



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
July 05, 2022
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

MILITARY UPDATES

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

PETITIONS AND COMMUNICATIONS

2. Miscellaneous reports and announcements.

(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.)

NEIGHBORHOOD COUNCILS

3. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

4. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

5. 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.

6. Minutes, June 21, 2022, Special City Commission Meeting.
7. Minutes, June 21, 2022, City Commission Meeting.
8. Total Expenditures of \$5,239,585 for the period of June 1, 2022 through June 22, 2022, to include claims over \$25,000, in the amount of \$4,554,219.
9. Contracts List.
10. Approve a Professional Services Agreement in the amount not to exceed \$115,669 to Advanced Engineering and Environmental Services, Inc. (AE2S), for engineering services for the City water distribution system model project, and authorize the City Manager to execute the agreement documents.
11. Approve the CDBG Funding Agreement in the amount of \$200,000 to the City of Great Falls, Park & Recreation for the conversion of the baby pool at the Electric City Water Park into a splash pad.
12. Award the base bid of \$216,661.80 plus the additive bid number 1 of \$19,500.00 for a total amount of \$236,161.80 to Capcon, LLC for the Elk's Riverside Park Force Main Replacement, and authorize the City Manager to execute the contract documents.
13. Approve the Cartegraph Solutions Master Agreement MA-22-04760 for Asset Management Software Subscription and Support Service for a 3 year term in total amount of \$210,378.79, and authorize the City Manager to execute the Agreement documents.
14. Approve the Final Payment for the Central Montana Agriculture and Technology Park (CMATP) TIF Phase IV Storm Drain, in the amount of \$32,678.64 to Shumaker Trucking & Excavating Contractors, Inc., and \$330.09 to the State Miscellaneous Tax Fund and authorize making the payments.
15. Set the Annual Budget Hearing on Resolution 10460, Annual Budget Resolution, for July 19, 2022.
16. Set a public hearing for Resolution 10464, to levy and assess the General Boulevard District, for August 2, 2022.
17. Set a public hearing for Resolution 10465, to levy and assess Great Falls Park District No. 1, for August 2, 2022.
18. Set a public hearing for Resolution 10466, to levy and assess properties within Special Improvement Lighting Districts, for August 2, 2022.
19. Set a public hearing for Resolution 10467, to levy and assess the Portage Meadows Maintenance District, for August 2, 2022.
20. Set a public hearing for Resolution 10468, to levy and assess the Street Maintenance District, for August 2, 2022.
21. Set a public hearing on Resolution 10469, Intent to Increase Property Tax, for July 19, 2022.

- [22.](#) Set a public hearing for the Business Improvement District (BID) FY 2023 Budget and Work Plan for July 19, 2022.
- [23.](#) Set a public hearing for the Tourism Business Improvement District (TBID) 2022/2023 Budget and Work Plan for July 19, 2022.

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

PUBLIC HEARINGS

- [24.](#) Tourism Business Improvement District (TBID) 2021/2022 Budget Amendment. *Action: Conduct a public hearing and accept or reject the Budget Amendment. (Presented by Rebecca Engum)*
- [25.](#) Resolution 10458, Conditional Use Permit for a “Two-family residence” land use upon the property addressed as 3125 8th Avenue North. *Action: Conduct a public hearing and adopt or deny Resolution 10458. (Presented by Craig Raymond)*
- [26.](#) CDBG & HOME Grant Annual Action Plan and Amended Consolidated Plan Public Hearing. *Action: Conduct a public hearing and adopt or deny the Annual Action Plan and the Amended 2020-2024 Consolidated Plan. (Presented by Craig Raymond)*

OLD BUSINESS

- [27.](#) Indoor Aquatics and Recreation Center - Change Order No. 2. *Action: Approve or deny a change order to Swank Enterprises in the amount of a \$91,029.58, and authorize or not authorize the City Manager to execute the change order documents. (Presented by Steve Herrig)*
- [28.](#) Indoor Aquatics and Recreation Center - Amendment No. 1 to Professional Services Agreement with LPW Architects. *Action: Approve or deny an amendment in the amount of a \$56,450 for additional work items relating to storm water management and certain compaction and materials testing services, and authorize not authorize the City Manager to execute the amendment documents. (Presented by Steve Herrig)*

NEW BUSINESS

- [29.](#) Human Resources Office Remodel. *Action: Award or not award a construction contract in the amount of \$626,500, to be paid with an allocation of American Rescue Plan Act (ARPA) funds, to Wadsworth Builders Company, Inc. and to authorize or not authorize the City Manager to execute the construction contract documents. (Presented by Craig Raymond)*

ORDINANCES / RESOLUTIONS

- [30.](#) Ordinance 3245, Providing that the Charter of the City of Great Falls be Amended to Allow for One or More Elected Municipal Court Judges and Submitting Such Charter Amendment to the Electors of the City of Great Falls. *Action: Accept or not accept Ord. 3245 on first reading and set or not set a second reading for July 19, 2022. (Presented by Jeff Hindoien)*

CITY COMMISSION

- 31. Miscellaneous reports and announcements from the City Commission.
- 32. 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.

JOURNAL OF SPECIAL COMMISSION PROCEEDINGS
June 21, 2022

Special City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 3:45 PM

Civic Center Gibson Room 212

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, and Susan Wolff. Commissioner Rick Tryon arrived at 3:58 pm. Also present were City Manager Greg Doyon and City Clerk Lisa Kunz.

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

PETITIONS AND COMMUNICATIONS

- 1. None.

NEW BUSINESS

- 2. **CITY MANAGER’S ANNUAL PERFORMANCE EVALUATION.**

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

At 3:52 pm, members of the Commission, Manager Doyon and the City Clerk met in executive session in the City Manager’s Office, Room 201, for the purpose of the Commission conducting the City Manager’s annual performance evaluation.

--EXECUTIVE SESSION --

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There being no further discussion, Mayor Kelly concluded the executive session at 5:10 pm.

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The members of the City Commission, Manager Doyon and the City Clerk reconvened the open meeting in the Gibson Room. Mayor Kelly called the meeting back to order at 5:12 pm.

Mayor Kelly reported that the Commission conducted its once a year due diligence performance review of Manager Doyon. He summarized comments that all of the Commission members agreed upon about Manager Doyon's performance.

The Commission is fortunate to have him here. He's been doing a great job since 2008. It's been a pleasure to watch his management style grow and mature as the City has grown and matured over that 14 year period of time. He is the veteran in the state as far as continuity.

Lots of good things have happened over the last year that Manager Doyon is indirectly or directly responsible for. Some of the characteristics that the Commission members talked about was the excellent fiscal management since Manager Doyon's arrival where he was knee deep in Electric City Power issues. He has worked his way through not only that challenge, but also the challenges of Covid.

He has built a great team over the years. The Commission has a lot of confidence in Greg that he will continue to hire great department heads.

Manager Doyon has initiated an internal Emerging Leaders Program, and he was recently accepted into Leadership Montana. The Commission is on board with the obligations that will entail, but also the exposure that Great Falls will get throughout the state because of Leadership Montana.

A couple commissioners mentioned that there has been a change in attitude or change in perception with regard to departments or staff. Instead of some of the old guard and the old way of doing things, now there is new leadership and a better attitude towards those folks that are in the department head positions.

One of the unique things of Manager Doyon's job is he is dealing with five individuals. He has to communicate consistently and constantly with each of them to make sure that the message is getting out there. He does that with excellent communication skills, both written and verbal.

He sets goals for himself and his department heads, but also works with the Commission members to help set goals. The Commission recommended that Manager Doyon could "beat on them" a little further to respond to his emails when he's looking for decisions from the Commission members. Directives are sent to Greg and not to each other. He has to sift through that and come up with a consensus. Over the years, he has been incredibly available and that has been noticed by all the Commissioners, current and past. That also creates a lot of need for flexibility in his schedule.

Manager Doyon has never been afraid to stand alone. He will state his mind, and he will bring his experiences to his opinion. If the prevailing winds are going against his opinion, he is more than willing to accept that, but not without a decent fight.

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A challenge that was discussed is that work needs to be done on technology. The 21st Century demands that the City be technically efficient. The City's streaming has not been as good as the Commission would like it to be and knows that the public feels that as well.

There has been lots of accomplishments in the last year, certainly the Civic Center, the Aquatic Center, and the fiscal evolution from being at one time severely wounded to being in relatively good shape with decent fund balances and the appropriate use of ARPA funds.

The Commission was impressed with Manager Doyon's overall management skills.

Manager Doyon expressed appreciation to the Commission for the feedback.

The consensus was that we've got a great City Manager here. The Commission wants to keep him here and keep him happy.

This is the final year of Manager Doyon's three-year contract. The Commission will have an opportunity to visit with him again before March when his contract is due to expire.

The hiring situation is a difficult time in the marketplace. At the management level, salaries are increasing whether you're a college hire or whether you're a veteran of the field, like Manager Doyon is. The Commission knows that other cities in Montana are struggling with some of their management positions.

At this time last year the Commission asked the HR Director to see if she could go out and find some comparable numbers for the city manager market, not only in the State of Montana, but in the surrounding areas. The city managers in Billings and Bozeman and other communities were receiving pay that was significantly higher than those here in Great Falls. Helena is recently undergoing a search for a fourth city manager in five years.

The survey the HR Director provided of city manager positions has a minimum, midpoint and a maximum range. The minimum was \$156,000, midpoint was \$183,713, and the maximum was \$211,270.

At this time last year Greg received a slight raise of \$5,000 because, like most of the budgeting that was going on at that time, the Commission was really unsure where the City was going to end up in the Covid world. It wasn't enough at the time to really recognize Manager Doyon for what he was worth to the Commission.

The Commission does know now that the City has come out of Covid in a good position fiscally with the help of ARPA funds through good management and good fortune.

Another thing is that inflation is raging. We all know that it's 8+%. City and state wages and business wages have to respond to that going forward.

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Based upon the Commission's executive session discussion, the Commission recognized that they needed to look at data that comes in from a variety of places with the fact that at this time next year the Commission will be renegotiating with the City Manager in hopes of keeping him here.

Mayor Kelly moved, seconded by Commissioner Wolff, that the City Commission approve the Employment Agreement with City Manager Greg Doyon with the following amendments:

Section B. Salary - A salary increase, retroactive to March 24, 2022, which equates to a base annual wage of the mid-point range which is \$183,713, payable in accordance with normal City policy and practices.

The rest of the benefit package that City Manager Doyon enjoys will stay the same. The Commission knows that this is a competitive wage, and will refer to the salary survey data going forward.

The Commission looks forward to talking to Manager Doyon again this time next year to see what it will take to make sure that other communities don't poach the talent that we've grown here, and that we keep a city manager here with the stability, talent, and the community dedication that Manager Doyon has shown over those years.

Mayor Kelly asked if there were any comments from the public pertaining to the salary increase, or any further discussion amongst the Commissioners.

Mayor Kelly noted that there was talk of higher and lower salaries, but decided that the public needs to understand the logic of how the Commission came to these numbers. He thanked HR Director Gaye McInerney for providing the Commission with enough data that makes the Commission feel good, and hopefully Manager Doyon in receiving that raise up to this point.

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

Motion carried 5-0.

ADJOURNMENT

There being no further business to come before the Commission, **Mayor Kelly adjourned the special meeting of June 21, 2022, at 5:24 pm.**

Motion carried 5-0.

 Mayor Bob Kelly

 City Clerk Lisa Kunz

Minutes Approved: July 5, 2022

JOURNAL OF COMMISSION PROCEEDINGS
June 21, 2022

Regular City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, Rick Tryon and Susan Wolff. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Grant Administrator Tom Hazen; Public Works Director Paul Skubinna; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; City Attorney Jeff Hindoien and Deputy City Attorney David Dennis; Police Chief Jeff Newton; and, City Clerk Lisa Kunz.

AGENDA APPROVAL: Mayor Kelly announced that Sheriff Jesse Slaughter is attending a conference in Missoula and is unable to present this evening. Additionally, the First United Methodist Church requested that Item 14, which would have set a public hearing on the First United Methodist Church's application for an "Emergency Shelter" Conditional Use Permit, be pulled at this time to afford additional time to edit their CUP request.

City Attorney Jeff Hindoien added that he has been in contact with the Church's counsel. The Church is withdrawing its CUP application that went before the Planning Advisory Board/Zoning Commission last week. Their plan is to revise the application and submit a new application for a CUP. There won't be a hearing conducted by the City Commission until the Planning Advisory Board/Zoning Commission conducts a public hearing on the new CUP application. Their intention is to make an application for a CUP for the operation of an emergency shelter land use structure, and will not include the placement of tents, etc. They are taking steps to address what is currently there which is the basis for the zoning enforcement lawsuit.

There were no additional proposed changes to the agenda by the City Manager or City Commission. The agenda was approved as amended.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

LOCAL CRIME/CRIMINAL JUSTICE SYSTEM UPDATES

1. **UPDATE FROM CASCADE COUNTY SHERIFF'S OFFICE – SHERIFF JESSE SLAUGHTER.**

Due to a scheduling conflict, Sheriff Jesse Slaughter was unable to attend to provide an update.

PETITIONS AND COMMUNICATIONS

2. None.

NEIGHBORHOOD COUNCILS

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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 thanked the Commission for their attentiveness at the budget work session. He is available to answer any questions they may have. The documents on the proposed budget will be posted on the City's website for the public to review. He also thanked staff for their involvement in the proposed budget.

CONSENT AGENDA.

6. Minutes, June 7, 2022, City Commission Meeting.
7. Total Expenditures of \$2,748,254 for the period of May 17, 2022 through June 8, 2022, to include claims over \$25,000, in the amount of \$1,587,021.
8. Contracts List.
9. Grants List.
10. Accept the low bid from Ergon Asphalt & Emulsions, Inc., of Butte and authorize the purchase of Liquid Asphalt CRS-2P in the amount of \$899 per ton, for a total of \$224,750 for FY 2022/23.
11. Accept the low bid from Thatcher Company of Montana, Inc. and authorize the purchase of liquid chlorine in the amount of \$2,178.00 per ton, up to the maximum amount of 80 tons, for a total of \$174,240, for FY 2022/23.
12. Accept the low bid from Thatcher Company of Montana, Inc. and authorize the purchase of liquid aluminum sulfate in the amount of \$595.72 per ton, up to the maximum amount of 800 dry tons, for a total of \$476,576 for FY 2022/23.
13. Set the public hearing on the 2021/2022 Tourism Business Improvement District Budget Amendment for July 5, 2022.
14. ~~Set a public hearing on an "Emergency Shelter" Conditional Use Permit for First United Methodist Church located at 610, 618 & 622 2nd Ave N for July 18, 2022.~~

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Commissioner Wolff moved, seconded by Commissioner Tryon, 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 Wolff referred to Item 8A, ratification of a Consecutive System Agreement with the Highwoods Mobile Home Park, and noted that she learned from Public Works Director Paul Skubinna that a consecutive system meant that there is a single service point where the water goes into the mobile home park. The city provides water to that point and the rest of it is managed by the mobile home park.

Mayor Kelly noted that inflation is real and the City is reacting to it the best it can. He referred to Item 11, purchase of liquid chlorine in the amount of \$2,178.00 per ton, and noted the price last year was \$595 per ton.

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

Motion carried 5-0.

PUBLIC HEARINGS

OLD BUSINESS

15. CDBG & HOME GRANT ANNUAL ACTION PLAN AND AMENDED CONSOLIDATED PLAN.

Planning and Community Development Director Craig Raymond reported that the City's CDBG/HOME program is funded by the federal government to help fund local community development. The primary goal is to assist the low to moderate income individuals in the community.

Because of our size and demographic profile, Great Falls is considered an entitlement city and is eligible to receive funding on an annual basis. Every year the amount changes slightly. This year the City will receive approximately \$764,295 in CDBG funds, and \$319,759 in HOME funds. These amounts do not take into account the specific Covid funds that the City has been allocated and which staff is still actively seeking to put to beneficial use. In this year's CDBG Annual Action Plan, staff will be placing a higher interest and priority on homelessness services through the "Public Services" category.

Last year, the City Commission adopted the Program's 2020-2024 Consolidated Plan that provides policy guidance for funding priorities that are required to be incorporated into each year's Annual Action Plan. The proposed amendment to the 5-year Consolidate Plan is the addition of activities specifically intended to target affordable housing opportunities and elimination of blight in the community.

Finally, although this item would typically be placed on the consent agenda as the primary requested action is simply to set a future public hearing, staff has requested that this item be

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placed on the agenda as Old Business for additional visibility to the plan documents and provide for additional public comment.

Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission set a public hearing for July 5, 2022, to consider the Program Year 2022 Annual Action Plan and the Amended 2020-2024 Consolidated Plan related to the use of CDBG and HOME funds.

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

Motion carried 5-0.

NEW BUSINESS

16. RATIFY THE PROFESSIONAL SERVICES AGREEMENT WITH SANDERSON STEWART FOR CIVIL ENGINEERING CONSULTING SERVICES.

Planning and Community Development Director Craig Raymond reported that, since August of 2020, the City has been transitioning how engineering review of plans and projects related to new development and/or redevelopment is conducted. Planning and Community Development hired the first of what was originally intended to be two engineers. A second engineer was never hired for two essential reasons. Initially, it was inability to find the right fit for the organization. Eventually, it also became clear there wasn't enough development activity and project management work at the time to keep a second engineer busy enough to justify the position.

In April of 2022 the Planning and Community Development Engineer elected to pursue other opportunities. The Department has an abundance of project management work due to the influx of ARPA and CARES Act funds being put into projects. Due to the large amount of "in-house" work, significant amount of private development projects, together with the already significant workload of the Public Works Engineers on other City projects, it is necessary to contract with a third party engineering consulting firm to specifically review engineering plans related to new private development.

Although the City has been making efforts to recruit a new Planning and Community Development Engineer, a viable candidate has not been found to fill the position. Having an established relationship with a third party engineering firm gives the City the ability to not only keep up with current projects and keep the development review process as efficient as possible, but also provides additional capacity even after an in-house engineer is hired. It will give staff the ability to adjust to economic and development fluctuations and stay on top of projects without having to hire additional full-time permanent staff until he feels it is necessary or in the best interest of the City.

The highest priorities when going through the selection process included competent staff, non-local in order to alleviate any real or perceived conflicts of interest or anti-competitive behavior, and staff capacity for timely review. Frankly, there were not very many engineers in the region that could meet these priorities. The City has also done previous business with Sanderson Stewart

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related to the North Great Falls Transportation study. He feels good that Sanderson Stewart is the right selection for this important need.

Commissioner Hinebauch moved, seconded by Commissioner Tryon, that the City Commission ratify the Professional Services Agreement with Sanderson Stewart for Civil Engineering Consulting Services.

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

Motion carried 5-0.

17. PRICE PROPOSAL SUBMITTED BY SOFTWARE HOUSE INTERNATIONAL (SHI) INCORPORATED FOR SOPHOS NETWORK SECURITY SERVICES.

Grant Administrator Tom Hazen reported that this item is a request for the Commission to ratify Software House International's proposed Master Services Agreement, to secure Managed Threat Response services from Sophos for the next five years. Further, this item requests total allocation of \$140,269.60, or \$28,053.92 annually, of ARPA funds to purchase these services.

Software House International, or SHI, is an IT solutions provider that negotiates the delivery of digital services developed by the technology sector to municipalities, businesses, and other entities. Sophos is one of the providers that SHI partners with to this end.

The City of Great Falls currently utilizes Sophos Endpoint Detection and Response, or EDR, software to secure the City's computer networks. EDR software automatically monitors computer systems for malware, ransomware, and vulnerability exploitation to secure Networks. This software is regularly updated to maintain safeguards against current techniques. Once a threat is detected the software notifies City staff who work with Sophos personnel to neutralize the impact. To date, EDR has provided the City networks with substantial security. However, acquisition of additional services would give the City a more comprehensive barrier against network threats.

Sophos' Managed Threat Response, or "MTR", is a network security service rather than a software. This service will provide 24/7 remote threat monitoring and response by certified threat analysts. These experts would also proactively "hunt" for system vulnerabilities and collaborate with City employees to establish appropriate threat response. With MTR, an identified threat would be dealt with immediately by Sophos according to these response guidelines. This proactive approach would bolster the in-place constancy of the EDR software to establish a comprehensive network security plan.

IT Manager Jon Legan vetted the proposed services with several other Montana local governments who use this service. Each community endorsed this business and is satisfied with the services received.

This item has the added benefit of saving considerable staffing costs. Depending on the source, the average annual salary for a cyber-security analyst in the State of Montana ranges from

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\$60,000 to \$90,000 dollars. In other areas of the country the average climbs to six figures. The proposed Master Service Agreement, or MSA, will allow the City to essentially outsource and reduce this cost to approximately \$28,000 annually.

This item was one of the “Tier One” projects identified as a priority in connection with the allocation of ARPA funds. This usage would be considered “eligible” under multiple allowable categories of the ARPA Final Rule. Additionally, this expenditure will align with Federal deadlines.

In conclusion, approval of this item is a proposed increase to the City of Great Falls’ network security secured at a discounted rate that is endorsed by our neighboring communities, while complying with Federal ARPA guidelines and furthering the priorities identified by this body.

Commissioner Hinebauch moved, seconded by Commissioner Tryon, that the City Commission approve SHI’s Customer Resale MSA for Sophos MTR network threat monitoring services and to allocate American Rescue Plan Act (ARPA) funds in the amount of \$140,269.60 as payment for those services.

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 inquired who would pay if a system crash, privacy leak or ransom to the City occurred.

City Manager Greg Doyon responded that the City has risk management coverage through MMIA. MMIA has a rider for cyber security. In the event the City had a breach or release of information then the City would activate that part of it. MMIA is having a hard time keeping that insurance either affordable or accessible to municipalities because of the cost. Anything that the City can do to minimize network threats is critical.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

CITY COMMISSION

18. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Mayor Kelly discussed the recent floods that devastated other communities in Montana. For those who want to help or contribute to those communities, he suggested contacting the Montana Red Cross, Greater Gallatin United Way, and the Red Lodge Area Community Foundation.

19. COMMISSION INITIATIVES.

Commissioner Wolff requested that a work session topic be added for the Commission to make a determination if it wants a study done as part of a potential public safety levy. Mayor Kelly

JOURNAL OF COMMISSION PROCEEDINGS
June 21, 2022

requested it be added to the July 19th work session when Commissioner Hinebauch addresses the timing, etc., of a public safety levy. No one objected.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Kelly, to adjourn the regular meeting of June 21, 2022, at 7:32 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

City Clerk Lisa Kunz

Minutes Approved: July 5, 2022



Commission Meeting Date: July 5, 2022
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
<http://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 CHECK RUNS FROM NEW WORLD		
ACCOUNTS PAYABLE CHECK RUNS FROM MUNIS	JUNE 9, 2022 - JUNE 22, 2022	5,232,388.36
MUNICIPAL COURT ACCOUNT CHECK RUN FOR	JUNE 1, 2022 - JUNE 15, 2022	7,196.54
TOTAL: \$		<u><u>5,239,584.90</u></u>

SPECIAL REVENUE FUND

COVID RECOVERY FUND

HUGHES FIRE EQUIPMENT INC.	ARPA REFURBISHMENT OF 3 FIRE ENGINES	1,299,337.00
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SUPPORT & INNOVATION

GREAT FALLS TOURISM BUSINESS IMPROVEMENT DISTRICT	TBID ASSESSMENT DIST. MAY2022	158,233.00
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STREET DISTRICT

GREAT FALLS SAND & GRAVEL	TYPE B AND TYPE C ASPHALT	34,756.88
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PLANNING & COMMUNITY DEVELOPMENT

WOITH ENGINEERING INC.	REFUND FROM SUSPENSE ACCT FOR TURBO TRUCKING	37,233.14
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PARK DISTRICT

L'HEUREUX PAGE WERNER PC	INDOOR AQUATIC & REC CENTER DESIGN	28,802.47
SWANK ENTERPRISES	INDOOR AQUATIC & REC CENTER CONST	464,955.93

HOME GRANTS

NEIGHBORWORKS GREAT FALLS	1309 3RD AVE S DEVELOPMENT SUBSIDY GRANT REQUEST	29,297.03
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DEBT SERVICE

DOWNTOWN URBAN RENEWAL

GREAT FALLS BUS IMPROVEMENT DIST. WAYFINDING SIGNS		27,658.26
WEST BANK TID BONDS		
WEST BANK LLC	RESOLUTION 1037 WEST BANK LLC REIMBURSEMENT	425,380.00
CAPITAL PROJECTS		
<hr/>		
DOWNTOWN TID		
TALISMAN CONSTRUCTION SERVICES	CIVIC CENTER FAÇADE	267,362.52
ENTERPRISE FUNDS		
<hr/>		
WATER		
JACKSON GROUP PETERBUILT	2022 PETERBUILT 548 DUMP TRUCK	123,550.00
SEWER		
VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	272,989.11
M&D CONSTRUCTION	2022 SANITARY SEWER REPAIR	67,871.63
SANITATION		
OLYMPIC SALES INC.	VARIETY OF YARD DUMPSTERS	91,980.00
PARKING		
STANDARD PARKING CORPORATION	PARKING PROGRAM CONTRACT	30,671.04
INTERNAL SERVICES FUND		
<hr/>		
HEALTH & BENEFITS		
HEALTH CARE SERVICE CORPORATION	BCBS HEALTH CARE	927,089.13
SUNLIFE FINANCIAL	SUN LIFE DENTAL & VISION	40,446.80
INFORMATION TECHNOLOGY		
TYLER TECHNOLOGY	FY2022 ANNUAL ENERGOV MAINTENANCE	144,720.00
CENTRAL GARAGE		
MOUNTAIN VIEW CO OP	DIESEL/GASOLINE	36,678.70
MOUNTAIN VIEW CO OP	DIESEL/GASOLINE	45,206.15
CLAIMS OVER \$25000 TOTAL:		\$ <u><u>4,554,218.79</u></u>

**CITY OF GREAT FALLS, MONTANA
COMMUNICATION TO THE CITY COMMISSION**

DATE: July 5, 2022

ITEM: CONTRACTS LIST
Itemized listing of administratively approved contracts.
(Listed contracts are available for inspection in the City Clerk’s Office.)

PRESENTED BY: Lisa Kunz, City Clerk
ACTION REQUESTED: Ratification of Contracts through the Consent Agenda
MAYOR’ S SIGNATURE: _____

CONTRACTS LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Planning & Community Development	Lacy & Ebeling Engineering, Inc.	Current	Hourly rate per the Scope of Services ranging from \$60/hr to \$185/hr	Ratification of a Professional Services Agreement to provide third party inspection services on a limited basis in compliance with the 2018 Building Codes and in accordance with the methods and procedures required by the City.
B	Great Falls Police Department	Bspark Architecture	Current	Hourly rate not to exceed total amount of \$39,250	Professional Services Agreement for architectural evaluation or pre-design services for the Great Falls Police Department evidence room remodel, remodel with addition, or new construction. OF 1684.2



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Professional Services Agreement: City Water Distribution System Model OF 1796.0

From: Engineering Division

Initiated By: Public Works Department

Presented By: Paul Skubinna, Public Works Director

Action Requested: Consider and approve a Professional Services Agreement

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (approve/not approve) a Professional Services Agreement in the amount not to exceed \$115,669.00 to Advanced Engineering and Environmental Services, Inc. (AE2S), for engineering services for the City water distribution system model project, and authorize the City Manager to execute the agreement documents."

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

Staff Recommendation: Approve a Professional Services Agreement.

Summary:

The City proposes to retain AE2S for professional engineering services to compose a City of Great Falls water distribution system model. The model will allow the city to provide capacity information to developers looking to connect to the water system, providing available flow, pressure, and fire-fighting water. The model will also help the City in evaluating and assessing the allocation of funds for water main replacements and water distribution system improvements.

Background:

The City of Great Falls distributes potable water to over 21,000 residences and places of business. The potable water is transmitted via a water distribution system that consists of pipes, mains, booster pumping stations, water storage tanks, and other appurtenances. Potable water includes fire-fighting water provided at fire hydrants.

The City is in need of a comprehensive hydraulic computer model of the water system. The hydraulic model would be composed with the assistance of AE2S, and then transferred to the City once complete. City Public Works Engineering staff will then maintain and operate the model moving forward.

Significant Impacts

The City water distribution system model will provide the available flow and resultant pressure to development projects looking to connect to the system. The model will allow the City to simulate scenarios and evaluate what water system improvements are necessary to extend development outside of the current City limits. It will also assist the City in allocating funds for capital improvements projects such as water main upsizing, storage tank placement, and water main replacement projects. Additionally, the model will be utilized in a future update to the Water Master Plan.

Workload Impacts:

City Staff will participate in regular communication with the consultant, provide necessary background information to the consultant, and be involved in the project in general. AE2S will assist the City by building the model based on our existing system GIS data and records. Then, the model will be handed over to the City. A Public Works Engineer staff member will then take over the operation and maintenance of the model.

Project Work Scope:

A detailed definition of the scope of work is included in “Exhibit A” as attached to the Professional Services Agreement. The work scope includes the following tasks:

- Task 100 - Project Management and Meetings
- Task 200 - Water Use Characterization
- Task 300 - GIS Connectivity Cleanup – Model Prep
- Task 400 - Water Distribution System Model
- Task 500 - Water Model Calibration
- Task 600 - Risk Framework Development
- Task 700 - Water System Risk Assessment and Prioritization
- Task 800 - Documentation and Training
- Task 900 - Miscellaneous Work

Conclusion

The project has been selected, prioritized, and executed in accordance with the Public Works Capital Improvement Program. City staff recommends approving the Agreement with AE2S in the amount of \$115,669.00 to compose the City water distribution system model.

Fiscal Impact:

The project will utilize available funds budgeted in accordance with the Public Works Capital Improvements Plan.

Alternatives:

The City Commission could vote to not award the PSA. In that event, the model would not be available to evaluate potential water service to future development, evaluate extension of water service to future areas outside City limits, and assist in identifying water system components for capital improvements projects.

Concurrences:

Both the IT department and the Legal Department support this project.

Attachments/Exhibits:

Professional Services Agreement, Exhibit A, Exhibit B

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the **CITY OF GREAT FALLS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 5021, Great Falls, Montana 59403-5021, hereinafter referred to as “City,” and **ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC (AE2S)**, Portage Building, 405 3rd Street NW, Suite 205, Great Falls, MT 59404, hereinafter referred to as “Consultant.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. Purpose: City agrees to hire Consultant as an independent contractor to perform for City services described in the Scope of Services attached hereto as Exhibit “A” and by this reference made a part hereof.

2. Term of Agreement: This Agreement is effective upon the date of its execution. Both parties reserve the right to cancel this Agreement by providing a written thirty (30) day notice to the other party.

3. Scope of Work: Consultant will perform the work and provide the services in accordance with the requirements of the Scope of Services.

4. Payment: City agrees to pay Consultant an amount not to exceed ONE HUNDRED FIFTEEN THOUSAND SIX HUNDRED SIXTY NINE DOLLARS for services performed pursuant to the Scope of Services, with said services to be performed by Consultant at the hourly rates set forth in Exhibit “B” and reimbursable expenses to be charged at the hourly rates set forth in Exhibit “B”. Any alteration or deviation from the described work that involves extra costs will be performed by Consultant after written request by the City, and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

Consultant shall prepare invoices in accordance with its standard invoicing practices and the terms of this Agreement. Consultant shall submit its invoices to City on a monthly basis. Invoices are due and payable within 30 days of receipt.

5. Independent Contractor Status: The parties agree that Consultant is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Consultant is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose. Consultant is not authorized to represent the City or otherwise bind the City in any dealings between Consultant and any third parties.

Consultant shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter

71, MCA. Consultant shall maintain workers' compensation coverage for all members and employees of Consultant's business, except for those members who are exempted by law.

Consultant shall furnish the City with copies showing one of the following: (1) a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

6. Indemnification: To the fullest extent permitted by law, Consultant shall fully indemnify, defend, and save City, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from or related to Consultant's or it's subconsultant's work on the Project, but only to the extent caused by Consultant's breach of this Agreement or any negligent act or omission of Consultant or Consultant's officers, directors, members, partners, employees, or subconsultants. The indemnification obligations of this Section must not be construed to negate, abridge, or reduce any common-law or statutory rights of the City which would otherwise exist. Consultant's indemnity under this Section shall be without regard to and without any right to contribution from any insurance maintained by City. Consultant also waives any and all claims and recourse against the City or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of, or in any way connected with or incident to the performance of this Agreement except responsibility for its own fraud, for willful injury to the person or property of another, or for violation of law, whether willful or negligent, according to 28-2-702, MCA. These obligations shall survive termination of this Agreement and the services performed hereunder.

7. Insurance: Consultant shall purchase and maintain insurance coverage as set forth below. The insurance policy, except Workers' Compensation and Professional Liability, must name the City, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured or contain a blanket additional insured endorsement and be written on a "primary—noncontributory basis." Consultant will provide the City with applicable additional insured endorsement documentation. Each coverage shall be obtained from an insurance company that is duly licensed and authorized to transact insurance business and write insurance within the state of Montana, with a minimum of "A.M. Best Rating" of A-, VI, as will protect the Consultant, the various acts of subcontractors, the City and its officers, employees, agents, and representatives from claims for bodily injury and/or property damage which may arise from operations and completed operations under this Agreement. All insurance coverage shall remain in effect throughout the life of this Agreement and for a minimum of one (1) year following the date of expiration of Consultant's warranties. All insurance policies, except Workers' Compensation, must contain a provision or endorsement that the coverage afforded will not be canceled, or renewal refused, until at least thirty (30) days prior written notice has been given to Consultant, City, and all other additional insureds to whom a certificate of insurance has been issued. All insurance documentation shall be in a form acceptable to the City.

*** Insurance Coverage at least in the following amounts is required:**

1.	Commercial General Liability (bodily injury and property damage)	\$1,000,000 per occurrence \$2,000,000 aggregate
2.	Products and Completed Operations	\$2,000,000
3.	Automobile Liability	\$1,500,000 combined single limit
4.	Workers' Compensation	Not less than statutory limits
5.	Employers' Liability	\$1,000,000
6.	Professional Liability (E&O) (only if applicable)	\$1,000,000 per occurrence \$2,000,000 aggregate

Consultant may provide applicable excess or umbrella coverage to supplement Consultant's existing insurance coverage, if Consultant's existing policy limits do not satisfy the coverage requirements as set forth above.

*** If a request is made to waive certain insurance requirements, insert the insurance item # and corresponding description from the list above: .**

Legal reviewer initials: **Approved** **Denied**

8. Professional Service: Consultant agrees that all services and work performed hereunder will be accomplished in a professional manner. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality.

Consultant shall not, at any time, supervise, direct, control, or have authority over any contractor's work, nor shall Consultant have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to that contractor's furnishing and performing of its work. Consultant shall not be responsible for the acts or omissions of any contractor.

9. Compliance with Laws: Consultant agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA. As applicable, Consultant agrees to purchase a City safety inspection certificate or special business license.

10. Nondiscrimination: Consultant agrees that all hiring by Consultant of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other class protected by state and/or federal law.

11. Default and Termination: If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

12. Modification and Assignability: This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Consultant may not subcontract or assign Consultant's rights, including the right to compensation or duties arising hereunder, without the prior written consent of City. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

13. Ownership and Publication of Materials: All reports, information, data, and other materials prepared by the Consultant pursuant to this Agreement are the property of the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Consultant for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to the Consultant. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the City. The City grants Consultant a worldwide, perpetual, nonexclusive, royalty-free license for all reports, information, data, and other materials, prepared by the Consultant pursuant to this Agreement.

14. Liaison: City's designated liaison with Consultant is **Mark Juras** and Consultant's designated liaison with City is **Nate Weisenburger**.

15. Applicability: This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

16. Beneficiaries: Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by City or Consultant to any contractor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of City and Consultant and not for the benefit of any other party.

IN WITNESS WHEREOF, Consultant and City have caused this Agreement to be executed and intend to be legally bound thereby as of the date set forth below.

