

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

Date 6/27/2023

Signature 

Title Engineer

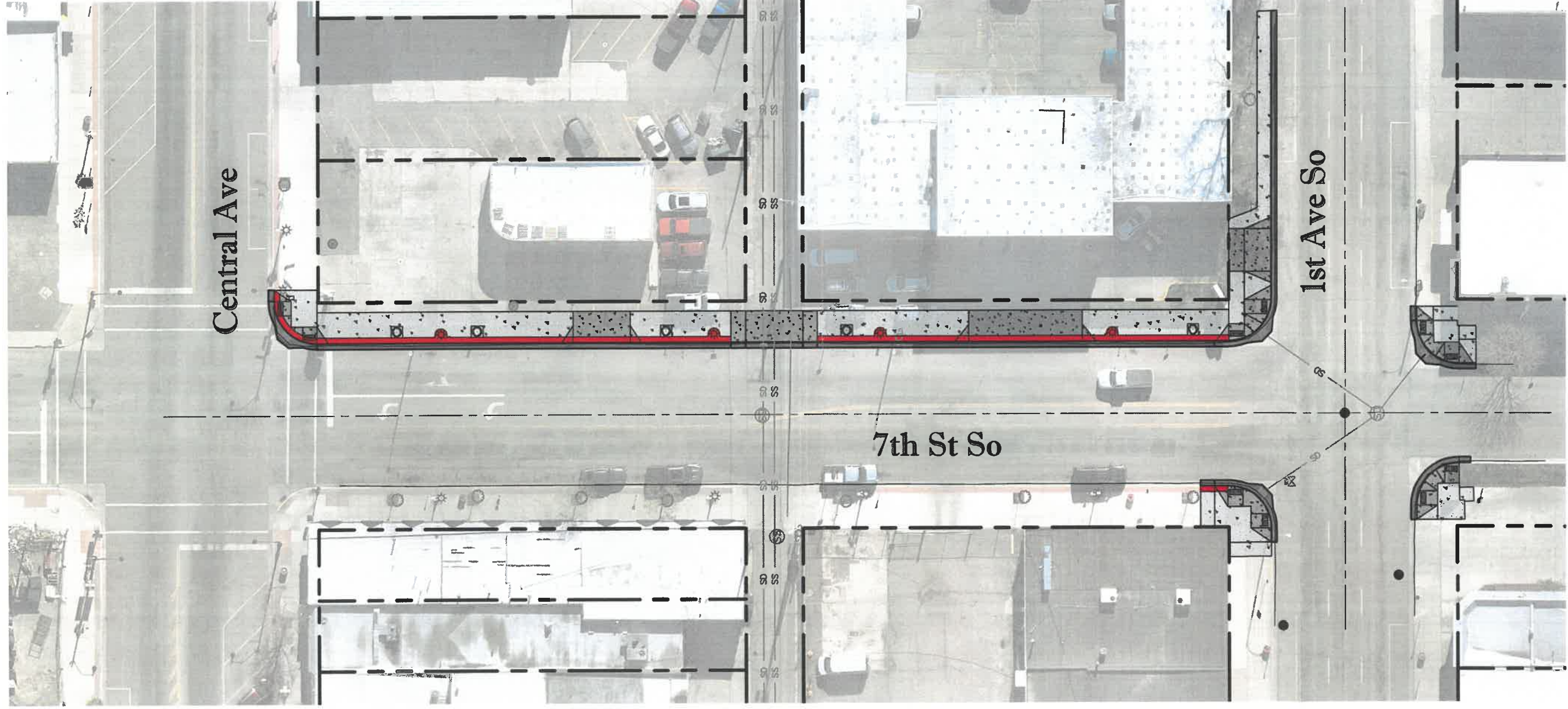
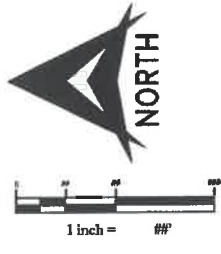
Address City of Great Falls, P.O. Box 5021, Great Falls, MT 59403-5021

Date 6/27/2023

Prepared by the City Engineers Office

Amanda Brownlee

1786.2 1st Ave S / 7th St Sidewalk Improvments	
Administrative and Financial	
Personnel	
Office Costs	
Professional Services	\$10,000.00
Legal Costs	\$3,000.00
Audit Fees	
Travel and Training	
Loan Fees	
Loan Reserves	
Interim Interest	
Bond and Council Related Costs	
Total Administrative Costs	\$13,000.00
Activity Costs	
Easement Acquisition and Permitting	
Engineering Design and Plan Preparation	
Engineering Plan Review and Contract Administration	
Construction Engineering and Inspection	\$10,000.00
Project Construction	\$220,000.00
Total Activity Costs	\$230,000.00
Total Project Cost	\$243,000.00



P:\Engineering\inspector\Amanda\01 Projects\1786.2 Concrete Repair for Utilities phase 3 Sip and Dip\XXXX.017 - Design Information-Engineering Reports\OF1786_2 NearMap.dwg

DESIGNED: AB	CHECKED: ##	SCALE: AS SHOWN	REVISED: ##
DRAWN: TND	APPROVED: ##	DATE: 01/19/2023	AS-BUILT:

PHOTOS – 7th Street South (Central Ave to 1st Ave S)



Alley, looking South



Example of completed Streetscape



Broken sidewalk, missing curb



Non-compliant curb ramp

EXHIBIT A	7/20/2023	4,476,320	
DOWNTOWN TIF DISTRICT OBLIGATIONS			
	<u>Outstanding obligations</u>		
*occurs annually	Annual debt service	412,000	
	change order for façade in Oct 2021	400,000	
	Parking Garage Improvements	183,785	
	Storm Drain project 1, phase 1	250,000	already paid the first 250,000 of 500,000 total
	Remaining Phases of Storm Drain Project	2,250,000	2.5million total paid out 500k per year
	Storm Drain project 2 - Celtic alley	90,225	
*occurs annually	Annual façade program	500,000	
	BID trees - 5 years	86,464	25k each for 5 years, 24185 pd in year 1, 13536 pd towards year 2
	mural lighting	150,000	25k design, 125k installation
	DDP annual operating 2022	54,000	54k for 2022
	DDP annual operating 2023	101,000	101k for 2023.
	Keith Cron, distillery	68,560	
	Downtown economic vitality study	30,000	
	1st Alley North Drainage Project	18,000	
	Kellergeist Building Renovation	263,500	
	ADA ramp project - 13% match for Federal funds	31,052	
	7th Street South Streetscape	243,000	
	Total obligations	5,131,586	
	 Running TIF Balance	 (655,266)	



Commission Meeting Date: September 5, 2023
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Indoor Aquatics and Recreation Center, O.F. 1770.0
From: Park and Recreation
Initiated By: Park and Recreation
Presented By: Steve Herrig, Park and Recreation Director
Action Requested: Consider Change Order No.4 and Approve Change Order

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Change Order No. 4 to Swank Enterprises in the amount of a \$588,052.50 for the Indoor Aquatics and Recreation Center, and authorize the City Manager to execute the change order documents.”

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

Staff Recommendation:

Staff recommends the City Commission approve Change Order No. 4 in the amount of a \$588,052.50 for the Indoor Aquatics and Recreation Center, and authorize the City Manager to execute the change order documents.

Summary:

Change Order No. 4 includes the following:

1. Ridgefold Gym Divider	\$ 2,973.59
2. Site & Excavation work	\$ (2,188.12)
3. Alternate #7 – Acoustic Panels	\$143,629.55
4. Tile work in pool areas	\$ 2,055.01
5. Alternate #20 – Kiddie Frog Slide	\$ 47,754.12
6. Alternate #3 – Splash Pad	<u>\$393,828.35</u>
Total	\$588,052.50

Change Order No. 4 will be funded through dollars raised through the formal fundraising campaign.

Background:

On November 2, 2021, the City Commission awarded a contract to Swank Construction in the amount of \$18,349,000 which included the Base Bid of \$17,995,000 and Alternate #19 in the amount of \$354,000 for the construction of the Indoor Aquatics and Recreation Center.

On March 1, 2022, the City Commission approved deductive Change Order No. 1 for Swank Construction for a savings of \$244,655 from the original awarded contract price. The change order did not affect any of the amenities of the facility; changes affected materials used to accomplish a cost savings without

jeopardizing the quality of amenities or facility. On July 5, 2022, the City Commission approved Change Order No. 2 for Swank Construction for \$91,029.58 which addressed plan review and permit fees as well as structural enhancements. On June 6, 2023, the City Commission approved Change Order No. 3 for Swank Construction for \$116,680.25 which addressed structural enhancements and added Alternates #5, #6, and #12.

Bids for the Indoor Aquatics and Recreation Center consisted of approximately 45,000 square feet of new construction, site work such as excavation, new utility extensions, new parking lots, playgrounds, and landscaping. The building will be multi-functional and will include a recreation pool, lap pool, gym, fitness center, walking track, multipurpose room, party room, locker rooms, restrooms, child watch area, attractive lobby with seating and fireplace, reception area, offices, storage and mechanical rooms, and an elevator. The building will be located at 900 29th St. South.

Significant Impact

The facility will meet the community's recreational and aquatics needs that were identified in the Park and Recreation Master Plan adopted by the City Commission in November 2016. The facility will also assist the military with water training needs for the military missions at both Malmstrom AFB and the Montana Air National Guard. The facility will contribute to the quality of life of service members and their families and the surrounding communities.

Workload Impacts

Design services were completed by LPW Architecture in cooperation with TD&H Engineering (the design team). The design team will also provide project management services. City staff will provide general contract management with the design team and the Contractor. City staff is providing grant management for the \$10 million in U.S. Department of Defense grant funds that have been awarded for the project.

Conclusion

City staff recommends awarding Change Order No. 4 to Swank Enterprises in the amount of \$588,052.50.

Fiscal Impact

The total project budget for the Indoor Aquatics and Recreation Center project was projected to be \$20 million. Funding includes 50% by a U.S. Department of Defense Office of Local Defense Community Cooperation (OLDCC) Grant, and 50% by funding generated through the sale of bonds by the Great Falls Park District No. 1.

Change Order No. 4 is not included in the original \$20 million. Changes will be paid for with money raised through the formal fundraising campaign with the possibility of supplemental funds from the Park District or other Park and Recreation Funds.

Alternatives:

The City Commission could vote to not approve Change Order No. 4 which will jeopardize the project.

Concurrences:

LPW Architecture and TD&H Engineering (the design team), and City staff agree that the changes are needed and essential to the quality and completion of the project.

Attachments/Exhibits:

Change Order No. 4

Alternates List

Aquatics & Recreation Center Project Revenue/Expenses

AIA® Document G701® – 2017

Change Order

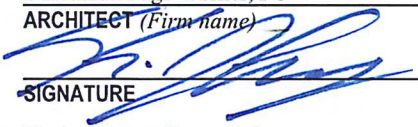
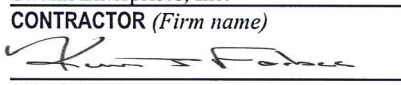
PROJECT: <i>(Name and address)</i> Great Falls Indoor Aquatics and Recreation Center LPW Project No. 20-019	CONTRACT INFORMATION: Contract For: General Construction Date: November 2, 2021	CHANGE ORDER INFORMATION: Change Order Number: 004 Date: August 29, 2023
OWNER: <i>(Name and address)</i> City of Great Falls P.O. Box 5021 Great Falls, Montana 59403	ARCHITECT: <i>(Name and address)</i> L'Heureux Page Werner, PC 15 Fifth Street South Great Falls, Montana 59401	CONTRACTOR: <i>(Name and address)</i> Swank Enterprises Inc. P.O. Box 568 Valier, Montana 59486

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
 Please see attached PCO #019, #020, #021, #022, #023, and #024.

The original Contract Sum was	\$ 18,349,000.00
The net change by previously authorized Change Orders	\$ -36,945.17
The Contract Sum prior to this Change Order was	\$ 18,312,054.83
The Contract Sum will be increased by this Change Order in the amount of	\$ 588,052.50
The new Contract Sum including this Change Order will be	\$ 18,900,107.33
The Contract Time will be unchanged by Zero (0) days.	
The new date of Substantial Completion will be	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>L'Heureux Page Werner, PC</u> ARCHITECT <i>(Firm name)</i>  SIGNATURE <u>Kevin J Lacey Construction Administrator</u> PRINTED NAME AND TITLE <u>8-29-23</u> DATE	<u>Swank Enterprises, Inc.</u> CONTRACTOR <i>(Firm name)</i>  SIGNATURE <u>Kevin J. Forbes - Vice President/ Project Manager</u> PRINTED NAME AND TITLE <u>08.29.2023</u> DATE	<u>City of Great Falls</u> OWNER <i>(Firm name)</i> SIGNATURE PRINTED NAME AND TITLE DATE
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PCO #019

Swank Enterprises
 615 Pondera Ave [PO Box 568]
 Valier, Montana 59486
 Phone: (406) 279-3241
 Fax: (406) 279-3321

Project: 1-584 - INDOOR AQUATIC & REC CTR - GF
 900 29th St. South
 GREAT FALLS, Montana

**Prime Contract Potential Change Order #019:
 CE #023 - Provide Ridgefold Gym Divider**

TO:	CITY OF GREAT FALLS PO BOX 5021 GREAT FALLS Montana, 59403	FROM:	Swank Enterprises Valier 615 Pondera [PO Box 568] Valier Montana, 59486
PCO NUMBER/REVISION:	019 / 0	CONTRACT:	1 - INDOOR AQUATIC AND REC CENTER - GF Prime Contract
CREATED BY:	Kevin Forbes (Swank Enterprises Valier)	STATUS:	Pending - In Review
LOCATION:		CREATED DATE:	6/30/2023
		TOTAL AMOUNT:	\$2,973.59

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #023 - Provide Ridgefold Gym Divider

Proposal to change the gym divider from a standard roll-up style to ridgefold style. The roll up runs parallel to the floor while the ridgefold will store the curtain close to the roof joists on the high end.

ATTACHMENTS:


[GYM_DIVIDER_RIDGEOFOLD.pdf](#)

#	Cost Code	Description	Type	Amount	Bonds & Insurance (1.00% Applies to all line item types.)	Subtotal
1	11-480 - Athletic/Therapeutic Eq	Provide Ridgefold Style Gym Divider	Subcontractor	\$2,525.00	\$25.25	\$2,550.25
				Subtotal:	\$25.25	\$2,550.25
MT Gross Receipts Tax (1.00% Applies to all line item types.):						\$25.50
Overhead (5.00% Applies to all line item types.):						\$127.51
Profit (10.00% Applies to all line item types.):						\$270.33
Grand Total:						\$2,973.59

KEVIN LACEY (L'HEUREUX PAGE
 WERNER PC)
 15 5TH ST S
 GREAT FALLS Montana 59401

CITY OF GREAT FALLS
 PO BOX 5021
 GREAT FALLS Montana 59403

Swank Enterprises Valier
 615 Pondera [PO Box 568]
 Valier Montana 59486


 SIGNATURE DATE 8-18-23

 SIGNATURE DATE

 SIGNATURE DATE

Kevin Forbes

From: Bryan Schmidt <bryan@mtschoolequipment.com>
Sent: Tuesday, May 23, 2023 2:11 PM
To: Kevin Forbes
Subject: FW: Indoor Aquatic & Rec Center - Gym Divider
Attachments: GYM_DIVIDER_ROLLUP.pdf; GYM_DIVIDER_RIDGEFOLD.pdf

Kevin,

To go to a ridgefold it would be an additional \$2525.00.