CITY OF GREAT FALLS, MONTANA

**AE2S
CONSULTANT**

By: _____
Print Name: Gregory T. Doyon
Print Title: City Manager
Date:

By: _____
Print Name:
Print Title:
Date:

ATTEST:

(Seal of the City)

Lisa Kunz, City Clerk

APPROVED AS TO FORM:

By _____
Jeffrey M. Hindoien, City Attorney*

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



Exhibit A - Scope of Services

City of Great Falls – Water Model Update Scope of Work

Task 100 – Project Management and Meetings	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> • Task 101 – Project Management: ENGINEER will conduct general project management services including general coordination with OWNER, project invoicing, and managing project budget and schedule. • Task 102 – Progress Reports: ENGINEER will provide monthly progress reports throughout the duration of the project. • Task 103 – Progress Meetings: ENGINEER will facilitate 3 progress meetings throughout the project. These will correspond to milestone phases in the masterplan development.
<i>Assumptions</i>	<ul style="list-style-type: none"> • Progress meetings may occur in person or via Teams
<i>Deliverable</i>	<ul style="list-style-type: none"> • Monthly progress reports • Meeting minutes
<i>Estimated Fee</i>	<ul style="list-style-type: none"> • \$15,256 (66 hours)

Task 200 – Water Use Characterization	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> • Task 201 – Historical Water Use Data Assessment: ENGINEER will request and review 5 years (if available) of water production and customer meter data from the OWNER. • Task 202 – Peaking Factors: ENGINEER will calculate peaking factors for water usage. • Task 203 – Water Usage Patterns: ENGINEER will review SCADA data to determine water usage patterns over 24 hours (diurnal curves) to establish winter, average, and summer day patterns.
<i>Assumptions</i>	<ul style="list-style-type: none"> • OWNER will provide historical water production records with daily totals of water production. • OWNER will provide historical customer meter records with monthly usage totaled by customer, with the customer type (residential, commercial, irrigation etc.) specified in the billing data. • For periods of winter, average, and summer demands, OWNER will provide two weeks of SCADA records to determine water usage patterns.
<i>Estimated Fee</i>	<ul style="list-style-type: none"> • \$3,096 (18 hours)



Task 300 – GIS Connectivity Cleanup – Model Prep	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> • Task 301 – GIS Connectivity Cleanup: ENGINEER will incorporate hydrant leads layer into water main shapefile, split pipes at pipe crossing/intersections (while maintaining parent asset ID's), correct connectivity to ensure endpoints connect and pipe layer is model ready. Updated shapefile/geodatabase will be provided to OWNER. The pipes in the model will contain the parent asset ID from Cartegraph, but the model will not be built one to one with the City's GIS database. Two separate databases will be maintained in the future, one in Cartegraph and one in InfoWater Pro.
<i>Assumptions</i>	<ul style="list-style-type: none"> • The most recent LiDAR elevation data will be used for junction elevations in the model. Elevations will be converted to the City's local elevation datum (19.15 feet lower than NAVD 88). • Two separate
<i>Deliverables</i>	<ul style="list-style-type: none"> • Updated shapefile/geodatabase of water distribution system with corrected connectivity.
<i>Estimated Fee</i>	<ul style="list-style-type: none"> • \$5,132 (36 hours)

Task 400 – Water Distribution System Model	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> • Task 401 – Water Model Development: ENGINEER will utilize the City's current water system information in GIS to develop a water distribution system model utilizing InfoWater Pro, within ArcGIS Pro. • Task 402 – Demand Allocation: ENGINEER will utilize the information compiled in the Water Use Characterization analysis to assign water demands within the model. Customer billing addresses will be used to geocode the placement of the demands to improve model accuracy. • Task 403 – Existing Model Scenarios: ENGINEER will develop three 72-hour model scenarios including maximum day demand (simulate summer usage), minimum day demand (simulate winter demand when water age issues may arise), and average day demand. • Task 404 – Existing System Performance Review: ENGINEER will analyze system performance in the model under maximum day demand to identify areas of low pressure, deficient fire flow capacity, and excessive headloss due to friction. • Task 405 – Heat Maps of Model Results: ENGINEER will produce heat maps of model results including minimum operating pressure and available fireflow at 20 psi.
<i>Assumptions</i>	<ul style="list-style-type: none"> • OWNER will provide all available information on water distribution system including tank sizing, pump curves, PRV settings, and treatment plant production rates.
<i>Deliverables</i>	<ul style="list-style-type: none"> • Summary of model results in tech memo
<i>Estimated Fee</i>	<ul style="list-style-type: none"> • \$17,878 (110 hours)



Task 500 – Water Model Calibration (To be completed in conjunction with Task 400)	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> ● Task 501 – Field Data Collection: ENGINEER will develop a field data collection plan which will include fire flow test locations, extended period pressure test locations, data collection and requests for operation data (SCADA). ENGINEER will review data collection plan with OWNER before commencing field testing. ● Task 502 – Fire Flow Testing: OWNER along with the ENGINEER will perform (up to 36) hydrant flow tests within the distribution system. ENGINEER will oversee fire flow testing and the OWNER will provide up to two staff members to assist the ENGINEER in testing (three days of testing assumed). ● Task 503 – Extended Period Pressure Monitoring: OWNER will work with the ENGINEER to place (up to 12) hydrant pressure recorders within the system after hydrant flow testing is completed. These hydrant pressure recorders will be placed for two weeks. Pressure information from these tests will be used for extended period model calibration. OWNER will provide a minimum of one staff member to assist ENGINEER with installation. ● Task 504 – Steady State Calibration: ENGINEER will utilize fire flow test results to perform a steady state calibration of the hydraulic model. Water main roughness factors will be adjusted to closely match residual pressure and fire flow field testing results. This will help provide confidence that the flow capacities calculated in the model align with actual flow capacities in the system. While AWWA has no official standard for calibration accuracy, ENGINEER strives to have field and model data align within 10-psi, with the majority of the discrepancies being less than 5-psi. ● Task 505 – EPS Calibration: ENGINEER will utilize extended period pressure monitoring results and SCADA data to perform an extended period simulation (EPS) calibration of the model. This will help provide confidence that the model accurately represents the behavior of the system over a 24-hour period. Accuracy goals for EPS calibration include the model predicting hydraulic grade lines within 10-feet of that recorded in the field. Any locations outside of this tolerance will be reviewed with the OWNER to verify elevation accuracies.
<i>Assumptions</i>	<ul style="list-style-type: none"> ● OWNER will physically open and close all hydrants throughout the fire flow testing procedure. ● OWNER will provide ENGINEER with SCADA data for the tank levels, well discharge flow and pressure, water treatment plant production rates in 5 minute increments during the field data collection period.
<i>Deliverables</i>	<ul style="list-style-type: none"> ● Field data collection plan ● Summary of fire hydrant test results, prepared to be an appendix of the future master plan. ● Calibrated hydraulic model
<i>Estimated Fee</i>	<ul style="list-style-type: none"> ● \$31,602 (190 hours)



Task 600 – Risk Framework Development	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> • Task 601 – Risk Policy Document: ENGINEER will work with the OWNER to develop a risk policy document that establishes generalized risk classifications based on parameters such as public safety, financial impacts, regulatory compliance, liability, and others. This policy can serve as the foundation for the assessment of risk across all utilities. • Task 602 – Risk Evaluation Criteria Workshops: ENGINEER will work with the OWNER through one workshop to establish the criteria used to evaluate risk on both horizontal and vertical assets throughout the water department. Field inspection forms will be provided for OWNER to complete condition assessments on vertical assets (pumps, tanks, PRV’s, etc.)
<i>Assumptions</i>	<ul style="list-style-type: none"> • OWNER will complete desktop condition assessment forms for vertical infrastructure (pump stations, tanks, PRV’s, etc.)
<i>Deliverable</i>	<ul style="list-style-type: none"> • Risk policy document • Field inspection forms • Risk evaluation criteria summary
<i>Estimated Fee</i>	<ul style="list-style-type: none"> • \$3,621 (19 hours)

Task 700 – Water System Risk Assessment and Prioritization	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> • Task 701 –Water Distribution System Risk Model: ENGINEER will develop a risk model of the water distribution system (utilizing InfoAsset Planner) including pipes, tanks, pumps, and PRV’s. A bi-directional approach will be utilized to assess risk in terms of the consequence of failure (CoF) and likelihood of failure (LoF). Intermediate results will be reviewed with the OWNER. Calibration activities will be completed to ensure the risk model accurately identifies problem areas the OWNER is already aware of. • Task 702 – Remaining Useful Life Analysis (RUL): ENGINEER will utilize EPA standard deterioration curves to complete a remaining useful life analysis on the pipes in the distribution system. Results from the analysis will be utilized as one of the LoF criteria in the risk assessment. • Task 703 – Work Order History Analysis: ENGINEER will incorporate the work order history (breaks recorded in GIS). Pipe break history will be utilized to refine remaining useful life estimates. • Task 704 –Water Distribution System Asset Prioritization Plan: ENGINEER will utilize results from the risk assessment to develop an asset prioritization plan, which provides the OWNER with a target list of water utilities recommended for near term renewal or replacement. ACEC level 5 cost estimates will be provided for the high priority near term projects. Bid tabs from recent City water utility projects will be reviewed to determine appropriate unit prices for construction cost estimates.
<i>Assumptions</i>	<ul style="list-style-type: none"> • At the request of the OWNER, ENGINEER will provide annual updates to the water system risk assessment on an hourly basis. Estimated level of effort to incorporate annual updates from GIS and Cartegraph is ~\$2,000.
<i>Deliverable</i>	<ul style="list-style-type: none"> • Water system risk model (InfoAsset Planner)



	<ul style="list-style-type: none"> Risk model results exported to geodatabase or shapefiles
<i>Estimated Fee</i>	<ul style="list-style-type: none"> \$21,390 (128 hours)

Task 800 – Documentation & Training	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> Task 801 – Summary Tech Memo: ENGINEER will provide a brief technical memorandum summarizing the model development, calibration, and system performance evaluation. Memo will be written as an appendix for the future water master plan. Task 802 – Model Training: ENGINEER will provide OWNER with (2) four hour training sessions on InfoWater model use focused on general model operations and operational scenario analyses.
<i>Deliverable</i>	<ul style="list-style-type: none"> Tech memo
<i>Estimated Fee</i>	<ul style="list-style-type: none"> \$8,862 (52 hours)

Task 900 – Miscellaneous Work	
<i>Sub-Tasks</i>	<ul style="list-style-type: none"> Task 901 – Additional Model Tasks: ENGINEER will provide additional model tasks as requested by the City.
<i>Estimated Fee</i>	<ul style="list-style-type: none"> \$8,832 (48 hours)

Project Total Estimated Fee: \$115,669

Task #	Team Members	2022 Hourly Billing Rate	Nate	Trevor	Drew	Dan L	Total Labor	Expenses (Mileage, Equipment)
			Project Manager	QA/QC	Project Engineer	GIS Professional		
			\$254	\$203	\$148	\$139		
100	Project Management & Meetings	\$15,256						
101	Project Management	\$7,720	24	8			32	\$250
102	Progress Reports	\$3,656	8	8			16	
103	Progress Meetings	\$3,630	6	6	6		18	
	Task 100 Total Hours		38	22	6	0	66	
	Task 100 Total Fee		\$9,652	\$4,466	\$888	\$0	\$15,006	\$250
200	Water Use Characterization	\$3,096						
201	Historical Water Use Data Assessment	\$1,303	2	1	4		7	
202	Peaking Factors	\$795		1	4		5	
203	Water Usage Patterns	\$998		2	4		6	
	Task 200 Total Hours		2	4	12	0	18	
	Task 200 Total Fee		\$508	\$812	\$1,776	\$0	\$3,096	\$0
300	GIS Connectivity Cleanup - Model Prep	\$5,132						
301	GIS Connectivity Cleanup	\$5,132		2		34	36	
	Task 300 Total Hours		0	2	0	34	36	
	Task 300 Total Fee		\$0	\$406	\$0	\$4,726	\$5,132	\$0
400	Water Distribution System Model	\$17,878						
401	Water Model Development	\$9,116	4	8	40	4	56	
402	Demand Allocation	\$998		2	4		6	
403	Existing Model Scenarios	\$998		2	4		6	
404	Existing System Performance Review	\$5,176		8	24		32	
405	Heat Maps of Model Results	\$1,590		2	8		10	
	Task 400 Total Hours		4	22	80	4	110	
	Task 400 Total Fee		\$1,016	\$4,466	\$11,840	\$556	\$17,878	\$0
500	Water Model Calibration	\$31,602						
501	Field Data Collection	\$6,898	4	6	24	8	42	
502	Fire Flow Testing	\$6,360		8	32		40	\$600
503	Extended Period Pressure Monitoring	\$6,360		8	32		40	
504	Steady State Calibration	\$5,988		12	24		36	
505	EPS Calibration	\$5,396		12	20		32	
	Task 500 Total Hours		4	46	132	8	190	
	Task 500 Total Fee		\$1,016	\$9,338	\$19,536	\$1,112	\$31,002	\$600
600	Risk Framework Development	\$3,621						
601	Risk Policy Document	\$1,201		3	4		7	
602	Risk Evaluation Criteria Workshops	\$2,420	4	4	4		12	
	Task 600 Total Hours		4	7	8	0	19	
	Task 600 Total Fee		\$1,016	\$1,421	\$1,184	\$0	\$3,621	\$0
700	Water System Risk Assessment and Prioritization	\$21,390						
701	Water Distribution System Risk Model	\$4,346	4	2	16	4	26	
702	Remaining Useful Life Analysis	\$998		2	4		6	
703	Work Order History Analysis	\$1,294		2	6		8	
704	Water Distribution System Asset Prioritization Plan	\$14,752	8	16	64		88	
	Task 700 Total Hours		12	22	90	4	128	
	Task 700 Total Fee		\$3,048	\$4,466	\$13,320	\$556	\$21,390	\$0
800	Documentation & Training	\$8,862						
801	Tech memo summarizing model analysis	\$6,240	2	8	24	4	38	
802	Model Training - (2) 4 hour sessions	\$2,622		10	4		14	
	Task 800 Total Hours		2	18	28	4	52	
	Task 800 Total Fee		\$508	\$3,654	\$4,144	\$556	\$8,862	\$0
900	Miscellaneous Work	\$8,832						
901	Additional model tasks as requested by the City	\$8,832	8	16	24		48	
	Task 900 Total Hours		8	16	24	0	48	
	Task 900 Total Fee		\$2,032	\$3,248	\$3,552	\$0	\$8,832	\$0
	Total Project Hours per Team Member		74	159	380	54	667	
	Total Project Fees per Team Member		\$ 18,796	\$ 32,277	\$ 56,240	\$ 7,506		\$ 850
	Total Project Fee		\$ 115,669					

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2022 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$61.00	I&C Assistant	\$98.00
Administrative 2	\$74.00	I&C 1	\$138.00
Administrative 3	\$89.00	I&C 2	\$160.00
		I&C 3	\$183.00
Communications Specialist 1	\$98.00	I&C 4	\$194.00
Communications Specialist 2	\$113.00	I&C 5	\$203.00
Communications Specialist 3	\$131.00		
Communications Specialist 4	\$158.00	IT 1	\$117.00
Communications Specialist 5	\$173.00	IT 2	\$159.00
		IT 3	\$190.00
Construction Services 1	\$118.00		
Construction Services 2	\$145.00	Land Surveyor Assistant	\$90.00
Construction Services 3	\$160.00	Land Surveyor 1	\$108.00
Construction Services 4	\$180.00	Land Surveyor 2	\$129.00
Construction Services 5	\$198.00	Land Surveyor 3	\$145.00
		Land Surveyor 4	\$160.00
		Land Surveyor 5	\$177.00
Engineering Assistant 1	\$77.00		
Engineering Assistant 2	\$92.00	Operations Specialist 1	\$93.00
Engineering Assistant 3	\$116.00	Operations Specialist 2	\$113.00
Engineer 1	\$125.00	Operations Specialist 3	\$140.00
Engineer 2	\$148.00	Operations Specialist 4	\$158.00
Engineer 3	\$177.00	Operations Specialist 5	\$184.00
Engineer 4	\$203.00		
Engineer 5	\$215.00	Project Coordinator 1	\$109.00
		Project Coordinator 2	\$121.00
Engineering Technician 1	\$75.00	Project Coordinator 3	\$132.00
Engineering Technician 2	\$96.00	Project Coordinator 4	\$148.00
Engineering Technician 3	\$117.00	Project Coordinator 5	\$167.00
Engineering Technician 4	\$131.00		
Engineering Technician 5	\$149.00	Project Manager 1	\$188.00
		Project Manager 2	\$206.00
Financial Analyst 1	\$104.00	Project Manager 3	\$223.00
Financial Analyst 2	\$118.00		
Financial Analyst 3	\$142.00	Sr. Designer 1	\$165.00
Financial Analyst 4	\$155.00	Sr. Designer 2	\$183.00
Financial Analyst 5	\$172.00	Sr. Designer 3	\$194.00
GIS Specialist 1	\$98.00	Sr. Financial Analyst 1	\$194.00
GIS Specialist 2	\$118.00	Sr. Financial Analyst 2	\$212.00
GIS Specialist 3	\$139.00	Sr. Financial Analyst 3	\$231.00
GIS Specialist 4	\$155.00		
GIS Specialist 5	\$173.00	Sr. Project Manager 1	\$235.00
		Sr. Project Manager 2	\$254.00
		Sr. Project Manager 3	\$265.00
		Technical Expert 1	\$320.00
		Technical Expert 2	Negotiable

Reimbursable Expense Rates

Transportation	\$0.65/mile
Survey Vehicle	\$0.85/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/day
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$250.00/hour
Outside Services	cost *1.15
Geotechnical Services	cost *1.30
Out of Pocket Expenses	cost*1.15
Rental Car	cost*1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Approval of a Community Development Block Grant (CDBG) Funding Agreement for the conversion of a baby pool into a splash pad at the Electric City Water Park

From: Planning & Community Development

Initiated By: City of Great Falls – Park & Recreation

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

Action Requested: Approval of the CDBG Funding Agreement in the amount of \$200,000 to City of Great Falls – Park & Rec.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the CDBG Funding Agreement in the amount of \$200,000 to the City of Great Falls – Park & Recreation for the conversion of the baby pool into a splash pad.”

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

Staff Recommendation: Staff recommends approval of the requested CDBG Funding Agreement for an amount of \$200,000 to the City of Great Falls – Park & Recreation for the conversion of the baby pool into a splash pad.

Summary: The City’s Park & Recreation Department has submitted a grant request to convert a baby pool into a splash pad at the Electric City Water Park. The pool is currently hindered by several mechanical and operational deficiencies, and because of the depth of the pool, it must be staffed with a lifeguard. Converting the pool into a splash pad will eliminate these mechanical and operational deficiencies and the need for a lifeguard, a cost savings of roughly \$10,000 per season.

Fiscal Impact: The capital cost of this project will be covered through CDBG funding, thereby saving the Park and Recreation Department from having to fund the project through either general funds or money from its Park District fund.

Concurrences: Staff from Planning and Community Development have coordinated with City of Great Falls – Park & Recreation and HUD staff out of the Denver office to ensure the eligibility of this request. The Water Park facility provides a recreation service to a large number of low to moderate income residents in Great Falls.

Attachments/Exhibits: 2021/2022 City of Great Falls – Park & Recreation Funding Agreement

**CITY OF GREAT FALLS
2021/2022 Community Development Block Grant Agreement
BY AND BETWEEN
THE CITY OF GREAT FALLS, MONTANA, AND
CITY OF GREAT FALLS - PARK & RECREATION**

CITY OF GREAT FALLS - PARK & RECREATION, hereinafter referred to as the Grantee, hereby enters into this Agreement with the Planning and Community Development Department of the City of Great Falls, a Municipal Corporation of the State of Montana, hereinafter referred to as the City on this **31 day of May, 2022**.

SECTION 1 – PROJECT DESCRIPTION

The Grantee has approved of, and hereby agrees to, the following project description, program budget and tentative activity schedule:

- A. The Grantee has been awarded as a subrecipient of the City to receive United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds in the amount of **\$200,000.00**.
- B. Personnel assigned to scope of work includes: **Steve Herrig**
Contact Information: **406.791.8980 sherrig@greatfallsmt.net**
- C. The project scope will **convert the baby pool located at the Electric City Waterpark into a splash pad to eliminate current mechanical and operational inadequacies, make more cost efficient, and safe for children in a low to moderate income area.** The project will be implemented during the time period of **May 2022 to June 30, 2023**.
- D. Grantee is responsible for any costs and for expenses incurred in excess of the grant amount. Non-profit agencies will not be funded for staff salaries, benefits, office consumables, and rent payments for agency office space or utility costs. All grant funds will need to be expended by the Grantee prior to **June 30, 2023**. Any remaining unspent funds will revert back to the City after that date.
- E. Requests for extension can be submitted by the Grantee and considered for approval by the City. Extension requests must be submitted by **May 31, 2023**. Refer to *24 CFR 570.503* regarding Scope of Work, Time of Performance, and budget documentation.

NATIONAL OBJECTIVE

The CDBG national objective most pertinent to the proposed project is **benefit low and moderate income area by providing a suitable living environment.**

Determination of eligibility is fully described in 24 CFR 570.200 through 24 CFR 570.209.

The project will address the national objective by **converting a baby pool into splash pad to eliminate current mechanical and operational inadequacies, make more cost efficient, and safe for children in a low to moderate income area.**

SECTION 2 – GENERAL CONDITIONS

A. GENERAL COMPLIANCE:

The Grantee agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570. These are the HUD regulations concerning the CDBG program. The Grantee also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. Additionally all regulations under 2 CFR 200 apply.

B. INDEMNIFICATION:

- a. The Grantee waives any and all claims and recourse against the City of Great Falls, including the right of contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incidental to the Grantee's or any subrecipient's performance of this Contract.
- b. The Grantee shall indemnify and hold harmless the City of Great Falls and its agents and employees from and against all claims, damages, losses and expenses, penalties including attorney fees arising out of, or resulting from, the performance of the work, provided that any such claim, damage, loss, or expense which is:
 - i. attributable to bodily injury, sickness, disease or death or to damage or destruction of tangible property, other than the work itself, including the loss and use resulting therefrom;
 - ii. caused in whole or in part by any negligent act or omission of the contractor(s), and subcontractor(s), or anyone directly or indirectly employed by any one of them or anyone else, for whose acts any of them may be liable, regardless whether or not is caused in part or by party indemnified hereunder; and,
 - iii. caused in whole or in part by its failure to adhere to the terms of this contract.

C. SUSPENSION/TERMINATION/REIMBURSEMENT:

The Grantee agrees that suspension or termination of this project may occur if the Grantee materially fails to comply with any term of this Agreement, or any rules, regulations or provisions referred to herein, and that this grant may be terminated by the City for convenience. These conditions are fully described below in 2 CFR 200.338 and 2 CFR 200.339.

1. 2 CFR 200.338 Remedies for Noncompliance

- a. If a non-Federal entity fails to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or pass-through entity may impose additional conditions, as described in § 200.207 Specific Conditions. If the Federal awarding agency or pass-through entity determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or pass-through entity may take one or more of the following actions, as appropriate in the circumstances:
 - i. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
 - ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
 - iii. Wholly or partly suspend or terminate the Federal award.
 - iv. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
 - v. Withhold further Federal awards for the project or program.
 - vi. Take other remedies that may be legally available.
2. 2 CFR 200.339 Termination
- a. The Federal award may be terminated in whole or in part as follows:
 1. By the Federal awarding agency or pass-through entity, if a non-Federal entity fails to comply with the terms and conditions of a Federal award;
 2. By the Federal awarding agency or pass-through entity for cause;
 3. By the Federal awarding agency or pass-through entity with the consent of the non-Federal entity, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; or
 4. By the non-Federal entity upon sending to the Federal awarding agency or pass-through entity written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Federal awarding agency or pass-through entity determines in the case of partial termination that the reduced or modified portion of the Federal award or subaward will not accomplish

the purposes for which the Federal award was made, the Federal awarding agency or pass-through entity may terminate the Federal award in its entirety.

- b. When a Federal awarding agency terminates a Federal award prior to the end of the period of performance due to the non-Federal entity's material failure to comply with the Federal award terms and conditions, the Federal awarding agency must report the termination to the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS).
 1. The information required under paragraph (b) of this section is not to be reported to designated integrity and performance system until the non-Federal entity either –
 - i. Has exhausted its opportunities to object or challenge the decision, see § 200.341 Opportunities to object, hearings and appeals; or
 - ii. Has not, within 30 calendar days after being notified of the termination, informed the Federal awarding agency that it intends to appeal the Federal awarding agency's decision to terminate.
 2. If a Federal awarding agency, after entering information into the designated integrity and performance system about a termination, subsequently:
 - i. Learns that any of that information is erroneous, the Federal awarding agency must correct the information in the system within three business days;
 - ii. Obtains an update to that information that could be helpful to other Federal awarding agencies, the Federal awarding agency is strongly encouraged to amend the information in the system to incorporate the update in a timely way.
 3. Federal awarding agencies, shall not post any information that will be made publicly available in the non-public segment of designated integrity and performance system that is covered by a disclosure exemption under the Freedom of Information Act. If the non-Federal entity asserts within seven calendar days to the Federal awarding agency who posted the information, that some of the information made publicly available is covered by a disclosure exemption under the Freedom of Information Act, the Federal awarding agency who posted the information must remove the posting within seven calendar days of receiving the assertion. Prior to reposting the releasable information, the Federal agency must resolve the issue in accordance with the agency's Freedom of Information Act procedures.

- c. When a Federal award is terminated or partially terminated, both the Federal awarding agency or pass-through entity and the non-Federal entity remain responsible for compliance with the requirements in § 200.343 Closeout and § 200.344 Post-closeout adjustments and continuing responsibilities.

D. REVERSION OF ASSETS:

1. Upon final payment by the City, the Grantee agrees that any unspent funds shall no longer be obligated by the City to the Grantee.
2. The Grantee agrees to the following:
 - a. It will strive to deliver the kinds of services to the types of beneficiaries that will enable it to always meet at least one of the national objectives of the CDBG program referred to in *24 CFR 570.208*. This stipulation is in effect for five years from the date of issuance of the final payment by the City for this activity;
 - b. If at any time during these five years the Grantee is no longer conducting a program or programs that are CDBG eligible, the Grantee agrees to return all furnishings, equipment, or personal property that was paid for by CDBG funds, or reimburse the City in the amount that is equal to the value;
 - c. This agreement shall comply with the requirements specified in *24 CFR 570.503(b)(7)*; and
 - d. If any furnishings, equipment or personal property (under the above the criteria) are no longer in control or possession of the Grantee, said Grantee agrees to reimburse the City in the amount that is equal to the furnishing, equipment, or personal property value at the time of the purchase, and that the City may use any legal means necessary to obtain restitution for these items from the Grantee.

E. TERM OF THE AGREEMENT:

1. The term of this Agreement with the exception of Section 2-D above shall expire when the final payment is made or on **June 30, 2023**, whichever is later.
2. The term of the Agreement pertaining to Section 2-D shall expire only when the applicable criteria are met by the Grantee and accepted by the City.

F. PUBLICATIONS:

In all documents referencing the CDBG Project the Grantee agrees to insert the following language, to the fullest extent possible, and submit a copy to the City:
 “-funded by the City of Great Falls CDBG Program.”

SECTION 3 – ADMINISTRATION REQUIREMENTS

A. FINANCIAL MANAGEMENT:

1. The Grantee agrees to provide the City with the following documents (if applicable) before any funds are disbursed by the City:
 - a. This signed Community Development Block Grant Agreement;
 - b. Grantee's Articles of Incorporation;
 - c. Grantee's tax-exempt status certification;
 - d. Grantee's by-laws or other such operational information;
 - e. Any other pertinent information which the City requests; and
 - f. Any Grantee lease agreements.

2. The Grantee shall comply with the current requirements and standards, in effect to the date of this agreement, of 2 *CFR, Part 200* and containing reference to 2 *CFR, Part 230, "Cost Principles for Non-Profit Organizations"* or 2 *CFR, Part 220, "Cost Principles for Educational Institutions,"* as applicable, and with the following Attachments to 2 *CFR, Part 215*:
 - (1) "Financial Reporting";
 - (2) "Bonding and Insurance";
 - (3) "Retention and Custodial Requirements for Records";
 - (4) "Standards for Financial Management Systems";
 - (5) "Monitoring and Reporting Program Performance";
 - (6) "Property Management Standards"; and
 - (7) "Procurement Standards".

B. DOCUMENTATION AND RECORD-KEEPING:

1. The Grantee agrees to maintain all records required by the Federal regulation specified in 24 *CFR Part 570.506*, which are pertinent to the activities to be funded under this Agreement. Such records shall include but are not limited to:
 - a. Records providing a full description of each activity undertaken;
 - b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
 - c. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
 - d. Financial records as required by 24 *CFR Part 570.502*, and 2 *CFR Part 200*; and
 - e. Other records necessary to document compliance with Subpart K of 24 *CFR 570*.

2. The Grantee shall retain all records pertinent to expenditures incurred under this contract for period of five (5) years after the termination of all activities funded under this Agreement.
3. The Grantee shall maintain grant beneficiary information, as requested by the City which will include client eligibility for services, and client ethnicity. The Grantee agrees to provide the City all non-duplicated information required. This report is due, upon request of funds or, if not applicable, on or before **July 31, 2023**, and will cover the period from **May, 2022** through **June 30, 2023** unless otherwise specified by the City.
4. The Grantee understands that certain client information collected under this contract is private and use or disclosure of such information, when not directly connected with the administration of the City's or Grantee's responsibilities with respect to services provided under this contract, is prohibited. Client information that might be utilized for identity theft including Social Security numbers, bank account numbers, and other personal information shall be kept under lock and key by the Grantee.
5. The Grantee shall maintain real property inventory records which clearly identify properties purchased, improved, or sold. Properties retained shall continue to meet eligibility criteria and shall confirm with the "changes in use" restrictions specified in *24 CFR Parts 570.503 (b)(7)*, as applicable.
6. All Grantee records with respect to any matters covered by this Agreement shall be made available to the City or HUD, at any time during normal business hours, as often as the City or HUD deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Grantee within 30 days after the Audit Report. Failure of the Grantee to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments.
7. At the City's discretion, the City may monitor the Grantee on-site to review all Grantee records with respect to any matters covered by this Agreement. A fifteen (15) day notice of an on-site monitoring will be provided and in accordance with 24 CFR 570 Part 570.502(b)(vii). On-site monitoring of the Grantee will be conducted less frequently than quarterly and more frequently than annually.
8. Under the conditions of 24 CFR 570.508, public access to program records shall be provided to citizens with reasonable access to records regarding the past use of CDBG funds, consistent with applicable State and local laws regarding privacy and obligations of confidentiality, notwithstanding 2 CFR 200.337.

C. REPORTING AND PAYMENT PROCEDURES:

1. Program Income

The Grantee agrees that this CDBG activity, as proposed, generates no program income as defined in *24 CFR 570.500(a)* and therefore, the requirements of *24 CFR 570.504* are not applicable to this project. This paragraph does not nullify any of the requirements described in Section 2-D of this Agreement.

2. Payment Procedures

The City will pay to the Grantee/Contractor funds available under this contract based upon information submitted by the Grantee and consistent with any approved budget, and City policy concerning payments. Payments will be made for eligible expenses actually incurred by the Grantee, and not to exceed actual cash requirements. In addition, the City reserves the right to liquidate funds available under this contract for costs incurred by the City on behalf of the Grantee. Final invoices must be received by City no later than 15 days after the end of the contract to be eligible for payment, unless an extension is given by the City.

3. Progress Reports

The Grantee shall submit regular progress reports to the City in the form, content, and frequency as required by the City.

D. PROCUREMENT:

1. Federal Standards

The Grantee shall procure all materials, property, or services in accordance with the requirements of *2 CFR Part 215.40*, Procurement Standards.

2. Compliance

The Grantee agrees to comply with current City policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided therein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the City upon termination of this contract.

E. OTHER PROGRAM REQUIREMENTS:

1. The Grantee shall carry out the activities under this contract in compliance with all Federal laws and regulations as described in *24 CFR 570 Subpart K*:

- (1) 570.600, General;
- (2) 570.601, Public Law 88-352 and Public Law 90-284; affirmatively furthering fair housing; Executive Order 11063; 99;
- (3) 570.602, Section 109 of the Act;
- (4) 570.603, Labor Standards;
- (5) 570.604, Environmental Standards;
- (6) 570.605, National Flood Insurance Program;
- (7) 570.606, Displacement, Relocation, Acquisition, and Replacement of Housing;

- (8) 570.607, Employment and Contracting Opportunities;
- (9) 570.608, Lead-Based Paint;
- (10) 570.609, Use of Debarred, Suspended or Ineligible Contractors or Subrecipients;
- (11) 570.610, Uniform Administrative Requirements and Cost Principles;
- (12) 570.611, Conflict of Interest;
- (13) 570.612, Executive Order 12372; and
- (14) 570.613, Eligibility Restrictions for Certain Resident Aliens;
- (15) 570.614, Architectural Barriers Act and the Americans with Disabilities Act; and except that:
 - (i) The Grantee does not assume the City's environmental responsibilities described in 570.604; and
 - (ii) The Grantee does not assume the City's responsibility for initiating the review process under the provisions of 24 CFR Part 52.

SECTION 4 – PERSONNEL & PARTICIPANT CONDITIONS

A. CIVIL RIGHTS :

1. Compliance

Grantee will comply with Federal requirements set forth in 24 CFR Part 5, subpart A which includes nondiscrimination and equal opportunity; disclosure requirements; debarred, suspended, or ineligible contractors; and drug-free workplace.

2. Nondiscrimination

The Grantee will not discriminate against any employee or applicant for employment, because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Grantee will take affirmative action to insure that all employment practices are free from such discrimination.

B. AFFIRMATIVE ACTION:

1. W/MBE

The Grantee will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this contract.

2. Access to Records

The Grantee shall furnish and cause each of its own subrecipients or subcontractors, to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the City, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

3. EEO Statement
The Grantee will, in all solicitations or advertisements for employees and/or contractors placed by or on behalf of the Grantee, state that it is an Equal Opportunity Employer under the provisions of 24 CFR 570.607(a).
4. Subcontract Provisions
The Grantee will include the provisions of the above paragraphs regarding Civil Rights and Affirmative Action in every subcontract, so that such provisions will be binding upon each of its own subrecipients or subcontractors. City will monitor all subcontracts/agreements to verify that Grantee is in compliance.

C. EMPLOYMENT RESTRICTIONS:

1. Labor Standards
The Grantee agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act, and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract.
 - a. This requirement applies for all contractors engaged under contracts in excess of \$2,000 and shall apply to residential properties only if such property contains no less than 8 units; for construction, renovation, or repair work financed in whole or in part with assistance provided under this contract. The Grantee shall maintain and obtain documentation which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City for review upon request. The Grantee shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of the paragraph.
2. Section 3 Clause
The Grantee affirms that to the maximum extent possible it will employ local (Section 3) contractors on any projects using CDBG funds (under the provisions of 24 CFR 135).
 - a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution

of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and sub contracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to

the maximum extent feasible, but not in derogation of compliance with section 7(b).

D. CONDUCT:

1. Assignability

The Grantee shall not assign this contract or any of the payments that become due without the written consent of the City.

2. Subcontracts

The Grantee shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the City prior to the execution of such an agreement.

a. The City will monitor all subcontracted services to assure contract compliance.

b. The Grantee shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

c. The Grantee shall undertake procedures to ensure that all contracts and subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis. Executed copies of contracts and subcontracts shall be forwarded to the City along with documentation concerning the selection process.

3. Conflict of Interest

Except for approved administrative and/or personnel costs, no person having responsibilities dealing with CDBG assisted activities may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement, either for themselves or their family, during their tenure or for one year thereafter. In its entirety:

24 CFR §570.611 Conflict of interest.

(a) *Applicability.*

(1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.317 and 200.318, shall apply.

(2) In all cases not governed by 2 CFR 200.317 and 200.318, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to

businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;

(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;

(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

(vii) Any other relevant considerations.

4. Religious Organization

The Grantee agrees that funds provided under this contract will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization in accordance with the federal regulations specified in *24 CFR 570.200(j)*. The Grantee hereby certifies that none of the beneficiaries of its activities or services are based upon any religious preference.

5. Political Activities and Lobbying

The Grantee agrees that under *24 CFR 507.207*, the following activities will not be assisted with CDBG funds:

- a. Buildings or portions thereof, used for the general conduct of government as defined at § 570.3(d);
- b. General government expenses; and
- c. Political activities.
- d. The Grantee certifies, to the best of his or her knowledge and belief, that:

- (i) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
- (ii) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing, or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;
- (iii) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly; and
- (iv) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to penalty as authorized by section 1352, Title 31, U.S. Code.

APPROVED BY: THE CITY OF GREAT FALLS:

Gregory T. Doyon, City Manager

DATE: _____

ATTEST:
(Seal of the City)

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

Jeff Hindoién, City Attorney*

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

APPROVED BY: CITY OF GREAT FALLS - PARK & RECREATION



Steve Herrig



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Construction Contract Award: Elk’s Riverside Park Force Main Replacement OF 1695.3

From: Engineering Division

Initiated By: Public Works Department

Presented By: Paul Skubinna, Public Works Director

Action Requested: Consider and Approve Construction Contract

Suggested Motion:

1. Commissioner moves:

"I move the City Commission (award/not award) the base bid of \$216,661.80 plus the additive bid number 1 of \$19,500.00 for a total amount of \$236,161.80 to Capcon, LLC for the Elk’s Riverside Park Force Main Replacement, and authorize the City Manager to execute the contract documents."

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

Staff Recommendation: Staff recommends awarding the contract to Capcon, LLC in the amount of \$236,161.80. Capcon, LLC has executed all the necessary documents.

Summary: The project consists of replacing approximately 2,500 lineal feet of 4-inch sanitary sewer force main through Elk’s Riverside Park. Additive bid number 1 consists of the work necessary to connect the existing Hurd restroom near the tennis courts to the new force main. This additive bid item, when completed, will eliminate the need to regularly pump out the Hurd restroom sewer holding tank.

Background: Lift Station No. 2 pumps raw sanitary sewage through a 51-year old existing 4-inch asbestos cement force main. The force main runs through Elk’s Riverside Park from the horseshoe pits to a manhole near Lift Station No. 1. The existing force main has significant blockage that has reduced the flows in Lift Station No. 2. This project will replace the force main with new pipe that will allow more flow through the lift station, which will accommodate increased sewer flows from the Milwaukee Station Apartments project.

Significant Impacts:

The replacement of the force main will allow for increased sewer flows for new development. Proactively replacing the force main now will save money later by reducing the potential for bypass pumping. During construction, there will be some disturbance to the Park and temporary pedestrian or vehicle traffic control as needed. The proposed construction schedule has been coordinated with the Parks Department to

prevent construction during major events in the Park. Any disturbance to the Park will be repaired to existing condition or better.