Thanks,
Bryan Schmidt
Montana School Equipment Co.
(406) 454-0420

From: Bryan Schmidt
Sent: Tuesday, May 23, 2023 10:58 AM
To: kforbes@swankenterprises.com
Subject: Indoor Aquatic & Rec Center - Gym Divider

Kevin,

I've been going over the divider curtain that we are adding to the aquatic center and it is called out as a roll-up in the spec, but the more I look at this it might not be a bad idea to look at changing this to a ridge fold. The rollup runs parallel to the floor and the ridgefold would store the curtain closer to the beam on the high end. I've attached the catalog pages. It would be a different price.

Thanks,
Bryan Schmidt
Montana School Equipment Co.
(406) 454-0420

GYM DIVIDER CURTAINS RIDGE-FOLD

ACCORDIAN FOLD-UP ACTION, CONFORMS TO SLOPE OF ROOF



- For the most efficient use of space, the Ridge-Fold Gym Divider Curtains provide a custom engineered divider that installs and folds up compactly to conform to the slope of the roof. The design utilizes the approximate angle of the roof structure and provides maximum clearance for all activities. The accordion fold-up action is smooth and designed for years of reliable service. Passing cables through grommets in the fabric creates an accordion fold-up action as the bottom tube is raised. Custom designed winch with individual cable drums eliminate the need for level drive pipe suspended at lowest height.

FEATURES:

- Available in either all solid vinyl, vinyl coated polyester mesh, or a combination of mesh on the top and solid on the bottom.
- Seams are vertical and electronically welded with a 1" (25 mm) full contact weld.
- Outer edge hems are turned with double welds.
- Hinged pipe in top and bottom pockets allow curtain to follow contour of the building.
- Provides maximum clearance for competition beneath the divider.
- Each hoist cable terminates at an individual drum that is part of the custom designed winch assembly.
- Includes 3-position key lock wall switch, momentary contact.
- Includes electric winch.

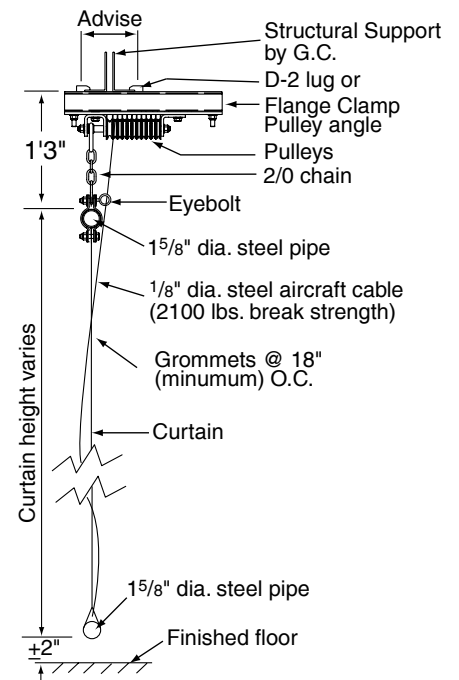
WEIGHTS/MEASUREMENTS:

- Total hanging weight is approximately ½ pound per ft² (2.44 kg/m²).
- Minimum clearance of 6" (152 mm) of required between vertical edges of adjoining curtains and fixed objects.
- A 3' (9.14 cm) clearance is recommended to allow egress at curtain ends.
- Stacking dimension is approximately 36" (9.14 cm).

SUPPORTING DOCUMENTS

All instructions, technical drawings and other supporting documents are located at: draperinc.com/documents.aspx

Section drawing shown directly under continuous beam



For more information on this product visit: draperinc.com/gymequipment/gymdividers.a



PCO #020

Swank Enterprises
 615 Pondera Ave [PO Box 568]
 Valier, Montana 59486
 Phone: (406) 279-3241
 Fax: (406) 279-3321

Project: 1-584 - INDOOR AQUATIC & REC CTR - GF
 900 29th St. South
 GREAT FALLS, Montana

**Prime Contract Potential Change Order #020:
 CE #024 - Civil CCD #4**

TO:	CITY OF GREAT FALLS PO BOX 5021 GREAT FALLS Montana, 59403	FROM:	Swank Enterprises Valier 615 Pondera [PO Box 568] Valier Montana, 59486
PCO NUMBER/REVISION:	020 / 0	CONTRACT:	1 - INDOOR AQUATIC AND REC CENTER - GF Prime Contract
CREATED BY:	Kevin Forbes (Swank Enterprises Valier)	STATUS:	Pending - In Review
LOCATION:		CREATED DATE:	7/17/2023
		TOTAL AMOUNT:	(\$2,188.12)

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract is Changed As Follows)*

CE #024 - Civil CCD #4

Perform changes to the civil scope as per CCD #4 issued by TD&H dated 7/17/23. Pricing includes cutting the top of the RCP Riser of the existing North SS manhole and resetting the lid. Drawings indicate replacing the top 4 foot section and replacing it. As priced this is a no cost change to the owner. It has been decided that lowering the South storm drain line is not necessary. No pricing provided for that work. Swank has not added any time for surveying for this change, should there need to be time associated with that we will have to address that in another change event / PCO.

ATTACHMENTS:

[United Materials - CCD 4 Revision.pdf](#) [_20-091 GF REC CENTER - CCD 4 CIVIL - 230713.pdf](#)

#	Cost Code	Description	Type	Amount	Bonds & Insurance (1.00% Applies to all line item types.)	Subtotal
1	2-200 - Sitework & Excavation	Changes per CCD 4 dated 7/17/23	Subcontractor	\$(1,950.00)	\$(19.50)	\$(1,969.50)
				Subtotal:	\$(19.50)	\$(1,969.50)
MT Gross Receipts Tax (1.00% Applies to all line item types.):						\$(19.70)
Overhead (0.00% Applies to all line item types.):						\$0.00
Profit (10.00% Applies to all line item types.):						\$(198.92)
Grand Total:						\$(2,188.12)

KEVIN LACEY (L'HEUREUX PAGE
 WERNER PC)
 15 5TH ST S
 GREAT FALLS Montana 59401

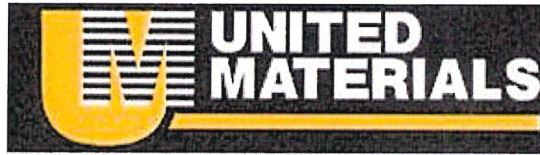
CITY OF GREAT FALLS
 PO BOX 5021
 GREAT FALLS Montana 59403

Swank Enterprises Valier
 615 Pondera [PO Box 568]
 Valier Montana 59486

 7/20/23
 SIGNATURE DATE

 SIGNATURE DATE

 SIGNATURE DATE



United Materials of Great Falls, Inc.
 Great Falls, Montana 59403-1690 • P. O. Box 1690 • Telephone: (406) 453-7692
 Construction Fax: (406) 727-9040 • Business Fax: (406) 727-2439 • Dispatcher: (406) 453-7201

To: Swank Enterprises	Contact: Kevin Forbes
Address: P.O. Box 568 Valier, MT 59486	Phone: (406) 279-3321 Fax: (406) 279-3321
Project Name: GF Aquatic Center - CCD 4 R2	Bid Number:
Project Location:	Bid Date: 7/18/2023

We submit the following quotation for your consideration. If you have any questions, feel free to contact me at 453-7692.

Thank you.


Item #	Item Description	Unit Price
1	North SS Manhole Correction - No Cost Change If Adjustment By Cutting RCP Riser (as Approved By Nate Young - TD&H In 7/13 Email) - If Adjustment Per Note On C3.0 Is Required, Cost Will Be Provided Once A Detailed Drawing Is Provided	\$0.00
2	East Parking Lot Revision Credit - Excavation, Gravel, Fabric, Curb And Asphalt	(\$6,100.00)
3	SW Parking Lot Revision To Curb Line Credit - Excavation, Fabric, Gravel, Asphalt	(\$350.00)
4B	North Roof Drain: Excavate To New Pipe Elevation Backfill To Subgrade	\$4,500.00

Total Bid Price: (\$1,950.00)

Payment Terms:

United Materials will not accept credit cards for payment of contracted work or charges made on account. A finance charge of 1.50% per month (annual percentage rate of 18%) will be charged on all past due accounts (30 days).

Thank you for this opportunity to provide a quotation to you.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: United Materials Of Great Falls, Inc.</p> <p>Authorized Signature: </p> <p>Estimator: David Anderson 406-799-8800 david@unitedmaterialsgtf.com</p>
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PCO #021

Swank Enterprises
 615 Pondera Ave [PO Box 568]
 Valier, Montana 59486
 Phone: (406) 279-3241
 Fax: (406) 279-3321

Project: 1-584 - INDOOR AQUATIC & REC CTR - GF
 900 29th St. South
 GREAT FALLS, Montana

**Prime Contract Potential Change Order #021:
 CE #025 - Alternate #7 - Acoustic Treatments**

TO:	CITY OF GREAT FALLS PO BOX 5021 GREAT FALLS Montana, 59403	FROM:	Swank Enterprises Valier 615 Pondera [PO Box 568] Valier Montana, 59486
PCO NUMBER/REVISION:	021 / 0	CONTRACT:	1 - INDOOR AQUATIC AND REC CENTER - GF Prime Contract
CREATED BY:	Kevin Forbes (Swank Enterprises Valier)	STATUS:	Pending - In Review
LOCATION:		CREATED DATE:	7/19/2023
		TOTAL AMOUNT:	\$143,629.55

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #025 - Alternate #7 - Acoustical Treatments

Provide Zintra ZTR4715 and ZTR4718 Acoustical Panels, 28 each as shown in the drawings. Provide Zintra ZTRBAF1058 Swell Baffles, 42 each as shown in the reflected ceiling plans. Provide Zintra ZTRBAF1063 Quarter Baffles, 18 each as shown in the reflected ceiling plans.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount	Bonds & Insurance (1.00% Applies to all line item types.)	Subtotal
1	9-810 - Acoustic	Zintra Acoustical Treatments	Subcontractor	\$78,651.82	\$786.52	\$79,438.34
2	10-001 - Specialties Finish Labor	Zintra Acoustical Treatments Install	Labor	\$35,840.00	\$358.40	\$36,198.40
3	6-110 - Rough Carpentry	Hardware for Attachment to Steel Decking	Materials	\$2,380.00	\$23.80	\$2,403.80
4	1-540 - Equipment Rent	Lift Equipment	Special Equip Rental	\$4,250.00	\$42.50	\$4,292.50
5	1-630 - Job Clean-up	Job Clean-up	Labor	\$840.00	\$8.40	\$848.40
Subtotal:				\$121,961.82	\$1,219.62	\$123,181.44
MT Gross Receipts Tax (1.00% Applies to all line item types.):						\$1,231.81
Overhead (5.00% Applies to all line item types.):						\$6,159.07
Profit (10.00% Applies to all line item types.):						\$13,057.23
Grand Total:						\$143,629.55

**KEVIN LACEY (L'HEUREUX PAGE
 WERNER PC)**
 15 5TH ST S
 GREAT FALLS Montana 59401

CITY OF GREAT FALLS
 PO BOX 5021
 GREAT FALLS Montana 59403

Swank Enterprises Valier
 615 Pondera [PO Box 568]
 Valier Montana 59486


 SIGNATURE DATE 8-1-23

 SIGNATURE DATE

 SIGNATURE DATE

MDC

INTERIOR SOLUTIONS
400 High Grove Blvd. Glendale Heights, IL 60139
p.847.437.4000 f.847.437.4017 mdcwall.com

Quotation

Quote 404 Agenda #18.
Date 06/16/23
Expires 08/15/23

Bill To 332732
GTS INTERIOR SUPPLY
2645 BELKNAP AVE
BILLINGS, MT 59101-4539

Ship To
GTS INTERIOR SUPPLY
2645 BELKNAP AVE
BILLINGS, MT 59101-4539

Specifier
4165/615150 LPW ARCHITECTURE

Project Name
GREAT FALLS COMM REC CTR

Payment Terms
100% PAYMENT DUE

***Payment In Full Must Be Received Prior To Processing**

Customer P.O.
GREAT FALLS COMM REC

Ship Via
JARRETT LOGISTICS

MDC Contacts

Prepared By Carolyn Brock, 847-437-4000
cbrock@mdcwall.com

Sales Rep Stephanie Mulford, 385-529-1436
smulford@mdcwall.com

Product/Description	Quantity	Price	U/M	Extension
ZTR4715 ZINTRA COBALT SHEET 4' X 9' X 1/2" TAG: AP	5	315.00	EA	1,575.00
ZTR4718 ZINTRA MALACHITE SHEET 4' X 9' X 1/2" TAG: AP	5	315.00	EA	1,575.00
ZINTRACUTTING ZINTRA CUTTING CHARGE SIMPLE CUTS TO CUT: (14)30"W X 30"H (COBALT) (14)30"W X 30"H (MALACHITE)	10	50.00	EA	500.00
ZTRBAF1058 ZINTRA SWELL BAFFLE 108" X 48" 9.5"H 4.7" SPACING BASE COLOR->COBALT ZINTRA HARDWARE COLOR->ALUMINUM OR BLACK ZINTRA PANEL ORIENTATION->108" COLOR INFO->BLACK OR WHITE END CAPS INCLUDES BAFFLES, FRAME, 5' AIRCRAFT WIRE AND GRIPPLE TAG: ZINTRA LAP POOL	14	1310.00	EA	18,340.00
ZTRBAF1058 ZINTRA SWELL BAFFLE 108" X 48" 9.5"H 4.7" SPACING BASE COLOR->SKY ZINTRA HARDWARE COLOR->ALUMINUM OR BLACK ZINTRA PANEL ORIENTATION->108" COLOR INFO->BLACK OR WHITE END CAPS INCLUDES BAFFLES, FRAME, 5' AIRCRAFT WIRE AND GRIPPLE TAG: ZINTRA LAP POOL	28	1310.00	EA	36,680.00
ZTRBAF1063	12	595.00	EA	7,140.00



INTERIOR SOLUTIONS
400 High Grove Blvd. Glendale Heights, IL 60139
p.847.437.4000 f.847.437.4017 mdcwall.com

Quotation

Quote 404 Agenda #18.
Date 06/16/23
Expires 08/15/23

Bill To 332732
GTS INTERIOR SUPPLY
2645 BELKNAP AVE
BILLINGS, MT 59101-4539

Ship To
GTS INTERIOR SUPPLY
2645 BELKNAP AVE
BILLINGS, MT 59101-4539

Specifier
4165/615150 LPW ARCHITECTURE

Project Name
GREAT FALLS COMM REC CTR

Payment Terms
100% PAYMENT DUE

***Payment In Full Must Be Received Prior To Processing**

Customer P.O.
GREAT FALLS COMM REC

Ship Via
JARRETT LOGISTICS

MDC Contacts

Prepared By Carolyn Brock, 847-437-4000
cbrock@mdcwall.com

Sales Rep Stephanie Mulford, 385-529-1436
smulford@mdcwall.com

Product/Description	Quantity	Price	U/M	Extension
ZINTRA QUARTER BAFFLE 55" X 72" X 4.3" BASE COLOR->COBALT ZINTRA HARDWARE COLOR->ALUMINUM OR BLACK ZINTRA PANEL ORIENTATION->CIRCLE COLOR INFO->BLACK OR WHITE END CAPS TAG: REC POOL				
ZTRBAF1063	16	595.00	EA	9,520.00
ZINTRA QUARTER BAFFLE 55" X 72" X 4.3" BASE COLOR->SKY ZINTRA HARDWARE COLOR->ALUMINUM OR BLACK ZINTRA PANEL ORIENTATION->CIRCLE COLOR INFO->BALCK OR WHITE END CAPS TAG: REC POOL				
ZINTRAPALLET	2	210.00	EA	420.00
ZINTRA PALLET FREIGHT IS AN ESTIMATE AND SUBJECT TO CHANGE				

Merchandise	75,750.00
Est Shipping/Handling	2,901.82
Misc Charge	0.00
Tax	0.00
Total	78,651.82

Thank you for your consideration on this project

This quote is for budgetary purposes only.