Citizen Participation:

It is not anticipated that this project will have any major adverse effects on citizens. Some portions of the park will need to be temporarily barricaded to protect citizens during construction. The Hurd restroom will need to be taken out of service for several days to allow for construction. Temporary restroom closure will be coordinated with the Parks department. Efforts are being made to ensure no temporary shutdown of existing water or sewer service to existing customers during construction.

Workload Impacts:

City Engineering staff designed the project and will perform construction inspection and contract administration duties.

Project Work Scope:

This project will replace approximately 2,500 lineal feet of 4-inch existing asbestos cement sewer force main with a new 4-inch force main through Elk's Riverside Park; landscaping and path restoration; Hurd restroom connection to the force main, and associated items as needed. Construction is scheduled to begin on August 15, 2022, depending on weather conditions and availability of materials.

Evaluation and Selection Process:

This project was advertised on June 5, 2022 and June 12, 2022. One bid was received and opened for this project on June 22, 2022. The price for the base bid was \$216,661.80 and the price for additive bid number 1 was \$19,500.00 for a total of \$236,161.80. City Staff is comfortable awarding the project to Capcon LLC as the lowest responsible bidder.

Conclusion:

City Staff recommends awarding this construction contract. The project has been selected, prioritized, and executed in accordance with the Public Works Capital Improvements Program.

Fiscal Impact: This project has been programmed and prioritized as a needed capital improvement and is being funded through the Sewer Utility Enterprise Fund.

Alternatives: The City Commission could vote to deny award of the construction contract and re-bid the project at a later date or do nothing. If nothing is done, the City sewer system may not have adequate capacity to meet the demands of the Milwaukee Station Apartments project.

Attachments/Exhibits:

Bid tabulation

Project location map

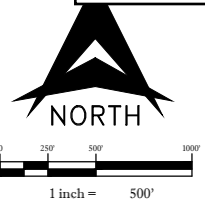
CITY OF GREAT FALLS ENGINEERING
 P.O. BOX 5021
 GREAT FALLS, MT 59403

BID TABULATION SUMMARY

OF 1695.3 ELK'S RIVERSIDE PARK FORCE MAIN REPLACEMENT

BIDS TAKEN AT CIVIC CENTER
 DATE: 22-JUN-22
 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 BASE BID	ADDITIVE BID 1: RESTROOM HOOKUP	TOTAL BID (BASE PLUS ADDITIVE BID 1)
1	CAPCON, LLC 4417 14TH AVE S, GREAT FALLS, MT 59405	NA	NA	X	X	X	\$216,661.80	\$19,500.00	\$236,161.80
2									
3									
4									
5									
6									
7									
8									
9									



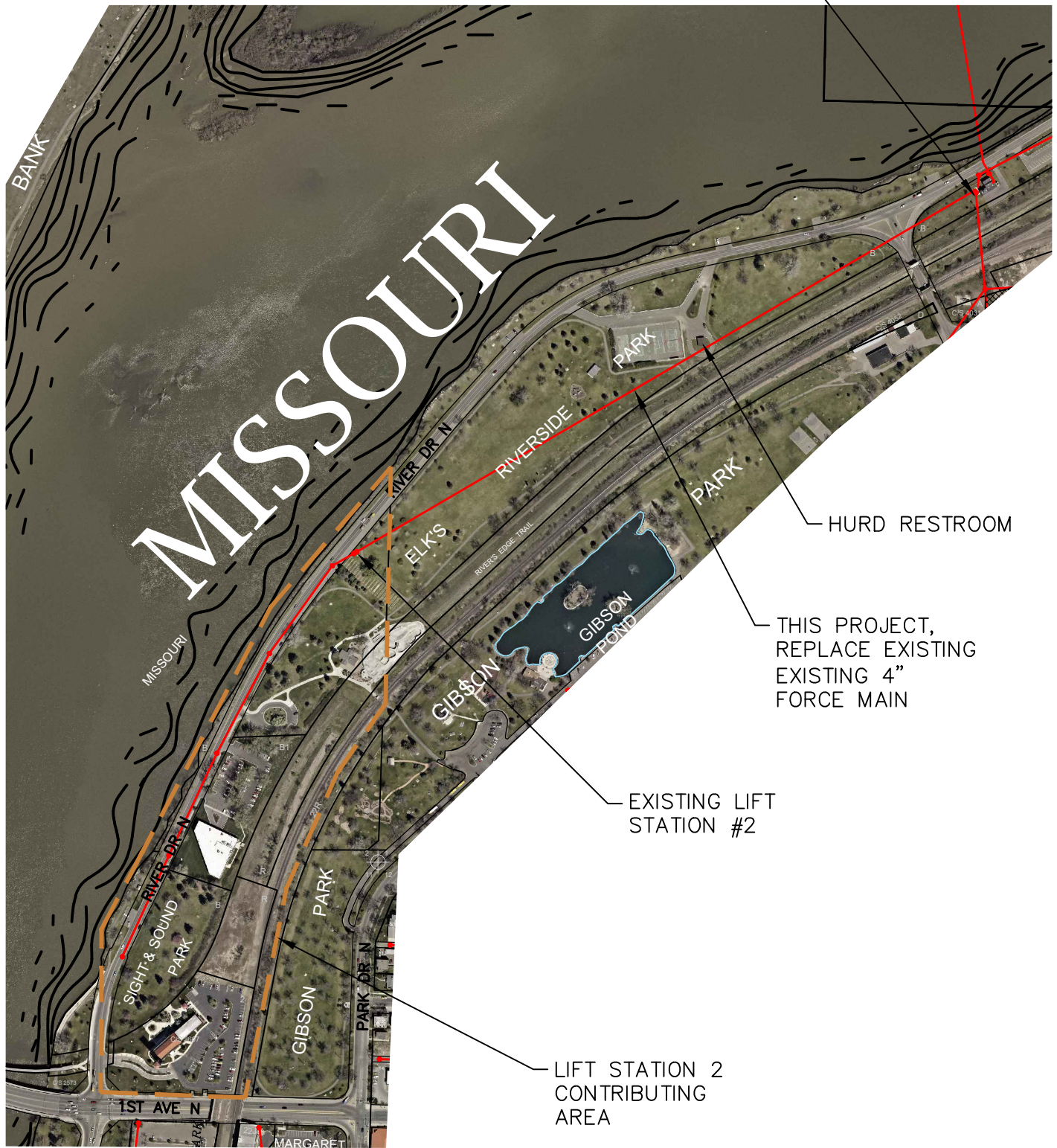
EXISTING DISCHARGE STRUCTURE

HURD RESTROOM

THIS PROJECT, REPLACE EXISTING EXISTING 4" FORCE MAIN

EXISTING LIFT STATION #2

LIFT STATION 2 CONTRIBUTING AREA



P:\Engineering\inspector\Mark Juras\1 - Projects\1695.3 Elks Force Main\CAD\EXHIBITS\1695.3 EXHIBITS.dwg



ELK'S RIVERSIDE PARK FORCE MAIN REPLACEMENT

VICINITY MAP

OF 1695.3

07-05-2

60



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Cartegraph Solutions Asset Management Software Master Agreement

From: Public Works Administration

Initiated By: Public Works Department

Presented By: Paul Skubinna, Public Works Director

Action Requested: Approve 3 Year Agreement for Subscription and Support Service of Asset Management Software

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the Cartegraph Solutions Master Agreement MA-22-04760 for Asset Management Software Subscription and Support Service for a 3 year term in total amount of \$210,378.79, and authorize the City Manager to execute the Agreement documents.”

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

Staff Recommendation: Staff recommends that the City Commission approve the agreement and authorize the City Manager to execute the contract documents.

Summary: The City’s current three year contract with Cartegraph Systems, LLC is nearing the end of its term. Currently, the agreement provides licenses for 60 users; however, each year, the City expands its use-case and application of Cartegraph, which now includes input from the Finance, Fire, Planning and Public Works Departments. By signing this agreement, the City agrees to continue to use Cartegraph software to access its infrastructure and operations data for the next three years; as well as, provide the additional licenses necessary for the growing staff user-base.

Background: Cartegraph is a Global Information System (GIS) based software used in conjunction with Environmental Systems Research Institute (ESRI) mapping software to provide real-time information about City Infrastructure through interactive maps and other user friendly interfaces. Cartegraph is used to access and edit critical information both in the office and on a portable devices in the field and Central Garage shop.

The City uses Cartegraph Asset Management Software and services to maintain geospatially referenced infrastructure information for Water Mains, Sewer Mains, Storm Drains, Streets, Traffic Signs and Signals, Street Lighting, Pump Stations and ADA Ramps. It is also used for Work Orders, Service

Requests, Shop Inventory, managing day-to-day maintenance operations, and other business processes. Specific examples include:

- Water Distribution main and tap location measurements, size of pipe, size of service tap, service main material and date of tap, re-tap dates, and requests for service.
- Sewer and Storm Drain main locations, manhole locations, service line tap information, main materials, date of taps and cleaning histories.
- Work orders for Water Distribution, Sanitary Sewer Collection, central Garage Maintenance, Sanitation Work Requests which is used to schedule daily work and record and calculate costs for projects or jobs, and information for billing.
- Provide inventory for City infrastructure, parts and equipment.
- Leverage machine learning and a proprietary algorithm to produce a Vehicle Replacement Rating (VRR) to assist the Central Garage and department managers schedule budgets and timeframes for equipment replacements.
- Keep records of pavement conditions to assess when maintenance may be needed for a particular section of City Street.
- Provide means to record incoming requests from citizens and route to the appropriate supervisor for completion.
- Manage Environmental regulatory program compliance information and activities.
- Tracking asset inspections and conditions assessments in support of Capital Improvement Planning efforts.
- Tracking Engineer and Inspector project specific time for billing and budget preparation purposes.

The City has been using Cartegraph software since 2000. In 2016 Public Works completed the process of vetting multiple asset management software providers including Cityworks® and chose to stay with Cartegraph.

Fiscal Impact: The current three year agreement cost was \$183,825, the agreement proposed by this action, including additional user licenses, is \$210,378.79. Funding allocations are programmed and budgeted on an annual basis in the Public Works Administration, Central Garage, Engineering, Environmental, Sanitation, Street, Traffic and Utility Divisions and also the Finance Department fund. Costs are allocated to each Division or Department based on the number of users. Public Works and other City Departments are satisfied with the value and cost of Cartegraph's product and services.

Alternatives: The City Commission could vote to not approve the purchase agreement for asset management software. This would prevent access to important archival records and current infrastructure information; as well as, inventory information needed on a daily basis in our Public Works Department. All information and data managed using Cartegraph would revert to being done by hand or other lower technology solutions likely resulting in an unworkable and inefficient systems. Alternatively, the City Commission could instruct staff to seek, vet and analyze proposals from other asset management software providers, as was done in 2015-2016. The selection process and potential subsequent migration of data and information to another vendor could not be completed in a time to ensure operational continuity.

Attachments/Exhibits: Cartegraph Solutions Master Agreement MA-22-04760



City of Great Falls Cartegraph Solutions Master Agreement

Master Agreement: MA-22-04760
Date Prepared: 5/2/2022
Date of Expiration: 8/21/2022

For any questions or assistance, please contact:

Heather Henderson
Account Manager
Phone: (303) 359-8327
Mobile: +1 3033598327
Email: heatherhenderson@cartegraph.com

Cartegraph Systems LLC
3600 Digital Drive
Dubuque, IA 52003-8962

<http://www.cartegraph.com>

Toll Free: (800) 688-2656
Phone: (563) 556-8120
Fax: (563) 556-8149

Master Agreement

Cartegraph Systems LLC is pleased to present this Master Agreement for its world-class technology solutions. This Master Agreement is made and entered into between City of Great Falls (hereinafter referred to as "City of Great Falls", or "Customer") and Cartegraph Systems LLC (hereinafter referred to as Cartegraph), each referred to as a "Party" or collectively as the "Parties" and is effective when fully executed by both Parties ("Effective Date").

This Master Agreement 1) will exclusively govern Customer's access to and use of Solution Subscriptions and/or Solution Services; 2) is the complete and sole understanding and agreement between Parties, and supersedes any oral or written proposal, agreement, or other communication between the Parties; 3) may only be modified or amended in writing as permitted herein; 4) is governed by the terms and conditions of the Cartegraph Solutions Agreement (Addendum A), unless (i) otherwise set forth herein, or (ii) there is an applicable written Customer Agreement executed by the Parties that directly references this Master Agreement, for the Solutions referenced in this Master Agreement. Any inconsistency between the documents shall be resolved by giving precedence to 1) a Customer Agreement (if applicable), 2) this Master Agreement, and 3) the Cartegraph Solutions Agreement.

Master Agreement shall begin on the Effective Date and continue until it is terminated as permitted herein. The duration of time specified in the Investment Summary of this Master Agreement shall be the "Initial Term." Subsequently executed Sales Orders under this Agreement may add additional Solution Subscriptions and/or Solution Services to the Initial Term as well as renew the Solution Subscriptions and/or Solution Services for successive periods, each a "Renewal Term."

BY EXECUTING OR REFERENCING THIS MASTER AGREEMENT, THE PARTIES ACKNOWLEDGE THAT THEY HAVE REVIEWED THE TERMS AND CONDITIONS SET FORTH HEREIN AND IN ANY EXHIBITS, AND THE PARTIES AGREE TO BE LEGALLY BOUND BY SUCH AGREEMENT.

CUSTOMER ADDRESS:

City of Great Falls
2 Park Dr S Rm 104
Great Falls, Montana
59401-4006

LICENSEE ADDRESS:

City of Great Falls
2 Park Dr S Rm 104
Great Falls, Montana
59401-4006

The following Addendums are attached to this Master Agreement and are incorporated by reference:

- ADDENDUM A - SOLUTIONS AGREEMENT can be found at www.cartegraph.com/solutions-agreement
- ADDENDUM B - Not Used
- ADDENDUM C - Not Used
- ADDENDUM D - Not Used
- ADDENDUM E - CARTEGRAPH OMS EDITIONS
- ADDENDUM F - Not Used

Investment Summary

The following represents the requested Solution Subscriptions and/or Solution Services along with their related durations (Terms).

Term 01 - 8/22/2022 - 8/21/2023 - Subscription

No.	Product	Code	Quantity	Price
1	OMS Plus	OMSPLS	1	USD 4,615.08
2	Sanitary Sewer Domain	DOM005	1	USD 7,020.60
3	Signal Domain	DOM006	1	USD 3,510.30
4	Transportation Domain	DOM008	1	USD 5,265.45
5	Water Distribution Domain	DOM010	1	USD 7,020.60
6	Water Treatment Plant Domain	DOM011	1	USD 7,020.60
7	Asset Builder (option)	OMSABD	1	USD 1,170.10
8	Parks & Recreation Domain	DOM004	1	USD 2,925.25
9	Stormwater Domain	DOM007	1	USD 7,020.60
10	Facilities Asset	AST001	1.00	USD 2,925.25
11	Pump Station Asset	AST022	1.00	USD 585.05
12	ADA Ramps Asset	AST080	1.00	USD 585.05
13	OMS User	OMSUSR	65	USD 18,400.00
Term 01 - 8/22/2022 - 8/21/2023 - Subscription TOTAL:				USD 68,063.93

Term 02 - 8/22/2023 - 8/21/2024 - Subscription

No.	Product	Code	Quantity	Price
1	OMS Plus	OMSPLS	1	USD 4,753.52
2	Sanitary Sewer Domain	DOM005	1	USD 7,231.22
3	Signal Domain	DOM006	1	USD 3,615.61
4	Transportation Domain	DOM008	1	USD 5,423.41
5	Water Distribution Domain	DOM010	1	USD 7,231.22
6	Water Treatment Plant Domain	DOM011	1	USD 7,231.22
7	Asset Builder (option)	OMSABD	1	USD 1,205.20
8	Parks & Recreation Domain	DOM004	1	USD 3,013.01
9	Stormwater Domain	DOM007	1	USD 7,231.22
10	Facilities Asset	AST001	1.00	USD 3,013.01
11	Pump Station Asset	AST022	1.00	USD 602.60
12	ADA Ramps Asset	AST080	1.00	USD 602.60

City of Great Falls / 5/2/2022

No.	Product	Code	Quantity	Price
13	OMS User	OMSUSR	65	USD 18,952.00
Term 02 - 8/22/2023 - 8/21/2024 - Subscription TOTAL:				USD 70,105.84

Term 03 - 8/22/2024 - 8/21/2025 - Subscription

No.	Product	Code	Quantity	Price
1	OMS Plus	OMSPLS	1	USD 4,896.11
2	Sanitary Sewer Domain	DOM005	1	USD 7,448.16
3	Signal Domain	DOM006	1	USD 3,724.08
4	Transportation Domain	DOM008	1	USD 5,586.11
5	Water Distribution Domain	DOM010	1	USD 7,448.16
6	Water Treatment Plant Domain	DOM011	1	USD 7,448.16
7	Asset Builder (option)	OMSABD	1	USD 1,241.36
8	Parks & Recreation Domain	DOM004	1	USD 3,103.40
9	Stormwater Domain	DOM007	1	USD 7,448.16
10	Facilities Asset	AST001	1.00	USD 3,103.40
11	Pump Station Asset	AST022	1.00	USD 620.68
12	ADA Ramps Asset	AST080	1.00	USD 620.68
13	OMS User	OMSUSR	65	USD 19,520.56
Term 03 - 8/22/2024 - 8/21/2025 - Subscription TOTAL:				USD 72,209.02

Summary By Term - Includes Services & Subscriptions

Total Term 1	USD 68,063.93
Total Term 2	USD 70,105.84
Total Term 3	USD 72,209.02

Investment Notes:

- Any Customer Purchase Order, Contract, and/or Agreement must reference Cartegraph Master Agreement: MA-22-04760.
- Purchasing the Solutions presented herein through any alternative procurement method will require a revised price proposal which may include an associated price adjustment.
- Prices may include discounts, concessions, or incentives that are only applicable to this transaction and should not be assumed for future purchases.
- Prices do not include any taxes that may apply at the time of invoicing. If applicable, any such taxes are the responsibility of Customer and will appear on the respective invoice.
- Prices do not include any applicable Esri ArcGIS licenses.
- Prices are in U.S. Dollars (\$USD).
- Prices for the Initial Term are valid only if this Master Agreement is executed by 8/21/2022.

Payment

In consideration for the Solutions provided by Cartegraph to Customer, Customer agrees to pay Cartegraph the Fees as described below:

DELIVERY

Upon execution of this Master Agreement, Cartegraph will provide the Solution Subscriptions and/or Solution Services as detailed in the Investment Summary.

SOLUTION SUBSCRIPTION INVOICING

Customer shall be provided with the ability to access and use the Solution Subscriptions upon execution of this Master Agreement. The payment for the initial term is due upon execution of the Master Agreement. Payment for any subsequent renewal terms will be due in annual installments as specified herein and prior to the anniversary of the initial term in the amount(s) that follow:

- Term 1: \$68,063.93
- Term 2: \$70,105.84
- Term 3: \$72,209.02

PAYMENT

- All payments are due Net 30 days from date of invoice.
- All payments are to be in U.S. Dollars (\$USD).
- For customers within the United States, any applicable taxes required at the time of invoice will be determined based on the laws and regulations of the taxing authority(s) governing the "Customer Address" identified herein.

Acceptance

BY SIGNING BELOW, EACH PARTY AGREES THAT 1) ITS SIGNATORY HAS THE AUTHORITY TO BIND THEIR PARTY TO THIS OBLIGATION, AND 2) THAT ALL USE AND ACCESS TO THE SOLUTION SUBSCRIPTION AND/OR SOLUTION SERVICES DESCRIBED HEREIN SHALL BE GOVERNED BY THE TERMS AND CONDITIONS IN THE FOLLOWING ORDER OF PRECEDENCE A) A CUSTOMER AGREEMENT (IF APPLICABLE), B) THIS MASTER AGREEMENT AND ALL AGREEMENTS AND ADDENDUMS SPECIFICALLY REFERENCED HEREIN, AND C) THE CARTEGRAPH SOLUTIONS AGREEMENT.

Cartegraph Systems LLC:

By: 
(Signature)

MITCH BRAQUET
(Type or Print Name)

Title: SUP SALES + MARKETING

Date: 5/31/2022

City of Great Falls:

By: _____
(Signature)

(Type or Print Name)

Title: _____

Date: _____

APPROVED FOR LEGAL CONTENT

Jeffrey M. Hindoien, City Attorney

ADDENDUM E

Cartegraph OMS Editions

Cartegraph OMS supports customers in the operation, maintenance, and management of the following asset domains. By employing these features as applicable, customers can effectively manage and report on the assets that they care about. Indicated below are the capabilities and options available for each OMS Edition at the time this document was prepared, which are subject to change.

	Essentials	Pro	Plus	Premium
Dashboard / Home Screen	Included	Included	Included	Included
User Management	Included	Included	Included	Included
Role Management		Included	Included	Included
Esri GIS Integration	Included	Included	Included	Included
Report Viewer	Included	Included	Included	Included
Library Management	Included	Included	Included	Included
Standard KPI / ROI gadgets	Included	Included	Included	Included
Esri Identity-Ready	Included	Included	Included	Included
Structure Manager		Included	Included	Included
Layout Manager		Included	Included	Included
Import / Export		Included	Included	Included
Record Filter Administration		Included	Included	Included
Container / Component	Included	Included	Included	Included
Embedded Maps	Included	Included	Included	Included
Report Designer		Included	Included	Included
Integration Toolkit		Option	Option	Included
Cartegraph for Zapier	Option	Option	Included	Included
Automation Manager			Included	Included
Notification Manager		Included	Included	Included
Routing – Esri Identity Required	Included	Included	Included	Included
Geocode Options- Esri Identity Required	Included	Included	Included	Included

Work

Task Management	Included	Included	Included	Included
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City of Great Falls / 5/2/2022

Work Orders			Included	Included
Task Calendar	Included	Included	Included	Included
Scenario Builder			Option	Included

Request

Request Management	Required w/ SeeClickFix	Included	Included	Included
SeeClickFix	Option	Option	Option	Option
Internal Requests		Option	Included	included

Resources

Resource Management (LEMV)	Included	Included	Included	Included
Advanced Material Management			Option	Included
Fleet Management		Option	Included	Included

Assets

Asset Inventory	By Domain/Asset	By Domain/Asset	By Domain/Asset	By Domain/Asset
Container / Component	Included	Included	Included	Included
Preventative Maintenance Plans		Included	Included	Included
Asset Condition Manager / Advanced Inspections		Required w/ Fleet Mgmt.	Included	Included
Asset Builder		Option	Option	Included



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

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

From: Engineering Division

Initiated By: Public Works Department

Presented By: Paul Skubinna, 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 Central Montana Agriculture and Technology Park (CMATP) TIF Phase IV Storm Drain, in the amount of \$32,678.64 to Shumaker Trucking & Excavating Contractors, Inc., and \$330.09 to the State Miscellaneous Tax Fund and authorize making 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:

As part of the Capital Improvement Plan for the Central Montana Agri-Tech Park (CMATP) the City worked with Thomas Dean & Hoskins, Inc. (TD&H) to complete the final design and contract documents for the drainage channel restoration east of Black Eagle Road as the last component of the CMATP storm drainage network. The channel is located in a stratum of highly erodible fat clay. The culvert outlet has failed in the past with the flared end terminal section falling off due to undercutting. Directly downstream of the culvert, the channel has been repaired repeatedly through backfilling soil, riprap, and other materials, but the channel continued to erode. The project was implemented to stabilize the culvert outlet and install energy dissipation structure which reduces the velocity of the water exiting the culvert. The project also restored the drainage channel natural vegetative state similar to pre-development conditions. This completes the last portion of the Capital Improvement Plan for the CMATP.

Background:

The CMATP TIFID was created in May 2005, and expanded in May 2013. The water main along Great Bear Avenue was installed in 2006 under a separate project. The sanitary sewer, water main utility extensions, and street installations for the area were completed under Phases 1 and 2 in 2013 and 2014. The storm drainage network was completed in 2020 under Phase 3.

Purpose:

The project implemented recommendations for culvert stabilization and channel restoration of the existing drainage in the CMATP. The drainage is located between Black Eagle Road and the “Stock Pond”, north of the CMATP TIF Phase III Storm Drain Improvements project. Culvert and channel improvements were constructed as recommended in the February 2020 CMATP TIF Phase III Storm Drain Eroded Drainage Evaluation and the February 13, 2020, meeting as documented in the February 18, 2020, Meeting Notes.

Workload Impacts:

Design phase engineering plans and specifications were completed by TD&H with assistance from City Engineering staff and the City Utilities Division. City Engineering staff provided construction phase engineering services and project inspection.

Citizen Participation:

City Engineering Staff with assistance from Planning and Development Staff worked with Dali LLC., the landowner, to obtain both temporary construction and permanent utility easements.

Project Work Scope:

Work performed under this contract included the following: Culvert repairs including the removal and replacement of the end section and barrel; installation of a reinforced concrete cutoff wall with weep holes, installation of a riprap apron with separation geotextile, drainage channel restoration, seeding and revegetation, and installation of erosion control mat and fiber rolls.

Final Payment:

The original contract was awarded on January 19, 2021, in the amount of \$369,182.50. The final project cost is \$321,760.75 which is \$47,421.75 less than the amount that was originally awarded and approved.

Conclusion:

The project provides measures that will reduce potential erosion and improved runoff water quality due to the reduction of erosion and sediment discharge. These improvements will aid in the City’s demonstration of compliance with Montana Department of Environmental Quality’s Municipal Separate Storm Sewer System (MS4) General Permit.

The project was selected, prioritized, and executed in accordance with the Public Works Capital Improvement Program and City stormwater quality initiatives and MS4 program. It was budgeted utilizing the storm drain utility enterprise funds.

City staff recommends approving the Final Payment. City staff has verified that Shumaker Trucking & Excavating Contractors, Inc., has completed all work and punch list items in accordance with the plans and the one-year revegetation performance criteria. The two year warranty period started at the time of substantial completion which was April 16, 2021.

Fiscal Impact:

CMATP Tax Increment Funding has been allocated to fund the costs of this project.

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.

Attachments/Exhibits:

Vicinity Map

Final Pay documents.

PROJECT FUNDING/EXPENDITURE SUMMARY

1658.1 CMATP TIF Phase 4 Storm Drain

PREPARED BY THE CITY ENGINEERS OFFICE: RJB

DATE: 6/13/2022

FINAL PAY

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PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE				
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5
CONTRACTOR: TD&H Engineering	Professional Services	\$1,106.70	\$3,783.50	\$10,903.25	\$8,765.50	\$9,132.00
	2312104.493250					
	DATE	4/16/2020	5/20/2020	6/19/2020	7/24/2020	8/12/2020
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE				
CONTRACTOR: TD&H Engineering	Professional Services	\$3,994.90	\$1,073.00	\$7,873.00	\$3,012.00	\$4,977.00
	2312104.493250					
	DATE	9/25/2020	10/16/2020	12/15/2020	12/15/2020	1/21/2021

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 11	NO. 12	NO. 13	NO. 14	NO. 15			
CONTRACTOR: TD&H Engineering	Professional Services	\$488.45	\$11,729.25	\$3,376.75			\$70,250.00	\$70,215.30	\$34.70
	2312104.493250								
	DATE	2/17/2021	4/16/2021	5/13/2021			\$70,250.00	\$70,215.30	\$34.70

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: Shumaker	Improvements Other Than Buildings	\$285,864.50	\$32,678.64				\$365,490.68	\$318,543.14	\$46,947.54
	2312104.493100								
	DATE	5/12/2021	6/13/2022				\$365,490.68	\$318,543.14	\$46,947.54

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MT. DEPT. OF REV. 1%	Improvements Other Than Buildings	\$2,887.52	\$330.09				\$3,691.82	\$3,217.61	\$474.21
	2312104.493100								
	DATE	5/12/2021	6/13/2022				\$3,691.82	\$3,217.61	\$474.21

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MISCELLANEOUS	Professional Services	\$299.16					\$1,000.00	\$299.16	\$700.84
	2312104.493250								
	DATE	12/3/2020					\$1,000.00	\$299.16	\$700.84

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW31316					
2312104.493250		Professional Services	\$70,250.00	\$70,215.30	\$34.70
2312104.493100		Improvements Other Than Buildings	\$369,182.50	\$321,760.75	\$47,421.75
2312104.493250		Professional Services	\$1,000.00	\$299.16	\$700.84
TOTALS			\$440,432.50	\$392,275.21	\$48,157.29

Phase IV

APPLICATION FOR PAYMENT NO. Final

To: City of Great Falls (OWNER)
From: Shumaker Trucking & Excavating Contractors, Inc (CONTRACTOR)
Contract: O.F. 1658.1
Project: CMATP TIF PHASE IV DRAINAGE IMPROVEMENTS
OWNER's Contract No. 007-21-00 ENGINEER's Project No. _____
For Work accomplished through the date of: 06//08/2022

1.	Original Contract Price:	\$ <u>369,182.50</u>
2.	Net change by Change Orders and Written Amendments (+ or -):	\$ _____
3.	Current Contract Price (1 plus 2):	\$ <u>369,182.50</u>
4.	Total completed and stored to date:	\$ <u>321,760.75</u>
5.	Retainage (per Agreement):	
	<u>0</u> % of Completed Work: \$0 _____	
	____ % of stored material: \$ _____	
	Total Retainage:	\$ 0
6.	Total completed and stored to date less retainage (4 minus 5):	\$ <u>321,760.75</u>
7.	Less previous Applications for Payments:	\$ <u>288,752.02</u>
8.	Gross Amount Due this application: (6 minus 7):	\$ <u>33,008.73</u>
9.	Less 1% State Gross Receipts Tax:	\$ <u>330.09</u>
10.	DUE THIS APPLICATION (8 MINUS 9):	\$ <u>32,678.64</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 06/08/2022

CONTRACTOR
By: Made Doug

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 6/13/2022
ENGINEER
By: Russell

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

1658.1 CMATP TIF Phase 4 Storm Drain

PREPARED BY THE CITY ENGINEERS OFFICE: RJB

DATE: 6/13/2022

Final
RJB
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PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE				
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5
CONTRACTOR: TD&H Engineering	Professional Services	\$1,106.70	\$3,783.50	\$10,903.25	\$8,765.50	\$9,132.00
	2312104.493250					
	DATE	4/16/2020	5/20/2020	6/19/2020	7/24/2020	8/12/2020
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE				
CONTRACTOR: TD&H Engineering	Professional Services	\$3,994.90	\$1,073.00	\$7,873.00	\$3,012.00	\$4,977.00
	2312104.493250					
	DATE	9/25/2020	10/16/2020	12/15/2020	12/15/2020	1/21/2021

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 11	NO. 12	NO. 13	NO. 14	NO. 15			
CONTRACTOR: TD&H Engineering	Professional Services	\$488.45	\$11,729.25	\$3,376.75			\$70,250.00	\$70,215.30	\$34.70
	2312104.493250								
	DATE	2/17/2021	4/16/2021	5/13/2021			\$70,250.00	\$70,215.30	\$34.70

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: Shumaker	Improvements Other Than Buildings	\$285,864.50	\$32,678.64				\$365,490.68	\$318,543.14	\$46,947.54
	2312104.493100								
	DATE	5/12/2021	6/13/2022				\$365,490.68	\$318,543.14	\$46,947.54

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MT. DEPT. OF REV. 1%	Improvements Other Than Buildings	\$2,887.52	\$330.09				\$3,691.82	\$3,217.61	\$474.21
	2312104.493100								
	DATE	5/12/2021	6/13/2022				\$3,691.82	\$3,217.61	\$474.21

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MISCELLANEOUS	Professional Services	\$299.16					\$1,000.00	\$299.16	\$700.84
	2312104.493250								
	DATE	12/3/2020					\$1,000.00	\$299.16	\$700.84
	VENDOR	Tribune					\$1,000.00	\$299.16	\$700.84

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW331316					
	2312104.493250	Professional Services	\$70,250.00	\$70,215.30	\$34.70
	2312104.493100	Improvements Other Than Buildings	\$369,182.50	\$321,760.75	\$47,421.75
	2312104.493250	Professional Services	\$1,000.00	\$299.16	\$700.84
		TOTALS	\$440,432.50	\$392,275.21	\$48,157.29

Phase IV

APPLICATION FOR PAYMENT NO. Final

To: City of Great Falls (OWNER)
From: Shumaker Trucking & Excavating Contractors, Inc (CONTRACTOR)
Contract: O.F. 1658.1
Project: CMATP TIF PHASE IV DRAINAGE IMPROVEMENTS
OWNER's Contract No. 007-21-00 ENGINEER's Project No. _____
For Work accomplished through the date of: 06//08/2022

1.	Original Contract Price:	\$ <u>369,182.50</u>
2.	Net change by Change Orders and Written Amendments (+ or -):	\$ _____
3.	Current Contract Price (1 plus 2):	\$ <u>369,182.50</u>
4.	Total completed and stored to date:	\$ <u>321,760.75</u>
5.	Retainage (per Agreement):	
	<u>0</u> % of Completed Work: \$ _____	
	_____ % of stored material: \$ _____	
	Total Retainage:	\$ <u>0</u>
6.	Total completed and stored to date less retainage (4 minus 5):	\$ <u>321,760.75</u>
7.	Less previous Applications for Payments:	\$ <u>288,752.02</u>
8.	Gross Amount Due this application: (6 minus 7):	\$ <u>33,008.73</u>
9.	Less 1% State Gross Receipts Tax:	\$ <u>330.09</u>
10.	DUE THIS APPLICATION (8 MINUS 9):	\$ <u>32,678.64</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 06/08/2022

CONTRACTOR
By: Mack Downey

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 6/13/2022

ENGINEER
By: Russell B...

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.



1% Contractor's Gross Receipts Gross Receipts Withholding Return

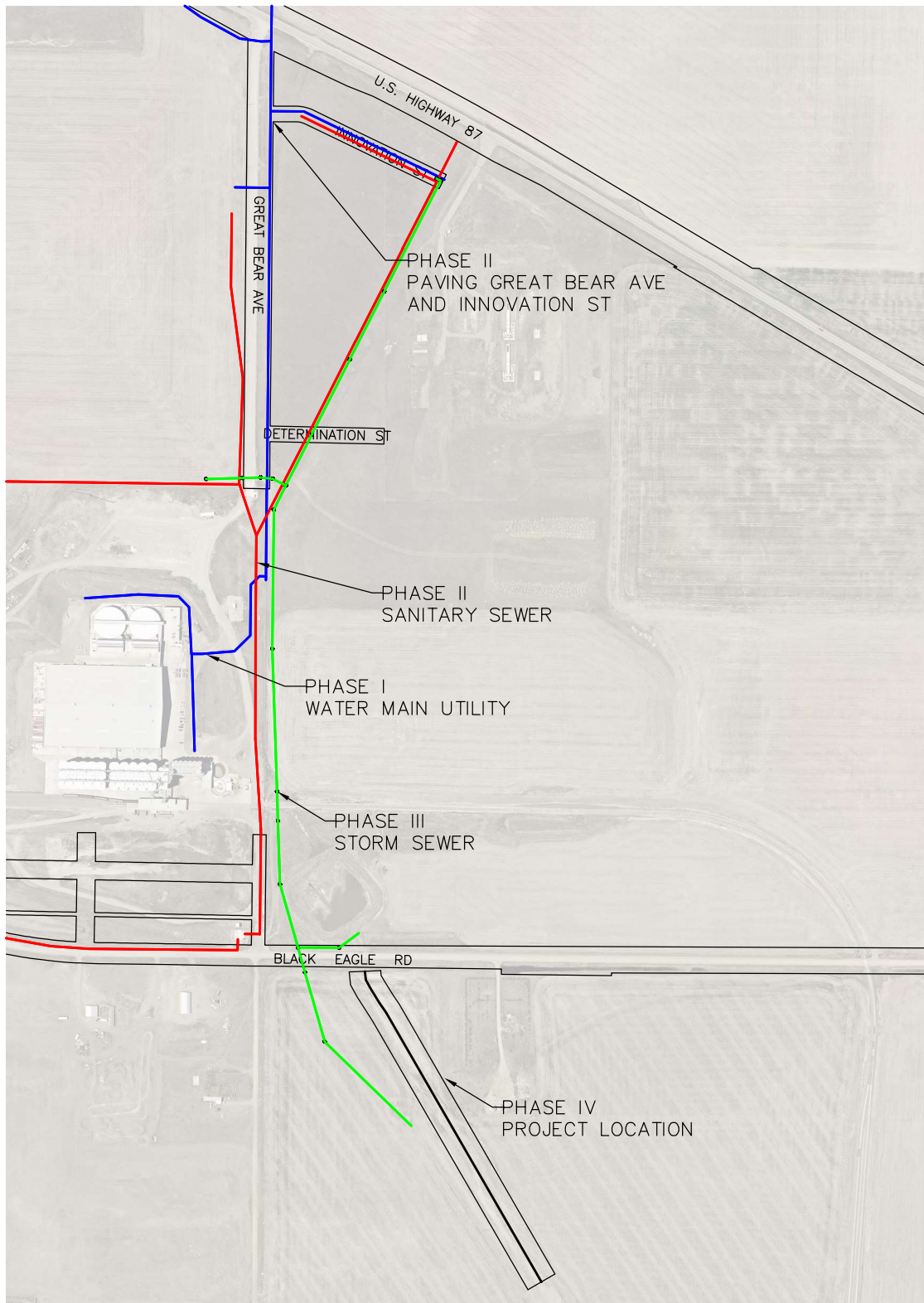
MONTANA
CGR-2
Rev 01-10

Form CGR-2 is required to be completed and mailed to the Department of Revenue within 30 days after each payment is made to the prime contractor or subcontractor.

1.	Contract awarded by: Enter the federal employer identification number, business name and address. Place an "X" in the "Government Entity" box if you are remitting the 1% contractor's gross receipts payment on behalf of a prime contractor. Place an "X" in the "Prime Contractor" box if you are allocating the 1% contractor's gross receipts from your prime contractor's account to your subcontractor's account.	
	Government Entity <input checked="" type="checkbox"/> Prime Contractor <input type="checkbox"/>	
	Federal Identification Number (FEIN) 81-6001269	
	Name CITY OF GREAT FALLS	
	Address PO BOX 5021	
	City GREAT FALLS	State MT Zip Code 59403
2.	Contract awarded to: Enter the federal employer identification number, business name and address. Place an "X" in the "Prime Contractor" box if you are remitting the 1% contractor's gross receipts on behalf of a prime contractor. Place an "X" in the "Subcontractor" box if you are allocating the 1% contractor's gross receipts from your prime contractor's account to your subcontractor's account.	
	Prime Contractor <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/>	
	Federal Identification Number (FEIN) 81-0401026	
	Name Shumaker Trucking & Excavating	
	Address PO Box 1279	
	City Great Falls	State MT Zip Code 59403
3.	Enter the Government Issued Purchase Order Number here.	3. OF 1658.1
4.	Enter the contract award date here.	4. <u>01</u> / <u>19</u> /20 <u>21</u>
5.	Enter the month and year this payment was earned.	5. <u>05</u> /20 <u>21</u>
6.	Enter the gross dollar amount due to the prime contractor or subcontractor here.	6. \$ 33,008.73
7.	Multiply the amount on line 6 by 1% (.01) and enter the result here. This is your 1% Contractor's Gross Receipts	7. \$ 330.09
8.	Subtract line 7 from line 6 and enter the result here. This is the net amount paid to the prime contractor or subcontractor	8. \$ 32,678.64
9.	Check the box below that identifies the type of return you are filing and enter the date the payment was made to the prime contractor or subcontractor.....	9. ____ / ____ /20 ____
	9(a) <input checked="" type="checkbox"/> I am enclosing the amount reported on line 7 for credit to my prime contractor's account.	
	9(b) <input type="checkbox"/> I am allocating the amount reported on line 7 for credit to my subcontractor's account.	
10.	Enter a description of the work performed under this contract. PW CENTRAL GARAGE FIRE REPAIR	
11.	Enter the location in Montana where this work is performed. Be specific with your description. GREAT FALLS, MT	

Withholding return submitted by: Select the appropriate box identifying which entity is completing this return; sign this return and enter the information requested below.		
Government Entity <input checked="" type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>		
Preparer's Signature		
Preparer's Title Engineering Admin Secretary		Date 06/21/2022
Telephone Number 406-771-1258		Fax Number 406-771-0700

Please mail this registration to:
Department of Revenue, P.O. Box 5835, Helena, MT 59604-5835



P:\Engineering\inspector\Russell\ - Projects\1658.1-CMATP-TFID - Phase III - Storm Drain\1658.117 - Design Information-Engineering Reports\1658_1-PH-IV-Loc.dwg



CMATP STORM DRAIN PHASE IV

VICINITY MAP

OF 1658.1

07-06-2



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Annual Budget Hearing on Resolution 10460 – Annual Budget Resolution – for July 19, 2022

From: Gregory T. Doyon, City Manager

Initiated By: Statutory Budget Requirements

Presented By: Melissa Kinzler, Finance Director

Action Requested: Set the Annual Budget Hearing

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing on Resolution 10460, Annual Budget Resolution for July 19, 2022.”

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

Staff Recommendation: Staff recommends the City Commission set the public budget hearing on Resolution 10460 for July 19, 2022, and provide notice for the public hearing on the preliminary budget.

Background: Prior to the adoption of the City’s annual budget, the City is required to hold public hearings on the proposed annual budget.

The City started the Fiscal Year 2023 budget process in January with departmental “State of the City” presentations. Then the City Commission held a retreat in February to develop Commission Priorities. From there, the City Departments developed their requested budgets, and the City Manager developed his proposed budget.

The final proposed budget was presented to the City Commission in its entirety at a Commission Work Session on June 21, 2022. Additional Special Work Sessions were held on June 28th and 29th. This agenda item is to schedule the annual public hearing on the budget for July 19, 2022.

The budget strategy in the past two years has been one of economic recovery from COVID-19. Therefore, the budget in those years was developed without utilizing any increases to property taxes, property assessments, or utility rates. The City is unable to maintain the same level of service while not utilizing increases to property taxes for a third year.

The proposed budget for FY2023 includes raising the full inflationary factor available. This amounts to a total of 3.75% or \$641,691 (1.05% for FY21, 0.93% for FY22, and 1.77% for FY23). The proposed budget also includes utilizing the full amount available for the Permissive Medical Levy. This amount is \$248,305 in additional General Fund revenue. In total, the additional General Fund revenue from increasing property taxes is \$889,996.

The City anticipates \$400,000 from newly taxable property, which will be known for certain after receipt of Certified Taxable Values from the DOR. The last source of increased General Fund revenue is from the House Bill 124 Entitlement Share from the State of Montana. For FY2023, this amount increased \$294,004.

The General Fund budget is presented using \$1,205,000 from money received from the CARES Act to offset the use of fund balance. The projected ending fund balance of the General Fund is 20.83%. The recommended minimum policy of the City is 22%.

Section 7-6-4024, MCA, requires that a hearing be held on the preliminary budget prior to its adoption. The budget must be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values from the Montana Department of Revenue. The budget is not considered finalized until the setting of tax levies. The setting of the tax levies will be scheduled when the Montana Department of Revenue has certified taxable values for the City of Great Falls, usually in August.

Fiscal Impact: The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$8.36 for Fiscal Year 2023. The fiscal impact of the proposed increase for the Permissive Medical Levy is \$3.23. The total impact on a residential home with a taxable market value of \$100,000 would be \$11.59 for the year. The amount is \$23.18 for a \$200,000 home.

Alternatives: If the hearing on the budget is not held, the City would not be able to adopt the Annual Budget Resolution required by state statute. The City could choose to not utilize the inflationary factor or increase for the permissive medical levy. Likewise, the City could reduce General Fund expenditures by \$889,996 or use undesignated fund balance. Additional money from the CARES Act could also be allocated to balance the General Fund.

Concurrences: The proposed Fiscal Year 2023 Budget was presented by the City Manager on June 21, 2022 at a Commission Work Session.

Attachments/Exhibits:

Resolution 10460

Resolution 10460 Appendix A

Notice of Budget Hearing

**RESOLUTION NO. 10460
ANNUAL BUDGET RESOLUTION
A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023**

WHEREAS, Montana Code Annotated (MCA), 7-6-4024, requires that the budget be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values from the Department of Revenue, and

WHEREAS, the notice of hearing on preliminary budget was published in accordance with Section 7-1-4127, MCA, as required by Section 7-6-4021, MCA, and

WHEREAS, the hearing on preliminary budget from property taxes was held in accordance with Section 7-1-4131, MCA, and Section 7-6-4024, MCA, and,

WHEREAS, the Official City Code of the City of Great Falls, Title 2, Chapter 3, Section 2.3.040 states the Municipal Court Clerk salary set by Commission resolution, and,

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

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

Section 1. - Legal Spending Limits

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

Section 2. - Implementation Authority

- 2.1 The City Manager is hereby delegated appropriation authority for the expenditure of funds from any or all of the following:
- a. debt service funds for obligations related to debt approved by the governing body;
 - b. trust funds for obligations authorized by trust covenants;
 - c. any fund for federal, state, local or private grants and shared revenue accepted and approved by the governing body;
 - d. any fund for special assessments approved by the governing body;
 - e. the proceeds from the sale of land;
 - f. any fund for gifts or donations; and,
 - g. money borrowed during the fiscal year. (7-6-4006, MCA)

- 2.2 The City Manager is hereby delegated authority to adjust appropriations funded by fees throughout the fiscal year in any or all of the following:
- a. proprietary fund appropriations (enterprise and internal service funds);
 - b. general fund for fee supported services;
 - c. information technology fund for fee supported mapping services;
 - d. natural resources fund for fee supported forestry services; and,
 - e. permits fund. (7-6-4012, MCA)
- 2.3 The authority to make transfers of appropriations between funds is retained by the City Commission.
- 2.4 The City Manager is hereby delegated the authority to make transfers or revisions within appropriations of any fund.
- 2.5 The City Manager may delegate to his department directors the authority to make transfers or revisions within or among appropriations of specific operations within a fund, limited to the division level of accountability.
- 2.6 Joint operating agreements approved by the governing body; insurance recoveries or dividends; hazardous material recoveries, and refunds or reimbursements of expenditures shall automatically amend the annual appropriations or reduce recorded expenditures whichever is correct in accordance with Generally Accepted Accounting Principles (GAAP).

Section 3. - Appropriation Carryovers

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

- 3.1 Previous fiscal year appropriations for incomplete improvements in progress of construction, or segments thereof, are hereby declared authorized appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;
 - b. the appropriations were not obligated by year end;
 - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
 - d. the City Manager determines the appropriation is still needed.
- 3.2 Outstanding purchase orders and other obligations, representing a City obligation to pay the claim after receipt of the goods or services, are recognized as "claims incurred". They are hereby declared authorized "carryover" appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;
 - b. the appropriations were not otherwise obligated by year end;

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

Section 4. - Appropriated Reserves

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

Section 5. Contingency Account

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

Section 6. - Classification and Pay Plan

- 6.1 The objective of the City's Classification and Pay Plan is to enable the City to retain, and when necessary, recruit competent employees. Therefore, the Plan must be a dynamic tool which is continuously updated.
- 6.2 The City Manager is authorized to administratively change the Classification and Pay Plan. Annual pay surveys, continual or periodic review of positions with changed duties or responsibilities, and additions to the classification plan of changed and new classes of work will assure that the Classification and Pay Plan remains current and equitably meets the needs of the City and its employees.

Section 7. - Budgetary Authority

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

Section 8. - Accounting Structure

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

Section 9. – Municipal Court Clerk Salary

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

Municipal Court Clerk \$61,796 to \$83,607

Section 10. – Fund Balance

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

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

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
July 19, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

Resolution No. 10460 Annual Budget Resolution: Appendix A

Funds	+ Working Capital Sources				- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
	Beginning Balance	Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses			
General	12,470,226	36,656,746	0	36,656,746	36,242,414	1,619,332	37,861,746	11,265,226	3,379,830	7,885,396
Special Revenue Funds										
Covid Recovery Fund	23,945,495	0	0	0	5,752,134	472,000	6,224,134	17,721,361	0	17,721,361
Park & Rec Special Revenue	660,159	50,800	0	50,800	18,429	0	18,429	692,530	405,777	286,753
Parkland Trust	134,560	0	0	0	0	0	0	134,560	134,560	0
Library	453,555	1,160,150	350,000	1,510,150	1,570,119	0	1,570,119	393,586	0	393,586
Library Foundation	399,797	248,380	0	248,380	239,730	0	239,730	408,447	408,447	0
Planning & Comm Dev	(297,514)	1,343,691	674,432	2,018,123	1,720,609	0	1,720,609	0	0	0
Central MT Ag Tech TID	1,662,019	353,517	0	353,517	122,615	0	122,615	1,892,921	1,892,921	0
Airport TID	285,970	100,023	0	100,023	8,062	0	8,062	377,931	377,931	0
Downtown TID	0	0	0	0	0	0	0	0	0	0
East Industrial Ag Tech TID	150,641	380,000	0	380,000	351,855	0	351,855	178,786	178,786	0
Economic Revolving	20,434	0	0	0	0	0	0	20,434	20,434	0
Permits	576,082	1,318,776	0	1,318,776	1,552,102	0	1,552,102	342,756	0	342,756
Natural Resources	365,199	501,824	256,277	758,101	878,304	0	878,304	244,996	31,886	213,110
Portage Meadows	103,941	68,515	0	68,515	70,772	0	70,772	101,684	0	101,684
Park Maintenance District	6,317,233	1,500,000	0	1,500,000	1,490,609	0	1,490,609	6,326,624	0	6,326,624
Street District	4,092,164	6,177,890	0	6,177,890	8,346,296	60,399	8,406,695	1,863,359	0	1,863,359
Support & Innovation	68,163	775,216	0	775,216	775,216	0	775,216	68,163	0	68,163
Gas Tax BaRSAA	2,434,267	1,207,970	60,399	1,268,369	1,268,369	0	1,268,369	2,434,267	0	2,434,267
911 Special Revenue	1,011,328	612,447	0	612,447	0	346,674	346,674	1,277,101	1,277,101	0
Police Special Revenue	260,505	37,761	0	37,761	900	0	900	297,366	297,366	0
HIDTA Special Revenue	83,669	216,975	0	216,975	73,060	0	73,060	227,584	227,584	0
Fire Special Revenue	17,756	6,600	0	6,600	0	0	0	24,356	24,356	0
Federal Block Grant	1,187,798	1,239,810	0	1,239,810	1,239,810	0	1,239,810	1,187,798	1,187,798	0
HOME Grant	75,341	319,759	0	319,759	288,251	0	288,251	106,849	106,849	0
Housing Authority	0	1,626,349	0	1,626,349	1,626,349	0	1,626,349	0	0	0
Street Lighting Districts	1,346,520	1,161,507	0	1,161,507	1,411,606	0	1,411,606	1,096,421	0	1,096,421
Special Revenue Funds Total	45,355,085	20,407,960	1,341,108	21,749,068	28,805,197	879,073	29,684,270	37,419,883	6,571,795	30,848,087
Debt Service Funds										
Soccer Park Bond	55,801	164,500	0	164,500	167,851	0	167,851	52,450	52,450	0
West Bank TID	1,136,248	865,684	0	865,684	328,773	0	328,773	1,673,159	1,673,159	0
Downtown TID Bonds	4,322,670	1,500,000	0	1,500,000	530,368	0	530,368	5,342,302	5,342,302	0
Improvement District Revolving	45,843	0	0	0	1,359	0	1,359	44,484	44,484	0
Master Debt SILD	55,383	15,984	0	15,984	3,272	0	3,272	68,095	68,095	0
General Obligation Taxable Bond	8,873	0	0	0	0	0	0	8,873	8,873	0
Debt Service Funds Total	5,624,818	2,596,168	0	2,596,168	1,031,623	0	1,031,623	7,189,363	7,189,363	0
Capital Projects Funds										
General Capital Projects	395,501	0	0	0	0	0	0	395,501	395,501	0
Improvement Districts Projects	5,825	0	0	0	0	0	0	5,825	5,825	0
Downtown TID Capital Projects	2,982,090	0	0	0	0	0	0	2,982,090	2,982,090	0
Hazard Removal	20,920	0	0	0	0	0	0	20,920	20,920	0
Capital Projects Funds Total	3,404,335	0	0	0	0	0	0	3,404,335	3,404,335	0
Enterprise Funds										
Golf Courses	(795,753)	1,731,395	0	1,731,395	1,581,865	0	1,581,865	(646,223)	0	(646,223)
Water	13,267,558	14,792,827	0	14,792,827	20,487,102	0	20,487,102	7,573,283	3,725,231	3,848,052
Sewer	16,630,607	11,525,340	0	11,525,340	17,311,840	0	17,311,840	10,844,107	3,772,352	7,071,755
Storm Drain	5,121,625	3,192,493	0	3,192,493	5,663,329	0	5,663,329	2,650,789	946,308	1,704,481
Sanitation	851,210	4,646,874	0	4,646,874	4,850,123	0	4,850,123	647,961	0	647,961
Swimming Pools	389,372	432,450	267,861	700,311	716,705	0	716,705	372,978	0	372,978
911 Dispatch Center	2,519,262	1,892,035	346,674	2,238,709	2,407,930	0	2,407,930	2,350,041	2,350,041	0
Parking	93,441	593,350	0	593,350	684,294	0	684,294	2,497	0	2,497
Recreation	8,007	347,780	179,206	526,986	526,986	0	526,986	8,007	0	8,007
Multisports	40,049	93,366	34,500	127,866	127,866	0	127,866	40,049	0	40,049
Ice Breaker Run	19,879	73,900	0	73,900	70,803	0	70,803	22,976	0	22,976
Civic Center Events	275,329	379,325	265,913	645,238	696,604	0	696,604	223,963	29,263	194,700
Special State Projects	0	383,402	0	383,402	383,402	0	383,402	0	0	0
Port Authority	485,712	0	0	0	0	0	0	485,712	127,453	358,259
Enterprise Funds Total	38,906,297	40,084,537	1,094,154	41,178,691	55,508,849	0	55,508,849	24,576,139	10,950,647	13,625,492
Internal Service Funds										
Central Garage	3,199,763	3,608,844	0	3,608,844	3,376,937	0	3,376,937	3,431,670	1,557,899	1,873,771
Information Tech	419,914	1,780,865	0	1,780,865	1,903,096	0	1,903,096	297,683	133,953	163,730
Insurance & Safety	324,698	1,773,982	0	1,773,982	1,773,983	0	1,773,983	324,697	0	324,697
Health & Benefits	348,328	10,532,187	0	10,532,187	10,796,108	0	10,796,108	84,407	0	84,407
Human Resources	115,851	1,013,440	0	1,013,440	1,067,906	0	1,067,906	61,385	0	61,385
City Telephone	42,588	90,364	0	90,364	78,580	0	78,580	54,372	0	54,372
Finance	300,126	1,993,091	0	1,993,091	2,010,298	0	2,010,298	282,919	0	282,919
Engineering	622,480	1,978,400	63,143	2,041,543	2,341,857	0	2,341,857	322,166	36,922	285,244
Public Works Admin	275,662	737,707	0	737,707	751,896	0	751,896	261,473	5,271	256,202
Civic Center Facility Services	258,014	631,244	0	631,244	632,777	0	632,777	256,481	97,116	159,365
Internal Service Funds Total	5,907,423	24,140,124	63,143	24,203,267	24,733,438	0	24,733,438	5,377,252	1,831,161	3,546,091
Total	111,668,184	123,885,535	2,498,405	126,383,940	146,321,521	2,498,405	148,819,926	89,232,198	33,327,131	55,905,067

Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Great Falls has completed its preliminary annual budget for Fiscal Year 2023. The preliminary budget has been placed on file and open to public inspection at the City Clerk's Office in the Civic Center, Room 204. The Fiscal Year 2023 budget will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, July 19, 2022, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said City of Great Falls annual budget or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City's website at <https://greatfallsmt.net> under "Meetings," and are on file for public inspection during regular office hours at the City Clerk's Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication dates: July 10 and 17, 2022



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Public Hearing for Resolution 10464 to Levy and Assess the General Boulevard District No. 3570

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 2, 2022 for Resolution 10464 to Levy and Assess the General Boulevard District No. 3570

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10464 to levy and assess the General Boulevard District for August 2, 2022.”

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

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 2, 2022.

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

The budget development process begins in January of each year when the Natural Resources - Boulevard Division receives its midyear financial reports. The midyear reports, and subsequent reports, are used to determine the current financial position of the 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, proposed and presented to the City Commission for approval. For Fiscal Year 2023, the boulevard assessment is increasing 12% or \$10.29 for the average size lot to cover the increased costs of operations (i.e. personnel, tree planting, fuel, etc.). The last General Boulevard increase of 5% was approved in Fiscal Year 2020. There were no assessment increases in Fiscal Years 2021 or 2022 to aid in the economic recovery from COVID-19.

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

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

Fiscal Impact: Adoption of Resolution 10464 will allow the City to finance the costs of work, improvements and maintenance conducted each year in the General Boulevard District.

The estimated assessment amount for the General Boulevard District for the next fiscal year is the amount reflected in the Fiscal Year 2023 Budget. This equates to an estimated assessment of \$0.012812 per square foot, for a total of \$454,599 and will result in an assessment of approximately \$96.09 for an average size lot of 7,500 square feet (7,500 sq. ft. x 0.012812 factor = \$96.09.)

Alternatives: The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10464 to Levy and Assess the General Boulevard District; however, the reduction in services to trim, prune, spray, and maintain the trees within the district would be harmful and devastating to the overall shelter and beauty provided by the street trees to the community.

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

- Attachments/Exhibits:**
Resolution 10464
Legal Notice for Public Hearing
Map of the General Boulevard District

RESOLUTION NO. 10464

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING BOULEVARDS IN THE GENERAL BOULEVARD DISTRICT NO. 3570 OF THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

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

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

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

WHEREAS, on July 19, 2022, the City Commission adopted Resolution 10460, Annual Budget Resolution, in which the estimated assessment for such maintenance within the General Boulevard Maintenance District No. 3570 was reflected as FOUR HUNDRED FIFTY FOUR THOUSAND FIVE HUNDRED NINETY NINE DOLLARS (\$454,599); and

WHEREAS, in accordance with Mont. Code Ann. § 7-1-4127, notice was published setting forth that Resolution No. 10415 Levying and Assessing the Cost of Maintaining Boulevards in the General Boulevard Maintenance District No. 3570 would be brought before the Great Falls City Commission for public hearing on August 2, 2022.

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

Section 1 – Maintenance Costs Assessed

The cost of maintaining boulevards in General Boulevard Maintenance District No. 3570, totaling \$454,599, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2023.

Section 2 – Maintenance Assessment Method

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

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2022 and May 31, 2023.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 2nd day of August, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that Resolution No. 10464 titled “A Resolution Levying and Assessing the Cost of Maintaining Boulevards in the General Boulevard District No. 3570” will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, August 2, 2022, at 7:00 o’clock p.m. Any interested person may appear and speak for or against said Resolution 10464 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

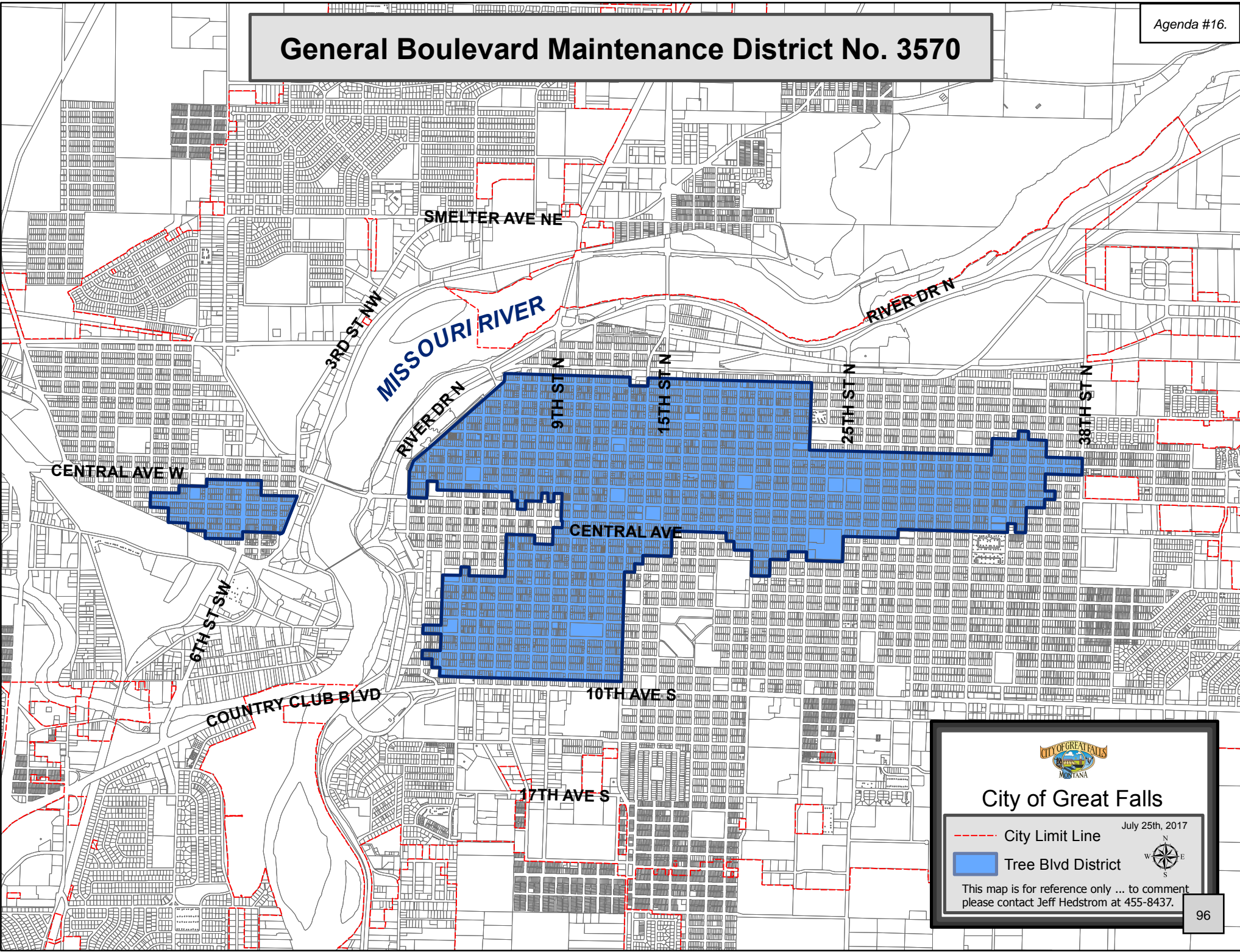
Documents pertaining to this agenda item are posted on the City’s website at <https://greatfallsmt.net> under “Meetings,” and are on file for public inspection during regular office hours at the City Clerk’s Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication dates: July 10 and 17, 2022

General Boulevard Maintenance District No. 3570




City of Great Falls
July 25th, 2017

--- City Limit Line
■ Tree Blvd District

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

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Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Public Hearing for Resolution 10465 to Levy and Assess Great Falls Park District No. 1 for August 2, 2022

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 2, 2022 for Resolution 10465 to Levy and Assess Great Falls Park District No. 1

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10465 to levy and assess Great Falls Park District No.1 for August 2, 2022.”

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

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 2, 2022.

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

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

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

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

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

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

Fiscal Impact: The cost of the proposed improvements for the Great Falls Park District No. 1 is \$1,500,000 annually. Fiscal Year 2023 is year 5 of the assessment.

The annual assessment shall be based on the taxable value of each parcel within the District for a total of \$1,500,000 district-wide. The City will not receive current taxable value information from the Montana Department of Revenue until August approximately. Therefore, based on last year's valuations, the estimated annual assessment for a \$100,000 market value property would be \$24.53.

Alternatives: The City Commission could choose to not set the public hearing and thereby deny Resolution 10465 to Levy and Assess Great Falls Park District No. 1. However, the reduction in services and improvements to the park system including facilities and the urban forest, or maintenance will not improve and facilities will deteriorate or close.

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

Attachments/Exhibits:

Resolution 10465

Legal Notice for Public Hearing

RESOLUTION NO. 10465**A RESOLUTION LEVYING AND ASSESSING THE COST OF IMPROVEMENTS AND MAINTENANCE IN THE GREAT FALLS PARK DISTRICT NUMBER 1 OF THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023**

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

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

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

Recreation Master Plan), recreation facilities, trails, open space, urban forest, medians, boulevards, pathways, sidewalks, public easements, and other facilities which are located in the city limits and/or are owned by the City; and

WHEREAS, pursuant to Montana Code Annotated, Title 7, Chapter 11, Part 10 (the “Act”) and in accordance with the provisions of Title 7, Chapter 7, Part 44, the City is permitted to issue revenue bonds in one or more series (collectively, the “Bonds”) to fund costs of improvements in the District, and pursuant to Ordinance No. 3228 adopted on May 4, 2021, the City Commission established the authority of the City to levy assessments each year against the properties in the District in an amount necessary to pay debt service on any outstanding Bonds.

WHEREAS, on July 19, 2022, the City Commission adopted Resolution 10460, Annual Budget Resolution, in which the estimated assessment for such maintenance and improvements (including debt service on Bonds) within the District was reflected as ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000); and

WHEREAS, in accordance with Mont. Code Ann. § 7-11-1024 and § 7-1-4127, notice was published setting forth that Resolution No. 10465 Levying and Assessing the Cost of the Great Falls Park District No. 1 would be brought before the Great Falls City Commission for public hearing on August 2, 2022.

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

Section 1 – Costs Assessed

The cost of maintenance and improvements (including debt service on Bonds) in the District, totaling \$1,500,000, be levied and assessed upon the properties in the District for the fiscal year ending June 30, 2023.

Section 2 –Assessment Method

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

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2022 and May 31, 2023.

Section 4 – Office of Record

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

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
this 2nd day of August, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that Resolution No. 10465 titled “A Resolution Levying and Assessing the Cost of Improvements and Maintenance in the Great Falls Park District Number 1 of the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023” will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, August 2, 2022, at 7:00 o’clock p.m. Any interested person may appear and speak for or against said Resolution 10465 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City’s website at <https://greatfallsmt.net> under “Meetings,” and are on file for public inspection during regular office hours at the City Clerk’s Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication dates: July 10 and 17, 2022



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Public Hearing for Resolution 10466 to Levy and Assess Properties within Special Improvement Lighting Districts

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 2, 2022 for Resolution 10466 to Levy and Assess Properties within Special Improvement Lighting Districts

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10466 to levy and assess properties within Special Improvement Lighting Districts for August 2, 2022.”

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

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 2, 2022.

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

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

Fiscal Impact: Adoption of Resolution 10466 will allow the City to fund the operational and maintenance costs required in the Special Improvement Lighting Districts for the fiscal year.

The estimated assessment amount for the Special Improvement Lighting District funds for the next fiscal year is \$1,161,507. After review of the budget and the estimated assessment for Fiscal Year 2023, the total assessment amount reflects an aggregate 4.5% increase from the prior fiscal year. It is important to note that not all districts will have an increased assessment this year. Only those districts without a sufficient cash balance to cover the cost of operations will be increased (shown in Exhibit A). These districts have been using their cash balance for the past two years.

<u>BUDGETED</u>	
<u>TOTAL ASSESSMENT</u>	<u>FISCAL YEAR</u>
\$ 1,175,344	2016/2017 (27 Districts)
\$ 1,159,589	2017/2018 (27 Districts)
\$ 1,164,252	2018/2019 (27 Districts)
\$ 1,170,052	2019/2020 (27 Districts)
\$ 1,123,242	2020/2021 (27 Districts)
\$ 1,111,842	2021/2022 (27 Districts)
\$ 1,161,507	2022/2023 (27 Districts)

The Fiscal Year 2023 assessment per district is indicated on the Lighting Districts Maintenance Budget & Assessment Worksheet attached as Exhibit "A" and made a part of Resolution 10466.

Alternatives: The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10466; however, there will either be a reduction in services or some districts may have a negative cash balance.

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

- Attachments/Exhibits:**
 Resolution 10466
 Exhibit A
 Legal Notice

RESOLUTION NO. 10466

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING SPECIAL IMPROVEMENT LIGHTING DISTRICTS (SLD'S) NUMBERED 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 AND 1310 IN THE CITY OF GREAT FALLS, MONTANA, FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

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

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

WHEREAS, on July 19, 2022, the City Commission adopted Resolution 10460, Annual Budget Resolution. The budgeted amounts for maintenance of the City's lighting systems were reviewed and adjusted. The newly adjusted assessment amount totals ONE MILLION ONE HUNDRED SIXTY ONE THOUSAND FIVE HUNDRED SEVEN DOLLARS (\$1,161,507); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10309 Levying and Assessing the Cost of Maintaining Special Improvement Lighting Districts (SLD's) Nos. 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310 in the City of Great Falls, Montana, would be brought before the Great Falls City Commission for public hearing on August 2, 2022.

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

Section 1 – Maintenance Costs Assessed

The cost of maintenance for said lighting systems in the above-captioned SLD's totaling \$1,161,507 be levied and assessed upon the properties in said SLD's.

Section 2 – Assessment Method

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

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

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2022 and May 31, 2023.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 2nd day of August, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

FY2023 LIGHTING DISTRICTS BUDGET & ASSESSMENT WORKSHEET
RESOLUTION 10466 - EXHIBIT "A"

	DISTRICT	DISTRICT TYPE	FUND	FY 2023 PROJECTED BEGINNING CASH	FY 2023 REQUESTED TOTAL EXPENSES	FY 2023 ESTIMATED ASSESSMENT	FY 2023 ENDING CASH	TARGET CASH BALANCE	FY 2022 ASSESSMENT	FY 2023 ASSESSMENT	\$ DIFF (+/-)	% DIFF (+/-)
1	18	STREET	8402	\$ 3,177	\$ 2,900	\$ 2,700	\$ 2,977	\$ 1,450	\$ 2,700	\$ 2,700	0	0%
2	650	PERIOD	8403	60,440	653	500	60,286	327	1,000	500	(500)	-50%
3	651	STREET	8404	2,207	2,231	2,000	1,976	1,115	2,000	2,000	0	0%
4	912	STREET	8405	20,821	11,154	10,000	19,666	5,577	10,000	10,000	0	0%
5	973	STREET	8406	24,123	100	40	24,063	50	40	40	0	0%
6	1067A	ALLEY	8407	4,061	5,354	4,400	3,107	2,677	4,000	4,400	400	10%
7	1105	STREET	8408	1,801	4,413	3,850	1,238	2,207	3,500	3,850	350	10%
8	1230	STREET	8409	515	217	170	468	109	170	170	0	0%
9	1255	STREET	8410	1,079	435	350	994	217	350	350	0	0%
10	1261	PERIOD	8411	17,060	9,663	7,000	14,397	4,832	7,000	7,000	0	0%
11	1269	PERIOD	8412	92,493	29,125	18,000	81,367	14,563	18,000	18,000	0	0%
12	1270	PERIOD	8413	26,176	13,092	8,500	21,584	6,546	8,500	8,500	0	0%
13	1289	STREET	8414	4,303	14,723	12,207	1,787	7,362	11,097	12,207	1,110	10%
14	1290	STREET	8415	1,299	1,280	900	919	640	900	900	0	0%
15	1294	SLDA	8416	99,118	146,144	135,000	87,975	73,072	133,000	135,000	2,000	2%
16	1298	SLDI	8417	(5,131)	24,200	13,240	(16,091)	12,100	10,185	13,240	3,055	30%
17	1295	SLDC	8418	79,397	59,009	54,000	74,387	29,505	54,000	54,000	0	0%
18	1296	SLDR	8419	839,324	1,045,519	855,750	649,555	522,760	815,000	855,750	40,750	5%
19	1297	SLDT	8420	8,164	31,052	27,500	4,612	15,526	25,000	27,500	2,500	10%
20	1302	ML3	8430	20,246	1,524	400	19,122	762	400	400	0	0%
21	1304	EC1	8432	8,605	2,177	1,500	7,927	1,089	1,500	1,500	0	0%
22	1306	ML4	8434	6,499	435	300	6,364	218	300	300	0	0%
23	1308	ECII & III	8436	9,933	2,177	1,000	8,756	1,089	1,000	1,000	0	0%
24	1310	ML5	8438	10,432	871	750	10,311	435	750	750	0	0%
25	1303	Stone Meadow 1	8440	11,246	1,128	350	10,467	564	350	350	0	0%
26	1305	Water Tower	8442	11,185	848	250	10,586	424	250	250	0	0%
27	1309	Stone Meadow 2	8444	3,349	1,177	850	3,022	589	850	850	0	0%
	ALL DIST	Fund 217	8401	135,180	-	-	135,180	-	-	-	-	-
				\$ 1,497,102	\$ 1,411,605	\$ 1,161,507	\$ 1,247,004	\$ 705,803	\$ 1,111,842	\$ 1,161,507	\$ 49,665	4.5%

City-Owned Lighting Districts

Aggregate % of Increase (Decrease) **4.5%**

Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that Resolution No. 10466 titled “A Resolution Levying and Assessing the Cost of Maintaining Special Improvement Lighting Districts (SLD’s) Numbered 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310 in the City of Great Falls” will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, August 2, 2022, at 7:00 o’clock p.m. Any interested person may appear and speak for or against said Resolution 10466 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City’s website at <https://greatfallsmt.net> under “Meetings,” and are on file for public inspection during regular office hours at the City Clerk’s Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication dates: July 10 and 17, 2022



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Public Hearing for Resolution 10467 to Levy and Assess the Portage Meadows Maintenance District No. 1195

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 2, 2022 for Resolution 10467 to Levy and Assess the Portage Meadows Maintenance District No. 1195

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10467 to levy and assess the Portage Meadows Maintenance District for August 2, 2022.”

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

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 2, 2022.

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

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

After calculating all factors pertinent to the operation of the Portage Meadows Maintenance District, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commissioners for approval. For Fiscal Year 2023, the Portage Meadows assessment is increasing 5% or \$17.45 for the average size lot to cover the increased costs of operations (i.e. personnel, fuel, maintenance of the irrigation system, etc.). There were no assessment increases in Fiscal Years 2021 or

2022 to aid in economic recovery from COVID-19. The last Portage Meadows Maintenance District increase of 5% was approved in Fiscal Year 2020.

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

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

Fiscal Impact: Adoption of Resolution 10467 will allow the City to finance the cost of repairs and maintenance required each year in the Portage Meadows Maintenance District.

The estimated assessment amount for Portage Meadows Boulevard Maintenance for the next fiscal year is the amount reflected in the Fiscal Year 2023 Budget. This equates to an estimated assessment of \$0.081393 per square foot, a total of \$68,515 and will result in an annual assessment of \$366.35 for an average lot of 4,501 square feet (4,501 sq. ft. x 0.081393 factor = \$366.35).

Alternatives: The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10467 to Levy and Assess the Portage Meadows Maintenance District; however, the City agreed to provide the services when the land area was donated to the City. The proposed assessment will allow for the recovery of costs incurred providing those services.