Pricing, freight and taxes subject to change based on final quantities, ship-to, and method of payment. Some products require design approval and/or field verified dimensions. Inquires should be directed to MDC contacts listed above.

A 1.50% surcharge to be applied to all credit card payments. To avoid this additional charge, consider alternative payment methods such as check, ACH, or wire transfer.

Project: Indoor Aquatics and Recreation Facility
 Location: Great Falls, MT
 Estimator: Kevin Forbes, Ethan Pletan
 Description: New Aquatics and Recreation Center

Contractor: Swank Enterprises
 Architect: LPW
 Checked by:

Bid Date:

Description	Materials			Labor			Material	Labor	Subcontract	Notes
	Quantity	Units	Price	Quantity	Units	Price				
Zintra Swell Baffles										<i>Based on 2 man crew for installation</i>
Thread Baffles onto 3 Square Mounting Tubes				10	ea.	5.00		50	0.45	HRS
Layout Suspension Points				6	loc.	25.00		150	1.36	HRS
Install Hanger Bolts & Hardware for Steel Deck				6	loc.	10.00		60	0.55	HRS
Hardware for Attachment to Steel Deck	6	loc.	5.00				30	-		
Attach Cable and Barrel to Hanger Bolt				6	loc.	5.00		30	0.27	HRS
Lift Baffle System into Place				1	ea.	150.00		150	1.36	HRS
Labor to Adjust cables with Ajustable Fastener				6	ea.	10.00		60	0.55	HRS
						Price per Each	30	500	4.55	HRS
42 total Baffle Systems						42.00	1,260	21,000	190.91	HRS
									9.55	DAYS
Zintra Quarter Baffle System										<i>Based on 2 man crew for installation</i>
Thread Baffles onto Crossrunners				10	ea.	8.00		80	0.73	HRS
Layout Suspension Points				5	loc.	25.00		125	1.14	HRS
Install Hanger Bolts & Hardware for Steel Deck				5	loc.	10.00		50	0.45	HRS
Hardware for Attachment to Steel Deck	5	loc.	5.00				25	-		
Attach Cable and Barrel to Hanger Bolt				5	loc.	5.00		25	0.23	HRS
Lift Baffle System into Place				1	ea.	100.00		100	0.91	HRS
Labor to Adjust cables with Ajustable Fastener				5	ea.	10.00		50	0.45	HRS
						Price per Each	25	430	3.91	HRS
4 Piece per Assembly						4.00	100	1,720	15.64	HRS
7 Total Assemblies						7.00	700	12,040	109.45	HRS
									5.47	DAYS
Zintra 1/2" Sheet Panels										<i>Based on 2 man crew for installation</i>
30" x 30" Panels				28	ea	100.00		2,800	25.45	HRS
Adhesive	28	ea.	15.00				420			
Total							420	2,800	1.27	DAYS
Total for All Pieces							2,380	35,840		
Equipment	17	DAYS	250.00				4,250			
Job Clean-up				20	hrs	45.00		900		
							6,630	36,740	43,370	



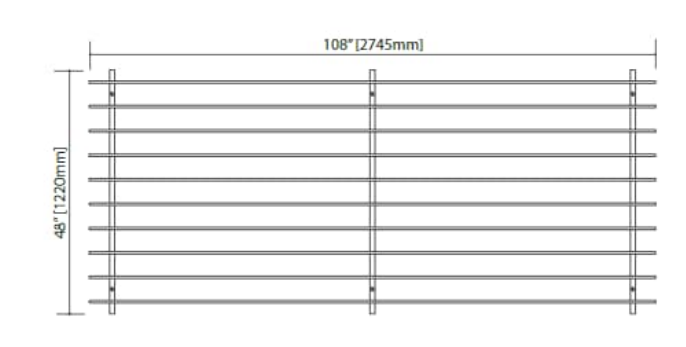
Indoor Aquatics and Recreation Center

Great Falls, Montana

LEVEL 1 REFLECTED CEILING PLAN

ZINTRA BAFFLES OVER LAP POOL :

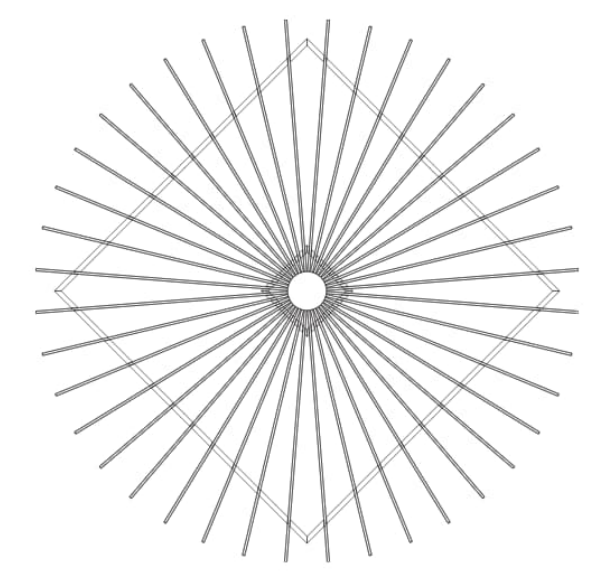
- A. MANUFACTURER : MDC
- B. PRODUCT: ZINTRA CEILING ACOUSTIC BAFFLES
- C. SIZE: LARGE, 108"W X 48" L
- D. STYLE : SWELL
- E. COLORS : COBALT AND MALACHITE, ALTERNATE EVERY OTHER BAFFLE



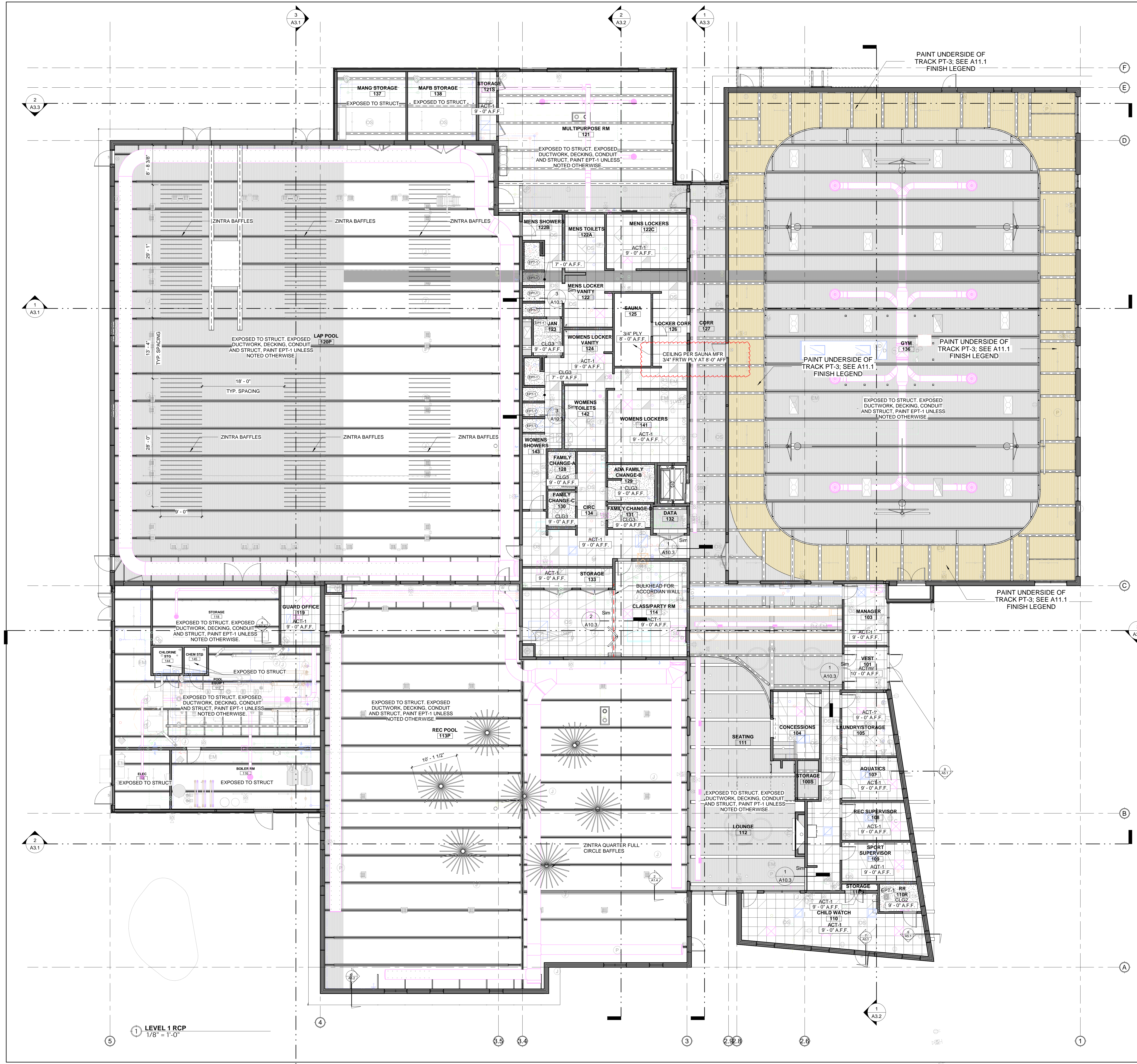
Swell

ZINTRA BAFFLES OVER REC POOL:

- A. MANUFACTURER : MDC
- B. PRODUCT: ZINTRA QUARTER BAFFLES
- C. SIZE: 110" ROUND
- D. STYLE : FULL CIRCLE
- E. COLORS : COBALT, SKY AND MALACHITE



Circle



1 LEVEL 1 RCP
1/8" = 1'-0"

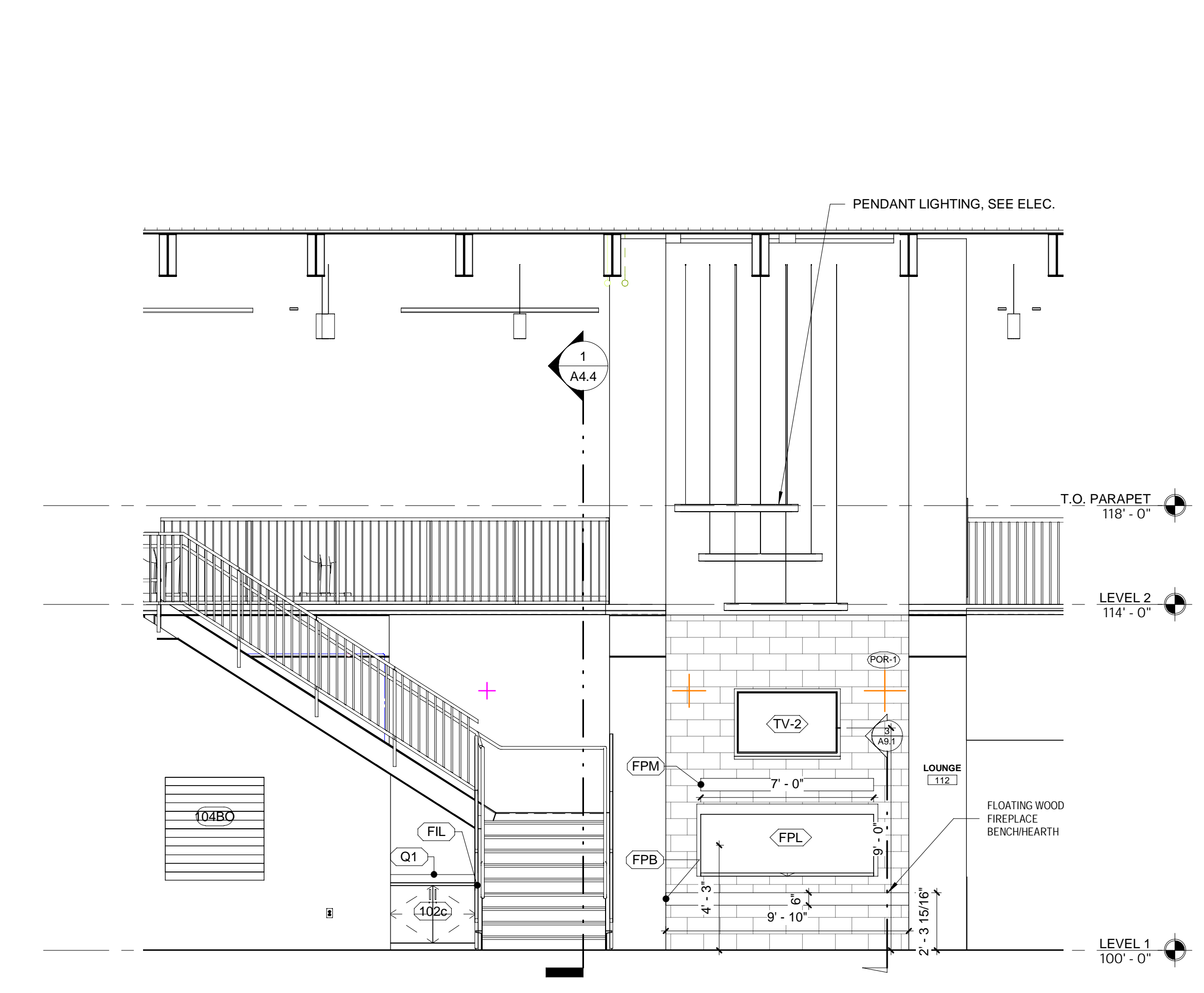
NOTES:
1. SEE SPEC. FOR PAINTING SCHEDULE FOR SPECIFIC SUBSTRATES

Revision Schedule		
No.	Revision	Date
1	City Comments	10/15/22

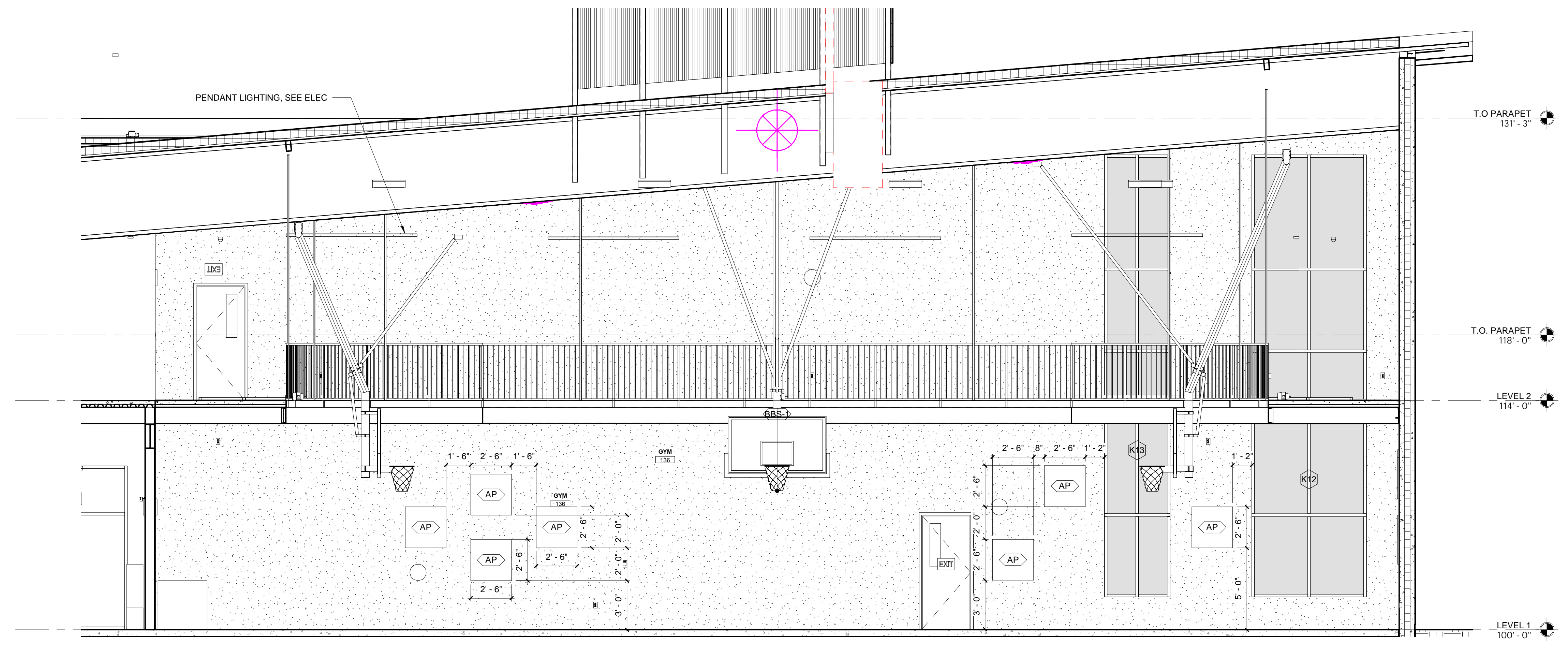
Submittals		
No.	Description	Date
1	100% DD SUBMITTAL	06/01/21
2	PERMIT SET	06/06/21
3	ISSUED FOR CONSTRUCTION	06/24/21
4	ISSUED FOR CONSTRUCTION	03/04/22

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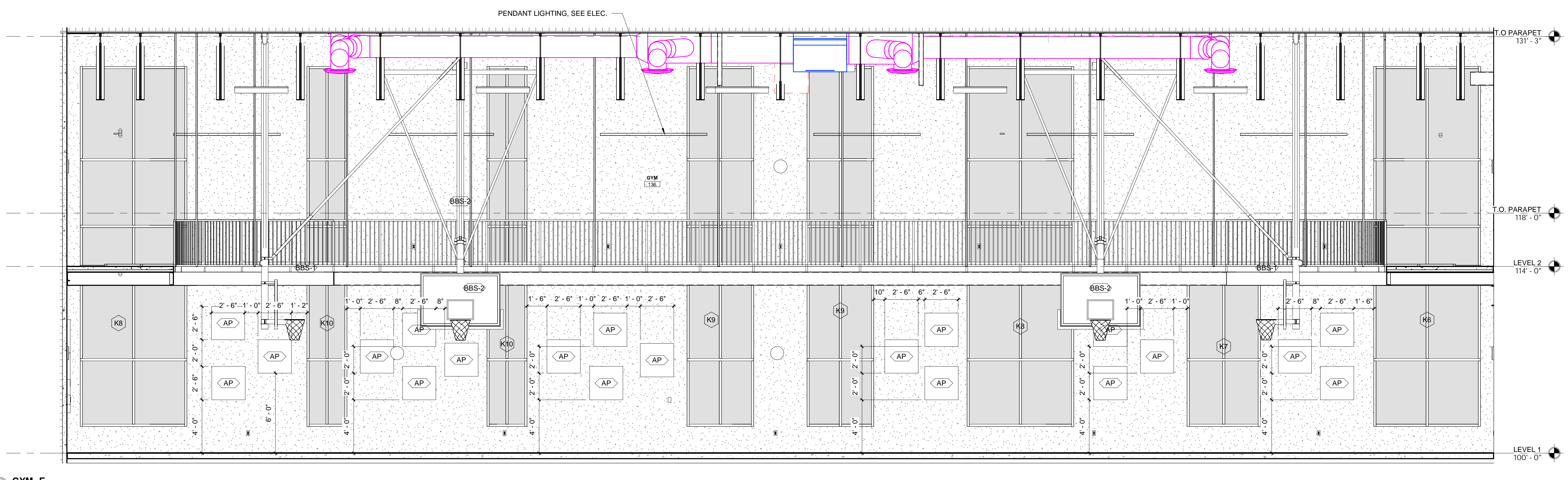
DESIGNED BY:	LPW
CHECKED BY:	TMP
DATE:	03/04/2022
PROJECT NUMBER:	20-019
SHEET NUMBER:	A10.1



3 LOUNGE - E
 1/4" = 1'-0"



2 GYM - NORTH
 1/4" = 1'-0"



1 GYM - E
 1/4" = 1'-0"

ZINTRA WALL ACOUSTIC PANELS ON GYM WALL :

- A. MANUFACTURER : MDC
- B. PRODUCT: ZINTRA 1/2" SHEETS
- C. SIZE: 2'-6" X 2'-6"; SEE INTERIOR ELEVATIONS
- D. STYLE : SQUARE
- E. COLORS : COBALT AND MALACHITE, ALTERNATE EVERY OTHER PANEL

Indoor Aquatics and Recreation Center
 Great Falls, Montana
 INTERIOR ELEVATIONS

Revision Schedule		
No.	Revision	Date
1	ISS	03/02/22

Submittals		
No.	Description	Date
1	100% DD SUBMITTAL	03/01/22
2	PERMIT SET	03/08/22
3	ISS SET	03/29/22
4	ISSUED FOR CONSTRUCTION	03/29/22

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DESIGNED BY:	MNB
CHECKED BY:	LPW
DATE:	03/04/2022
PROJECT NUMBER:	20-019
SHEET NUMBER:	A7.3



PCO #022

Swank Enterprises
 615 Pondera Ave [PO Box 568]
 Valier, Montana 59486
 Phone: (406) 279-3241
 Fax: (406) 279-3321

Project: 1-584 - INDOOR AQUATIC & REC CTR - GF
 900 29th St. South
 GREAT FALLS, Montana

**Prime Contract Potential Change Order #022:
 CE #026 - Tile @ Pool Areas per RFI #41**

TO:	CITY OF GREAT FALLS PO BOX 5021 GREAT FALLS Montana, 59403	FROM:	Swank Enterprises Valier 615 Pondera [PO Box 568] Valier Montana, 59486
PCO NUMBER/REVISION:	022 / 0	CONTRACT:	1 - INDOOR AQUATIC AND REC CENTER - GF Prime Contract
CREATED BY:	Kevin Forbes (Swank Enterprises Valier)	STATUS:	Pending - In Review
LOCATION:		CREATED DATE:	8/9/2023
		TOTAL AMOUNT:	\$2,055.01

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #026 - Tile @ Pool Areas per RFI #41

There is ceramic tile called out in select areas in the lap pool and rec pool. The call out as found in the finish plans and interior details is POR-d. This call out does not exist. Per the RFI response the desired tile is Daltile 3" x 6" Tile in a four color pattern. All other wall tile on the project is a 8x24 tile in Arctic White. To provide this tile a small change is needed.

ATTACHMENTS:

[Pierce RFI #41 Tile Change @ Pools.pdf](#) [1-584-INDOOR AQUATIC REC CTR-GF-41-Finish Clarification for Pool Showers-2023-08-04.pdf](#)

#	Cost Code	Description	Type	Amount	Bonds & Insurance (1.00% Applies to all line item types.)	Subtotal
1	9-310 - Tiling	3x6 Daltile as Requested per RFI #41	Subcontractor	\$1,745.00	\$17.45	\$1,762.45
				Subtotal:	\$1,745.00	\$17.45
						\$1,762.45
MT Gross Receipts Tax (1.00% Applies to all line item types.):						\$17.62
Overhead (5.00% Applies to all line item types.):						\$88.12
Profit (10.00% Applies to all line item types.):						\$186.82
Grand Total:						\$2,055.01

KEVIN LACEY (L'HEUREUX PAGE
 WERNER PC)
 15 5TH ST S
 GREAT FALLS Montana 59401

CITY OF GREAT FALLS
 PO BOX 5021
 GREAT FALLS Montana 59403

Swank Enterprises Valier
 615 Pondera [PO Box 568]
 Valier Montana 59486


 8-18-23
 SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



1204 7th St S Great Falls, MT 59405

406-727-3832

PROJECT INFORMATION:	CONTRACTOR INFORMATION:
Name: Aquatic Center RFI 041	Company: Swank Enterprises
Address:	Contact:
City, State ZIP:	Address:
Architect Name:	City, State Zip:
Addendums:	Phone:
Recognized:	Email:
Plans Dated:	Proposal Date: 8/8/23

Please accept this bid on the project mentioned above. All terms, provisions and exclusions must be included when considering this proposal. Any items that are not specifically listed on this document are not included in this bid proposal. This proposal expires **30** days after the proposal date listed above.

SCOPE OF WORK:
<p>RFI 041</p> <p>Materials per request for 3x6 Daltile.</p> <p>TOTAL: \$1,745.00</p> <p>Original bid has 8x24 Arctic White tile in pool areas.</p>

EXCLUSIONS:
<p>Unless otherwise noted this proposal specifically excludes the following: Performance Bonds, Demo/Removal of existing flooring; Waxing/Sealing, Floor protection, Cleaning or removal of oil, grease, solvents, sealers, paints, plaster or other foreign substances.</p> <p>Asbestos control or abatement, Floor Leveling/Grinding, Floor Prep exceeding hours listed above, Moisture Testing, Underlayment/Backerboard.</p>

TERMS AND CONDITIONS:
<p>Client is subject to payment for stored materials.</p> <p>Any change or compression of the original schedule resulting in overtime or needing extra supplemental labor crews will require a change order from the GC. Pierce Flooring will not accept charge backs of damage or cleaning without the option to inspect and make arrangements for acceptable repairs at their expense if needed.</p> <p>Pierce Flooring is not responsible for any claims that might result from product delivery date changes beyond their control such as supply chain issues, trucking company issues, pandemics and acts of God.</p> <p>Work will be performed per manufactures written instructions any deviations from that will require a release of warranty obligations form be signed by GC/Owner.</p> <p>In the event of nonpayment, the customer agrees to pay reasonable attorney fees incurred by PIERCE FLOORING in collection of the amount owing.</p> <p>Project includes a standard one-year installation warranty.</p>

Jeremy Whitfield
 Submitted by Authorized Representative

8/8/23
 Date

Accepted by

Date



PCO #023

Swank Enterprises
 615 Pondera Ave [PO Box 568]
 Valier, Montana 59486
 Phone: (406) 279-3241
 Fax: (406) 279-3321

Project: 1-584 - INDOOR AQUATIC & REC CTR - GF
 900 29th St. South
 GREAT FALLS, Montana

**Prime Contract Potential Change Order #023:
 CE #027 - Alternate #20 - Kiddie Frog Slide**

TO:	CITY OF GREAT FALLS PO BOX 5021 GREAT FALLS Montana, 59403	FROM:	Swank Enterprises Valier 615 Pondera [PO Box 568] Valier Montana, 59486
PCO NUMBER/REVISION:	023 / 0	CONTRACT:	1 - INDOOR AQUATIC AND REC CENTER - GF Prime Contract
CREATED BY:	Kevin Forbes (Swank Enterprises Valier)	STATUS:	Pending - In Review
LOCATION:		CREATED DATE:	8/24/2023
		TOTAL AMOUNT:	\$47,754.12

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #027 - Alternate #20 - Kiddie Frog Slide

Provide and install frog slide in leisure pool as shown in the drawings. All underground supply, suction, return piping, all slide piping penetrations, and slide suction outlets have been installed per the contract.

ATTACHMENTS:


[CEM Aquatics - Frog Slide.pdf](#)

#	Cost Code	Description	Type	Amount	Bonds & Insurance (1.00% Applies to all line item types.)	Subtotal
1	13-152 - Swimming Pool Eq	Provide Slide Frog	Subcontractor	\$40,550.00	\$405.50	\$40,955.50
				Subtotal:	\$40,550.00	\$40,955.50
MT Gross Receipts Tax (1.00% Applies to all line item types.):						\$409.56
Overhead (5.00% Applies to all line item types.):						\$2,047.78
Profit (10.00% Applies to all line item types.):						\$4,341.28
Grand Total:						\$47,754.12

KEVIN LACEY (L'HEUREUX PAGE
 WERNER PC)
 15 5TH ST S
 GREAT FALLS Montana 59401

CITY OF GREAT FALLS
 PO BOX 5021
 GREAT FALLS Montana 59403

Swank Enterprises Valier
 615 Pondera [PO Box 568]
 Valier Montana 59486


 SIGNATURE DATE 8-29-23

 SIGNATURE DATE

 SIGNATURE DATE

August 15th, 2023



Attn: Kevin Forbes
Swank Enterprises
Re: Great Falls Aquatic Center – Kiddie Slide and Splash Pad

Narrative:

Per your request, please see attached pricing for the Spray Pad and Kiddie Slide alternates at the Great Falls Aquatic Center.

Spray Pad Price: _____

Kiddie Frog Slide Price: _____ **\$40,550.00**

Scope Inclusions:

- Provide and install all circulation equipment included in Pool C Equipment Schedule on PL401
- Provide and install all spray pad features included in “Schedule – Water Feature – Pool C” on PL103
- Provide and install all PVC plumbing and main drains for spray pad listed on “Pool C – Spray Pad Pipe Schedule” on PL330
- Provide and install Kiddie Frog slide, landing pad, and safety barrier

Scope Exclusions:

- All items listed as “Provided by General Contractor”
- All items listed as “Provided by Electrical Contractor”
- All items listed as “Provided by Mechanical/ Plumbing Contractor”
- All excavation & backfill for PVC pipe trenches and for water features
- All concrete/ structural/ finish work for splash pad structures, & surfaces
- All concrete/ structural work for nozzles footings & supports
- All cold joints, control joints & sealants for splash pad structure
- All perimeter caulking & joints at splash pad perimeters
- All mechanical/plumbing division scope for splash pad; potable water supply, eyewash sinks/ stations, backwash retention tanks, deck drains, drains to waste, drains to sanitary sewer & floor sumps
- All electrical division scope for splash pad; supply, panels, breakers, VFD’s, motor starters, conduits, grounding, bonding, wiring, interlocking & connections

Please let me know if you have any questions regarding this pricing or scope assumptions as detailed.