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

- Attachments/Exhibits:**
Resolution 10467
Legal Notice for Public Hearing
Map of Portage Meadows Boulevard District

RESOLUTION NO. 10467

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING THE GREEN BELT PARK OF PORTAGE MEADOWS ADDITION IN THE CITY OF GREAT FALLS ON ALL REAL ESTATE IN SPECIAL IMPROVEMENT MAINTENANCE DISTRICT NO. 1195 FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

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

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

WHEREAS, on July 19, 2022, the City Commission adopted Resolution 10460, Annual Budget Resolution, in which the estimated costs for the assessment of such maintenance within Special Improvement Maintenance District No. 1195 was reflected as SIXTY-EIGHT THOUSAND FIVE HUNDRED FIFTEEN DOLLARS (\$68,515); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10467 Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Addition in the City of Great Falls on all Real Estate in Special Improvement Maintenance District No. 1195 would be brought before the Great Falls City Commission for public hearing on August 2, 2022.

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

Section 1 – Maintenance Costs Assessed

The cost of care and maintenance in Special Improvement Maintenance District No. 1195, totaling \$68,515, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2023.

Section 2 – Maintenance Assessment Method

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

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

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

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2022 and May 31, 2023.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 2nd day of August, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

Attention Legal Ads

NOTICE OF PUBLIC HEARING

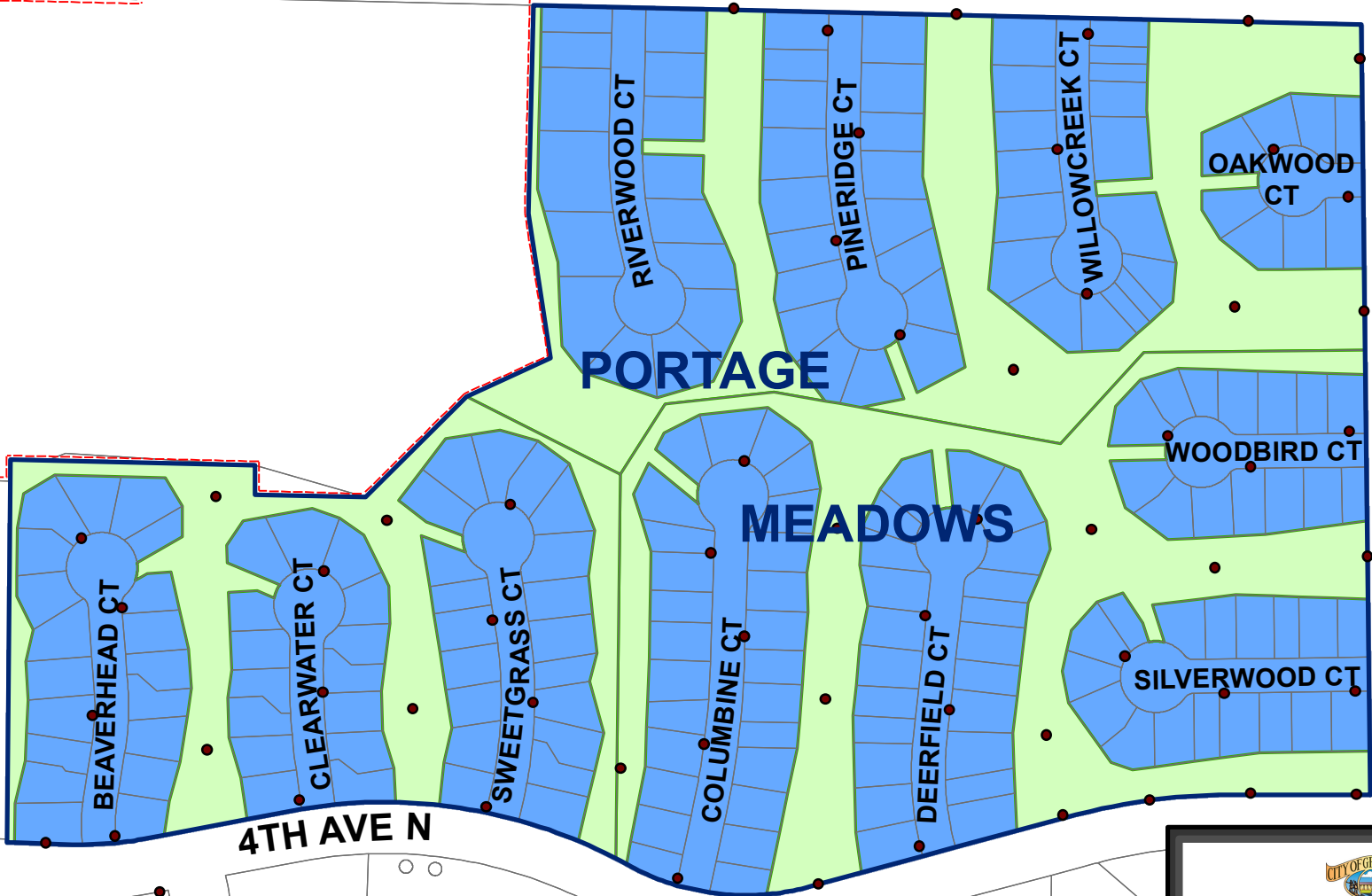
Notice is hereby given that Resolution No. 10467 titled “A Resolution Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Maintenance District No. 1195” will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, August 2, 2022, at 7:00 o’clock p.m. Any interested person may appear and speak for or against said Resolution 10467 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City’s website at <https://greatfallsmt.net> under “Meetings,” and are on file for public inspection during regular office hours at the City Clerk’s Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication dates: July 10 and 17, 2022


Portage Meadows Maintenance District No. 1195







52TH ST N


4TH AVE N

46TH ST N


City of Great Falls
 June 12th, 2014

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

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





Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Public Hearing for Resolution 10468 to Levy and Assess the Street Maintenance District

From: Melissa Kinzler, Finance Director

Initiated By: Annual Budget and Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of August 2, 2022 for Resolution 10468 to Levy and Assess the Street Maintenance District

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for Resolution 10468 to levy and assess the Street Maintenance District for August 2, 2022.”

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

Staff Recommendation: Staff recommends the City Commission set a public hearing date for August 2, 2022.

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

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

After calculating all factors pertinent to the operation of the Street Maintenance District, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commission for approval. No assessment increase is proposed for Fiscal Year 2023. There were no assessment increases in Fiscal Years 2021 or 2022 to aid in economic recovery from COVID-19. The last street maintenance increase of 10% was approved in Fiscal Year 2016.

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

ASSESSMENT OPTION

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

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

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

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

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

Fiscal Impact: Adoption of Resolution 10468 will allow the City to fund the cost of work, improvements and maintenance in the Street Maintenance District.

For Fiscal Year 2023, the street maintenance assessment will remain the same as Fiscal Year 2022. For an average-sized residential lot, the estimated assessment factor is \$0.014737 per square foot, or approximately \$110.53 (7,500 sq. ft. x 0.014737 factor = \$110.53.). The estimated total assessment for the District is \$4,583,265.

Alternatives: The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10468 to Levy and Assess the Street Maintenance District; however, there would be a significant reduction in services for street maintenance.

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

Attachments/Exhibits:

Resolution 10468

Legal Notice for Public Hearing

RESOLUTION NO. 10468

A RESOLUTION LEVYING AND ASSESSING THE COST OF STREET MAINTENANCE FOR STREETS AND ALLEYS IN THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

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

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

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

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

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

WHEREAS, on July 19, 2022, the City Commission adopted Resolution 10468, Annual Budget Resolution, in which the estimated assessment for such maintenance not offset by other revenues within the Street Maintenance District was reflected as FOUR MILLION FIVE HUNDRED EIGHTY-THREE THOUSAND TWO HUNDRED SIXTY FIVE DOLLARS (\$4,583,265); and

WHEREAS, in accordance with Mont. Code Ann. § 7-12-4426, notice was published setting forth that Resolution No. 10468 Levying and Assessing the Cost of Street Maintenance for Streets and Alleys in the City of Great Falls, Montana, would be brought before the Great Falls City Commission for public hearing on August 2, 2022.

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

Section 1 – Maintenance Costs Assessed

The costs of maintenance, not offset by other revenues, in the Street Maintenance District, totaling FOUR MILLION FIVE HUNDRED EIGHTY-THREE THOUSAND TWO HUNDRED SIXTY FIVE DOLLARS (\$4,583,265) be levied and assessed upon the property in said district for the fiscal year ending June 30, 2023. The description of each lot or parcel of land within the Street Maintenance District and the respective assessments are set forth in the records of the Finance Department of the City of Great Falls, Montana, and by this reference incorporated herein as if fully set forth.

Section 2 – Maintenance Assessment Method

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

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

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

Section 3 – Assessments Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2022 and May 31, 2023.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 2nd day of August, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that Resolution No. 10468 titled “A Resolution Levying and Assessing the Cost of Street Maintenance for Streets and Alleys in the City of Great Falls” will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, August 2, 2022, at 7:00 o’clock p.m. Any interested person may appear and speak for or against said Resolution 10468 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City’s website at <https://greatfallsmt.net> under “Meetings,” and are on file for public inspection during regular office hours at the City Clerk’s Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication dates: July 10 and 17, 2022



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Public Hearing on Resolution 10469 – Intent to Increase Property Tax for July 19, 2022.

From: Gregory T. Doyon, City Manager

Initiated By: Statutory Budget Requirements

Presented By: Melissa Kinzler, Finance Director

Action Requested: Set Public Hearing on Resolution 10469 – Intent to Increase Property Tax for July 19, 2022

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing on Resolution 10469 – Intent to Increase Property Tax for July 19, 2022.”

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

Staff Recommendation: Staff recommends the City Commission set the public budget hearing on Resolution 10469 for July 19, 2022, and provide notices for the public hearing on the Intent to Increase Property Tax.

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

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

The City has not raised the inflationary factor since Fiscal Year 2020 due to the COVID-19 pandemic and aiding in economic recovery for taxpayers. The City is unable to provide the same level of service while not utilizing the inflationary factor for a third fiscal year and is therefore recommending the full use of the inflationary factor in Fiscal Year 2023, which includes carryover mills from the prior two years.

For Fiscal Year 2023 (Tax Year 2022) as provided by the Montana Department of Administration, the allowable inflationary adjustment is 1.77%. This amounts to \$306,901 of additional revenue for the General Fund.

For Fiscal Year 2022 (Tax Year 2021), the allowable inflationary adjustment was 0.93%. This amounts to \$157,843 of additional revenue for the General Fund.

For Fiscal Year 2021 (Tax Year 2020), the allowable inflationary adjustment was 1.05%. This amounts to \$176,947 of additional revenue for the General Fund.

The three years combined equals a total of \$641,691 in additional revenue to balance General Fund services.

Sections 15-10-420 and 2-9-212(2)(a), MCA, also allow property tax levy increases for premium contributions for group benefits. The City is proposing an additional 1.43% property tax levy increase for health insurance premiums. This would provide \$248,305 in additional revenue to help offset the health insurance increases in the General Fund. Health insurance premiums increased 3% for Fiscal Year 2023.

The total proposed allowable property tax levy increase is 5.18%.

The hearing on Resolution 10469 is the Intent to Increase Property Tax, whereas additional action by the City Commission will be needed in the future to set the increased mill levy. This will occur after the City receives its certified taxable value from the Montana Department of Revenue in August.

Fiscal Impact: The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$8.36 for Fiscal Year 2023. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$3.23. The total impact on a residential home with a taxable market value of \$100,000 would be \$11.59 for the year. The fiscal impact of not authorizing the increase for inflation mills to the General Fund would result in a revenue shortfall of \$889,996 for the proposed budget.

Alternatives: If the hearing on Intent to Increase Property Taxes is not held, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$889,996 or using General Fund fund balance of \$889,996. The City could also allocate monies received from the CARES Act. To balance the General Fund, \$1,205,000 from the CARES Act has already been used to offset the use of undesignated fund balance. The General Fund balance is projected to be \$7,885,396 million (20.83% of expenditures) at the end of Fiscal Year 2023 without any additional use of General Fund balance. The City of Great Falls fund balance policy set in the Annual Budget Resolution is a minimum of 22%. The FY2023 budget is projected to be below the recommended policy.

Attachments/Exhibits:

Resolution 10469

Notice of Budget Increase from Property Taxes

RESOLUTION NO. 10469
RESOLUTION OF INTENT TO INCREASE PROPERTY TAX
FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

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

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

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

WHEREAS, the applicable consumer price indexes had a three year average of 2.10% and an allowed tax levy increase of **1.05%** for Tax Year 2020; and

WHEREAS, the applicable consumer price indexes had a three year average of 1.86% and an allowed tax levy increase of **.93%** for Tax Year 2021; and

WHEREAS, the applicable consumer price indexes had a three year average of 3.54% and an allowed tax levy increase of **1.77%** for Tax Year 2022; and

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

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

WHEREAS, the applicable contributions increase allows the City to levy additional mills under Mont. Code Ann. § 2-9-212(2)(a), an allowed tax levy increase of **1.43%**; and

WHEREAS, the notice of public hearing on the City's intent to budget an increase in revenue from property taxation by **5.18%** was published in accordance with Mont. Code Ann. § 7-1-4127, as required by Mont. Code Ann. § 2-9-212(2)(b); and

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

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

Intent to budget additional property tax revenue

The City Commission intends to budget the **5.18 percent** increase in property tax revenue allowed by Mont. Code Ann. §15-10-420.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, July 19, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that Resolution No. 10469 titled “Resolution of Intent to Increase Property Tax for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023” as allowed by Mont. Code Ann. § 15-10-420 will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, July 19, 2022, at 7:00 o’clock p.m. Any interested person may appear and speak for or against said Resolution 10469 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City’s website at <https://greatfallsmt.net> under “Meetings,” and are on file for public inspection during regular office hours at the City Clerk’s Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication dates: July 10 and 17, 2022



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Public Hearing for Business Improvement District (BID) FY 2023 Budget and Work Plan

From: Melissa Kinzler, Finance Director

Initiated By: Business Improvement District Board of Directors

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of July 19, 2022 for the Business Improvement District (BID) FY 2023 Budget and Work Plan

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for the FY 2023 Business Improvement District Budget and Work Plan for July 19, 2022.”

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

Staff Recommendation: The BID recommends that the City Commission set the public hearing for the FY 2023 BID Budget and Work Plan for July 19, 2022.

Background: The initial creation of the BID was in 1989. It was renewed in 1999, 2009, and 2019 each for periods of ten years by petition of the property owners within the District. The district successfully completed an expansion in 2022, and this budget is the first year of the newly expanded district.

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

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

A separate resolution to levy and assess the properties within the district will be brought to the City Commission after Certified Market Values are received from the Department of Revenue (DOR).

Fiscal Impact: The BID is projecting annual revenue for Fiscal Year 2023 of approximately \$264,000 in assessments. The funds are used to operate the BID office, grant programs, tree maintenance, beautification efforts and additional projects for streetscapes, and economic growth.

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

1. a flat fee of \$200.00 for each lot or parcel without Land Use Code of 125;
2. a flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a Residential Condominium;
3. an assessment of \$.00165 times the market valuation as provided for by the Montana State Legislature;
4. and an assessment of \$.015 times the square footage of the land area.

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

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

Attachments/Exhibits:

- Work Plan 2022-2023
- BID Final Budget
- Map of BID Boundaries
- Legal Notice



GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2022-2023

Agenda #22.



The Great Falls Business Improvement District (BID) is authorized by Montana Code Annotated, Title 7, Chapter 12, Part 11.

The map of the Great Falls Business Improvement District boundaries is attached as a part of this document. As of July 1, 2023, the BID has expanded to include twenty (20) additional parcels. This is the first time the BID has changed its boundaries since its original creation. As of July 1, the BID will have 212 parcels within its boundaries.

The BID was first created in 1989, we serve as the second oldest BID in the State of Montana, working with the smallest budget. We have successfully been recreated every ten (10) years since 1989. We exist until we work toward recreation next in 2029. BID services are designed to supplement existing City services and will be in addition to City services that are currently provided in Downtown Great Falls.

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

This is an ambitious work plan outlined by the BID Board and Executive Director.

The plan will be fluid as funding, conditions and priorities evolve. In no particular order, the plan includes and may not be limited to the following:

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

➤ **Downtown Property Investments**

- Invest in downtown properties through our grant programs.
 - Grant programs may include, but are not limited to:
 - Interior Grant
 - Business Incentive Grant
- Utilize additional grant programs to supplement BID grant monies
 - Tax Increment Financing (TIF)
 - The BID will continue to support the Downtown Development Partnership (DDP) in administering the Downtown TIF
 - The BID may pursue TIF Funds for extraordinary projects
 - Community Block Development Grants (CDBG)
 - American Rescue Plan Act funds (ARPA)
 - Seek additional revenue streams, as deemed appropriate
- Continue efforts to expand the boundaries of the BID to provide our services to additional property owners as our work continues to improve Downtown Great Falls
- Streetscape Improvements

➤ **Downtown Safety & Security**

- Continue to take a lead role in organization and promoting Downtown Safety & Education
 - Working with partner organizations of the Downtown Safety Alliance
 - Organization of the Downtown Safety Alliance
 - Support the BRIC Officer from the Great Falls Police Department
 - Support the Great Falls Police Department's Volunteer Program
 - Management of the Coins for a Cause Program



GREAT FALLS BUSINESS IMPROVEMENT DISTRICT

WORK PLAN

2022-2023

Agenda #22.



➤ Unifying Entities

- Communication
 - Provide our property & business owners information on the BID and our programs
 - BID insert in the Downtown Association's eblast at a minimum of once a month
 - Regular Press Releases in regard to BID activities/events
 - Bring more awareness to the Community about the work of the BID
- Volunteers
 - Continue support of the Downtown Chicks, an established pool of volunteers that can be utilized as a resource for events & special projects
 - Continue support of the Building Active Communities Initiative (BACI)
 - Support the annual Serve Day, NWGF CommUnity Clean-Up and other volunteer led events when focused on Downtown
 - Work with organizations to coordinate improvement efforts of our downtown
- Downtown Partnerships
 - The BID will be an active participant in the Downtown Development Partnership (DDP), working to implement the Downtown Master Plan
 - The BID representative will be available to serve in an officer capacity on the Board of the DDP
 - The BID will take the lead on citywide Wayfinding Implementation
 - Support the pursuit of a Downtown Revitalization Plan
 - The BID will support the Downtown Great Falls Association (DGFA)
 - The BID will support the Downtown Business Development Officer, an employee of the Great Falls Development Authority
 - The BID will support the following organizations, the Great Falls Area Chamber of Commerce and Montana Tourism via Convention Visitors Bureau membership
- Advocacy
 - Relay and support a unified voice for Downtown
 - Advance policies
 - Increased partnerships and opportunities to promote the heart of the City
- City Boards
 - Serve as ex-officio on the Parking Commission
 - Serve as ex-officio on the Historic Preservation Advisory Commission

➤ Beautification

- Downtown Public Art Projects
 - The BID will serve as the lead in the organization of ArtsFest MONTANA
 - Pursue lighting the existing murals
 - Continue support of the Urban Art Project
 - The BID will continue creation of additional Traffic Signal Box artwork within the Downtown Master Plan boundaries, utilizing DDP funding, as that funding permits
- Trash Removal
- Graffiti Removal
- Snow Removal
- Flower Maintenance
- Tree Maintenance
 - Utilizing funding for tree maintenance from the Downtown TIF through FY 2026
- Holiday Décor
- Banners/Flags
- Sound System



GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2022-2023



➤ Administration

- Day to day matters
- Reporting
- Staffing & support
- Continued educational opportunities for staff
- Attendance at regional and national conferences for growth and education opportunities

Assessment Formula:

The assessment of the BID consists of the following:

- A flat fee of \$200.00 for each lot or parcel without a Land Use Code of 125,
- A flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a residential condominium,
- An assessment of \$.00165 times the market valuation as provided by the Montana Department of Revenue, and
- An assessment of \$.015 times the square footage of the land area.

BID Governance:

As per MCA 7.12.11 the Board shall consist of not less than five or more than seven owners of property within the district or their assignees. The Great Falls BID has consisted of seven property owners, or their representatives since its inception in 1989. These property owners volunteer to serve and are appointed by the City Commission.

Program Structure:

The BID delivers programs and services for the area of the district that pays into the BID. The BID has its own board, work plan and staff to support programming. The BID follows the principles of the National Main Street Program, having worked to succeed the highest level of membership in this program as an Accredited Program. The National Main Street program has four pillars; Design (BID), Economic Vitality (GFDA), Promotion (DGFA) and Organization which is largely led by the BID.

**BID
BUDGET
FY 2023**



Revenues

Assessments	\$ 264,000
Assessment Receivable	\$ 15,000
Business Watch	\$ 500
Coins for a Cause	\$ 500
Downtown Art - Sponsorships	\$ 25,000
Interest Income	\$ 150
TIF Funds - Tree Work	\$ 25,000
TIF Funds - Wayfinding	\$ 50,000
Prior Year Carryover - Cash	\$ 100,000
Total Revenues	<u>\$ 480,150</u>

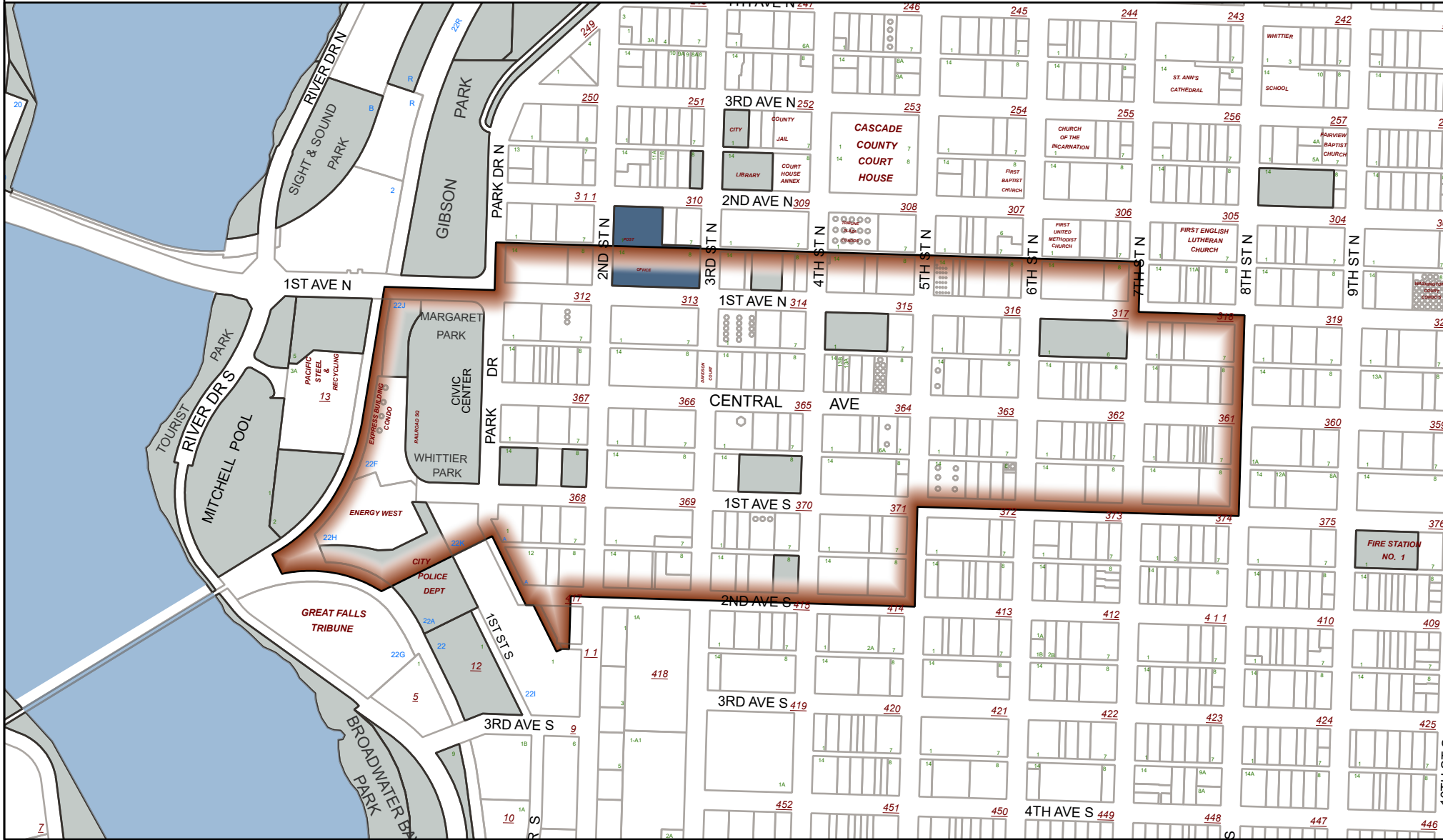
Expenses

Advertising	\$ 100
Web Design	\$ 250
Beautification	\$ 2,500
Art Downtown	\$ 40,000
Flowers	\$ 15,000
Sound System	\$ 5,000
Snow Removal	\$ 10,000
Trash Removal	\$ 10,000
Tree Program	\$ 25,000
Holiday Décor	\$ 10,000
Business Grants Approved	\$ 20,000
Business Grants - Interior	\$ 50,000
Business Grants - Business Incentive Grant	\$ 25,000
Business Watch	\$ 500
Coins for a Cause	\$ 500
Contract Services	\$ 15,000
Donations	\$ 7,000
Dues & Subscriptions	\$ 3,350
Employee Benefits	\$ 300
Insurance	\$ 5,000
Miscellaneous	\$ -
Office Equipment	\$ 1,500
Office expense	\$ 1,500
Payroll taxes	\$ 25,000
Professional Services	\$ 4,900
Rent	\$ 5,196
Salaries	\$ 120,000
Special Projects	\$ 15,219
Supplies	\$ 4,000
Taxes, Licenses & Fees	\$ 35
Telephone/Internet	\$ 1,000
Travel & Education	\$ 3,000
Main Street Conference	\$ 4,000
Utilities	\$ 300
Wayfinding	\$ 50,000
Total Expenses	<u>\$ 480,150</u>




Net Revenue/Loss

\$	-
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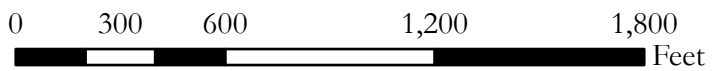
Exhibit A: Newly Expanded Business Improvement District



Legend

-  BID
-  City Properties
-  Federal Government Properties

2/16/2022



Map exhibit is for reference only and is not survey grade. For questions, please contact the City of Great Falls Mapping & GIS Department.

Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Business Improvement District (BID) budget and work plan for Fiscal Year 2022/2023 will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, July 19, 2022, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said BID budget and work plan or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City's website at <https://greatfallsmt.net> under "Meetings," and are on file for public inspection during regular office hours at the City Clerk's Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication dates: July 10 and 17, 2022



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Set Public Hearing for Tourism Business Improvement District (TBID) 2022/2023 Budget and Work Plan

From: Melissa Kinzler, Finance Director

Initiated By: Tourism Business Improvement District Board of Directors

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date of July 19, 2022 for the Tourism Business Improvement District (TBID) 2022/2023 Budget and Work Plan.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) the public hearing for the 2022/2023 Tourism Business Improvement District Budget and Work Plan for July 19, 2022.”

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

Staff Recommendation: The TBID recommends that the City Commission set the public hearing for the 2022/2023 TBID Budget and Work Plan for July 19, 2022.

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

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

Fiscal Impact: The TBID is projecting annual revenue for Fiscal Year 2022/2023 of approximately \$772,693 in assessment dollars.

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

The assessment will be a flat fee of two dollars (\$2.00) per occupied room night for establishments with 31 or more rooms and a flat fee of one dollar (\$1.00) per occupied room night for establishments with 1-30 as prescribed in Mont. Code Ann. Section 7-12-1133(f). The new assessment method began on July 1, 2018.

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

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

Attachments/Exhibits:

TBID Budget and Work Plan

Map of TBID Boundaries

Legal Notice

Great Falls Montana Tourism Budget
 July 1, 2022 - June 30, 2023
 Adopted 4-21-2022

	CVB	General	TBID	Total	Nat Avg
Income					
1 Bed Tax	\$176,000	\$0	\$0	\$176,000	
2 TBID Assessment	\$0	\$0	\$772,693	\$772,693	
3 Reserves			\$170,000	\$170,000	
4 Membership	\$0	\$15,000	\$0	\$15,000	
5 Grant	\$0	\$0	\$0	\$0	
6 Advertising	\$0	\$0	\$0	\$0	
Total Income	\$176,000	\$15,000	\$942,693	\$1,133,693	
Expenses					
7 Personnel	\$30,391	\$0	\$239,443	\$269,834	24% 42%
Administration					
8 Rent	\$0	\$0	\$4,500	\$4,500	
9 Utilities	\$0	\$0	\$9,200	\$9,200	
10 Memberships	\$0	\$0	\$13,000	\$13,000	
11 Subscriptions	\$0	\$0	\$16,000	\$16,000	
12 Maintenance	\$0	\$0	\$6,000	\$6,000	
13 Supplies	\$0	\$0	\$12,000	\$12,000	
14 Postage	\$0	\$0	\$1,000	\$1,000	
15 Insurance	\$1,459	\$0	\$3,200	\$4,659	
16 Professional Fees	\$1,850	\$0	\$18,200	\$20,050	
17 TAC	\$1,500	\$0	\$0	\$1,500	
18 Professional Development	\$0	\$0	\$5,000	\$5,000	
Total Admin	\$4,809	\$0	\$88,100	\$92,909	8% 11%
19 Leisure Traveler Marketing					
19a Media Placement	\$87,000	\$0	\$140,000	\$227,000	
19b Management & Production	\$27,800	\$0	\$45,150	\$72,950	
20 Conventions Meetings & Groups	\$0	\$0	\$40,000	\$40,000	
21 Destination Development	\$0	\$0	\$185,000	\$185,000	
22 Opportunity	\$1,000	\$0	\$25,000	\$26,000	
23 Photo & Video Library	\$0	\$0	\$10,000	\$10,000	
24 Visitor Guide	\$20,000	\$6,500	\$0	\$26,500	
25 Joint Venture	\$5,000	\$0	\$0	\$5,000	
26 Trade Shows	\$0	\$0	\$5,000	\$5,000	
27 Website	\$0	\$0	\$20,000	\$20,000	
28 Events	\$0	\$3,500	\$145,000	\$148,500	
29 Reserves	\$0	\$5,000	\$0	\$5,000	
Total Program	\$140,800	\$15,000	\$615,150	\$770,950	68% 47%
Total Expenses	\$176,000	\$15,000	\$942,693	\$1,133,693	
Net Profit	\$0	\$0	\$0	\$0	

Great Falls

MONTANA

TOURISM

2023 Plan

Strategies, Objectives, and Tactics for

July 1, 2022 to June 30, 2023

Adopted 4-21-2022



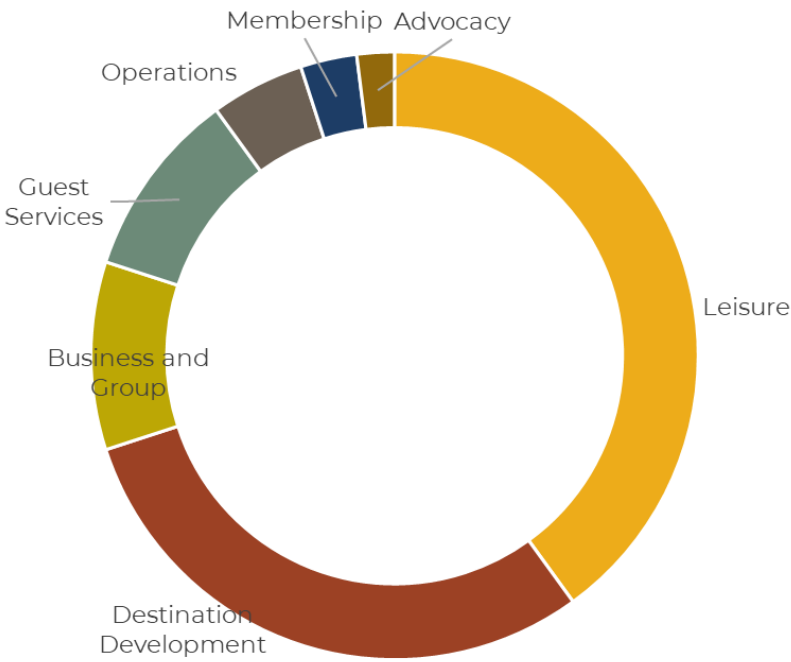
www.VisitGreatFallsMontana.org

EXECUTIVE SUMMARY

Great Falls Montana Tourism is the destination management organization for Great Falls, Montana. There are 466 incorporated places that have a population of between 50,000 to 99,999, Great Falls is 1 of them. There are 741 places with 25,000 to 49,999. That is 1,206 options other than Great Falls that offer meeting and leisure travel opportunities. Our job is to get Great Falls known and then make people fall in love with our unique opportunities.

Our strategies this fiscal year will be:

- 1. Promote Great Falls to potential leisure travelers.
- 2. Develop the Destination by supporting tourism infrastructure assets and investing in new and growing events.
- 3. Recruit meetings, conventions, and group gatherings to Great Falls.
- 4. Assist guests with having an only in Great Falls experience.
- 5. Manage Organization Operations.
- 6. Recruit members.
- 7. Advocate for the Tourism industry.



Leisure

The objective is to increase overnight visitors and stays at Great Falls lodging properties by placing paid media in our targeted markets and developing content that is distributed through our owned media, such as Facebook, Instagram, and YouTube, that will inspire travelers. In 2021, Great Falls hosted 1.4 million overnight visitors, room demand was 462,593, our website saw 191,928 users, and our paid media generated over 26 million impressions and a click through rate of 0.45%. Our Facebook followers grew 26% to 11,173, Instagram grew 43% to 5,056, and YouTube grew 77% to 154. Success will be measured by growth in overnight visitors, room demand, website users, paid media click through rate, and social followers.

Destination Development

Great Falls Montana Tourism's objective is to make Great Falls a more competitive destination to visit by recruiting and developing events; supporting new air service at Great Falls International Airport; advocating for development and improvement of new venues to host events, meetings, and groups; encouraging new services to support the tourism industry. In 2021, Great Falls Montana Tourism invested in a group who launched Big River Ruckus, a multi-day music festival that had an estimated 1,200 people in attendance. Great Falls saw a 7% increase in room demand the weekend of the Ruckus. Success will be measured by the number of competitive improvements, people connected, and estimated room demand impact.

Business and Group

With this effort, Great Falls Montana Tourism's objective is to market Great Falls as a location to host conventions, meetings, trade shows, bus tours, reunions, weddings, sporting events, and festivals. This segment has been slow to return since COVID-19. In 2021, we did host the BMW Motorcycle Owners Association National Rally with about 5,000 attendees and an increase in room demand of 19% over the same time in 2019. Success will be measured by the number of projects landed, the number of attendees, and growth in room demand.

Guest Services

The objective of this effort is to assist guests daily July 1 - September 30; May-June; and Monday-Friday October through April who call, walk-in, and email by answering their questions, sharing stories that excite them about Great Falls, and get them out experiencing Great Falls. The goal of this effort is to get guests to stay the night in Great Falls, extend their stay in Great Falls, and/or plan a return trip to Great Falls. Between 2011 and 2017 there was a 56% decline in walk-in guests. Over 80% of walk-in traffic occurs between May and September, 25% occurred on weekends, and walk-in traffic accounts for about 0.05% of all the overnight visitors to Great Falls. Success will be measured by number of guests assisted, the percentage of guests that are not residents or campers, the percentage of guests visiting on the weekends, and percentage of guests visiting May-September.

Operations

This effort's objective is to maintain efficient and effective operations for the organization. Beyond paying bills, filing reports, leading Board and Executive Committee meetings, tracking progress towards goals, assisting with audits, specific objectives include recruiting, developing and retaining staff and volunteers, advocating for the Future of Montana ExpoPark, and communicating with stakeholders. Success will be measured by clean audits, retention rate, number and open rate of stakeholder communications, and County secured funding to build a multipurpose event center at Montana ExpoPark.

Membership

The objective of this effort is to increase the number of businesses knowing about, supporting, and providing input on Tourism's collective efforts. Success will be measured by growth and retention of members.

Advocacy

Great Falls Montana Tourism's objective in this effort is to educate Tourism's impact on the local economy, oppose efforts that hinder tourism, and support efforts that make Great

Falls more appealing to securing more overnight visitation. Great Falls Montana Tourism will be more involved with local projects supported by TBID assessments. Success will be measured by the percentage of efforts that are successful in Tourism’s favor and the percentage of projects supported by TBID assessments that Great Falls Montana Tourism’s staff are involved in.

Staffing

Great Falls Montana Tourism’s tactics to achieve the objectives of our efforts are performed by 3 full-time staff and 1 seasonal part-time staff. Efforts are led by the Executive Director and supported by a Sales Director, a Content Director, and a Guest Services Manager. Great Falls Montana Tourism is developing a volunteer program and is working to secure guest service volunteers to aid in our efforts. The staff are very diligent to stay focused on top priority efforts and efficient in managing time to achieve results.

Creative Strategy

To stand out in a saturated destination marketing environment, Great Falls, Montana requires a bold and innovative approach. Great Falls is marketed as Montana’s greatest dam town that is a basecamp to unspoiled nature, breathtaking diverse landscapes, and friendly, relaxed hospitality. Our tone is conversational, punny (yes, pun-ny), simple, and confident. The use of the word dam is used in marketing headlines when images are of dams, and sparingly in other efforts. We use a double exposed image of our visitors’ top activities over a landscape in our promotion to juxtapose the outdoors and illustrate the art in Great Falls that differentiates us from other Montana communities and from the 1,520 other communities vying for traveler attention.