Sincerely,

Britton Nielsen

CEM Aquatics
britton@cemaquatics.com



PCO #024

Swank Enterprises
 615 Pondera Ave [PO Box 568]
 Valier, Montana 59486
 Phone: (406) 279-3241
 Fax: (406) 279-3321

Project: 1-584 - INDOOR AQUATIC & REC CTR - GF
 900 29th St. South
 GREAT FALLS, Montana

**Prime Contract Potential Change Order #024:
 CE #028 - Alternate #3 - Splash Pad**

TO:	CITY OF GREAT FALLS PO BOX 5021 GREAT FALLS Montana, 59403	FROM:	Swank Enterprises Valier 615 Pondera [PO Box 568] Valier Montana, 59486
PCO NUMBER/REVISION:	024 / 0	CONTRACT:	1 - INDOOR AQUATIC AND REC CENTER - GF Prime Contract
CREATED BY:	Kevin Forbes (Swank Enterprises Valier)	STATUS:	Pending - In Review
LOCATION:		CREATED DATE:	8/28/2023
		TOTAL AMOUNT:	\$393,828.35

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #028 - Alternate #3 - Splash Pad
 Install Outdoor Splash Pad per the contract documents.

ATTACHMENTS:


[Falls - Splash Pad.pdf](#) [_406 Custom Pools - Splash Pad.pdf](#) [_Liberty Electric Alt #3 Splash Pad.pdf](#) [_United Materials - Splash Pad.pdf](#)

#	Cost Code	Description	Type	Amount	Bonds & Insurance (1.00% Applies to all line item types.)	Subtotal
1	2-220 - Excavate & Backfill	Excavate, Install Fabric, Furnish and Install Approximately 4' of 3/4" Road Mix, Fine Grade	Subcontractor	\$30,600.00	\$306.00	\$30,906.00
2	13-153 - SWIMMING POOL EQ (SUB #2)	Splash Pad Equipment, Fixtures, Piping, Concrete Complete	Subcontractor	\$275,000.00	\$2,750.00	\$277,750.00
3	15-100 - Mechanical Sub	Mechanical Piping for Equipment	Subcontractor	\$6,593.00	\$65.93	\$6,658.93
4	16-100 - Electrical Sub	Circuits, Controls, Bonding, per Plans & Specs	Subcontractor	\$18,723.00	\$187.23	\$18,910.23
5	1-300 - Surveying	Surveying	Survey/Testing/Eng Arch Exp	\$3,500.00	\$35.00	\$3,535.00
Subtotal:				\$334,416.00	\$3,344.16	\$337,760.16
MT Gross Receipts Tax (1.00% Applies to all line item types.):						\$3,377.60
Overhead (5.00% Applies to all line item types.):						\$16,888.01
Profit (10.00% Applies to all line item types.):						\$35,802.58
Grand Total:						\$393,828.35

KEVIN LACEY (L'HEUREUX PAGE WERNER PC)
 15 5TH ST S
 GREAT FALLS Montana 59401

CITY OF GREAT FALLS
 PO BOX 5021
 GREAT FALLS Montana 59403

Swank Enterprises Valier
 615 Pondera [PO Box 568]
 Valier Montana 59486


 SIGNATURE DATE 8-29-23

 SIGNATURE DATE

 SIGNATURE DATE



United Materials of Great Falls, Inc.

Great Falls, Montana 59403-1690 • P. O. Box 1690 • Telephone: (406) 453-7692
 Construction Fax: (406) 727-9040 • Business Fax: (406) 727-2439 • Dispatcher: (406) 453-7201

To: Swank Enterprises	Contact:
Address: P .O. Box 568 Valier, MT 59486	Phone: (406) 279-3321 Fax: (406) 279-3321
Project Name: GF Aquatic Center Pool C Excavation & Gravel	Bid Number:
Project Location:	Bid Date: 8/25/2023

We submit the following quotation for your consideration. If you have any questions, feel free to contact me at 453-7692.

Thank you.

Item #	Item Description
1	Pool C - Does NOT Include Concrete Work Excavate 5' Deep Furnish And Install Separation Fabric Furnish And Install ~4' Of 3/4" Road Material Fine Grade For Concrete Placement

Total Bid Price: \$30,600.00


Notes:

- Bids after August 1st may not be completed before winter shutdown.
- United Materials gravel is to be installed prior to other subcontractor's work.
- **United Materials will not be responsible for damages or repairs to privately owned underground utilities (electrical, irrigation, etc.) that are not located by OneCall or by property owner.**
- **United Materials will not be responsible for damages or repairs to privately owned surfacing (asphalt, concrete, etc.) caused by legally loaded construction equipment/trucks accessing project site. Haul route to be determined by mutual agreement between owner and United Materials.**
- Any work required from November 1st to May 1st may be subject to price increases due to frozen ground and extreme temperatures.

Payment Terms:

United Materials will not accept credit cards for payment of contracted work or charges made on account.
 A finance charge of 1.50% per month (annual percentage rate of 18%) will be charged on all past due accounts (30 days).

Thank you for this opportunity to provide a quotation to you.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: United Materials Of Great Falls, Inc.</p> <p>Authorized Signature: </p> <p>Estimator: David Anderson 406-799-8800 david@unitedmaterialsgtf.com</p>
---	---



Proposal Submitted To: Kevin Forbes / Tom Timmerman -Swank Enterprises	Date: 8/21/2023
Phone:	Job Name: GF Aquatic Center
Address:	
Job Location: 900 29 th St S Great Falls, MT 59405	

We purpose hereby to furnish material and labor necessary for completion of:

Scope Inclusions:

- Provide and install all circulation equipment included in Pool C Equipment Schedule on PL401
- Provide and install all spray pad features included in "Schedule – Water Feature – Pool C" on PL103
- Provide and install all PVC plumbing and main drains for spray pad listed on "Pool C – Spray Pad Pipe Schedule" on PL330
- All concrete/ structural/ finish work for splash pad structures, & surfaces
- All concrete/ structural work for nozzles footings & supports
- All cold joints, control joints & sealants for splash pad structure
- All perimeter caulking & joints at splash pad perimeters

Scope Exclusions:

- All items listed as "Provided by General Contractor"
- All items listed as "Provided by Electrical Contractor"
- All items listed as "Provided by Mechanical/ Plumbing Contractor"
- All excavation & backfill for PVC pipe trenches and for water features
- All electrical division scope for splash pad; supply, panels, breakers, motor starters, conduits, grounding, bonding, wiring, interlocking & connections

We purpose hereby to furnish material and labor – Complete in accordance with above specifications for the sum of: Two Hundred Seventy Five Thousand Dollars and 00/100 | \$275,000.00

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practice. Any alterations or deviations from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate.

Signature:
Date:

Kevin Forbes

From: Wade Hawes <wadeh@fallsmechanical.com>
Sent: Tuesday, August 15, 2023 7:16 AM
To: Kevin Forbes
Subject: RE: Indoor Aquatic

Kevin,

Sorry about the delay, we both thought the other had responded. The material & labor cost increases came to \$813 for a revised total of \$6,593.

Thanks,

Wade Hawes
 Falls Mechanical Services
 600 2nd St South
 Great Falls, MT 59405
 406-868-7364 (Cell)
 406-452-3826 (Office)

wadeh@fallsmechanical.com



From: Kevin Forbes <kforbes@swankenterprises.com>
Sent: Monday, August 14, 2023 5:26 PM
To: Ted Corn <tedc@fallsmechanical.com>; Wade Hawes <wadeh@fallsmechanical.com>
Subject: FW: Indoor Aquatic

Guys,
 Following up on this.



Kevin J. Forbes
 Valier Office
 (406) 279-3241

From: Kevin Forbes
Sent: Wednesday, August 2, 2023 8:09 AM
To: TedC@fallsmechanical.com; Wade Hawes <wadeh@fallsmechanical.com>
Cc: Tom Timmerman <tomt@swankenterprises.com>; Ethan Pletan <epletan@swankenterprises.com>
Subject: Indoor Aquatic

Ted / Wade,



LibertyElectricInc.com | 800.823.8232

Proposal Submitted to:
Swank Enterprises
 Kevin Forbes

Job Name:
 Great Falls Aquatic and Recreation Center
 Alt #3 Spray Pad
Job Location:
 Great Falls, MT

Job Contact	Job Phone	Tax ID #	Date
		81-0401274	8/14/23

We hereby submit specifications and estimates for:

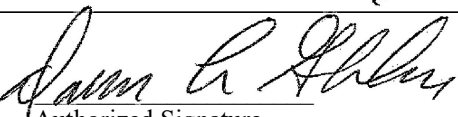
The circuits, controls, bonding, and mounting of VFD's as described in the electrical plans and specifications for the alternate #3-Spray pad. VFD's to be supplied by others.

The following clarifications shall apply:

- No painting or patching.
- No architect or engineer fees.
- No bond. No special insurance such as builders risk.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:
 Eighteen thousand, seven hundred and twenty-three dollars (\$18,723.00)
 Credit card payments add 4%.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
Terms: Net 30 days. Late Fee: 1.5% monthly, \$3.00 minimum.


 Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. Liberty Electric Inc. is authorized to do the work as specified. Payment will be made as outlined above.

Signed _____ Date _____

<u>Unfunded Recreation Center Alternates</u>	<u>Original Cost</u>	<u>Current Cost</u>	
Gymnasium divider curtain	\$9,900	\$17,282	funded in CO #3
Class/party room divider	\$14,700	\$19,632	funded in CO #3
Sauna 125 Complete, including door	\$29,000	\$48,776	funded in CO #3
Acoustic panels in gym and pool area	\$124,900	\$143,630	funded in CO #4
Frog slide in leisure pool	\$40,000	\$47,754	funded in CO #4
Outdoor splash pad	\$318,000	\$393,828	funded in CO #4
Security cameras	\$94,000		
Timing system and scoreboard for lap pool	\$77,000		
Exterior playground equipment & basketball hoop	\$81,200		
Monument sign and landscaping	\$40,000		
Flagpole, concrete pad and accociated lighting	\$9,400		
Underwater sound system in lap pool	\$16,700		
Hallway cubbies in corridor	\$8,000		
Portable bleachers	\$10,200		
South parking lot drop-off lot	\$10,300		
Specialty paving, cast-in-place concrete benches	\$26,200		
Future electrical vehicle charging staions and solar panels on roof	\$17,000		
Water-Source Condenser in Dehumidifier DH-1 and DH-2	\$95,700		
Exhaust Heat Recover System, Convert EF-5 to ERU-1 and EF-5 to ERU-2	\$84,000		
Military training equipment	\$965,000		
Covid-related mechanical upgrades	\$52,000		

Above is the list of unfunded alternates for the new recreation center. It is our goal for the sponsorship/fundraising efforts to get us back within budget and bring as many of these alternates on board as possible.

Aquatics & Recreation Center Project		
Revenues		
9/21/2021	Park Maintenance from Debt Issuance	\$10,000,000.00
9/21/2020	Federal Grant	\$10,000,000.00
	Tourism Grant	\$200,000.00
9/29/2023	Contributions & Donations	\$1,419,000.00
	Total Revenues	\$21,619,000.00
Expenses		
Construction (includes State 1% withholding)		
11/2/2021	Swank Enterprise Base bid	\$17,995,000.00
11/2/2021	Swank Enterprise Alternate #19	\$354,000.00
3/1/2022	Swank Enterprise Change Order #1	(\$244,655.00)
7/5/2022	Swank Enterprise Change Order #2	\$91,029.58
6/6/2023	Swank Enterprise Change Order #3	\$116,680.25
9/5/2023	Swank Enterprise Change Order #4 (pending approval)	\$588,052.50
	Total Construction	\$18,900,107.33
Professional Services		
10/13/2020	L'Heureux Page Werner, PC Design	\$1,828,659.00
7/5/2022	L'Heureux Page Werner, PC Additional Services	\$56,450.00
	Total Professional Services	\$1,885,109.00
Miscellaneous Construction and Professional Expenses		
8/17/2021	Trenchless Solutions- Water Main Relocation	\$136,860.00
	DEQ/water line	\$525.00
	NW Energy	\$15,243.00
	State Pool Inspection	\$1,800.00
	Tribune	\$1,029.00
	Builders Exchange	\$81.00
	Planning (permit)	\$3,750.00
	Engineering (David)	\$2,916.00
	Water Line Inspections	\$4,148.00
	Total	\$166,352.00
	Total Expenses	\$20,951,568.33
Revenues Over (Under) Expenses		\$667,431.67



Commission Meeting Date: September 5, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10525, Revising City of Great Falls Animal Shelter Related Service Fees

From: City of Great Falls Animal Shelter

Initiated By: Amelia Steffes Caldwell, Animal Shelter Operations Manager

Presented By: Chuck Anderson, Deputy City Manager

Action Requested: Set a Public Hearing on Resolution 10525 for September 19, 2023.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing on Resolution 10525 for September 19, 2023.”

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

Staff Recommendation: Set a public hearing for Resolution 10525, to consider revising the City of Great Falls Animal Shelter service fees to better reflect the cost of the services offered. Staff recommends restructuring the animal registration/licensing categories, raising fees, and removing the individual cremations service category.

Summary: Resolution 10525 revises a number of the established fees collected by the City of Great Falls Animal Shelter. The proposed fee changes reflect the increasing costs of providing services to the public while recouping some of the costs to provide those services. This resolution also includes restructuring animal registration to move away from annual licensing to a lifetime only license, which has been found to increase licensing participation nationwide.

Background: The City of Great Falls Animal Shelter is an open admission Municipal Animal Shelter, which serves the City of Great Falls and Cascade County. The mission of the shelter is to ensure the health, safety, and welfare of the animals and citizens of the Great Falls community through education about responsible pet ownership.

Resolution 10125, adopted November 17, 2015, specifically addressed cremation fees, three categories of cremations were created at that time: General, Segregated, and Individual. With the 2021 conversion to the hydro-incinerator individual cremations are not cost effective and do not make this a viable option. The segregated cremation process does return individual animals ashes to the owner in a Memorial

Package. The remaining animal related license and service fees, have not been adjusted since adoption of Resolution 10049 on January 21, 2014.

The animal registration structure will change from an annual licensing model to a lifetime only option, contributing to an increase in compliance to the city animal registration ordinance. Records indicate only about 10% of our annual licenses are renewed on an annual basis.

Concurrences: Fee increases were discussed at the FY24 budget process and supported by the City Manager and Finance Department.

Fiscal Impact: The proposed fee increases reflect increases in the operational costs to the City of Great Falls Animal Shelter, and a conservative estimate of \$20,000 in new revenue is believed possible. Increases in fees will inject monies into the Animal Shelter revenue stream to offset the cost for services provided to the community.

Alternatives: The Commission could choose not to set the public hearing on Resolution 10525 and keep the fees, revenues, cremation service categories, and animal registration structure for the Animal Shelter the same.

Attachments:

Resolution 10525 & Exhibit A

Current Fees Adopted through Resolution 10125

RESOLUTION NO. 10525

A RESOLUTION REVISING CITY OF GREAT FALLS ANIMAL SHELTER RELATED FEES AND SERVICES IN ACCORDANCE WITH TITLE 6 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) SUPERSEDING RESOLUTION 10125

WHEREAS, the City Commission adopted Resolution 10125 on November 17, 2015, specifically addressing cremation fees, incentive licensing program for veterinarians, and increased the adoption fee for small animals. The remaining animal related license and services have not been adjusted since adoption of Resolution 10049 on January 21, 2014; and

WHEREAS, the Great Falls Animal Shelter is an open-admission, municipal animal shelter operated by the City of Great Falls, which provides a safe haven for stray, abandoned and owner surrendered animals in Great Falls, Cascade County and the surrounding areas; and

WHEREAS, the Great Falls Animal Shelter's Mission is to *ensure the health, safety and welfare of the animals and citizens of our community through the education of responsible pet owners*; and

WHEREAS, the Great Falls Animal Shelter provides a number of services including animal protection, pet adoptions, cremation services for veterinarians and private citizens, as well as licensing and microchipping. The Shelter also has volunteer opportunities for community members to get involved with the animals, events, and other activities throughout the year; and

WHEREAS, the City of Great Falls Police Department handles all Animal Control issues. Animal Control Officers are responsible for the collection, impoundment and initial care of stray or vicious dogs, cats and other animals, enforcing City ordinances and State laws relating to the control of animals and helps to control the domesticated animal population; and

WHEREAS, the staff at the Great Falls Animal Shelter and the Animal Control Officers work together to improve animal welfare and the quality of life for animals in the Great Falls community; and

WHEREAS, having considered the current costs of the operation and administration of the Great Falls Animal Shelter since the last fee adjustments in 2014 and 2015, it is deemed necessary and appropriate to adjust fees associated therewith for the proper administration and operation of the Great Falls Animal Shelter.

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

That the Animal Shelter Related Fees and Services and Definitions attached hereto as Exhibit "A" are hereby adopted; and

This Resolution shall become effective upon adoption superseding Resolution 10125.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
September 19, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney

**Resolution 10525
Exhibit "A"**

**City of Great Falls Animal Shelter
Fees & Services**

Adoption Fees

Dog Adoptions	\$150
Cat/Kitten Adoptions	\$55
Other Small Domestic Animals	\$55
Small Domestic Birds	\$15
Spay/Neuter Deposit	\$50 Kittens/Cats - \$100 Puppies/Dogs
Rabies Deposit	\$15 Kittens & Puppies Only
Adoption Promotion Fee	Varies during adoption promotions

Licenses & Fees – General Public Rates

Nametag	\$12
Microchip	\$25
Surrender Fee	\$30 per animal or \$40 a litter
Animal Registration Lifetime	\$45

Licenses – Veterinary & Non-Profit Rates

Local veterinarians as well as local non-profits (who adopt animals), may participate in the Shelter’s Licensing Program. By agreeing to participate in the program, participants may sell licenses at the rate approved by the City Commission and receive 20% of the total revenue collected from their license sales.

Service Animals and governmental police dogs should be registered with the City of Great Falls, but will not be charged for such registration.

Redemption Fees

Administration Fee (One-Time)	\$15
Triage/Vaccination Fee	\$30
Rabies Deposit (One-Time)	\$20
Veterinary Bills to Owner	Variable (based on services rendered)
Cost of Care (Daily)	\$20
Cost of Care - Court Mandated Cases (Daily)	\$25
Court Mandated Euthanasia	\$75

Cremation Services

General cremation – This service involves disposal only.
(No Ashes Returned)

0-30 Pounds	\$50
31-70 Pounds	\$100
71+ Pounds	\$135

Segregated Cremation
(Ashes Returned)

0-15 Pounds	\$75
16-50 Pounds	\$150
51-90 Pounds	\$225
91-150 Pounds	\$250
151—200 Pounds	\$300

Cremation Services for local veterinarians 10% Discount off of Public Rates

Cremation fees with ashes returned include an urn, lapel pin, paw print and cremation certificate.

Cremation Services are not available for animals over 200 pounds.

Animal Control

Licenses, Fees & Permits

Wild Animal License Certificate (Initial Registration)	\$250
Wild Animal License Annual Certificate (Renewal)	\$200
Multiple Animal Permit – 6 or Less Animals (2 year Permit)	\$60
Multiple Animal Permit – 7 or More Animals (2 year Permit)	\$100
Multiple Animal Hobby Breeder Permit (Annual)	\$200
Commercial Kennels	Coordinated through Planning & Community Development
Bee Hive Owner/Bee Keeper Registration (One-Time)	\$60
Bee Hive(s) License (Annual)	\$15 per hive

Community Law Enforcement

Intake, Kenneling, Hold, and Health Charge \$140 per animal

Great Falls Animal Shelter Definitions

Administration Fee - This fee helps offset the cost of staff time involved in the administrative process for the intake of animals brought into the Shelter. This process includes entering the animals basic information into the shelter management system, researching for owner information, contacting the owner or next of kin by phone or certified letter, and providing the necessary customer service to get the animal reclaimed.

Adoption Fees – The adoption fees for dogs and cats include spaying/neutering of the animal, a micro-chip, vaccinations and a nametag.

Adoption Promotion Fee - The Shelter may hold adoption promotion events throughout the year. The amount of the Adoption Promotion Fee may vary to allow dogs and cats to be adopted from the Shelter at a discounted rate. Oftentimes, the promotional rate will be offset by the Guardian Angel Fund, sponsorships, or partnerships with national animal welfare organizations. The Adoption Promotion Fee will be used based on space, on an as needed basis, or when partnerships are available.

Animal Registration (also known as animal licenses) - Under the Official Code of the City of Great Falls (OCCGF) any person keeping or harboring any dog or domestic cat over four (4) months of age must register the animal by paying a registration fee. Proof of rabies vaccinations are required.

Court Mandated Euthanasia - In the event of court mandated euthanasia, this fee is charged to the pet owner and covers the cost of the contracted veterinarian who provides the service, decapitation if necessary (required in bite cases), rabies testing and the general disposal and processing of the animal.

Cost of Care - The cost of care offsets the daily expenses associated with the caring of animals; it includes the cost of staff time, food, water, and sheltering.

Cost of Care - Court Mandated Cases – In most situations animals in the care of the Shelter due to court mandate tend to be aggressive and/or bite cases and their daily care can involve at least two staff members, they have longer stay times, need to be isolated from other animals, and require double sided compartment housing for the safety of the animal and staff.

Cremation Services – The Shelter offers pet cremation services to the Great Falls community, local veterinary offices and the surrounding areas. Owners have the option of selecting general or segregated cremation options. The processing fee covers the cost of the urn, lapel pin, paw print, and cremation certificate (the processing fee is not charged to those who select General Cremation).

Microchip - A pet microchip is a small electronic device, usually about the size of a grain of rice, implanted under the skin of a pet, typically between the shoulder blades. The primary purpose of a pet microchip is to provide a permanent and unique identification method for pets, allowing them to be easily identified and reunited with their owners if they become lost or separated.

Nametags - Dog and cat nametags are sold at the Shelter for a nominal fee in an effort to support owners to comply with the Tag-Collar Ordinance.

Other Small Domestic Animals/Small Birds – From time to time the Shelter receives other domestic small animals, which may be available to the public for adoption. Small domestic animals include but are not limited to birds, rabbits, ferrets, hamsters, guinea pigs, gerbils, rats and domestic pigs. However, if a small domestic animal is brought into the Shelter, and redeemed by their owner, the owner will be subject to the appropriate redemption/cost of care fees.

Rabies Deposit - The owner of any dog or cat which does not have proof of rabies vaccination at reclaim must pay a refundable fee. The fee will be refunded when the owner provides proof of vaccination. A rabies deposit is also required if the animal is less than 4 months old at the time of adoption.

Redemption - The owner of any pet animal which has been under the care of the Shelter and which is no longer subject to court ordered impoundment, may redeem the pet, upon proving ownership and paying a registration fee (for unregistered pet animals). In addition, the owner may redeem the animal upon proving ownership and upon the payment of applicable

fees, including: 1) Administration, 2) Triage/Vaccination, 3) Daily Cost of Care, for each day or partial day that the animal has been held at the Shelter, 4) Rabies Deposit, if the animal is not vaccinated, and 5) any Veterinary Bills incurred while the animal is held at the Shelter.

Spay/Neuter Deposit - Under Montana Law (MCA § 7-23-4202) any publicly operated animal shelter may not offer for adoption any cat or dog that has not been spayed or neutered; unless a deposit for spaying or neutering the animal has been paid. In the event that a pet is adopted before spay/neuter has occurred a Spay/Neuter deposit must be collected.

The spay/neuter deposit will be returned to new pet owner once documentation is provided showing the dog or cat is altered. Under Montana Law the spay/neuter deposit must be forfeited if the spaying or neutering is not done within 30 days if the cat or dog is more than 6 months old at the time of adoption; or by the time the animal reaches the age of 6 months if the animal is less than 6 months old at the time of adoption; or within 30 days of the adoption, whichever is longer.

Surrender Fee – A surrender fee will be charged to an owner who surrenders an unwanted animal(s) to the Shelter. An additional fee will be charged to those owners who surrender a litter to the Shelter. The fee helps offset the initial intake/processing cost of the animal and general cost of care.

Triage/Vaccination Fee - This fee includes a basic health assessment, the administration of Da2PPv (distemper/parvo), bordatella (kennel cough) vaccinations, and de-worming for dogs and the FvRCP (feline distemper) vaccinations and deworming for cats. Vaccinations are administered to all animals upon intake into the Shelter, with few exceptions, to avoid major outbreaks of disease.

Veterinary Bills – The pet owner is responsible at time of redemption for any veterinary services and associated costs if their animal receives care while at the Shelter.

Animal Control Definitions

Bee Hive Owner/Bee Keeper Registration & Licensing – Any person wishing to maintain honeybees on their property must submit a one-time registration fee to be recognized as a “bee keeper or bee hive owner” and license their bee hives each year, including the first year. All hives shall be registered and licensed with Animal Control prior to April 1 of each year. No more than five (5) hives of honeybees are allowed on each one-quarter acre of property or less.

Commercial Kennels - A Commercial Kennel Permit is required for any individual who wishes to engage in the boarding and/or breeding of dogs, cats, reptiles, or any other pet animal for compensation. This process is currently coordinated through the Planning and Community Development Department and applicants are required to receive a Safety Inspection Certificate (SIC) before opening for business. Commercial kennels are only allowed in approved zoning districts outlined in Title 17 of the City Code (those zoning districts include C-2, C-3, GFIA and I-1).

Multiple Animal Permits – A Multiple Animal Permit is required for any person, family, or household owning or harboring more than two (2) dogs over six (6) months of age and two (2) cats over six (6) months of age for more than thirty (30) days. Multiple Animal Permits are issued on a two (2) year basis. Those residents who have purchased and hold lifetime Multiple Animal Permits will continue to have their permit honored as long as the terms of the original permits continue to be met.

Multiple Animal Hobby Breeder Permit – A Multiple Animal Hobby Breeder Permit is required for any person, family, or household owning or harboring more dogs and cats than are permitted by City Code and who intend to breed their animals. The holder of a regular Multiple Animal Permit or a person holding no Multiple Animal Permit must apply for a Multiple Animal Hobby Breeder Permit within ten (10) days of the birth of a litter.

Wild Animals License Certificate – Anyone who wishes to keep a wild animal in their home or on their property is required to obtain a Wild Animal License Certificate. An inspection of the property must be completed by an Animal Control Officer before the certificate can be granted. Renewals are required within sixty (60) days of the expiration day of the initial application.

Resolution 10125
Exhibit "A"
Adopted November 17, 2015
City of Great Falls Animal Shelter
Fees & Services

Great Falls Animal Shelter (Shelter)

Adoption Fees

Dog Adoptions	\$140
Cat Adoptions	\$50
Other Small Domestic Animals	\$50
Small Domestic Birds	\$5
Spay/Neuter Deposit	\$50 Kittens/Cats - \$100 Puppies/Dogs
Rabies Deposit	\$15 Kittens & Puppies Only
Adoption Promotion Fee	Varies during adoption promotions

Licenses & Fees – General Public Rates

Nametag	\$10
Surrender Fee	\$20 per animal or \$30 a litter
Yearly Animal Registration (Altered)	\$15
Yearly Animal Registration (Unaltered)	\$30
Lifetime Animal Registration (Altered Only)	\$75

Licenses – Veterinary & Non-Profit Rates

Local veterinarians as well as local non-profits (who adopt animals), may participate in the Shelter’s Licensing Program. By agreeing to participate in the program, participants may sell licenses at the rate approved by the City Commission and receive 20% of the total revenue collected from their license sales.

Animal Registrations are also known as Animal Licenses and are valid for twelve (12) months from the date of purchase. Service/Companion Animals and governmental police dogs should be registered with the City of Great Falls, but will not be charged for such registration.

Redemption Fees

Administration Fee (One-Time)	\$12
Triage/Vaccination Fee	\$20
Rabies Deposit (One-Time)	\$15
Veterinary Bills to Owner	Variable (based on services rendered)
Cost of Care (Daily)	\$10
Cost of Care - Court Mandated Cases (Daily)	\$15
Court Mandated Euthanasia	\$50

Cremation Services

General Cremations (No Ashes Returned)

0-30 Pounds	\$25
31-70 Pounds	\$50
71+ Pounds	\$80

General cremation – This service involves disposal only.

Segregated Cremations (Ashes Returned)

0-15 Pounds	\$50
16-50 Pounds	\$100
51-90 Pounds	\$150
91-150 Pounds	\$200
151-200 Pounds	\$250

Segregated cremations – more than one animal is placed in the incinerator at a time, but they are separated so the owner receives only their animal’s ashes back.

Individual Cremations (Ashes Returned)

0-15 Pounds	\$150
16-50 Pounds	\$200
51-90 Pounds	\$250
91-150 Pounds	\$300
151—200 Pounds	\$350

Individual Cremations – one animal in the incinerator at a time, and the owner receives their animal’s ashes back.

Cremation Services for local veterinarians 10% Discount off of Public Rates

Segregated and Individual cremation fees include an urn, lapel pin, paw print and cremation certificate.

Cremation Services are not available for animals over 200 pounds.

Animal Control

Licenses, Fees & Permits

Wild Animal License Certificate (Initial Registration)	\$200
Wild Animal License Annual Certificate (Renewal)	\$150
Multiple Animal Permit – 6 or Less Animals (2 year Permit)	\$40
Multiple Animal Permit – 7 or More Animals (2 year Permit)	\$75
Multiple Animal Hobby Breeder Permit (Annual)	\$150
Commercial Kennels	Coordinated through Planning & Community Development
Bee Hive Owner/Bee Keeper Registration (One-Time)	\$40
Bee Hive(s) License (Annual)	\$10 per hive

Great Falls Animal Shelter Definitions

Administration Fee – This fee helps off-set the cost of staff time involved in the intake process of animals brought into the Shelter and includes the costs associated with setting an animal up with shelter, food, water and bedding.