Competitive Set

We compare our efforts against benchmark communities as well as our own historic performance. Those benchmarks include:

- Kalispell, MT
- Casper, WY
- Grand Forks, ND
- Billings, MT
- Missoula, MT
- Spokane, WA
- Boise, ID
- Sioux Falls, SD

STRATEGY 1 | PROMOTE GREAT FALLS TO POTENTIAL LEISURE TRAVELERS TACTICS

In calendar year 2021, Great Falls, Montana had 1,487,559 overnight visitors, a 47% increase over 2019. During the same calendar year Great Falls market saw a 2.36% decline in room demand over 2019, and a 1.76% decline in gross lodging tax collection. Fiscal year data is still projected, however, is expected to paint a much different picture. The reason is that the first quarter of 2021 still was being impacted by COVID-19.

Market

In 2021, the overnight visitor to Great Falls, as shown in research conducted by ITRR, can be characterized as:

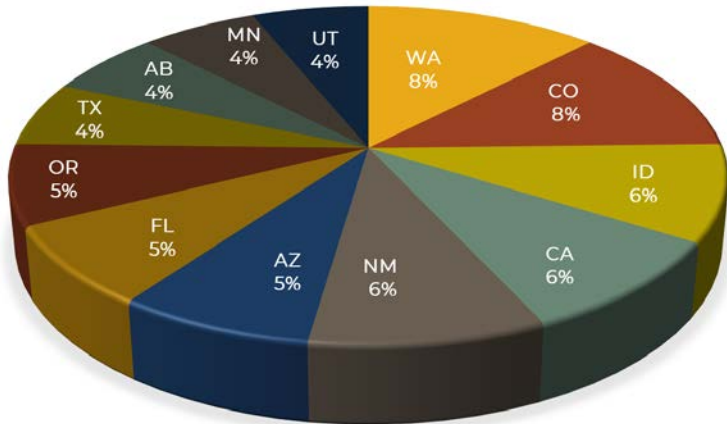
- A couple, 55-64 years old
- With \$100,000 to \$150,000 in household income
- Who has previously been to Great Falls
- Driving their personal vehicle

Arriving from:

- Washington
- Colorado

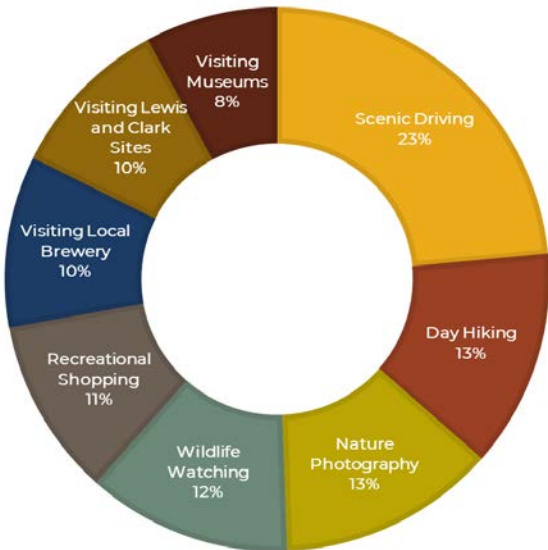
- Idaho
- California
- New Mexico
- Arizona
- Florida

- Oregon
- Texas
- Alberta
- Minnesota
- Utah



Engaging in these activities while in Great Falls:

- Scenic Driving
- Day Hiking
- Nature Photography
- Wildlife Watching
- Recreational Shopping
- Visiting Local Brewery
- Visiting Lewis & Clark Sites
- Visiting Museums



Targeted Geographic and Psychographic Markets

- Active Independent Adventure Couples 35-65 years old in
 - Drive Markets
 - Spokane
 - Coeur d’Alene
 - Boise
 - Bismarck
 - Lethbridge
 - Calgary
 - Direct Fly Markets
 - Denver
 - Seattle
 - Chicago
 - Originating Flight Markets
 - Los Angeles
 - Dallas

- Emerging Markets
 - Nashville
- Culture and History Buffs aged 50-65 in
 - Drive Markets
 - Spokane
 - Coeur d'Alene
 - Boise
 - Direct Fly Markets
 - Denver
 - Seattle
 - Originating Flight Markets
 - Los Angeles
 - Emerging Markets
 - Nashville
- Event Experiencers aged 25-45 in
 - Local Drive markets
 - Billings
 - Butte
 - Drive Markets
 - Spokane
 - Coeur d'Alene
 - Bismarck
- Shop & Diners aged 25-65 in
 - Drive Markets
 - Lethbridge
 - Calgary

- Bismarck
- Lethbridge
- Calgary
- Chicago
- Dallas
- Missoula
- Kalispell
- Lethbridge
- Calgary
- Medicine Hat
- Medicine Hat

Traditional Paid Media

- Provide outdoor recreation, cultural amenities, event, and itinerary messaging through paid ads on Facebook, Instagram, SnapChat and YouTube.
- Market Great Falls' outdoor recreation and cultural amenities through articles published on digital and print platforms.
- Place ads in niche print publications.
- Take advantage of media opportunities that leverage video assets.
- Take advantage of media opportunities that retarget audiences engaging with a first Great Falls message.
- Take advantage of media opportunities that leverage Glacier and Yellowstone National Park trip planners and visitors.
- Create custom landing pages to support all paid media placement for better tracking.

Non-Traditional Paid Efforts

- Find opportunities to leverage influencers that will produce a strong return on investment.
- Be open to local product production partnerships: Pasta Montana, JJ Johnson, Mighty Mo, Mountain Wave Distilling, and others.
- Consider opportunities to promote Great Falls through Great Falls Sporting Venues: Electric City Speedway, Great Falls Trap and Skeet Club, Centene Stadium, Montana ExpoPark, Great Falls Ice Plex, and Mclaughlin Center.

- Lead a targeted innovative “It’s Greater in Great Falls” guerilla marketing effort in Texas, if new direct flight announced.

Established Events

- Support Western Art Week show organizers by listing their shows and events at WesternArtWeek.com.
- Support Western Art Week shows by producing a comprehensive guide to all activities during the week and making them available to all guests.
- Promote Western Art Week to Event Experiencers, Shop & Diners, and History Buffs as a supplement to the show organizers promotion to art buyers.
- Coordinate “The Greatest Dam Mimosa Showdown” the weekend of National Mimosa Day, to include a brunch the day after, leveraging technology assets to determine value.

Joint Ventures

- Participate in State of Montana Department of Tourism and Business Development opportunities that offer video or content placements.
- Participate in strategically aligned opportunities provided by partners.
- Provide opportunities to partners to capitalize on consumer awareness built by Great Falls Montana Tourism to increase interest for the member’s business by sharing our media plan.

Public Relations

- Subscribe to media request service and respond to appropriate leads to generate interest for Great Falls, Montana.
- Establish relationships with writers and offer familiarization tours in exchange for media coverage.

Facebook

- Be the leader in producing original content about Great Falls by posting Glimpse of Great Falls videos, Did you Know/Check this Out posts, podcast new episode announcement posts, new blog announcement posts.
- Members who create Facebook Events will have those events added to our page’s event section.
- Launch member developed “Show Me” video segments where members will provide Great Falls Montana Tourism short videos that provide insider tips and behind the scene developed about their business.
- Share posts of positive news highlighting the Great Falls’ community, current non-political events, and exciting opportunities with the primary objective to make Great Falls, Montana the destination for a leisure traveler.
- Invite people who engage with our content to Like our page.
- Respond to comments and messages, both positive and negative, as appropriate.

Instagram

- Post breathtaking, emotion invoking user generated photos.
- Secure rights and leverage user-generated content that showcases our diverse landscapes and seasonal experiences in and around the basecamp; an approximate 60-mile radius from Great Falls.

- Include simple conversational toned captions, a location, and the minimum following hashtags: #VisitGreatFalls #GreatFallsMontana #GreatFallsMT #GreatFalls #Montana on all posts. Additional trending experience, season, and image specific hashtags will be included to leverage larger feeds.
- Post videos sparingly as we want the market to engage within seconds.
- Include shared stories that highlight outdoor adventure in Great Falls and the surrounding area that Great Falls Montana is tagged in, or with similar original content, as stories.

Twitter

- Post in real time as events occur, conversational confident toned tweets and attempt to engage, as appropriate, people of notoriety with our tweets.

YouTube

- Maintain a library of Great Falls Montana Tourism videos that currently includes Montana People of Great Falls series, Introduction to Great Falls series, and our podcast, We're No Dam Experts, episodes.
- Develop a strategy to better leverage YouTube.

We're No Dam Experts Podcast

- Create, produce and deliver a weekly episode on a topic about Great Falls, Montana and publish to podcast libraries.
- Create a landing page for each episode and link that page to the show landing page.

Website

- Launch a redesigned website with dedicated content for wedding and sport segments.
- Develop and source, from partners and industry experts, blogs for www.VisitGreatFallsMontana.org that will share first person experiences for other's to engage with.
- Create evergreen itineraries to inspire leisure travelers next trip to Great Falls.
- Develop custom content, as appropriate, to orient leisure travelers with Great Falls.
- Research opportunities to create digital passes that reduces the need for paper and will offer virtual guided engagement through Great Falls.

Direct Communication

- Create and deliver a seasonal "Get to Know Great Falls" email to all new inquiries on the following Tuesday after they are received.
- Create and deliver a monthly "Adventure Awaits" email to our entire leisure traveler database.
- Create and deliver special edition focused email communications to targeted interests as the need arises.

Photos and Videos

- Secure new photos for owned and paid media utilizing hired photographers for staged shoots, call for submission to amateur photographers, and photo contests.
- Develop new video content to promote Great Falls with connected to outdoors, art, food and shopping.

- Capture new Western Art Week video content for new promotional video of Western Art Week

Printed Support Materials

- Distribute printed visitor guides through Certified Folder for Yellowstone and Glacier Routes.
- Maintain supply of Visitor Guides for distribution through Great Falls partners and Tourism's Basecamp.
- Provide printed guides to those who request one.
- Update design of City of Great Falls map and print map into pads.
- Update design of The Falls of the Missouri map and print map into pads.

STRATEGY 2 | DEVELOP THE DESTINATION BY SUPPORTING TOURISM INFRASTRUCTURE ASSETS AND INVESTING IN NEW AND GROWING EVENTS TACTICS

- Continue to create alliances with willing partners to further the efforts of Great Falls Montana Tourism.
- Provide education on the details and the economic value of improving Montana ExpoPark to civic groups, organizations, and resident groups.
- Invest in and support the efforts through the Small Community Air Service Development grant, led by Great Falls International Airport Authority.
- Invest in and support the efforts of the Low-Cost Air Initiative that looks to bring cost competitive new flights into Great Falls, led by Great Falls area Chamber of Commerce Foundation.
- Provide data and insight to efforts that will enhance Great Falls' competitiveness for overnight visitation.
- Create and deliver "Let's Partner" Marketing Series Workshops to cover how to leverage Great Falls Montana Tourism's efforts and develop an event mini-marketing plan to attract overnight visitors.
- Conduct research to invest in recruiting or developing new signature events for Great Falls, Montana.
- Accept proposals to partner with Great Falls champions to grow tourism in Great Falls.

STRATEGY 3 | RECRUIT MEETINGS, CONVENTIONS, AND GROUP GATHERINGS TO GREAT FALLS TACTICS

The meeting industry is divided. According to Meeting Planners International (MPI), 75% of planners anticipate favorable live attendance to meetings. The challenge within this segment is staffing at both the planner and supplier levels as well as vaccine requirements for attendance by both suppliers and attendees. Reports indicate that 44% of in-person events are back to the length they were in 2019, however, 50% report having shorter events than in 2019. Coming out of a variety of social and work isolation scenarios, planners are changing the construct of meetings to include more time to engage and network, with a lot of that being done as part of tours and outdoor activities in smaller groups. While 33% of planners expect business as usual by the end of 2022, 42% say it will be until 2023 sometime for a return to normal.

Target Market

- Associations west of Mississippi River who host meetings and conventions with 350+ attendees within the following industries:
 - Agriculture

- Arts
- Culture
- Outdoor Recreation
- Montana Associations who are open to considering new locations.
- Montana regional sporting events.

Leverage Competitive Advantages

- Accessibility of Great Falls by direct flights from Seattle on Alaska, Salt Lake City and Minneapolis on Delta, Denver and seasonally Chicago on United, Las Vegas and Phoenix on Allegiant.
- Montana's 3rd Largest City with 60,000 residents.
- 2,300 available lodging rooms.
- Emotional connection to Montana.
- Variety of budget conscious options.
- Outdoor space options.

Develop the Pipeline

- Search MINT+ database for new meeting and convention opportunities by industry and location.
- Deliver Bring it to the Basecamp presentations to local civic organizations and ask for referrals of meeting and convention opportunities.
- Network with local leaders to find industry associations, passion projects, reunions, and sporting events connected to and ask for referral to bring opportunity to Great Falls.
- Attend Hosted Buyer Shows to pitch Great Falls 1:1 with targeted meetings planners.
- Work with local venues to develop a comprehensive calendar of projects and leverage for national opportunities connected to already secured business.
- Search like communities for booked business and research prospect.
- Prospect through LinkedIn to connect with meeting planners.
- Research options for how to leverage travel trade, bus tours, weddings, festivals, trade shows, and sporting events.

Engage Organizers

- Communicate directly by telephone, video, email and 1:1 meetings.
- Provide letters of interest highlighting Great Falls' competitive advantage.
- Incentivize communication with small, Great Falls specific, door openers.
- Host Familiarization Tours.
- Utilize LinkedIn to highlight activities, space, unique opportunities, and successes.
- Create and deliver relevant content through "Bring it to the Basecamp" email communication.
- Create and deliver content that demonstrates how Great Falls successfully hosts a variety of projects through direct email communication and LinkedIn.
- Maintain Memberships in
 - Destinations International
 - DMA West
 - Montana Society of Association Executives

Respond to Requests for Proposals

- Request room rates & availability from all lodging properties via email for leads.

- Provide information on applicable resources, such as catering, live music, networking events, transportation, and family itineraries.
- Provide incentives and leverage incentive requirements for member benefit.
- Develop and deliver custom pre/post conference itineraries for attendees.
- Highlight unique industry opportunities available for keynote addresses or on-site tours.
- Pitch unique attendee experience opportunities to increase attendee interest.

Provide Convention Services

- Provide members opportunities to provide discounts and special offers for attendees.
- Aid meeting planners in building attendance by attending preceding event, providing social media posts about Great Falls, and/or distribute communications about Great Falls to potential attendees.
- Provide Family/Partner itineraries to increase add-on attendance.
- Develop pre/post conference itineraries for distribution to meeting attendees.
- Provide connections to community and industry leaders, local service providers, and community engagement opportunities.
- Survey meeting planners after event to obtain feedback on services and secure testimonials to use in future marketing.
- Offer Welcome Booth at event with Great Falls resources to provide attendees information about things to do after conference.
- Deliver sponsorship opportunities for landed projects to members.

STRATEGY 4 | ASSIST GUESTS WITH HAVING AN ONLY IN GREAT FALLS EXPERIENCE TACTICS

- Greet all in-market guests with a smile, answer questions, and add value by over sharing about Great Falls, Montana.
- Be available to in-market guests daily from July 1 - September 30 and May-June
- Greet all callers with a smile, answer questions, and add value by over sharing about Great Falls, Montana.
- Provide printed materials as requested, while encouraging electronic delivery.
- Work with partners to bring additional opportunities to Overlook Park, such as food trucks, bike rentals, and disc golf equipment rentals.
- Develop displays for in-market guests to engage with throughout 15 Overlook Drive.

STRATEGY 5 | MANAGE ORGANIZATION OPERATIONS TACTICS

- Conduct weekly Pipeline Meetings to prioritize leads, discuss what it will take to land projects, and strategize next steps for landed business.
- Conduct weekly Team Meetings to prioritize for the week, discuss hurdles, and strategize owned and paid media efforts.
- Create and deliver meeting progress reports as needed to venues and lodging properties regarding leads lost and secured and known business occurring in Great Falls.
- Create and deliver quarterly Basecamp Briefs for members, lodging properties and community leaders.
- Create and deliver weekly, Tourism Tuesday emails for interested parties and Board of Directors that highlights the team's results and pertinent items that affect Tourism, from the previous week.

- Create and deliver weekly Operations Update emails for the Board of Directors that provides insight to the pipeline, team's efforts, and paid media results.
- Create and deliver weekly, The Eventory, an inventory listing of events occurring in Great Falls for our event industry partners, interested parties, and lodging properties to aid in itinerary fillers for in-market guests and strategic planning or collaborating on established and new events.
- Provide staff opportunities for continuous education within the industry and their area of professional purpose.
- Oversee annual audit of assessment and tax funds. Coordinate 990 preparation for Great Falls Convention and Visitors Bureau. Submit annual reports for both Great Falls Tourism Business Improvement District and Great Falls Convention and Visitors Bureau. Deliver quarterly financial reports for Great Falls Convention and Visitors Bureau. Complete annual marketing evaluation report for Great Falls Convention and Visitors Bureau.
- If funding secured, conduct Destination Next assessment, strategic planning, and market analysis.
- Track all activity for inquiries, leads, projects, and partners through iDSS customer relationship management system.
- Track organizational goal progress, owned and paid media, visitation, lodging tax collection, and TBID assessment collection in Performance Dashboard and deliver report monthly to Board of Directors.
- Conduct monthly Board of Directors Meetings and Executive Committee meetings to monitor financials, review progress towards goals, review strategy, and adopt changes in strategic efforts.
- Provide live and recorded Director orientation.
- Retain a high performing, professional staff.
- Review and update policies; add new policies as needed.

STRATEGY 6 | RECRUIT MEMBERS TACTICS

- Recruit businesses and organizations for a \$100 investment that will receive value from and help support Tourism's efforts and provide them the following benefits:
 - Opportunity to participate in Joint Venture Opportunities from Montana Office of Tourism and Business Development: <https://marketmt.com/JointVenture>.
 - Facebook events created by member shared to Visit Great Falls Montana Facebook page.
 - First right of refusal to model for photo and video shoots as appropriate.
 - Photo image and link description for all DBA's in appropriate categories on Great Falls Montana Tourism website, within the context of Great Falls Montana Tourism's strategic plan, brand platform, marketing plan, and creative strategy.
 - Member developed content will be shared as appropriate for Great Falls Montana Tourism to fulfill its mission.
 - Opportunity to leverage event sponsorships and conference welcome services with specials, as available.
 - Opportunity to leverage Great Falls Montana Tourism led trade show attendance with donations.
 - Opportunity to buy-in to collaborative advertising as available and appropriate.
 - Discounts on sponsorships offered for incentive-based strategic opportunities.

- First right of refusal for photo and video venue shoots.
- Provided materials displayed in membership section of reception area.
- Basecamp Brief with current Tourism market data and strategic priority updates.
- Notice of upcoming conventions/events.
- Current Great Falls Montana Tourism Paid Media Schedule.
- Access to Paid Research.
- Use of Tourism Images and Video content.
- \$25 Credit for NEW Member Recruitment.
- Track and report to members results of media-based benefits that feature their business.
- Offer Members the opportunity to engage with Great Falls Montana Tourism through an Annual Meeting in June and Marketing Roundtable in December.
- Provide “Let Us Welcome You” retargeted offers/discount email and Visitor Magazine QR Code where members and lodging properties provide a discount to be delivered to travelers using a digital pass. Provided on a first come, first served basis.
- Provide 12 “We Want You Here” retargeted email opportunities where the member buys-in for a 100% of voice sponsored content retargeted email served as part of an automated series to a list of people who engaged in an initial Adventure Awaits email. The content will be approved and placed by Great Falls Montana Tourism. \$200 for members, \$600 for non-members. Provided on a first come, first served basis.
- Provide 21 “Friday Basecamp Sponsor” opportunities beginning on National Tourism Day (May 6, 2022) until the last Friday in September. Members will work with Tourism Staff to design a value-added sponsorship at 15 Overlook Drive on Fridays. Put your t-shirts on our team, provide samples of your food for guests, do a giveaway, provide a special coupon. It’s only good for one day – so make the most of it. \$25 for members, \$250 for non-members. Provided on a first come, first served basis. (Attachment 8)
- Provide 1 per week “Give us a Minute” sixty-second sponsored content spot on Montana’s #1 Podcast, We’re No Dam Experts. The scripted spot will be approved and produced by Great Falls Montana Tourism, in podcast style, and aired at the beginning of the weekly podcast episode as well as listed in the library as its own mini episode. \$100 for members, \$400 for non-members.

STRATEGY 7 | ADVOCATE FOR THE TOURISM INDUSTRY TACTICS

- Increase awareness of Tourism efforts through civic group presentations.
- Oppose any attempts to reduce or reallocate funds generated through current Tourism Business Improvement District laws.
- Oppose any attempts to change the lodging facility use tax that would negatively impact its ability to be used for tourism promotion and tourism infrastructure.
- Oppose efforts that reduce Great Falls' competitiveness to attract overnight visitors.
- Be involved with TBID supported projects locally.

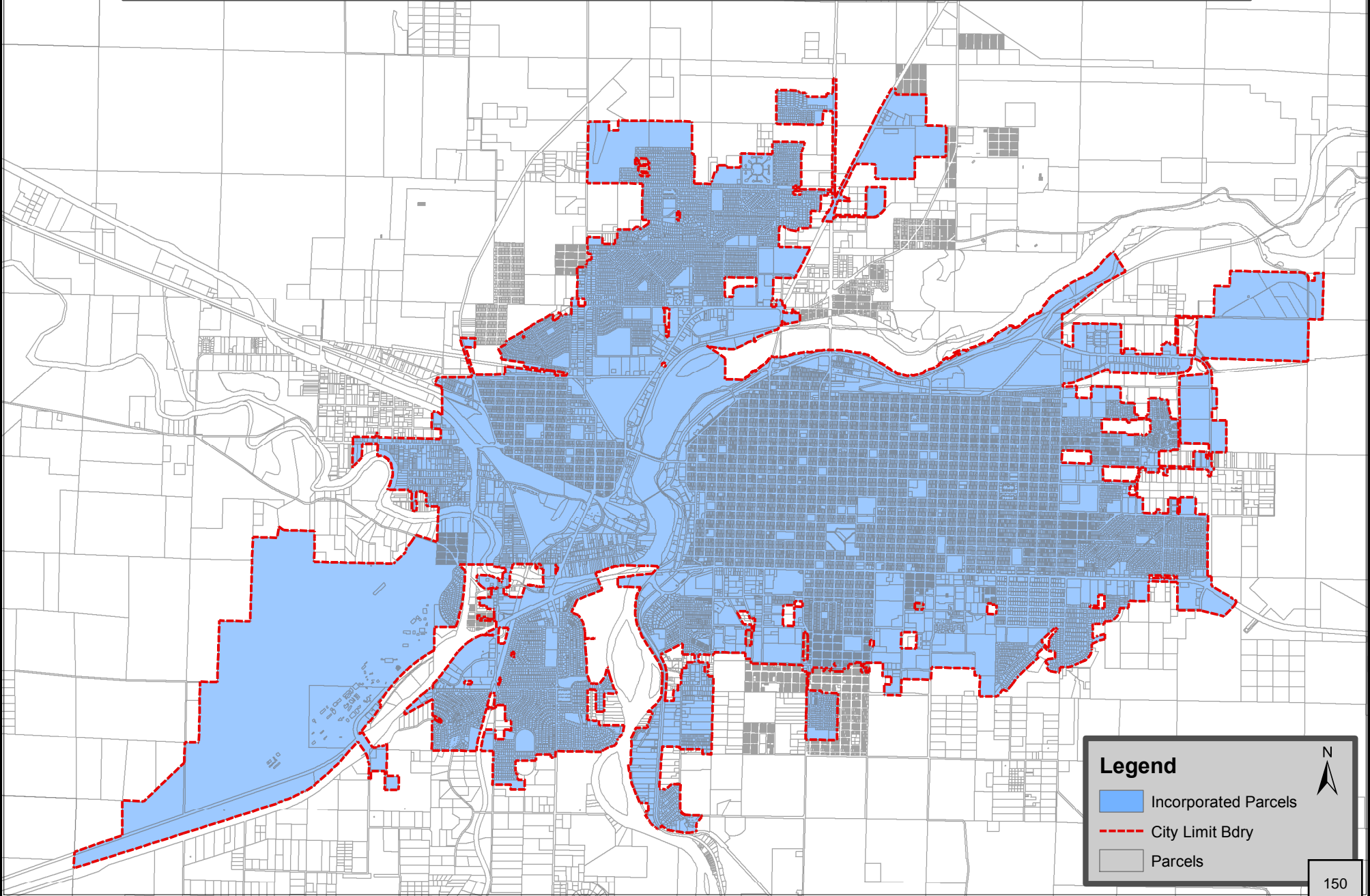
RESULTS

- Secure 4 new meetings.
- Secure 200 members.
- Retain 90% of current members.
- Grow Facebook Followers by 25%.
- Grow Instagram Followers by 40%.
- Grow YouTube Audience by 60%.

- Generate combined Click Through Rate on Paid Media of 0.5%.
- Grow Fiscal Year Room Demand by 2%.
- Recruit volunteers to fill 14 guest service shifts between July – September; May-June.
- Retain 60% of volunteers.

Tourism Business Improvement District No. 1307

Map of District Boundaries



Legend

-  Incorporated Parcels
-  City Limit Bdry
-  Parcels

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Attention Legal Ads

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Tourism Business Improvement District (TBID) budget and work plan for Fiscal Year 2022/2023 will be brought before the Great Falls City Commission for public hearing in the Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, July 19, 2022, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said TBID budget and work plan or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

Documents pertaining to this agenda item are posted on the City's website at <https://greatfallsmt.net> under "Meetings," and are on file for public inspection during regular office hours at the City Clerk's Office, 2 Park Drive South, Room 204, Great Falls, MT, or contact us at (406) 455-8451.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication dates: July 10 and 17, 2022



Commission Meeting Date: July 5, 2021

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Conduct Public Hearing for Tourism Business Improvement District (TBID) 2021/2022 Budget Amendment

From: Melissa Kinzler, Finance Director

Initiated By: Tourism Business Improvement District Board of Directors

Presented By: Rebecca Engum, Great Falls Tourism Director

Action Requested: City Commission conduct public hearing and accept the Tourism Business Improvement District (TBID) 2021/2022 Budget Amendment

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 (accept/reject) the 2021/2022 Tourism Business Improvement District Budget Amendment.”
 2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
-

Staff Recommendation: The TBID recommends that the City Commission accept the 2021/2022 TBID Budget Amendment.

Background: The Commission approved the 2021/2022 TBID Budget and Work Plan on July 20, 2021. The actual amount of assessments levied was larger than projected. Inflation caused pricing for the renovation of 15 Overlook Drive to be higher than anticipated. Additionally, rising costs of living prompted adjustments in staffing costs to retain our talent.

The TBID has had increases in income and changes across the board in expenses. This amendment is a combination of additional income and making strategic investment in 15 Overlook Drive, Tourism staff, and marketing.

In a previous audit of the Great Falls Tourism Business Improvement District, the auditor delivered one finding related to increased expenses over the approved budget. This finding noted that an amendment to

the budget was not submitted to the City of Great Falls, even though presented, and approved by the TBID Board.

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

Fiscal Impact: There is no fiscal impact to the City of Great Falls. The increased budget funds are coming from previously received TBID Assessment that have been placed in reserves. The budget amendment reflects a 6% increase in both revenues and expenses increasing the total budget from \$800,411 to \$852,199.

Alternatives: The City Commission could not approve and TBID would receive an audit finding for their budget being over.

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

Attachments/Exhibits:

Approved 2021/2022 Budget and Amended Budget
1-20-2022 Board of Directors Meeting Minutes

Great Falls Montana Tourism Budget

July 1, 2021 - June 30, 2022

	Approved Budget	Ammendment	Change
Income			
1 Bed Tax	\$0	\$0	
1a Previously Undistributed Bed Tax	\$0	\$0	
2 TBID Assessment	\$511,216	\$589,004	15%
2a FY21 Reserves	\$149,195	\$149,195	0%
2b Committed Reserves	\$30,000	\$0	-100%
2c Carryover	\$110,000	\$114,000	4%
3 Membership	\$0	\$0	
4 Grant	\$0	\$0	
5 Advertising	\$0	\$0	
Total Income	\$800,411	\$852,199	6%
Expenses			
Personnel			
6 Wages	\$121,799	\$152,799	25%
7 Payroll Expense	\$29,160	\$35,605	22%
Total Personnel	\$150,959	\$188,404	25%
Administration			
8 Rent	\$10,001	\$12,501	25%
8a 15 Overlook Dr	\$110,000	\$168,848	53%
9 Utilities	\$19,680	\$19,680	0%
10 Memberships	\$2,760	\$2,760	0%
11 Subscriptions	\$16,000	\$16,000	0%
12 Maintenance	\$3,900	\$3,900	0%
13 Supplies	\$8,500	\$8,500	0%
14 Postage	\$1,000	\$1,000	0%
15 Insurance	\$3,200	\$3,200	0%
16 Professional Fees	\$19,500	\$19,500	0%
17 TAC	\$0	\$0	0%
18 Professional Development	\$2,500	\$2,500	0%
Total Admin	\$197,041	\$258,389	31%
19 Leisure Traveler Marketing			
19a Media Placement	\$118,260	\$126,255	7%
19b Management	\$14,300	\$14,300	0%
19c Planning and Reporting	\$13,200	\$13,200	0%
19d Production	\$9,900	\$34,900	253%
20 Conventions Meetings & Groups	\$40,000	\$40,000	0%
21 Destination Development	\$170,000	\$90,000	-47%
22 Opportunity	\$5,000	\$5,000	0%
23 Marketing Grants	\$51,751	\$51,751	0%
24 Photo & Video Library	\$10,000	\$10,000	0%
25 Visitor Guide	\$0	\$0	0%
26 Joint Venture	\$0	\$0	0%
27 Trade Shows	\$0	\$0	0%
28 Website	\$10,000	\$10,000	0%
29 Events	\$10,000	\$10,000	0%
30 Reserves	\$0	\$0	
Total Program	\$452,411	\$405,406	-10%
Total Expenses	\$800,411	\$852,199	6%
Net Profit	\$0	\$0	0%



**Boards of Directors Meeting Minutes
Great Falls Convention and Visitors Bureau &
Great Falls Tourism Business Improvement District**

Thursday, January 20, 2022 | 9:01 AM – 10:19 AM | 100 1st Ave N, Lower-Level Conference Room

CVB Directors: Wendy Lee, Wayne Thares, Kellie Pierce, Kerry McInerney, Susan Shannon, Christina Horton, Rustin Lippincott, Brian Thompson, John Faulkner, Lexi Jones

TBID Directors: David Buckingham, Becky Amaral-Miller, Peggy O'Hare-Becker, Laurie Price, Peter Jennings, Scott Shull

Staff: Rebecca Engum, Kali Jean Tuckerman, Marisela Hazzard

Guest: Shane Etzwiler

9:01 | 1. Welcome, Introductions, Call to Order – Wayne Thares, David Buckingham

9:03 | 2. Public Comment – Wayne Thares, David Buckingham
Opportunity for public comment related to items on the agenda

No public comment.

9:04 | 3. Consent Agenda – Wayne Thares, David Buckingham
Convention and Visitors Bureau Board of Directors
a) approve 12-16-2021 Minutes
b) accept December Financials

CVB ACTION TAKEN

Motion made to approve consent agenda. Seconded. No discussion. All in favor. None opposed. The motion passed.

Tourism Business Improvement District Board of Directors

- c) approve 12-16-2021 Minutes
- d) accept December Financials

TBID ACTION TAKEN

Motion made to approve consent agenda. Seconded. No discussion. All in favor. None opposed. The motion passed.

9:05 | 4. Review 990 – Rebecca Engum
Convention and Visitors Bureau Board of Directors review 990.

No review of 990, awaiting receipt.

9:05 | 5. Western Art Week Show Guide Partnership – Rebecca Engum
Tourism Business Improvement District Board of Directors take action as needed.

TBID ACTION TAKEN

Grow Tourism | Develop the Destination | Advocate for Tourism

Motion made to approve Western Art Week Show Guide Partnership with Portfolio with 5,000 trifold inserts for \$4,087. Seconded. Concerns about condensed timeline with Treasure Lifestyle Magazine because of limited availability with graphic designer. Preferred smaller size of trifold insert verses full-page tear out. All in favor. None opposed. The motion passed.

9:20 | 6. Budget Amendment – Rebecca Engum

Tourism Business Improvement District Board of Directors approve FY22 Budget Amendment as presented.

TBID ACTION TAKEN

Motion made to approve FY22 Budget Amendment. Seconded. No discussion. All in favor. None opposed. The motion passed.

9:23 | 7. TBID Officer Election – David Buckingham

Chair – Becky Amaral-Miller
 Vice Chair – Sandra Johnson-Thares
 Secretary/Treasurer – David Buckingham

Tourism Business Improvement District Board of Directors elect officers after nominations from the floor taken to serve from January 21, 2022 to June 30, 2022.

TBID ACTION

Motion made to close the nominations from the floor. Seconded. No discussion. All in favor. None opposed. The motion passed.

TBID ACTION

Motion made to approve Becky Amaral-Miller as TBID Chair, Sandra Johnson-Thares as TBID Vice Chair, and David Buckingham as TBID Secretary/Treasurer. Seconded. No discussion. All in favor. None opposed. The motion passed.

9:26 | 8. Reports

1. Marketing – Marisela Hazzard

Marisela Hazzard gave report.

2. Business Development Pipeline – Kali Jean Tuckerman

Kali Jean Tuckerman gave report.

3. Executive Director – Rebecca Engum

Rebecca Engum gave report.

9:53 | 9. Roundtable – Wayne Thares, David Buckingham

Sharing of items impacting Great Falls, Montana and Tourism, such as:

- announced/unannounced events
- changes in services

- updates on key initiatives
- exciting developments
- noticeable trends
- potential issues
- new ideas
- important efforts

MAGIE to will be this weekend. Montana Pro Rodeo Circuit Finals leaving Great Falls, Montana is just a rumor. Rodeo had congressional attendance and overall, attendance was built by moving the event to a Thursday – Sunday event. Great Falls International Airport hosting meeting January 27, 2022 to discuss future of the airport and ask for monetary support.

10:18 | 10. Public Comment – Wayne Thares, David Buckingham

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

No public comment.

10:19 | 11. Adjourn – Wayne Thares, David Buckingham

Meeting adjourned.



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10458 – A Resolution for a Conditional Use Permit for a “Two-family residence” land use upon the property addressed as 3125 8th Avenue North and legally described as Lot 8, Block 104, Great Falls 12th Addition, Section 5, T20N, R4E, PMM, Cascade County, Montana.

From: Brad Eatherly, Planner II, Planning and Community Development

Initiated By: Joe McMillen, Owner

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

Action Requested: City Commission adopt Resolution 10458.

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 10458 subject to the applicant fulfilling the listed Conditions of Approval.”
2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.

Staff Recommendation:

The Zoning Commission recommended that the City Commission approve the applicant’s request for a Conditional Use Permit for a “Two-family residence” at the conclusion of a public hearing held on May 24, 2022. In addition, staff recommends approval with the following conditions:

Conditions of Approval:

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

2. **Expiration:** The Conditional Use Permit shall expire one year after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one year if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one year if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **General Code Compliance:** The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
5. **Sidewalks:** The owner must repair portions of the public sidewalk that have been deemed tripping hazards by the interim City Engineer.
6. **Alley:** The grading coming off the alley and onto the property will need to be re-graded so that the proposed detached garage will not have water from the alley damaging the garage in any way.
7. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.

Background:

The applicant, Joe McMillen, has submitted an application to request a Conditional Use Permit to allow for the construction of a “two-family residence” land use upon the property addressed as 3125 8th Avenue North and legally described as Lot 8, Block 104, Great Falls 12th Addition, Sec. 5, T20N, R4E, PMM, Cascade County, Montana. The subject property is zoned R-3 Single-family high density, wherein a “two family residence” land use is permitted upon receiving approval of a Conditional Use Permit and fulfillment of any required conditions.

The subject property is a vacant lot that went through the same Conditional Use Permit process in 2018 for a two-family residence, but the previous owner never developed the property. The property is a larger than typical lot which allows it to better accommodate the two family residence.

The basis for a decision for a Conditional Use Permit is listed in OCCGF §17.16.36.040. The Zoning Commission's recommendation and the City Commission's decision to approve, conditionally approve, or deny an application shall be based on whether the application, staff report, public hearing, and additional information demonstrates that the criteria which are attached as Basis of Decision have been met.

Impacts:

Increasing the residential density of the lot from one to two units will not adversely impact the area. The property has been vacant for a number of years. There are several properties in the vicinity that have a similar land use or higher density. A more detailed analysis of impact can be found in the attached Basis of Decision.

Improvements:

Staff recommends that the owner be required to improve the sidewalk in the public right-of-way where the interim City Engineer has noted two tripping hazards. Additionally the slope from the alley to the property is significant and the applicant will be required to adjust the grading on his property so that water from the alley does not drain onto the lot causing damage to the proposed garage or any other structures.

Proximity to Other Uses:

The Subject Property is a corner lot, bounded to the west and across the street to the east by single-family homes. Across the avenue to the south is a single-family home. A 4-plex is located across the street to the northeast, and a mobile home sits across the alley to the north. This is an area of mixed residential uses, making the proposed two-family residence a compatible use.