Adoption Fees – The adoption fees for dogs and cats include spaying/neutering of the animal, a micro-chip, vaccinations and a nametag.

Adoption Promotion Fee - The Shelter may hold adoption promotion events throughout the year. The amount of the Adoption Promotion Fee may vary to allow dogs and cats to be adopted from the Shelter at a discounted rate. Oftentimes, the promotional rate will be offset by the Guardian Angel Fund and the Adoption Fund. The Adoption Promotion Fee will be used based on space or on an as needed basis.

Animal Registration (also known as animal licenses) – Under the Official Code of the City of Great Falls (OCCGF) any person keeping or harboring any dog or domestic cat over six (6) months of age must register the animal by paying a registration fee. The Shelter sells both annual and lifetime registrations, proof of vaccinations are required. The cost of registration varies based on whether or not the animal is altered. Lifetime registrations are only available to be purchased for those animals that are altered. Registrations are valid for a period of twelve (12) months from the date of purchase. Animal registrations are sometimes referred to as animal licenses.

Court Mandated Euthanasia – In the event of court mandated euthanasia, this fee is charged to the pet owner and covers the cost of the contracted veterinarian who provides the service, decapitation if necessary (required in bite cases), rabies testing and the general disposal and processing of the animal.

Cost of Care – The cost of care covers the daily expenses associated with the caring of animals; it includes the cost of staff time, food, water and shelter as well as basic utility expenses (heat, electricity, water, etc.). It is calculated at \$10 a day.

Cost of Care - Court Mandated Cases – In the event that an animal is brought into the Shelter due to a court mandate the daily cost of care for that animal will be charged at a daily rate of \$15 a day. This covers the daily expenses associated with caring for the animal including staff time, food, water and shelter as well as basic utility expenses (heat, electricity, water, etc.). In most situations animals in the care of the Shelter due to court mandate tend to be aggressive and/or bite cases and involve at least two staff members, have longer stay times, and need to be isolated from other animals.

Cremation Services – The Shelter offers pet cremation services to the Great Falls community, local veterinary offices and the surrounding areas. Owners have the option of selecting general, segregated or individual cremation options. The processing fee covers the cost of the urn, lapel pin, paw print and cremation certificate (the processing fee is not charged to those who select General Cremation).

Nametags – Dog and cat nametags are sold at the Shelter for a nominal fee.

Other Small Domestic Animals/Small Birds – From time to time the Shelter receives other domestic small animals, which may be available to the public for adoption. Small domestic animals include but are not limited to birds, rabbits, ferrets, hamsters, guinea pigs, gerbils, rats and domestic pigs. However, if a small domestic animal is brought into the Shelter, and redeemed by their owner, the owner will be subject to the appropriate redemption/cost of care fees.

Rabies Deposit - The owner of any dog or cat which does not have proof of rabies vaccination must pay a fifteen dollar (\$15) refundable fee. The fee will be refunded when the owner provides proof of vaccination. A rabies deposit is required if the animal is less than 6 months old at the time of adoption.

Redemption - The owner of any pet animal which has been under the care of the Shelter and which is no longer subject to court ordered impoundment, may redeem the pet, upon proving ownership and paying a registration fee (for unregistered pet animals). In addition, the owner may redeem the animal upon proving ownership and upon the payment of applicable fees, including: 1) administration, 2) Triage/Vaccination, 3) daily cost of care for each day or partial day that the animal

has been held at the Shelter, 4) anti-rabies vaccination if the animal is not so vaccinated, and 5) any veterinary costs incurred while the animal is held at the Shelter.

Spay/Neuter Deposit - Under Montana Law (MCAS 7-23-4202) any publicly operated animal shelter may not offer for adoption any cat or dog that has not been spayed or neutered; unless a deposit for spaying or neutering the animal has been paid. The Shelter requires a spay/neuter deposit for animals that are 6 months of age or younger (too young to be spayed at the time of adoption).

The cost of spaying/neutering all other dogs and cats is included in the adoption fee. Those animals not already altered at the time of adoption will be transported to a veterinarian who is participating in the Shelter's Guardian Angel Program to be spayed/neutered.

A spay/neuter deposit is also required if a new adoptee selects to take the animal home immediately (before being spayed/neutered) or in the event the new adoptee lives outside the City limits.

The spay/neuter deposit will be returned to new pet owner once documentation is provided showing the dog or cat is altered. Under Montana Law the spay/neuter deposit must be forfeited if the spaying or neutering is not done within 30 days if the cat or dog is more than 6 months old at the time of adoption; or by the time the animal reaches the age of 6 months if the animal is less than 6 months old at the time of adoption; or within 30 days of the adoption, whichever is longer.

Surrender Fee – A surrender fee will be charged to an owner who surrenders an unwanted animal(s) to the Shelter. An additional fee will be charged to those owners who surrender a litter to the Shelter. The fee helps offset the initial intake/processing cost of the animal and general cost of care.

Surrendered Animal – Upon surrender of an animal, the animal becomes the property of the Shelter and the animal's former owner cannot determine the disposition of the animal. The Shelter will perform its own assessment of the surrendered animal according to its policies and procedures and determine the disposition of the animal. The Shelter does not euthanize or cremate upon request.

Service or Companion Animals – Under OCCGF and Federal Law, Service Animals are defined as animals that are individually trained to do work or perform tasks for people with disabilities. Companion Animals are animals required by a person with a disability to ameliorate the disabling condition. In order for an animal to be identified as a Service or Companion Animal, sufficient information must be provided to the Shelter from a health care or other professional, so that the Shelter may review the request for designation of Service or Companion Animal as a disability accommodation. Upon designation that the animal is a Service or Companion Animal, that animal should be registered, but a registration fee will not be charged. However, if a Service or Companion Animal is in the care of the Shelter, appropriate fees will be charged.

Triage/Vaccination Fee - This fee includes a basic health assessment (temperature, weight, eyes, ears, etc.) as well as the Da2PPv (distemper/parvo), bordatella (kennel cough) vaccinations and de-worming for dogs and the FvRCP (feline distemper) vaccinations and deworming for cats. Vaccinations will not be administered and the applicable fee will not be charged until the 72-hour time has passed.

Vaccinations – Under OCCGF it is unlawful for any person to keep, maintain or harbor any dog, cat, ferret or horse over six (6) months of age unless it has had a current anti-rabies vaccine administered under the direction of the public health officer by a licensed veterinarian or with any other vaccine approved by the public health officer and the state veterinarian.

Veterinary Care/Bills – The pet owner is responsible at time of redemption for any veterinary services and associated costs if their animal receives care at the Shelter.

Animal Control Definitions

Bee Hive Owner/Bee Keeper Registration & Licensing – Any person wishing to maintain honeybees on their property must submit a one-time registration fee of \$40 to be recognized as a “bee keeper or bee hive owner” and license their bee hives at the rate of \$10 per hive each year, including the first year. All hives shall be registered and licensed with Animal Control prior to April 1 of each year. No more than five (5) hives of honeybees are allowed on each one-quarter acre of property or less.

Commercial Kennels - A Commercial Kennel Permit is required for any individual who wishes to engage in the boarding and/or breeding of dogs, cats, reptiles, or any other pet animal for compensation. This process is currently coordinated through the Planning and Community Development Department and applicants are required to receive a Safety Inspection Certificate (SIC) before opening for business. Commercial kennels are only allowed in approved zoning districts outlined in Title 17 of the City Code (those zoning districts include C-2, C-3, GFIA and I-1).

Multiple Animal Permits – A Multiple Animal Permit is required for any person, family, or household owning or harboring more than two (2) dogs over six (6) months of age and two (2) cats over six (6) months of age for more than thirty (30) days. Multiple Animal Permits are issued on a two (2) year basis. Those residents who have purchased and hold lifetime Multiple Animal Permits will continue to have their permit honored as long as the terms of the original permits continue to be met.

Multiple Animal Hobby Breeder Permit – A Multiple Animal Hobby Breeder Permit is required for any person, family, or household owning or harboring more dogs and cats than are permitted by City Code and who intend to breed their animals. The holder of a regular Multiple Animal Permit or a person holding no Multiple Animal Permit must apply for a Multiple Animal Hobby Breeder Permit within ten (10) days of the birth of a litter.

Wild Animals License Certificate – Anyone who wishes to keep a wild animal in their home or on their property is required to obtain a Wild Animal License Certificate. An inspection of the property must be completed by an Animal Control Officer before the certificate can be granted. A one-time fee of \$200 and an annual renewal fee of \$150 is required. Renewals are required within sixty (60) days of the expiration day of the initial application.



Commission Meeting Date: September 5, 2023
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Resolution 10511 – Annual Tax Levy
From: Gregory T. Doyon, City Manager
Initiated By: Taxable Valuations from Montana Department of Revenue
Presented By: Melissa Kinzler, Finance Director
Action Requested: Adopt Resolution 10511

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10511.”

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

Summary: The City Commission is required to fix an annual tax levy by setting mills to generate property tax revenues that will balance the General Fund budget and other levy supported funds. The City received its taxable valuation from the Montana Department of Revenue (MTDOR) on August 7, 2023. With this valuation, the City can now compute and set its annual mill levy.

The total mill levy for Tax Year 2023 (FY 2024) is 200.72 mills totaling \$26,457,995. This includes mills for the general levy (previously and newly taxable property), the Permissive Medical Levy, the Great Falls Public Library mill levy, and the Soccer Park General Obligation Bond levy.

Background: The City’s total taxable value is \$137,382,080. The taxable value per mill increased from \$103,300 in FY2023 to \$131,816 in FY2024, an increase of 27.6%. The MTDOR provides no specific project or development that attributes to this increase. Changes to the tax base (e.g., increases from development) are not distinguishable. Tax Year 2023 (FY2024) was a re-valuation year for residential properties, which are on a two-year cycle.

During the pandemic, the City did not utilize any available tax increases in FY2021 or FY2022. It was identified during the FY2023 budget process that this was not sustainable for a third year, and the City utilized all available increases. During the FY2024 budget process, the City Commission adopted the budget using the full inflationary amount available. The budget was also adopted using the full permissive medical levy available. This tax levy resolution incorporates both.

This year’s newly taxable property reported by the MTDOR will generate additional revenue of \$1,510,213. During the FY 2024 Budget Adoption Process, the Finance Department projected the City’s

newly taxable property revenue would be \$400,000. The projection was based on a twenty-two-year average of newly taxable property. No particular development project can be identified for this newly taxable revenue. This additional revenue of \$1,110,213 not included in the FY2024 Adopted Budget, will be used to offset any uncollected taxes throughout the year, offset any appeals or protests, and/or contribute to the General Fund unreserved fund balance. The fund balance policy is 22% and the Adopted Budget projected ending fund balance is 17.6%.

The City anticipates property assessment appeals/abatement requests which means the City will not definitively know how much of this new projected tax revenue will be available until those appeals/abatement requests are processed. The City is currently aware of one appeal that has been settled. There were no taxing jurisdiction in Cascade County that had a change in taxable value of more than 1% so there was no need to recertify valuations from this appeal.

Included in the total mill levy of 200.72 are the following:

Debt Service

- 1.25 mills for soccer park debt service payments

The amount that will be generated is \$164,770 which will cover debt payments and expenses in the Soccer Park Fund. This will be the last year for this mill levy.

The soccer park bonds were issued June 14, 2004, for \$2,500,000 for twenty years and refinanced in April 2014. The outstanding balance of the soccer bonds as of June 30, 2023, was \$160,000. The bond maturity date is July 1, 2024.

Permissive Medical Levy

- 30.06 mills will generate \$3,962,345

This is an increase from last year \$353,043 in additional revenue. Under 15-10-420(9)(a)(vi), the City is allowed to take 30.06 total mills for the Permissive Medical Levy.

Great Falls Public Library Mill Levy

- 17.00 mills will generate \$2,240,872

On June 6th, 2023, a levy of up to 17.00 mills, an increase of 15.00 mills, was approved by voters for the operation, maintenance, and capital needs of the Great Falls Public Library.

Total Mill Levy Summary

Last year’s mill levy for Tax Year 2022 (FY 2023) certified revenue of \$22,111,402. The differences between the mill levy for Tax Year 2022 (what the City milled last year) and \$26,457,995 (what the City will mill this year) include the following:

General Levy

- \$1,510,213 for newly taxable property,
- \$446,080 for the inflationary adjustment,

- \$353,043 for the “Permissive Medical Levy”,
- \$396 for previous taxable value adjustments

Voted Levy

- \$2,034,272 for the “Great Falls Public Library Levy”

Voted General Obligation Debt

- \$2,589 for the increase in the revenue needed for the soccer park debt.

The total mill levy allowable under state law is 200.72.

Fiscal Impact: The total mill levy for Tax Year 2023 (FY 2024) is 200.72 mills totaling \$26,457,995. The newly taxable value revenue of \$1,510,213 may result in an increase of \$1,110,213 in undesignated fund balance for the General Fund in FY 2024 because it is more than the budgeted amount of \$400,000.

During the FY2024 budget process, the City Commission adopted the budget utilizing the full inflationary factor available and the full permissive medical levy available. Based on the new certified mill value, the increase for the applicable property owner is below. The amounts are less than what was presented during the budget process using last year’s mill value.

	\$100,000 Market Value Home	\$200,000 Market Value Home	\$300,000 Market Value Home	\$600,000 Market Value Home
Inflationary Factor Increase	\$ 4.57	\$ 9.14	\$13.71	\$27.41
Permissive Medical Levy Increase	\$ 3.62	\$ 7.23	\$10.85	\$21.69
Total Annual Increase	\$ 8.19	\$ 16.37	\$24.56	\$49.10

Additionally, the table below illustrates the increase for the applicable property owner for the 15 additional mills approved by the Great Falls Public Library Mill Levy.

	\$100,000 Market Value Home	\$200,000 Market Value Home	\$300,000 Market Value Home	\$600,000 Market Value Home
Library Mill Levy Increase	\$20.25	\$40.50	\$60.75	\$121.50

Alternatives: State law requires that the City adopt a FY2024 Budget which includes setting the annual mill levy amounts on or before the first Thursday after the first Tuesday in September or 30 days after receiving taxable valuation from the Montana Department of Revenue, whichever is later.

The City Commission could decrease the amount of its levies from the limit allowable by State law – either decrease the inflationary adjustment, the permissive medical levy, or the Library Levy. Doing so would cause the projected General Fund undesignated fund balance to be less than the 17.6% adopted. The Commission could also choose to cut expenditures or allocate additional CARES money in the General Fund to offset the reduction in tax increases.

Concurrences: The FY 2024 Budget was adopted July 18, 2023. Setting the mill levy for Tax Year 2023 (FY 2024) is the last step in the adoption of the FY 2024 City of Great Falls Budget.

Attachments/Exhibits:

Tax Levy Resolution 10511

Tax Levy Resolution 10511 Appendix A

2023 Certified Taxable Valuations (from Montana Department of Revenue)

Taxable Valuation History

RESOLUTION NO. 10511
RESOLUTION TO FIX ANNUAL TAX LEVY
A RESOLUTION PROVIDING FOR THE ANNUAL TAX
LEVY IN MILLS FOR THE FISCAL YEAR BEGINNING
JULY 1, 2023 AND ENDING JUNE 30, 2024

WHEREAS, Montana Code Annotated (MCA), 7-1-114, states "(1) A local government with self-governing powers is subject to ...(g) except as provided in subsection (3), any law regulating the budget, finance, or borrowing procedures and powers of local governments...(3) (b) The provisions of 15-10-420 apply to self-governing local government units."

WHEREAS, The City of Great Falls, Montana adopted a self-governing charter in 1986. Article I, Section 3 of the Charter of the City of Great Falls, Montana states: "The total mill levy shall not exceed that allowed to general powers cities of the first class by Montana Law."

WHEREAS, Section 7-6-4036, MCA, requires the City Commission to fix the tax levy for each taxing jurisdiction by the later of the first Thursday after the first Tuesday in September or within 30 calendar days after receiving certified taxable values. Certified taxable values were received August 7, 2023.

WHEREAS, Section 15-10-420, MCA provides:

(1)(a) Subject to the provisions of this section, a governmental entity that is authorized to impose mills may impose a mill levy sufficient to generate the amount of property taxes actually assessed in the prior year plus one-half of the average rate of inflation for the prior 3 years. The maximum number of mills that a governmental entity may impose is established by calculating the number of mills required to generate the amount of property tax actually assessed in the governmental unit in the prior year based on the current year taxable value, less the current year's value of newly taxable property plus one-half the average rate of inflation for the prior 3 years.

(2) ... plus any additional levies authorized by the voters ...

(9) (a) The provisions of subsection (1) do not prevent or restrict...(vi) the portion that is the amount in excess of the base contribution of a governmental entity's property tax levy for contributions for group benefits excluded under 2-9-212 or 2-18-703.

WHEREAS, Section 15-10-201, MCA, requires the City Commission to fix its tax levy in mills and tenths and hundredths of mills.

WHEREAS, The Department of Revenue's certified taxable value for the City of Great Falls is \$137,382,080 which equates to \$137,382 per mill; when the incremental value of the tax increment finance districts is removed the value is \$131,816 per mill. This includes \$9,908,882 or \$9,909 per mill, of newly taxable property.

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

Section 1. - Determination of Mill Levy Limit

- Appendix A shows the determination of the total mill levy limit of 152.41 mills.
- An additional 30.06 “Permissive Medical Levy” is allowed under 15-10-420(9)(a)(vi) for increased health insurance premiums not included in the Appendix A calculation.
- An additional 1.25 mills are allowed under 15-10-420(2) for additional voter supported mills. On November 4, 2003, a \$2.5 million general obligation bond was approved by voters for construction of a soccer park. It has been determined that 1.25 mills for soccer park debt service payments is needed for Fiscal Year 2024.
- An additional 17.00 mills are allowed under 15-10-420(2) for additional voter supported mills. On June 6th, 2023, a levy of up to 17.00 mills, an increase of 15.00 mills, was approved by voters for the operation, maintenance, and capital needs of the Great Falls Public Library.

Section 2. - Tax Levy Amounts

A 200.72 mill levy will generate:

- a. \$ 18,579,795 from the \$121,907 certified value per mill for Previously Taxable Property;
- b. \$ 1,510,213 from the \$9,909 certified value per mill for Newly Taxable Property;
- c. \$ 3,962,345 from the \$131,816 certified value per mill for increased Health Insurance premiums “Permissive Medical Levy”;
- d. \$ 2,240,872 from the \$131,816 certified value per mill for the Library,
- e. \$ 164,770 from the \$131,816 certified value per mill for soccer park debt service payments, and,
- f. \$ 26,457,995 in total City tax for 2023 Tax Year from the \$131,816 total certified value per mill.

This does not reflect delinquent collections or tax increments withheld.

Section 3. - Tax Levy Required and Set

- a. 152.41 mill levy- The City Commission has determined a \$20,090,008 tax levy, requiring a 152.41 mill levy, is necessary to balance the General Fund Budget.
- b. 30.06 mill levy- The City Commission has determined a \$3,962,345 “Permissive Medical Levy”, requiring a 30.06 mill levy, is necessary for increased health premium costs to balance the General Fund Budget.

- c. 17.00 mill levy- The City Commission has determined a \$2,240,872 tax levy, requiring a 17.00 mill levy, is necessary for the Great Falls Public Library.
- d. 1.25 mill levy- The City Commission has determined a \$164,770 tax levy, requiring a 1.25 mill levy, is necessary for the soccer park debt service payment.
- e. Total 200.72 - The City Commission of the City of Great Falls, Montana, hereby fixes the tax levy for the fiscal year July 1, 2023 through June 30, 2024 at 200.72 mills.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, September 5, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney

Determination of Tax Revenue and Mill Levy Limitations
Section 15-10-420, MCA
City of Great Falls
FYE June 30, 2024
Resolution 10511, Appendix A

Reference Line		Enter amounts in yellow cells	Auto-Calculation (If completing manually enter amounts as instructed)
(1)	Enter Ad valorem tax revenue <u>ACTUALLY assessed in the prior year</u> (from Prior Year's form Line 17)	\$ 18,133,319	\$ 18,133,319
(2)	Add: Current year inflation adjustment @ 2.46%		\$ 446,080
(3)	Subtract: Ad valorem tax revenue <u>ACTUALLY assessed in the prior year</u> for Class 1 and 2 property, (net and gross proceeds) (from Prior Year's form Line 20)- (enter as negative)		\$ -
(4)	Adjusted ad valorem tax revenue		\$ 18,579,399
= (1) + (2) + (3)			
	<u>ENTERING TAXABLE VALUES</u>		
(5)	Enter 'Total Taxable Value' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 2	\$ 137,382,080	\$ 137,382,080
(6)	Subtract: 'Total Incremental Value' of all tax increment financing districts (TIF Districts) - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 6 (enter as negative)	\$ 5,566,528	\$ (5,566,528)
(7)	Taxable value per mill (after adjustment for removal of TIF per mill incremental district value)		\$ 131,815.552
= (5) + (6)			
(8)	Subtract: 'Total Value of Newly Taxable Property' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 3 (enter as negative)	\$ 9,908,882	\$ (9,908,882)
(9)	Subtract: 'Taxable Value of Net and Gross Proceeds, (Class 1 & 2 properties)' - from Department of Revenue <i>Certified Taxable Valuation Information</i> form, line # 5 (enter as negative)	\$ -	\$ -
(10)	Adjusted Taxable value per mill		\$ 121,906.670
= (7) + (8) + (9)			
(11)	CURRENT YEAR calculated mill levy		152.41
= (4) / (10)			
(12)	CURRENT YEAR calculated ad valorem tax revenue		\$ 20,090,008
= (7) x (11)			
	<u>CURRENT YEAR AUTHORIZED LEVY/ASSESSMENT</u>		
(13)	Enter total number of carry forward mills from prior year (from Prior Year's form Line 22)		0.00
(14)	Total current year authorized mill levy, including Prior Years' carry forward mills		152.41
= (11) + (13)			
(15)	Total current year authorized ad valorem tax revenue assessment		\$ 20,090,008
= (7) x (14)			
	<u>CURRENT YEAR ACTUALLY LEVIED/ASSESSED</u>		
(16)	Enter number of mills actually levied in current year (Number should equal total <u>non-voted</u> mills, which includes the number of carry forward mills, actually imposed per the final approved current year budget document. <u>Do Not</u> include voted or permissive mills imposed in the current year.)	152.41	152.41
(17)	Total ad valorem tax revenue actually assessed in current year		\$ 20,090,008
= (7) x (16)			
	<u>RECAPITULATION OF ACTUAL:</u>		
(18)	Ad valorem tax revenue actually assessed		\$ 18,579,795
= (10) x (16)			
(19)	Ad valorem tax revenue actually assessed for newly taxable property		\$ 1,510,213
(20)	Ad valorem tax revenue actually assessed for Class 1 & 2 properties (net-gross proceeds)		\$ -
(21)	Total ad valorem tax revenue actually assessed in current year		\$ 20,090,008
= (18) + (19) + (20)			
(22)	Total carry forward mills that may be levied in a subsequent year (Number should be equal to or greater than zero. A (negative) number indicates an over levy.)		0.00
= (14) - (16)			



2023 Certified Taxable Valuation Information
(15-10-202, MCA)
Cascade County
CITY OF GREAT FALLS

Certified values are now available online at property.mt.gov/cov

1. 2023 Total Market Value ¹	\$	8,317,572,494
2. 2023 Total Taxable Value ²	\$	137,382,080
3. 2023 Taxable Value of Newly Taxable Property.....	\$	9,908,882
4. 2023 Taxable Value less Incremental Taxable Value ³	\$	131,815,552
5. 2023 Taxable Value of Net and Gross Proceeds ⁴ (Class 1 and Class 2).....	\$	-

6. TIF Districts

Tax Increment District Name	Current Taxable Value ²	Base Taxable Value	Incremental Value
INT'L MALTING PLANT	1,270,871	347,618	923,253
WEST BANK RENEWAL	1,818,850	292,536	1,526,314
GF INT'L AIRPORT	403,776	107,149	296,627
GF DOWNTOWN URBAN	5,850,723	3,643,698	2,207,025
EAST INDUSTRIAL PARK	615,631	2,322	613,309
Total Incremental Value			\$ 5,566,528

Preparer KATIE KAKALECIK

Date 8/7/2023

¹Market value does not include class 1 and class 2 value

²Taxable value is calculated after abatements have been applied

³This value is the taxable value less total incremental value of all tax increment financing districts

⁴The taxable value of class 1 and class 2 is included in the taxable value totals

For Information Purposes Only

2023 taxable value of centrally assessed property having a market value of \$1 million or more, which has transferred to a different ownership in compliance with 15-10-202(2), MCA.

I. Value Included in "newly taxable" property	\$	-
II. Total value exclusive of "newly taxable" property	\$	-

Note

Special district resolutions must be delivered to the department by the first Thursday after the first Tuesday in September, 09/07/2023, or within 30 calendar days after the date on this form 7-11-1025(8), MCA.

The county clerk and recorder must provide mill levies for each taxing jurisdiction to the department by the second Monday in September, 09/11/2023, or within 30 calendar days after the date on this form 15-10-305(1)(a), MCA.

Taxable Valuation History

Tax Increment Districts												
Tax Levy Year	Fiscal Year	Total Taxable Value	Downtown	Pasta MT/ General Mills	International Malting Plant	West Bank Urban Renewal Plan	Great Falls Int'l Airport	East Industrial Park	Net Taxable Value	New Property Value	% Increase (Decrease) Prior Year Newly Taxable Property	Levy in Mills
2001	FY 2002	\$65,437,840	\$4,511,569	\$552,276	NA	NA	NA	NA	\$60,373,995	\$1,011,770	-47.8%	111.32
2002	FY 2003	\$65,117,051	\$4,364,549	\$595,357	NA	NA	NA	NA	\$60,157,145	\$1,302,597	28.7%	119.00
2003	FY 2004	\$65,328,553	\$4,102,725	\$700,009	NA	NA	NA	NA	\$60,525,819	\$1,041,336	-20.1%	124.33
2004	FY 2005	\$66,377,650	\$3,343,580	NA	NA	NA	NA	NA	\$63,034,070	\$2,030,124	95.0%	131.64
2005	FY 2006	\$68,609,562	\$3,402,127	NA	NA	NA	NA	NA	\$65,207,435	\$2,748,377	35.4%	138.27
2006	FY 2007	\$70,990,415	\$3,832,568	NA	\$141,345	NA	NA	NA	\$67,016,502	\$2,873,541	4.6%	140.94
2007	FY 2008	\$73,776,332	\$4,064,883	NA	\$225,476	NA	NA	NA	\$69,485,973	\$2,387,436	-16.9%	158.21
2008	FY 2009	\$76,405,690	\$4,107,804	NA	\$294,210	\$30,733	NA	NA	\$71,972,943	\$2,138,961	-10.4%	162.68
2009	FY 2010	\$76,862,700	NA	NA	\$309,168	\$205,857	NA	NA	\$76,347,675	\$6,947,574	224.8%	169.04
2010	FY 2011	\$78,275,702	NA	NA	\$195,477	\$574,725	\$728	NA	\$77,504,772	\$2,931,771	-57.8%	173.10
2011	FY 2012	\$78,709,035	NA	NA	\$176,312	\$553,480	\$6,659	NA	\$77,972,584	\$5,295,716	80.6%	183.24
2012	FY 2013	\$77,852,991	NA	NA	\$157,225	\$557,385	\$6,333	NA	\$77,132,048	\$1,278,348	-75.9%	193.57
2013	FY 2014	\$78,054,590	\$105	NA	\$155,000	\$560,136	\$11,171	NA	\$77,328,178	\$787,945	-38.4%	198.74
2014	FY 2015	\$76,098,354	\$41,765	NA	\$386,390	\$575,135	\$11,275	\$31,452	\$75,052,337	\$312,611	-60.3%	204.54
2015	FY 2016	\$88,577,771	\$444,316	NA	\$504,796	\$579,885	\$42,030	\$42,557	\$86,964,187	\$5,072,060	1522.5%	190.29
2016	FY 2017	\$91,113,880	\$0	NA	\$512,371	\$537,828	\$43,717	\$41,662	\$89,978,302	\$5,238,618	3.3%	198.24
2017	FY 2018	\$95,822,493	\$252,609	NA	\$383,849	\$654,253	\$47,867	\$319,573	\$94,164,342	\$2,643,701	-49.5%	194.78
2018	FY 2019	\$99,201,290	\$289,538	NA	\$440,041	\$772,903	\$48,317	\$465,364	\$97,185,127	\$4,606,852	74.3%	201.24
2019	FY 2020	\$104,780,322	\$1,054,084	NA	\$443,834	\$1,087,196	\$104,694	\$511,217	\$101,579,297	\$1,203,919	-73.9%	200.78
2020	FY 2021	\$101,651,616	\$1,060,260	NA	\$490,957	\$1,108,781	\$131,202	\$663,326	\$98,197,090	\$691,320	-42.6%	208.79
2021*	FY 2022	\$105,181,199	\$1,209,489	NA	\$488,202	\$1,174,733	\$136,607	\$506,325	\$101,665,843	\$2,191,822	217.0%	201.35
2022	FY 2023	\$107,111,238	\$1,295,541	NA	\$545,092	\$1,193,220	\$263,366	\$513,809	\$103,300,210	\$1,984,358	-9.5%	214.05
2023	FY 2024	\$137,382,080	\$2,207,025	NA	\$923,253	\$1,526,314	\$296,627	\$613,309	\$131,815,552	\$9,908,882	399.3%	200.72

All amounts as of time of certification.

* Tax year 2021 values were re-certified on 10/21/21 by the DOR. Revised values are shown. Tax year 2021 levies were based on original values.

- Notes:** Starting in 1999 mill levies were "floated" in order to achieve the statutorily limited tax revenues.
 Voters approved a 2 mill increase for the Library in November, 2000.
 Voters approved a \$2.5 million general obligation bond for a soccer park November 4, 2003.
 Voters approved a \$2.27 million general obligation bond for repair and improvement of city pool facilities November 7, 2006.
 Voters approved a 15 mill increase for the Library in June, 2023