Neighborhood Council Input and Public Input:

On May 19, 2022, Neighborhood Council #8 made a motion to unanimously support the proposed land use. After the City Commission meeting on June 7 to set the public hearing, staff was contacted by a member of the public who pointed out that the proposed area of the detached garage and attached garages slightly exceeded the City's allowable square footage of 1,400 square feet. Although the applicant could have opted to keep the proposal the same and incorporate the request into the Conditional Use, he has committed to reducing the square footage to comply with the City's code requirement.

Fiscal Impact:

Approval of the CUP would have no adverse financial impact upon the City of Great Falls. Approval would increase the value of the property.

Alternatives:

The City Commission could deny the Conditional Use Permit, providing an alternative Basis of Decision to support the action.

Concurrences:

Representatives from the City's Engineering, Police, Building and Fire/Rescue Departments have reviewed the proposal and have no objections to the issuance of the Conditional Use Permit.

Attachments/Exhibits:

Resolution 10458
 Basis of Decision
 Site Layout
 Aerial Map
 Zoning Map
 Site Photos
 Rendering
 Applicant Narrative
 Public comment received

RESOLUTION 10458

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A “RESIDENCE, TWO-FAMILY” LAND USE UPON A PARCEL OF LAND ADDRESSED AS 3125 8th AVENUE NORTH AND LEGALLY DESCRIBED AS LOT 8, BLOCK 104, GREAT FALLS 12th ADDITION, SEC. 8, T20N, R4E, PMM, CASCADE COUNTY, MT.

* * * * *

WHEREAS, the City of Great Falls has been petitioned to approve a Conditional Use Permit to allow for the establishment of a “Residence, two-family” land use upon the property legally described as Lot 12, Block 104, Great Falls 12th Addition, Sec. 8, T20N, R4E, PMM, Cascade County, Montana (subject property); and,

WHEREAS, the subject property is presently zoned R-3 Single-family high density, wherein a "Residence, two-family" land use is permitted upon receiving approval of a Conditional Use Permit; and,

WHEREAS, the proposed Conditional Use Permit for the establishment of a “Residence, two-family” land use upon the subject property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF) Section 17.16.36.040; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on May 24, 2022, to consider said Conditional Use Permit application and, at the conclusion of said hearing, passed a motion recommending a Conditional Use Permit for a “Residence, two-family” land use be granted by the City Commission for the subject property, subject to the following conditions:

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.
2. **Expiration:** The Conditional Use Permit shall expire one year after the date of issuance, if a Certificate of Occupancy has not been issued. The Administrator may extend the expiration date by up to one year if substantial work is ongoing. The Administrator may issue a Temporary Certificate of Occupancy that is valid for no more than one year if the only condition(s) remaining to be fulfilled involve landscaping that cannot be successfully established until the weather permits.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **General Code Compliance:** The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
5. **Sidewalks:** The owner must repair portions of the public sidewalk that have been deemed tripping hazards by the interim City Engineer.
6. **Alley:** The grading coming off the alley and onto the property will need to be re-graded so that the proposed detached garage will not have water from the alley damaging the garage in any way.
7. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.

WHEREAS, the City Commission having allowed for proper public notice, conducted a public hearing to consider said application, and considered the comments and recommendations made by the Zoning Commission.

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

That a Conditional Use Permit be granted for a “Residence, two-family” land use at the property addressed as 3125 8th Avenue North and legally described as Lot 8, Block 104, Great Falls 12th Addition, Sec. 8, T20N, R4E, PMM, Cascade County, Montana, conditioned upon the owner complying with the conditions listed herein; and,

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that, pursuant to the Official Code of the City of Great Falls (OOCGF) 17.16.36.090, the permit shall be considered a covenant that runs with the land and shall be binding on all subsequent property owners. Additionally, pursuant to OOCGF 17.16.36.100, the Conditional Use Permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion. If the Conditional Use is established, but ceases to operate for more than six (6) months, the Conditional Use Permit shall expire.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective from and after the date of the filing of said document in the office of the Cascade County Clerk and Recorder.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on July 5, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

CONDITIONAL USE PERMIT - BASIS OF DECISION

The applicant is requesting the approval of a Conditional Use Permit (CUP) for a Two-Family Residence located at 1700 1st Avenue North in the R-3 district.

1. The zoning and conditional use is consistent with the City's Growth Policy and applicable neighborhood plans, if any.

The proposed two-family residence provides housing diversity and increased density in the core of the City and also takes advantage of existing street and utility infrastructure. More specifically, it is consistent with the following policies in the City's Growth Policy:

Phy4.1 – Encourage a balanced mix of land uses through-out the City.

Phy4.1.5 – Encourage and incentivize the redevelopment or adaptive reuse of vacant or underutilized properties so as to maximize the City's existing infrastructure.

Phy4.3 – Optimize the efficiency and use of the City's Public facilities and utilities.

2. The establishment, maintenance or operation of the zoning and conditional use will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare.

Due to the general nature of the proposed use and that it represents only a slight increase in density, the CUP will have no detrimental impact upon the health, safety, morals, comfort or general welfare. The subject property has been inspected by Planning and Engineering staff. Because the property has been vacant for many years, the proposed use will benefit the surrounding area.

3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

The residential uses in the neighborhood are generally mixed in density. While the majority of uses in the area are single-family, there are a number of area properties with residential densities of two-family or higher. The property to the northeast, across the street, is a four-unit dwelling.

The height, scale and design of the structure will be compatible with the existing nearby single-family structures. Parking is proposed to be addressed with attached garages and a detached garage. The proposed building will feature sloped rooflines and a landscaped yard. With this design, and with the proximity of the high-density residential development adjoining to the northeast, this conditional use will not adversely impact the use, enjoyment or property value of any property in the immediate vicinity.

4. The conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The project will not impede the normal and orderly development and improvement of surrounding properties. All of the residentially zoned lots located north, east and west of the property are already developed. Adjacent property owners have been notified about the project and City staff has received no questions regarding project specifics. As of the date of this agenda report, there have been no comments.

5. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

Adequate services and infrastructure are available to serve the two family dwelling. Full sidewalks, water, sewer and paved roads already exist adjacent to the subject parcel. There is a Condition of Approval requiring the applicant to address some trip hazards by replacing sidewalk sections.

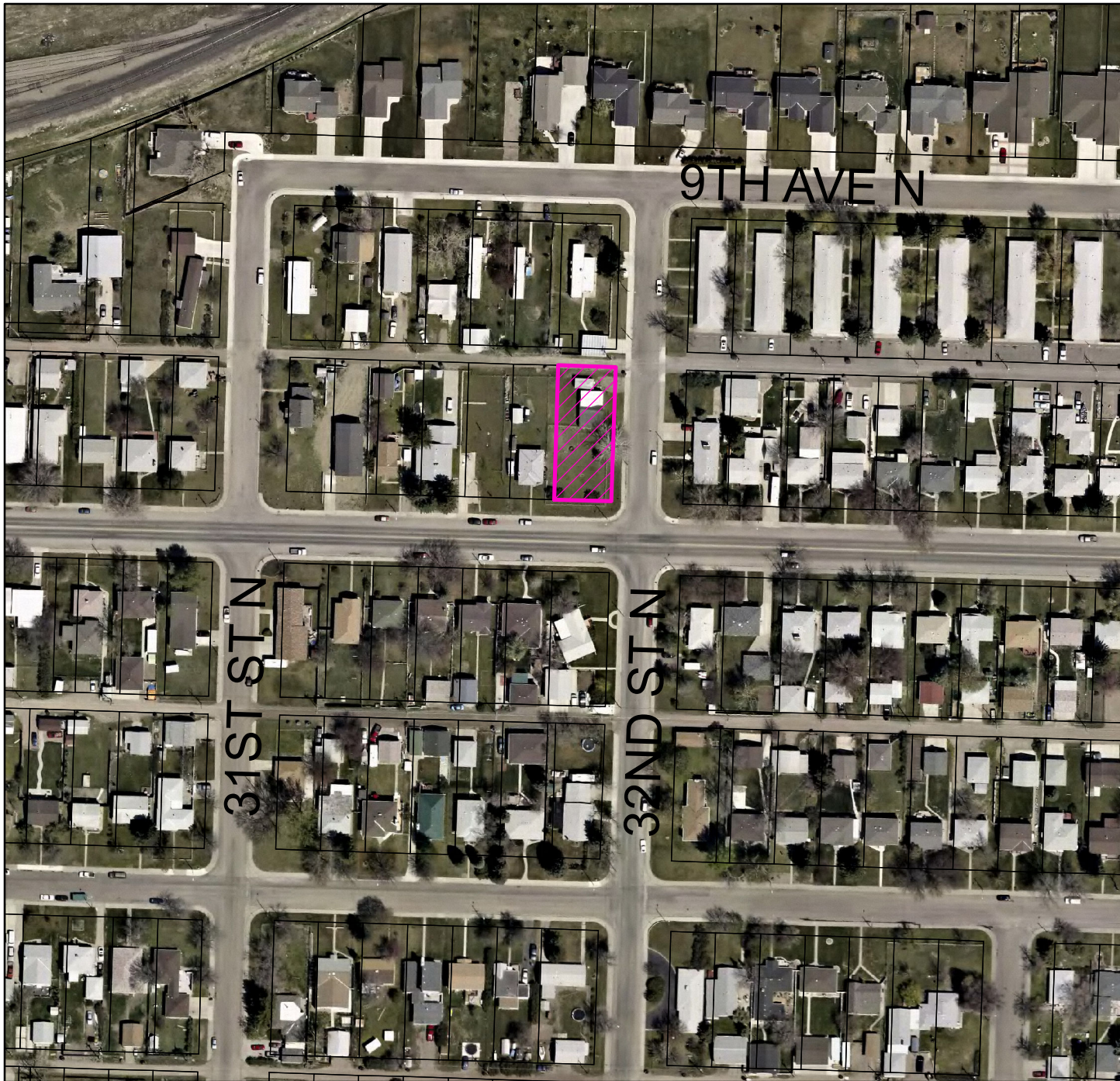
6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

The project will generate little daily traffic, and will have no discernible impact upon the area road network. Driveway access will be off the lower volume street (32nd Street North), thereby avoiding construction of a new point of conflict upon the higher-traffic avenue (8th Avenue North).

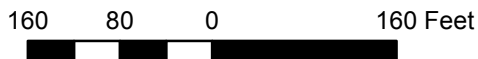
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Commission.

The vacant lot is of sufficient size to locate and develop the proposed duplex structure in compliance with all applicable regulations of the City's Land Development Code and, more specifically, the R-3 Zoning District, without need for variance. Conditions of Approval include improving the public sidewalk by removing tripping hazards, and grading the property at the alley so that water run-off from the alley will not cause damage to the proposed garage.

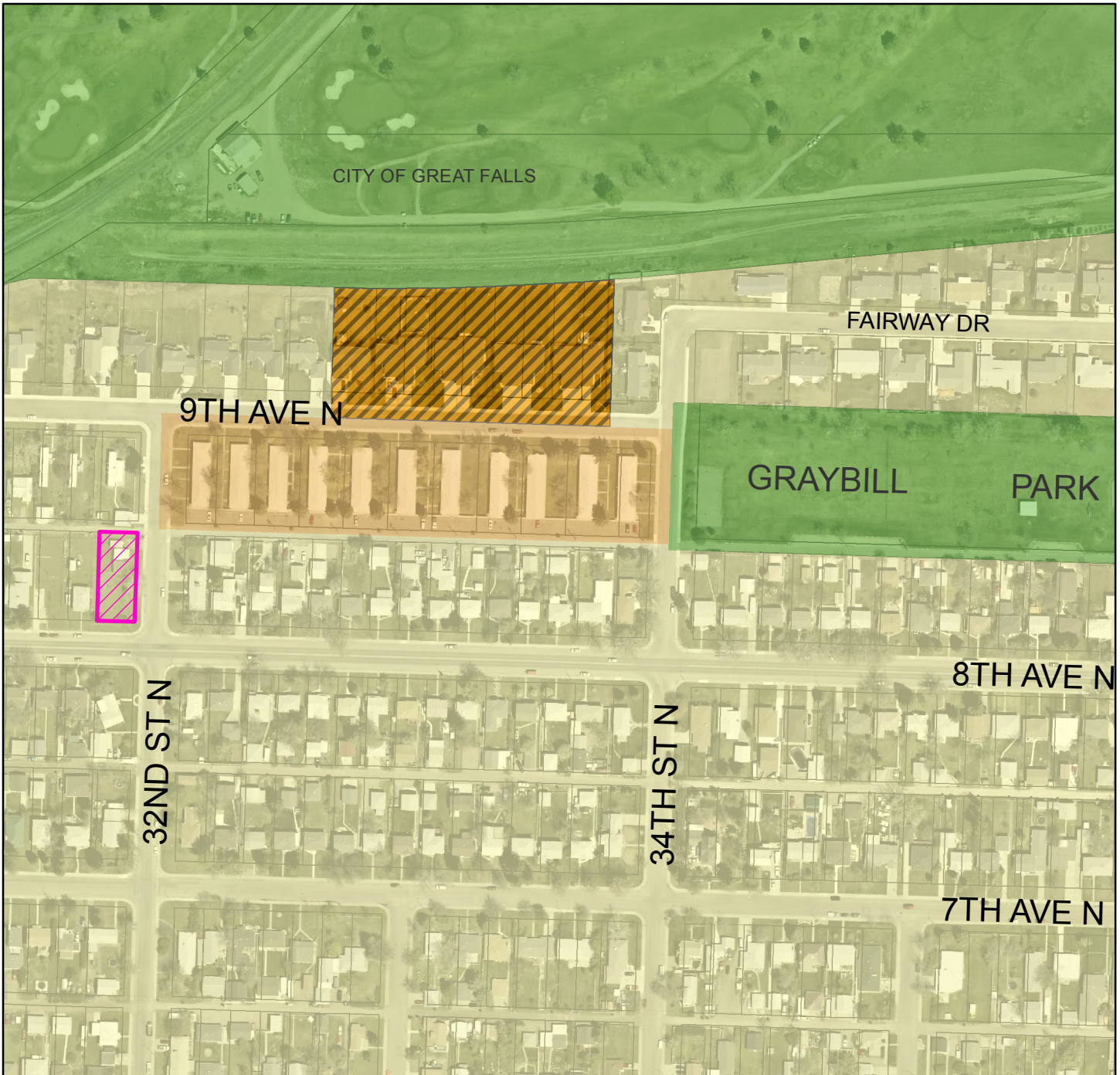
Aerial Map










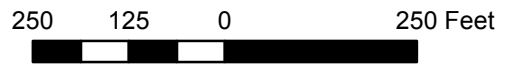
-  3125 8th Ave N
-  City Limits
-  Tracts of Land



Zoning Map



-  3125 8th Ave N
-  City Limits
-  Tracts of Land
-  R-3 Single-family High Density
-  R-5 Multi-family Medium Density
-  PUD Planned Unit Development
-  POS Parks and Open Space



Site Photos



Looking north from 8th Ave N



Looking southwest from 32nd St N



Looking west down alley showing grade difference

Proposed Duplex

Modern Farmhouse Duplex with Extra-deep Garage



1,864
Heated S.F.



2
Units



59' 0"
Width



29' 0"
Depth

Buy This Plan

PDF - Single-Build
\$1,300

5 Sets + PDF
\$1,550

PDF - Unlimited Build
\$1,800

CAD + PDF - Single-Build
\$1,800

CAD - Unlimited Build
\$2,300

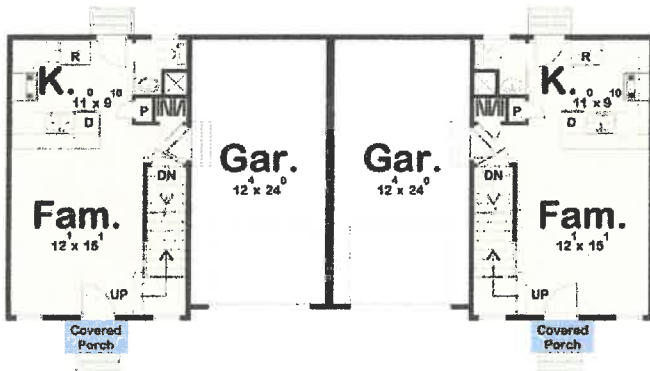
View all purchase option online

About This Plan

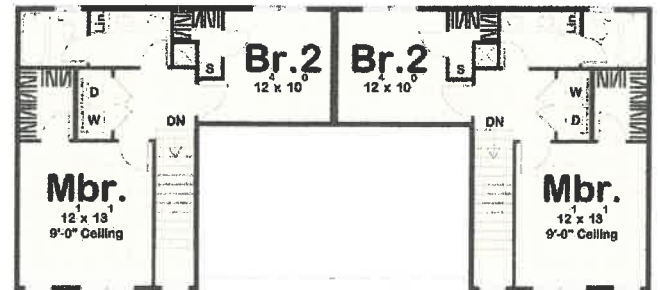
- This super-efficient duplex house plan has a modern farmhouse exterior with board and batten siding mixed with wood accents.
- Inside, you are greeted by the family room which opens to the kitchen featuring a breakfast bar, pantry, and practical counter space. A coat closet and a powder bath complete the main floor.
- Upstairs, the master bedroom features a walk-in closet. A wall separates its bath area from the centrally located laundry. Just off the second-floor landing, the bedrooms share a hall bath.
- Each unit gives you 932 square feet of heated living space - 424 square feet on the main floor and 508 square feet on the second floor - and an extra-deep garage.

Floor Plans

Main Level



2nd Floor



Plan Details

Square Footage Breakdown

Total Heated Area: 1,864 sq. ft.	1st Floor: 848 sq. ft.	2nd Floor: 1,016 sq. ft.
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Beds/Baths

Bedrooms: 4	Full bathrooms: 2	Half bathrooms: 2
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Foundation Type

Standard Foundations: Basement	Optional Foundations: Slab, Crawl, Walkout
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Exterior Walls

Standard Type(s):
2x4

Optional Type(s):
2x6

Dimensions

Width: 59' 0"	Depth: 29' 0"
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Garage

Type: Attached	Area: 624 sq. ft.	Count: 2 Cars	Entry Location: Front
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Ceiling Heights

Floor / Height:



Lower Level / 9' 0"
First Floor / 9' 0"
Second Floor / 8' 0"

Roof

Primary Pitch:
8 on 12

Secondary Pitch:
10 on 12

Project Narrative

Date: 4-18-22

Project: 3125 8th Ave North Duplex & Garage

Re: Conditional Use Permit

Attn: City of Great Falls Planning & Community Development

I am applying for this conditional use permit with hopes of building a very nice duplex and garage on an oversized lot I recently acquired here in Great Falls. (See Attached Plans) If you drive around this neighborhood, you will see many multifamily housing units and even one right across the street. I have attached pictures and addresses of duplexes and fourplexes all with-in a few blocks of the above-named property. I purchased this lot from the Skovron family. It is my understanding that the Skovron's had applied for this permit in the past and were granted the permit. Unfortunately, they let the permit expire. I have attached a sketch of the site plan that the Skovron's used to apply for the permit. I have a plan that is similar in nature to the previous approved project. One defining difference is the garage on the north side of the lot near the alley. We have plans to correct possible issues with the grading on the northern portion of the lot to accommodate the new garage which may include raising the elevation on the north side of the lot and adding a retaining wall. I believe that Great Falls needs new homes to keep up with the amount of growth our city has been experiencing. I am hoping to get started on this project this year. My goal is to have the building up and dried in before the end of this year. If you have any questions or concerns, please reach out to me via Email or Phone.

Sincerely,

Joe McMillen

Coachjoe@bresnan.net

(406) 231-8042

From: [Lisa C. Kunz](#)
To: [Krista Artis](#); [Brad Eatherly](#); [Craig Raymond](#)
Subject: FW: Conditional Use Permit for a "Two-family residence" at 3125 8th Avenue North
Date: Monday, June 13, 2022 1:32:13 PM

This matter is set for a public hearing July 5, 2022.

Lisa

From: jeni@jenidodd.com <jeni@jenidodd.com>
Sent: Friday, June 10, 2022 5:11 PM
To: commission <commission@greatfallsmt.net>; Greg Doyon <gdoyon@greatfallsmt.net>; Jeffrey Hindoien <jhindoien@greatfallsmt.net>
Subject: RE: Conditional Use Permit for a "Two-family residence" at 3125 8th Avenue North

Regarding the Conditional Use Permit for a *"Two-family residence" land use upon the property addressed as 3125 8th Avenue North and legally described as Lot 8, Block 104, Great Falls 12th Addition, Section 5, T20N, R4E, P.M.M., Cascade County, Montana."*

Montana Cadastral lists the lot size as 9900 square feet. According to Great Falls City Code, that lot size would support a maximum of 1400 sf of cumulative garages and accessory buildings. If you add together the square footage of the duplex garages (624 sf) and the proposed accessory garage/shop (27'X29'=783 sf), the cumulative square footage (1407 sf) exceeds the maximum amount. Granted, it exceeds by a small amount, but there appears to be no allowance in the Great Falls City Code for overages in square footage for accessories buildings. I also fail to believe both applicant and the Eatherly, the city planner/engineer who examined this application, can't do math. So why is city planning allowing ANY overage in this case?

I'll tell you why—unlike the rest of us, the applicant can do what he wants as far as the City of Great Falls is concerned and has proven that for years. As I mentioned in the recent city commission meeting, the applicant ignored Great Falls City Code that restricted parking at city parks after dark and used Graybill Park's parking lot 24 hours a day as long-term storage for his business equipment and vehicles for at least two years, maybe even longer. Noting the applicant's obvious disregard for the Great Falls City Code both with his ignore city codes for parking and ignoring this maximum square footage for accessory buildings and his lack of concern for his neighbors in creating a long-term hazard at Graybill Park, I don't think this applicant deserves any more special consideration from the city by receiving a CUP for this property.

It seem highly likely to me that the applicant, who is also a long-time member of the city's Board of Adjustment, has and is receiving preferential treatment. I will not hesitate to bring this to the attention of the public.

Jeni Dodd

Ephesians 5:11

Take no part in the unfruitful works of darkness, but instead, expose them.



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: CDBG & HOME Grant Annual Action Plan and Amended Consolidated Plan Public Hearing

From: Planning and Community Development Department

Initiated By: Tonya Shumaker, CDBG Administrator, Planning & Community Development

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

Action Requested: Adoption of the 2022 Annual Action Plan and the Amended 2020-2024 Consolidated Plan

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/not adopt) the 2022 Annual Action Plan and the Amended 2020-2024 Consolidated Plan.”
2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the City Commission adopt the 2022 Annual Action Plan and the Amended 2020-2024 Consolidated Plan.

Summary: Each year, Planning and Community Development staff is required to develop the Annual Action Plan document to outline how Federal entitlement funds from the U.S. Department of Housing and Urban Development (HUD) should be spent in the local community. Specifically, the City receives two Federal entitlement funds. Community Development Block Grant (CDBG) funds are provided to the City to assist with providing services to either low to moderate income clients or low to moderate income geographic areas of the community. The second source of entitlement funds is through HUD’s Home Investment Partnerships Program (HOME). This program is designated to support local affordable housing initiatives. Each Annual Action Plan is designed to meet the larger goals set within the 5 year Consolidated Plan by narrowing the focus for one program year.

Proposed Funding Priorities in the Annual Action Plan: The Annual Action Plan is proposed to implement the Consolidated Plan by focusing on the following programs: 1) Public Services, 2) Affordable Housing, 3) Housing Rehabilitation, 4) Fair Housing, 5) Economic Development, 6) Public Facilities and Improvements, and 7) Planning and Administration, which funds the staff budget to administer these grant programs. Additionally, the Action Plan estimates the allocation of CDBG and HOME funds for each program category as well as the number of individuals that may be assisted by each program.

Public Input Process: For the development of the 2022 Annual Action Plan, a public needs hearing was held by the City Commission on April 5, 2022; a communication flyer outlining the priorities and upcoming schedule for public participation was distributed to Neighborhood Councils on May 27, 2022; a 30-day public comment period on the proposed Plan was provided from May 16, 2022 - June 15, 2022; and the proposed Plan was also on the June 21, 2022 City Commission Agenda. The final opportunity for public comment is the July 5, 2022 City Commission Meeting. All comments received during the public input process to date are attached to this report.

Additional public outreach included notifications via traditional and social media outlets, including the Great Falls Tribune, the City's Facebook page and webpage, as well as direct emails to other public, private, and non-profit agencies. A detailed review of public outreach and citizen participation for the draft Action Plan can be found in sections AP-10 and AP-12 of the document.

During the April 5, 2022 Public Needs Hearing, the City received both verbal and written testimony from citizens and agencies addressing community needs such as providing greater services including services to those individuals that are experiencing homelessness and maximizing the use of funds to provide affordable housing. The proposed Action Plan addresses this input as follows:

- The regulatory maximum of 15% of the total allocation is identified for Public Service activities. CDBG funds were allocated during the last program year with an emphasis on homeless services, and the City will once again put an emphasis on homeless related services for the upcoming fiscal year.
- Identifying that both HOME funds and CDBG funds can be used to support affordable housing efforts. To this end, an amendment to the 2020-2024 Consolidated Plan is also proposed which would allow more eligible uses of CDBG funding specifically for affordable housing activities. This would include property acquisition in addition to slum and blight removal for affordable housing projects. For new affordable housing construction, staff notes that the City has approximately \$900,000 of unspent HOME funds from prior funding cycles available for eligible projects. Additionally, the City will be receiving approximately another \$1 million of HOME-ARP funds this year in association with the American Rescue Plan Act. These HOME-ARP funds represent a significant opportunity to add new affordable housing stock into the Great Falls community. Other than this proposed revision, the priorities for the proposed Annual Action Plan are consistent the current Action Plan.

Proposed amendment to the 2020-2024 Consolidated Plan: The proposed amendment to the 2020-2024 Consolidated Plan to allow CDBG funds to be allowed for property acquisition is required to broaden the eligible uses of CDBG funding for affordable housing activities. Currently, the Consolidated Plan limits the use of CDBG funding for the removal of slum and blight related to affordable housing construction. Other than this revision, the adopted 2020-2024 Consolidated Plan remains unchanged.

Fiscal Impact: Adoption of the Annual Action Plan is a pre-condition for the City to receive its annual allocation of CDBG and HOME grant funds from HUD. For the upcoming fiscal year (FY 2022/2023), the City will receive \$764,295 in CDBG funds and \$319,759 of HOME funds. The Consolidated Plan amendment will not have any fiscal impact.

Alternatives: The City Commission could elect to not approve or delay approval of the Annual Action Plan and the Amended 2020-2024 Consolidated Plan. The City has a hard deadline of August 16, 2022 for the Action Plan to be submitted in order for CDBG and HOME funding to be allocated in FY 2022/2023.

Concurrences: The Annual Action Plan does not require any concurrences from other City departments. City departments were involved in the public process to develop the priorities of the current Consolidated Plan. These priorities represent the proposed programs for the 2022 Annual Action Plan.

Attachments/Exhibits:

Attachment #1 - 2022 Annual Action Plan

Attachment #2 – Amended Citizen Participation Plan

Attachment #3 - Amended 2020-2024 Consolidated Plan

Attachment #4 - 30 Day Comment Period Public Input

Attachment #1

2022 Annual Action Plan

CITY OF GREAT FALLS

2022 Annual Action Plan for HUD-Funded Programs

Community Development Block Grant (CDBG) and
HOME Investment Partnerships Program (HOME)



Prepared by
City of Great Falls
Planning & Community Development
2 Park Drive South
Great Falls, MT 59401
(406) 455-8443

Public Needs Hearing: April 5, 2022
Public Meeting: June 21, 2022
Public Comment: May 16 – June 15, 2022
Public Hearing and City Commission Action: July 5, 2022
Submitted to HUD: ****
Approved by HUD: ****

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2022 Annual Action Plan

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

The City of Great Falls Annual Action Plan for Program Year 2022 is scheduled for review by the Great Falls City Commission on July 5, 2022. City Commission action on the Annual Action Plan follows a plan development process which included input from local organizations and community residents through a public needs hearing held by the City Commission on April 5, 2022, a public meeting held on June 21, 2022 by the City Commission, and a 30-day public comment period extending from May 16, 2022 through June 15, 2022.

The purpose of this Annual Action Plan is to implement program year three of the five-year [2020-2024 Consolidated Plan](#), identify the housing and community development needs of low and moderate income (LMI) people in the community, and develop comprehensive, coordinated strategies for addressing those needs using available federal and non-federal resources. This Annual Action Plan for Program Year 2022 serves as the budget for the City of Great Falls Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). Detailed within this Plan are the City's recommended community grant goals and priorities for the upcoming program year, which begins July 1, 2022, and ends June 30, 2023. The City expects to receive an annual allocation of \$764,295 through CDBG and \$319,759 through HOME.

The five-year Consolidated Plan and subsequent Annual Action Plans are required for participation by the City of Great Falls in the U.S. Department of Housing and Urban Development (HUD) CDBG and HOME programs. The Consolidated Plan combines the planning and application requirements for the CDBG and HOME programs. Combining the submission requirements for these two programs allows program planning and citizen participation to take place in a comprehensive context.

Eight priorities and related objectives are identified in the 2020-2024 Consolidated Plan to meet the diverse needs of low to moderate income households in Great Falls. These needs were identified primarily through the plan development process and citizen participation described in this section. Census data and other HUD-provided data were also reviewed to assist in identifying needs.

Summarize the Objectives and Outcomes Identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The eight objectives, or goals, identified in the City’s 2020-2024 Consolidated Plan are displayed in the following table.

2020-2024 Goals and Objectives

1	Goal Name	Public Services
	Goal Description	Provide support to public service agencies’ operating programs that benefit low to moderate income persons. The City of Great Falls will provide CDBG funds to social service agencies for activities that service low to moderate income people or areas.
2	Goal Name	Affordable Housing
	Goal Description	Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes, but is not limited to rehabilitation, acquisition/rehab/resale, demolition, site preparation, reconstruction, and slum and blight activities.
3	Goal Name	Housing Rehabilitation
	Goal Description	Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners through the City’s revolving loan fund. Provide construction and rehabilitation assistance for Public Housing Modernization activities. Housing Rehab may include meeting standard building code upgrades, demolition, site preparation, slum and blight activities, rehabilitation activities addressing livability and life safety.
4	Goal Name	Fair Housing
	Goal Description	Provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include, but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.
5	Goal Name	Economic Development
	Goal Description	Provide funding for projects which create decent paying jobs with benefits for persons from low to moderate income households. The City of Great Falls will fund economic development projects which will result in the creation and retention of jobs for low to moderate income people.
6	Goal Name	Public Facilities and Improvements
	Goal Description	Provide public facility and infrastructure assistance, including but not limited to handicap accessibility, energy efficiency improvements, and removal of slum and blighted properties to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure.
7	Goal Name	Planning and Administration
	Goal Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.

8	Goal Name	CDBG Slum & Blight Removal
	Goal Description	The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.

Based on the 2020-2024 Consolidated Plan goals and objectives, as well as citizen input during this plan development process, the following priorities have been identified in the Annual Action Plan for Program Year 2022:

Public Improvements: The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.

Affordable Housing: Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness through HOME Program funding, including the NeighborWorks Great Falls HOME-funded Down Payment Assistance and Owners in Partnership programs. Affordable housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.

Public Services: The City of Great Falls will provide CDBG funds to social service agencies for activities that provide services for low to moderate income people or areas. The City will focus efforts on meeting the needs of our homeless population, health/mental health needs, substance abuse, underserved youth, and Fair Housing this program year. Applications will not be limited to these activities; however, the City will give priority to applications that directly address homelessness, health/mental health, substance abuse and youth services.

Residential Housing Rehabilitation: Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City’s housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization with the use of CDBG funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.

Economic Development All Economic Development Activities in this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.

Planning and Administration: City staff to administer, manage, and monitor CDBG and HOME funded activities.

In Program Year 2022, the City will continue to provide funding through the following programs utilizing program income:

CDBG Program Income: City of Great Falls – Housing Rehabilitation Loan Program

Great Falls Development Authority – Economic Development Revolving Loan Fund

HOME Program Income: NeighborWorks Great Falls – Down Payment Assistance and Owners in Partnership Program

At any time program income from the above programs may be reallocated to eligible grant activities if City Staff deem it necessary. Activities to be funded as a grant from the program income must meet an outlined priority already approved and a National Objective.

Evaluation of Past Performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Great Falls receives CDBG funds as an Entitlement City and HOME funds as a Participating Jurisdiction. Year after year, the City's HUD-funded grant programs have successfully met performance expectations to benefit low and moderate income individuals and areas within the community.

Prior to the development of the 2018 Annual Action Plan, more than midway through the 2015-2019 Consolidated Plan cycle, the City evaluated its performance to date. After careful review of the City's practices, staff determined that it was necessary to update the program's Grant Policies to meet the City's current staff capacity and to create a more strategic and sustainable community grant program. Past performance demonstrated that the City was funding many small grants, collaborating with multiple non-profit agencies, and relying solely on subrecipients to reach community goals. Another challenge was that public facility projects were difficult for non-profits to implement due to their lack of knowledge of federal requirements. Evaluation of past performance also identified that many of the same agencies continuously requested funding for the same programs.

The evaluation of these issues led to updating the City's Grant Policies in 2018. The City now balances the funding of subrecipients with providing direct programming in order to reach community goals. Instead of funding many small grants, the City's most recent Annual Action Plans have focused on fewer goals. This narrowed funding approach is intended to make a greater impact by allocating greater funding amounts to a smaller number of projects annually. These updated policies will continue to be implemented in Program Year 2022.

Summary of Citizen Participation Process and Consultation Process

Summary from citizen participation section of plan.

Community involvement is a critical component of the planning process for the effective use and prioritization of CDBG and HOME funds. The Citizen Participation Plan contains the City of Great Falls' policies and procedures for involving the community in the development of the Citizen Participation Plan, Annual Action Plan and the Consolidated Plan; the review of the Consolidated Annual Performance and Evaluation Report (CAPER); and any substantial amendments to the Consolidated Plan. The City's Citizen Participation Plan was adopted by the City Commission on April 20, 2021, following a 15-day public comment period from March 22, 2021, through April 5, 2021. A copy of the Citizen Participation Plan can be found as an appendix to this document and on the City's [website](#).

A Community Needs Assessment survey and three public meetings were held to gather citizen input for the development of the 2020-2024 Consolidated Plan. As detailed in the [Consolidated Plan](#), a total of 529 survey responses were received, and the public meetings were attended by community residents, as well as public agencies, nonprofit agencies, and Neighborhood Council members. For the development of this 2022 Annual Action Plan, a public needs hearing was held by the City Commission on April 5, 2022; a 30-day public comment period on the proposed Plan was provided from May 16, 2022 through June 15, 2022; a public meeting at the City Commission was held on June 21, 2022, and a final public hearing was held at the City Commission Meeting on July 5, 2022. All public comments received and themes addressed in public meetings were transcribed and attached to this document as an appendix.

Public outreach included notifications via traditional and social media outlets, including the Great Falls Tribune, The Electric, and the City's Facebook page and webpage, as well as direct emails to other public, private, and non-profit agencies. Additionally, City Staff distributed a communication piece to partners and to all 9 Neighborhood Councils outlining the proposed priorities and process. A detailed review of public outreach and citizen participation for Program Year 2022 is found in sections AP-10 and AP-12 of this Plan.

Summary of Public Comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

All public comments received for the development of this Plan are attached to this document as an appendix. Below is a brief summary by commenter.

Public Needs Hearing – April 5, 2022:

Michael Yeagerlener – Spoke about the increased rent and how there is a need for more incorporated neighborhoods regardless of income.

Sherrie Arey – Encouraged staff to include the Housing Market Study information in the planning process. She also spoke about the need for housing in the community that is affordable.

Carrie Parker – Spoke about the need for housing and shelter and urged the commission to allocate funding for such activities.

Brenda Landsdale – Spoke about the need for affordable housing for all. She spoke about how homeless and non-homeless need shelter that is affordable.

Megan Miller – Spoke about the need for assistance to homeless in the community.

Carl Spitzmacher – Spoke about the need for homeless services and shelter.

Julie Bass – Spoke about her concern for an additional homeless shelter to the community as well as how that may impact taxes for the community in the long run.

Lisa Lord – Spoke about the need to provide hope to the homeless.

Shyla Patera – Submitted comments via email pertaining to the needs of affordable, accessible, universally designed housing. She also advocated for policy change at the federal level to allow for a reduction in fees to allow people to be housed.

30 Day Public Comment Period – May 16, 2022 to June 15, 2022:

Sheila Rice – Submitted comments in regard to CDBG and HOME funding being allocated to housing and how this will have a great impact on the shortage of homes and apartments that are affordable to Great Falls residents.

Shyla Patera – Submitted comments pertaining to the needs of affordable, accessible, universally designed housing. She touched on the need for accessible pathways, sidewalks, and parking in the community. She stated that there is a need for more accessible transportation options in the community. She also advocated for policy change at the federal level to allow for a reduction in fees to allow people to be housed.

Kevin Taggart – Commented that “it is a great idea and we need more of it factored into the numbers annually”.

Public Meeting – June 21, 2022:

No comments were received during the public meeting.

Public Hearing – July 5, 2022:

Comment summary to be included once public hearing has been held.

Summary of comments or views not accepted and the reasons for not accepting them

All public comments were noted, transcribed, or accepted into the Annual Action Plan where applicable. No comments or views were rejected.

Summary

The needs of the Great Falls community are greater than the funding provided from the Entitlement Community’s CDBG funds or Participating Jurisdiction’s HOME funds. Despite this, coordination of public and nonprofit leaders seeks to make the best use of these federal funds. The joint use of the Fair Housing Specialist by the City and Great Falls Housing Authority is an example of working together to solve needs indicated by the community. Great Falls is the only municipality in Montana with this position.

PR-05 Lead & Responsible Agencies – 91.200(b)

Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	GREAT FALLS	Planning & Community Development
HOME Administrator	GREAT FALLS	Planning & Community Development

HUD Table 1 – Responsible Agencies

Narrative

The Planning and Community Development Department is responsible for administering the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) within the City of Great Falls, Montana. An Annual Action Plan is required by the U.S. Department of Housing and Urban Development (HUD) in order to receive federal assistance annually. The City of Great Falls receives CDBG and HOME funds as an Entitlement Community and Participating Jurisdiction, respectively. The City Commission is required to review and approve the Consolidated Plan and associated Annual Action Plans and will continue to do so in July 2022.

The City of Great Falls will submit the 2022 Annual Action Plan to HUD by July 15, 2022, following the required public comment period and City Commission review. The City program year begins July 1 and ends June 30.

Consolidated Plan Public Contact Information

On the web: <https://greatfallsmt.net/planning/consolidated-plan-annual-action-plan>

Call: (406) 455-8443 or (406) 455-8432

Mail: P.O. Box 5021 | Great Falls, MT 59403

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

Introduction

The 2022 Annual Action Plan was authored by City of Great Falls Planning and Community Development Department staff. Other City departments were heavily involved either in attendance/guidance for input meetings or available for consultation in updating current City projects, particularly the Great Falls Housing Authority, Public Works, and Park and Recreation. Nonprofit service agencies, affordable housing service providers, and housing developers were heavily involved in the creation and fulfillment of past and current Consolidated Plan goals and are crucial to the further fulfillment of these goals during the 2022 program year.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City will encourage the participation of public and assisted housing residents from the Great Falls Housing Authority and Opportunities, Inc., to provide input to the City on whether their needs in regard to physical health, mental health, and basic services are being adequately met in the community. In response to this input, the City will make every effort to share this feedback with other public, private and non-profit agencies that provide housing, health services, and social services to these residents.

The City partners with the Great Falls Housing Authority to fund a Fair Housing Program Specialist, and the City is actively engaged with the local Continuum of Care to assist with the collaboration of multiple agencies, including mental health and service agencies, to address homelessness. The City also partners with local Economic Development and Affordable Housing agencies to collaborate on enhancing community growth and providing opportunity for low-income individuals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Montana Continuum of Care Coalition (MT CoCC) was established by representatives of relevant geographies within the geographic state of Montana for the purpose of carrying out the duties of the

CoCC program, as provided for in federal statute 24 CFR Part 578. Great Falls is within Region 5 of this statewide CoCC, and this Region is used to determine homeless survey data from the Montana Department of Health and Human Services.

The City participates in the local Continuum of Care for Homelessness (CoC) group. The CoC group meets monthly throughout the year to expand understanding of the services needed by those who are homeless, to facilitate consolidation and coordination of homeless services and to improve service delivery to people experiencing homelessness. The CoC meetings provide a networking opportunity and assist in keeping funding options open for future HUD homeless grant funds. Since September 2017, the CoC has incorporated a Coordinated Entry System and bi-monthly Case Conferencing meetings. The progression of the CoC has allowed the community service providers to collaborate, partner, and offer wraparound services to address the community’s needs.

The City encourages applications for federal homeless grant funds for projects assisting homeless people through the Montana Continuum of Care Coalition (MT CoCC) statewide application process. The MT CoCC is a statewide entity which addresses homelessness issues and is the main vehicle for organizations in Montana to apply for federal homeless grant funds. If local agencies pursue projects through the MT CoCC, the local CoC will support all appropriate proposals. The City will also encourage our local CoC to undertake activities which will move toward reaching the federal goal of ending chronic homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

ESG funds are not projected to be available for the City for Program Years 2020-2024.

Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	NEIGHBORWORKS GREAT FALLS
	Agency/Group/Organization Type	Housing Services - Housing Services - Education Regional Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided input on community needs; attended Public Needs Hearing and offered comments; attended meetings with City staff to develop potential project ideas.
2	Agency/Group/Organization	GREAT FALLS DEVELOPMENT AUTHORITY
	Agency/Group/Organization Type	Services - Education Services - Employment Regional Organization Planning Organization Business Leaders Community Development Financial Institution
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided input on community needs; attended meetings with City staff to develop potential project ideas for proposed Economic Development funds.
3	Agency/Group/Organization	CITY PARK AND RECREATION - COMMUNITY RECREATION CENTER
	Agency/Group/Organization Type	Services - Children Services - Persons with Disabilities Other Government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Facility/ADA Improvements
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended meetings with City staff to develop potential project ideas for proposed Public Infrastructure funds.
4	Agency/Group/Organization	Great Falls Public Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Fair Housing Other Government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended CoC meetings and bi-monthly Case Conferencing meetings. Attended meetings with City staff to develop potential project ideas for Public Housing Modernization.

5	Agency/Group/Organization	North Central Independent Living Services
	Agency/Group/Organization Type	Services - Housing Services - Elderly Persons Services - Persons with Disabilities Services - Homeless Services - Fair Housing Regional Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided input on community needs; attended Public Needs Hearing and offered comments; attended CoC meetings.
6	Agency/Group/Organization	HELPING HANDS
	Agency/Group/Organization Type	Services – Food & Clothing Services - Homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided input on community needs; attended Public Needs Hearing and offered comments; attended CoC meetings.

HUD Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

The City attempted to contact local public and private agencies with public notice announcements and information via electronic mail as well as traditional and social media platforms. Media outlets included KFBB, KRTV, the Great Falls Tribune, The Electric, and the City’s webpage and Facebook page. Our community is noteworthy for its numerous existing social service and housing agencies, and all play a key role in participatory and advisory sessions that shape our Annual Action Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Montana Continuum of Care Coalition	Coordinates local and statewide housing and services for households experiencing homelessness
City of Great Falls Growth Policy Update	City of Great Falls	Dedicated Housing section informs needs for all four housing goals (Fair and Affordable Housing, Rental Rehabilitation, and Homeownership)
PHA 5-Year and Annual Plan	GFHA, U.S. Department of Housing and Urban Development	Quantifiable goals and objectives for very low to low income needs; including public improvements (building sites), Affordable Housing
Great Falls Downtown Master Plan (2011)	City of Great Falls	Consists of census tracts qualifying as Low to Moderate Income areas, Housing Rehabilitation, Affordable rental goals
Analysis of Impediments to Fair Housing Choice (2015-2019)	City of Great Falls	Goals and strategies that address Fair and Affordable Housing
Comprehensive Housing Affordability Strategy	City of Great Falls	Needs assessment for previous goals and included in previous Strategic Plans (2011-2015; 2015-2019)
Housing Market Demand Assessment for Great Falls, MT	Great Falls Development Authority	Dedicated Housing section informs needs for all four housing goals (Fair and Affordable Housing, Rental Rehabilitation, and Homeownership)

HUD Table 3 – Other local / regional / federal planning efforts

Narrative (or Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I)).

The City of Great Falls works closely with state and county agencies in determining the needs of the region despite the relative isolation of Great Falls from adjacent municipalities. For example, the community of Black Eagle is adjacent to the city limits but is found within the county jurisdiction, and the Malmstrom Air Force Base is adjacent but outside city limits. Over the last several years, representatives from Malmstrom have engaged extensively with City staff about the challenges in finding quality and affordable rental housing units for the Malmstrom employees who are unable or choose to live outside of airbase property. In recent years, the Comprehensive Housing Affordability Strategy (CHAS) for 2010-2020 was conducted by a “Great Falls/Cascade County Housing Planning Group” to consider both city and county housing needs.

AP-12 Participation – 91.105, 91.200(c)

Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting.

The goals outlined in this Plan are primarily driven by community input through the Community Needs Assessment survey that was incorporated into the Consolidated Plan, a public meeting, a public needs hearing, and the public comment period. The City intentionally provided multiple avenues of public engagement to ensure the priority-setting process was community-driven and inclusive. The 2022 goals reflect the community's identified priorities, which allows for strategic funding in areas of need. These funding priorities will be used by City staff as a guideline for awards throughout the year.

Citizen Participation Outreach

1	Mode of Outreach: PUBLIC NEEDS HEARING	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
	Summary of response/attendance	Eight individuals commented at the Public Needs Hearing on April 5, 2022, while one other presented written comments via email.
	Summary of comments received	Comments received were related to the use of CDBG funds for affordable housing development, as well as prioritizing funding for services. Comments received are included as an appendix and summarized in this document.
	Summary of comments not accepted and reasons	No comments were rejected.
2	Mode of Outreach: PUBLIC MEETING	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
	Summary of response/attendance	On June 21, 2022 a public meeting was held during the City Commission meeting to present the City's Plan Goals and solicit input for Program Year 2022 activities and priorities.
	Summary of comments received	No comments were received during the Public Meeting.
	Summary of comments not accepted and reasons	No comments were rejected.
3	Mode of Outreach: PUBLIC HEARING	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	A second Public Hearing will be held on July 5, 2022, when the City Commission votes on the 2022 Annual Action Plan.
	Summary of comments received	Comments received are included as an appendix.
	Summary of comments not accepted and reasons	No comments were rejected.
4	Mode of Outreach: INTERNET OUTREACH	

	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	The City's website and Facebook page were utilized to provide additional sources of Public Notice for the following: public comment period for the proposed Citizen Participation Plan from May 16 – June 15, 2022; Public Needs Hearing on April 5, 2022; public comment period for the proposed Annual Action Plan from May 16 - June 15, 2022; Public Meeting on June 21, 2022; Public Hearing on July 5, 2022; and to host the proposed Citizen Participation Plan and Annual Action Plan drafts for public review, comment, and download.
	Summary of comments received	Comments received are included as an appendix.
	Summary of comments not accepted and reasons	No comments were rejected.
5	Mode of Outreach: NEWSPAPER AD	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	Legal Advertisements were placed with the Great Falls Tribune to run on the following dates for the corresponding Public Notices: March 20, 2022 and March 27, 2022 for the April 5, 2022 Public Needs Hearing; May 15, 2022 and May 22, 2022 for the 30-day comment period from May 16, 2022-June 15, 2022 for the proposed Annual Action Plan and Citizen Participation Plan; June 19, 2022 and June 26, 2022 for the July 5, 2022 Public Hearing.
	Summary of comments received	Comments received are included as an appendix.
	Summary of comments not accepted and reasons	No comments were rejected.

HUD Table 4 – Citizen Participation Outreach

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

All staff activities used in creating and implementing the Annual Action Plan are provided from the 20% of CDBG funds allotted for Administrative spending.

The expected resources include the annual allocations of CDBG and HOME federal grant funds that Great Falls receives as an Entitlement City and Participating Jurisdiction. The grant amounts are actual allocations for Program Year 2022. If the grant funding or program income comes in above or below the expected amounts identified in the Priority Table below, the project allocations (AP-38 Projects Summary) will be adjusted.

Anticipated Resources

Program	Source of Funds	Expected Amount Available for Program Year				Expected Amount Available Remainder of ConPlan
		Annual Allocation:	Program Income:	Prior Year Resources:	Total:	
CDBG	public - federal	\$764,295	\$150,000	\$2,098,647	\$3,012,942	\$1,528,590
<i>Uses of Funds</i>	<i>Acquisition, Economic Development, Housing, Public Improvements, Public Services, Admin and Planning</i>					
<i>Description</i>	<i>CDBG funds are anticipated to be \$800,000 annually for the program years 2020-2024.</i>					
HOME	public - federal	\$319,759	\$300,000	\$2,195,697	\$2,815,456	\$639,518
<i>Uses of Funds</i>	<i>Acquisition, Homebuyer Assistance, Rehabilitation (Multifamily & Homeowner), New Construction (Multifamily & Homeowner), Admin and Planning</i>					
<i>Description</i>	<i>HOME funds are anticipated to be \$280,000 annually for the program years 2020-2024.</i>					

HUD Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funding will be leveraged with the support of local, state, and outside (private) sources of funding. CDBG and HOME projects can maximize their local impact within the Great Falls community when combined with leveraged local resources among area providers.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

None appropriate.

AP-20 Annual Goals and Objectives

Goals Summary Information

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services	2022	2023	Homeless, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Services	CDBG: \$87,644	Public service activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted
2	Affordable Housing	2022	2023	Affordable Housing, Homeless, Non-Homeless Special Needs	City of Great Falls	Affordable Housing	HOME: \$2,783,481 CDBG: \$60,000	Homeowner Housing Added: 4 Household Housing Units Rental Units Rehabilitated: 4 Household Housing Units Direct Financial Assistance to Homebuyers: 7 Households Assisted Buildings Demolished: 1 Building
3	Housing Rehabilitation	2022	2023	Affordable Housing, Public Housing, Non-Homeless Special Needs	City of Great Falls	Housing Rehabilitation	CDBG: \$1,370,000	Rental Units Rehabilitated: 34 Household Housing Units Homeowner Housing Rehabilitated: 2 Household Housing Units
4	Fair Housing	2022	2023	Affordable Housing, Public Housing, Homeless, Non-Homeless Special Needs	City of Great Falls	Fair Housing	CDBG: \$27,000	Public service activities other than Low/Moderate Income Housing Benefit: 120 Persons Assisted

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Economic Development	2022	2023	Non-Housing Community Development, Economic Development	City of Great Falls	Economic Development	CDBG: \$166,000	Jobs created/retained: 5 Jobs
6	Public Facilities and Improvements	2022	2023	Public Housing, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Facilities and Improvements	CDBG: \$1,149,439	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted Buildings Demolished: 1 Building
7	Planning and Administration	2022	2023	Planning and Administration	City of Great Falls	Planning and Administration	CDBG: \$152,859 HOME: \$31,975	

HUD Table 6 – Goals Summary

Program Year 2022 Goal Descriptions

1	Goal Name	Public Services
	Goal Description	The City of Great Falls will provide CDBG funds to social service agencies for activities that provide services for low to moderate income people or areas. The City will focus efforts on meeting the needs of our homeless population, health/mental health needs, substance abuse, underserved youth, and Fair Housing this program year. Applications will not be limited to these activities; however, the City will give priority to applications that directly address homelessness, health/mental health, substance abuse and youth services.
2	Goal Name	Affordable Housing
	Goal Description	Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes rehabilitation, acquisition, demolition, site preparation, and slum and blight activities. The HOME-funded Down Payment Assistance and Owners in Partnership programs will continue with HOME Program Income.
3	Goal Name	Housing Rehabilitation
	Goal Description	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City’s housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to

		remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
4	Goal Name	Fair Housing
	Goal Description	Provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.
5	Goal Name	Economic Development
	Goal Description	All Economic Development Activities in this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.
6	Goal Name	Public Facilities and Improvements
	Goal Description	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
7	Goal Name	Planning and Administration
	Goal Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.

AP-35 Projects – 91.220(d)

Introduction

The City of Great Falls will strategically focus on 10 projects for funding from the CDBG and HOME program, which includes funding for administration and planning at the HUD limit.

The Fair Housing Program will be a partnership with the Great Falls Housing Authority. The City will also utilize CDBG funds to carry out the Revolving Loan Fund Program as well as support the Fair Housing Specialist position.

Staff will adjust the recommendations based on Timeliness notifications from HUD. The City is required to have no more than 1.5 times its annual CDBG funding allocation plus program income by May 2nd of every year. Therefore, staff will respond to this HUD requirement as needed, while remaining within the identified and approved priorities.

Program Year 2022 Projects

	Project Name
1	2022 Public Services
2	2022 Residential Housing Rehabilitation
3	2022 Public Facilities and Improvements
4	2022 Fair Housing Program
5	2022 CDBG Slum and Blight Removal
6	2022 CDBG/HOME Affordable Housing
7	2022 HOME NeighborWorks Direct Assistance to Homebuyers
8	2022 HOME CHDO Project
9	2022 Great Falls Development Authority Job Creation
10	2022 CDBG/HOME Administration

HUD Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.

The recommended funding allocation priorities are primarily driven by community input through a public needs hearing, Neighborhood Council of Councils meeting, and the public comment period. Staff intentionally provided multiple avenues of public engagement to ensure the priority-setting process was community-driven and inclusive. The City of Great Falls’ recommendation is to respectfully utilize the community's input in setting these priorities. These community-identified priorities allow for strategic funding in areas of need and will be used by staff as a guideline for awards throughout the year.

AP-38 Project Summary

Project Summary Information

1	Project Name	2022 Public Services
	Target Area	City of Great Falls
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$87,644
	Description	The City of Great Falls will provide CDBG funds to social service agencies for activities that provide services for low to moderate income people or areas. The City will focus efforts on meeting the needs of our homeless population, health/mental health needs, substance abuse, and underserved youth this Program Year. Applications will not be limited to these activities; however, the City will give priority to applications that directly address the aforementioned needs.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	300 LMI individuals will benefit from the proposed activity.
	Location Description	City of Great Falls
	Planned Activities	The City will focus efforts on meeting the needs of our homeless population, health/mental health needs, substance abuse, and underserved youth this Program Year. Applications will not be limited to these activities; however, the City will give priority to applications that directly address the aforementioned needs.
2	Project Name	2022 Residential Housing Rehabilitation
	Target Area	City of Great Falls
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$1,370,000

	Description	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City’s housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	36 LMI households will benefit from this proposed activity.
	Location Description	City of Great Falls
	Planned Activities	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City’s housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
3	Project Name	2022 Public Facilities and Improvements
	Target Area	City of Great Falls
	Goals Supported	Public Facilities and Improvements
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$949,439
	Description	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	These projects will primarily provide an area benefit to LMI families, an estimated 2000 residents this year.
	Location Description	City of Great Falls
	Planned Activities	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
4	Project Name	2022 Fair Housing Program
	Target Area	City of Great Falls
	Goals Supported	Fair Housing
	Needs Addressed	Fair Housing
	Funding	CDBG: \$27,000
	Description	This is a shared position with the Great Fall Housing Authority to provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	120 LMI families will benefit from the proposed activity.
	Location Description	City of Great Falls
Planned Activities	The City of Great Falls will fund activities that include but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.	

5	Project Name	2022 CDBG Slum and Blight Removal
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing, Public Facilities and Improvements
	Needs Addressed	Affordable Housing, Public Facilities and Improvements
	Funding	CDBG: \$210,000
	Description	The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	2 buildings will be demolished under the Slum and Blight National Objective.
	Location Description	City of Great falls
Planned Activities	The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.	
6	Project Name	2022 CDBG/HOME Affordable Housing
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$2,410,518 CDBG: \$50,000
	Description	Allocate HOME Investment Partnerships Program (HOME) funds towards new construction and homeownership. HOME funds will be granted to continue the City's mission to improve and grow the community's affordable housing stock. HOME funding can be utilized towards building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. CDBG will be used for acquisition of properties for the goal of developing affordable housing.
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	7 LMI households will benefit from this project.
	Location Description	City of Great Falls
	Planned Activities	Allocate HOME Investment Partnerships Program (HOME) funds towards new construction and homeownership. HOME funds will be granted to continue the City's mission to improve and grow the community's affordable housing stock. HOME funding can be utilized towards building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. CDBG will be used for acquisition of properties for the goal of developing affordable housing.
7	Project Name	2022 HOME-NeighborWorks Direct Assistance to Homebuyers
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$325,000
	Description	NeighborWorks Great Falls will utilize HOME program income to provide direct assistance to first-time homebuyers in the form of down payment assistance, closing costs, or gap financing (OIP). Any activity providing direct assistance through this project will be required to utilize the Recapture Provision as outlined in the AAP and Program Income Plan.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	7 LMI families will benefit from the proposed activity.
	Location Description	City of Great Falls

	Planned Activities	NeighborWorks Great Falls will utilize HOME program income to provide direct assistance to first-time homebuyers in the form of down payment assistance, closing costs, or gap financing (OIP). Any activity providing direct assistance through this project will be required to utilize the Recapture Provision as outlined in the AAP and Program Income Plan.
8	Project Name	2022 HOME CHDO Project
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$47,963
	Description	15% set-aside for HOME CHDO Project
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	At least 1 LMI household will benefit from this project.
	Location Description	City of Great Falls
Planned Activities	Activities to increase affordable housing stock.	
9	Project Name	2022 GFDA Job Creation
	Target Area	City of Great Falls
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$166,000
	Description	All Economic Development Activities this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.
	Target Date	6/30/2022

	Estimate the number and type of families that will benefit from the proposed activities	5 LMI jobs created/retained.
	Location Description	City of Great Falls
	Planned Activities	All Economic Development Activities this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.
10	Project Name	2022 CDBG/HOME Administration
	Target Area	City of Great Falls
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$152,859 HOME: \$31,975
	Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	n/a - City staff to administer, manage, and monitor CDBG and HOME funded activities.
	Location Description	City of Great Falls
Planned Activities	City staff to administer, manage, and monitor CDBG and HOME funded activities.	

HUD Table 8 – Projects Summary

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic area for the entitlement city, Great Falls, Montana, is outlined as the area within the city limits as established by the City of Great Falls. Data from the 2018 American Community Survey 5-year Estimate suggests that minority populations represent less than 14% of the city’s total population. When considering areas of minority concentration, [HUD’s CPD Mapping Tool](#) indicates that a larger number of minority households live in Census Tracts 3, 4, 7, and 108 when compared to the rest of the city; however, Great Falls does not have any areas of minority concentration according to Federal Financial Institutions Examination Council (FFIEC) data or as defined by HUD Minority Neighborhoods. The city does, however, have areas of low-income concentration, which are defined as areas where 51% of the population has income at or below 80% AMI.

Geographic Distribution

Target Area	Percentage of Funds
City of Great Falls	100

HUD Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Great Falls does not allocate funding priorities based on geographic needs. Funding priorities are based on community need and the number of individuals or households that can benefit from the limited amount of funding available. Some allocations are based on an area need and focus efforts in LMI areas with 51% LMI residents as calculated using the HUD area benefit calculation tool. This is the only geographic distinction made by the City of Great Falls.

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Great Falls will be using CDBG and HOME funds to support a number of affordable housing projects within the city limits.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	51
Special-Needs	0
Total	51

HUD Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	4
Rehab of Existing Units	40
Acquisition of Existing Units	7
Total	51

HUD Table 11 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

The Great Falls Housing Authority (GFHA) is the only Public Housing Authority within the city of Great Falls. GFHA owns and operates one main public housing site (Chowen Springs) and four scattered public housing sites (Austin Hall, Yeoman-Tynes, Russell Apartments, and Sunrise Court). These properties include a total of 490 apartment units that range in size from 1-4 bedrooms. Additionally, GFHA has budget authority for 250 Housing Choice Vouchers (HCVs). The HCV program, formerly known as the Section 8 program, allows private landlords to contract with GFHA, who inspects the units for Housing Quality Standards and subsidizes the rent for the approved tenant.

GFHA also manages two affordable housing properties (Sand Hills and Holland Court), which have 16 apartment units each. Eight units at Sand Hills were funded with City HOME funds and are currently within their affordability period per HOME regulations. Eight units at Holland Court were funded with City HOME funds, and although the period of affordability has expired, GFHA continues to set rent for these units within HOME contract limits.

Actions planned during the next year to address the needs to public housing

The Housing Authority will continue its multi-year rehabilitation project at the main site (MT2-1 and MT2-2) which involves upgrading the overhead electrical distribution system, street lights, sewer mains, water mains and gas distribution systems for 356 units and major interior renovation of 156 units. The units will be demolished down to the studs and rebuilt, including new roofs; windows; doors; walls; flooring; and electrical, plumbing and heating systems. Exterior sewer, water and electrical services will also be replaced. At the time of this report, the major interior renovations of 34 units have been completed as a part of this project. This modernization project began in 2015 and is expected to take 10 to 15 years to complete, contingent upon funding.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

GFHA encourages tenants to be involved in the management of public housing through having two tenants on the Housing Authority Board of Commissioners. Resident board members serve two-year terms. All members serve without compensation.

GFHA does not provide direct involvement in supporting homeownership. However, they connect tenants who are interested in homeownership to other organizations within the city that provide financial management training, homeownership training, and other forms of assistance.

If the PHA is designated as troubled, describe the manner in which financial assistance will be

provided or other assistance.

The Great Falls Housing Authority is not currently designated as troubled.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City will participate in the local Continuum of Care for Homelessness (CoC) group. The CoC group will meet monthly throughout the upcoming year to expand understanding of the services needed by those who are homeless, to facilitate consolidation and coordination of homeless services, and to improve service delivery to people experiencing homelessness. The CoC meetings will provide a networking opportunity and assist in keeping funding options open for future HUD homeless grant funds.

The trend of gradually increasing numbers and needs of homeless people continues in Great Falls. In particular, the Great Falls Rescue Mission continues to see a significant increase in the number of families seeking assistance.

The City will encourage application for federal homeless grant funds for projects assisting homeless people through the Montana Continuum of Care Coalition (MT CoCC) statewide application process. The MT CoCC is a statewide group which addresses homelessness issues and is the main vehicle for organizations in Montana to apply for federal homeless grant funds. The local CoC Chair will be the local liaison with the MT CoCC. If local agencies pursue projects through the MT CoCC, the CoC will support all appropriate proposals.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.

The City of Great Falls does not provide direct assistance to homeless outreach programs. There are a number of agencies within the city that provide special outreach services for homeless persons and their individual needs. The City will continue to work with these organizations to reduce and eventually end homelessness. Opportunities, Inc., continues to be a great resource for the city, facilitating a number of local, state, and federal programs to assist with homelessness. Additionally, NeighborWorks Great Falls, Habitat for Humanity, Rural Dynamics Inc., St. Vincent de Paul of North Central Montana, Volunteers of America, Alliance for Youth, Indian Family Health Clinic, and YWCA, among others, provide services to help prevent homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Great Falls will provide grant funding to address the housing needs of homeless persons through public service activities and its housing rehab program.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Great Falls Rescue Mission is the primary emergency shelter provider in Great Falls. It is difficult to delineate the specific numbers of beds available for emergency shelter versus transitional housing, as the organization does not use governmental funding and is not restricted by specific programming requirements. As a result, the Mission can be flexible regarding bed usage. Whether a specific bed is used for emergency or transitional shelter is driven by actual need on that particular day. Overall, there are 52 beds available in the men's shelter and 65 beds in the women's shelter. In an emergency such as life-threatening weather, the Mission will also provide additional mats on the floor for men and women and foldaway cribs for children.

The Rescue Mission's Cameron Family Center accommodates 114 beds and focuses on housing homeless families. The beds are set up in 28 rooms with private bathrooms to provide a more private place for families to be together. The facility also has space available for supportive services including a medical/dental clinic, year-round youth programs, and coordinated social services.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Opportunities, Inc., provides assistance with eviction prevention and counseling. The City Fair Housing Specialist provides information to landlords and tenants on how to avoid evictions. NeighborWorks Great Falls offers foreclosure prevention counseling and financial assistance as well as rental counseling, while Habitat for Humanity offers foreclosure prevention for their partner families. Additionally, Young Parents Education Center offers individual counseling and group classes to help young adults with life skills, referrals to avoid evictions, assistance with rental applications, and coordination with landlords to prevent eviction and homelessness. The Center for Mental Health provides individual counseling and assistance for people being discharged from mental health facilities.

Discussion

The Center for Mental Health has an adult case manager who provides outreach and wellness checks for chronically homeless people. The Center provides outreach to the mentally ill homeless population and

conducts evaluations to determine whether symptoms of a mental disorder are evident. The agency coordinates with organizations such as Opportunities, Inc., Office of Public Assistance, Great Falls Rescue Mission, Salvation Army, and St. Vincent DePaul to provide assistance with housing, food, clothing and payee services.

Opportunities, Inc., provides support to chronically homeless people through screening for homelessness issues during intake, referrals, case management, financial assistance, and job training assistance.

The YWCA provides 30 different human service agencies with vouchers for chronically homeless people to use at its used clothing store. The YWCA Mercy Home offers emergency shelter and supportive services for women and children who are victims of domestic violence. The Mercy Home can accommodate 30 women and children. The support services provided include crisis intervention, support groups, information and referral, group counseling, personal advocacy, parenting classes, a 911 cell phone lending program, transportation, legal advocacy, resume building, and employment coaching.

The Indian Family Health Clinic provides community resource information through group sessions provided by staff members.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Great Falls first adopted a zoning ordinance to regulate the use of land and buildings in 1930. The last comprehensive update of these regulations occurred when the Unified Land Development Code was adopted in 2005. The current zoning and subdivision code implements the City's growth policy, Missouri River Corridor Plan, neighborhood plans and Long Range Transportation Plan. The purposes of the code are: 1) to ensure that all development is guided by and gives consideration to the Growth Policy; 2) to provide clear, consistent standards, regulations and procedures for the review of all proposed development within the city; and, 3) to safeguard the public health, safety and general welfare by establishing minimum standards for design and development.

The City reviews development applications to ensure that they are consistent with subdivision regulations, zoning and land use controls and annexation policies. Such codes and policies are designed to create orderly development; provide adequate services including transportation, utilities, and fire and police protection; and promote public health, safety and general welfare.

Costs for building new housing have greatly increased in recent years, but this is due to other factors previously described rather than the cost of meeting code requirements. Existing home prices have greatly increased due to low housing stock. The City's Chief Building Official reports there is also the perception that costs of new building permits are high and require a time-consuming process. However, the total estimated cost for construction permits to build a house is approximately 1% of the structure's value. The building codes may require engineered foundations and this could be a significant cost; however, this is necessary because of the clay formation underlying much of the city. The City works with homeowners to educate them on ways to reduce the cost of permitting whenever possible. The timeline for residential permitting is currently averaging approximately a 7-day turnaround time based on the quality of drawing submittals. There is good accessibility to plans examiners and access to inspectors when needed.

The current zoning and setback requirements can be restrictive for developing affordable housing in situations where developers wish to use odd-size or small lots or construct high density housing. Additionally, no affordable housing incentives such as reduced lot sizes, setback standards or waived building fees are automatically available to developers of affordable housing. Due to land prices and infrastructure costs, smaller lots are being developed for condensed housing at this time. Additionally, the City has worked very successfully with NeighborWorks Great Falls to use the Planned Unit Development process to create customized development standards to support higher density affordable housing development. As result of this partnership, NeighborWorks has successfully completed the Rockcross Apartments project (124 affordable rental units) as well as currently building affordable homes on its Meriwether Crossing subdivision. This subdivision will lead to the eventual addition of 80 affordable, owner-occupied homes into the City's affordable housing inventory. NeighborWorks has

begun outreach with community stakeholders to seek input for its next affordable housing proposal for property south of Great Falls.

Traditionally, mobile/manufactured housing has allowed low income families to purchase housing when a conventional home may be out of reach. However, there is limited availability of vacant affordable single lots, mobile home courts will not accept homes that are older than five years, and a zoning change would be required if a new mobile home subdivision were to be developed. There appears to be the demand for an affordable housing option such as improvements to existing mobile/manufactured home parks or development of a new mobile/manufactured home subdivision. Some of those proposed upgrades are cost prohibitive due to some existing mobile home parks being located in the floodplain.

In Montana, property tax is the only way authorized by the legislature for cities to raise money to provide local government service and finance schools. Therefore, the tax burden falls on property owners. The cost of building new housing is also affected by the concept that the user pays. The developer of new housing must pay the full cost of extending water and sewer services, connecting to city utilities and putting in curbs, gutters, sidewalks and paved streets. While these requirements affect the cost of housing, these standards are also important to positively impact the quality, permanence, safety and environmental aspects of the Great Falls community.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Great Falls City Commission sets policy addressing barriers to affordable housing for the city. The Planning and Community Development Department (PCD) deals with all policies related to land use, zoning ordinances, building codes, growth limitations, and fees and charges. The Department researches policy questions and looks for best practices in following the policies set forth by the Commission. Recommendations to the Administration and the Commission are made with input from the public as well as stakeholders that are interested in the policies.

PCD completed an update to the City's Growth Policy in 2013. The Growth Policy strengthened and highlights existing initiatives while creating the pathway for others. It is utilized for guidance in land use, service delivery, policy making and decision making regarding annexation, rezoning, and other discretionary land use decisions. PCD staff are currently working on a minor update to the Growth Policy document that will be followed by a major update to the document during the timeframe of the 2020-2024 Consolidated Plan. This update will address future housing and community development needs.

AP-85 Other Actions – 91.220(k)

Introduction

The Planning and Community Development Department (PCD) administers the CDBG and HOME grant funds that the City is allocated each year. For the 2022 program year, PCD will administer more than one million dollars in funding for projects in public services, affordable housing, housing rehabilitation, fair housing, economic development, and public facilities. These funds come from both federal dollars and program income.

Actions planned to address obstacles to meeting underserved needs

The City will collaborate with non-profit agencies and other governmental departments to seek funding to fill the gaps needed to make projects financially feasible so they can serve low to moderate income families. Efforts will be made to work with social service and housing agencies to encourage collaboration when providing supportive services and housing services. In addition, ongoing technical support and coordination with housing providers and social services agencies will assist with meeting federal requirements in as timely, efficient manner as possible to avoid delays in obtaining federal funding.

Actions planned to foster and maintain affordable housing

The preservation and development of quality, affordable housing continues to be a priority for the City of Great Falls. The [Consolidated Plan](#) details the overall housing strategy, which was developed based on a market analysis, an assessment of housing needs, and extensive community involvement. Data provided by HUD in the Needs Assessment section of the Consolidated Plan (NA-25) indicates that 28.2% of Great Falls households are cost-burdened, meaning they pay more than 30% of their income on housing needs. The goals listed below, as outlined in the Consolidated Plan, seek to foster and maintain affordable housing, affirmatively further fair housing, and preserve housing choice for households in Great Falls:

Affordable Housing Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes acquisition and affordable housing efforts that require funding to remediate properties negatively affected by slum and blighted conditions, but is not limited to these activities.

Housing Rehabilitation Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners and the Public Housing Authority. The City will focus on upgrading the City's housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization projects with the use of grant funding.

Fair Housing Provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include, but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.

The City of Great Falls certifies to affirmatively further fair housing through its housing programs. Progress on actions taken by the City to affirmatively further fair housing will be reported annually in the City's Consolidated Annual Performance and Evaluation Report (CAPER).

By regulation, at least 15% of HOME funds must be set-aside for a Community Housing Development Organization (CHDO). As NeighborWorks Great Falls is currently the only CHDO in the community, they will be allocated at least 15% of HOME funds for the upcoming year.

Actions planned to reduce lead-based paint hazards

Preventive and rehabilitative measures will be taken in all CDBG and HOME funded housing and public facilities projects that serve young children to ensure the extinction of lead-based paint hazards. All rehabilitation projects in which the building was constructed before 1978 will address lead-based paint regulations. Information about lead-based paint hazards will be provided to all people who apply for City housing rehabilitation loans. If lead-based paint is found during initial testing on a project where families with children under the age of six reside they will be referred for testing for lead-based paint exposure.

All CDBG and HOME funded housing project sites which have visual paint deterioration where rehabilitation will take place will be tested by a certified risk assessor for the presence of lead-based paint using the XRF Technology Lead Analyzer. On any sites that test positive, only contractors certified in safe work practices will be used for abatement. Clearance tests will be performed by an Environmental Protection Agency (EPA) certified risk assessor and a certified laboratory after interim controls are completed.

The City will pay for lead-based paint testing on all projects through the City's housing rehabilitation programs, with homeowners only incurring greater costs if a contractor has to be hired. The City will provide outreach activities for lead-based paint hazards through notifying contractors of the availability of lead-based paint certification classes if certified private companies hold such classes during the upcoming year. Lead-based paint hazards will be taken into consideration on all pertinent CDBG-funded projects being undertaken by sub-grantees.

Actions planned to reduce the number of poverty-level families

All planned activities for Program Year 2022 will promote the reduction of poverty-level families by providing resources and opportunities to assist low-income individuals to be able to grow and prosper. One specific example is that 15% of the CDBG Budget, approximately \$114,000, will be allocated to

provide public services to reduce the number of poverty-level families. This will provide funding toward public service projects that specifically focus on addressing barriers in the areas of homelessness, health/mental health, substance abuse, youth services, and fair housing. All public service projects must be new and/or expanding services that benefit low-to-moderate income persons.

Actions planned to develop institutional structure

The City has no plans at this time to make any significant institutional structure changes. The Planning and Community Development Department will continue to further develop and implement best practices to streamline the administration of federal funds. For example, the City recently expanded the size of its Municipal Grant Committee and soon plans to modify its grant application process to implement a compressed grant application cycle as opposed to allowing grants to be filed throughout the program year.

Actions planned to enhance coordination between public and private housing and social service agencies

In addition to the formal structure inherent in administering CDBG and HOME funds, the City will pursue informal communication and coordination with public and private housing agencies, other government agencies, private businesses, non-profit community agencies and other entities who work to meet the housing assistance and support service needs of low income and moderate income people in the community. The City will coordinate with local agencies to help reduce duplication of programs, to emphasize efficient service delivery for local, state and federal programs and to identify and overcome gaps in the institutional structure for carrying out the previously described strategies developed to address the priority needs.

The nine Neighborhood Councils will meet on a regular basis to discuss neighborhood issues. It is anticipated that local, non-profit agencies and governmental departments will use Neighborhood Council meetings as a forum to disseminate information about their organizations. There will be an ongoing agenda item at all City Commission meetings to give Neighborhood Council members an opportunity to report on specific issues of concern. The Neighborhood Councils will hold three Council of Council meetings in the upcoming year to discuss matters of citywide importance. The City Communications Specialist serves as the Neighborhood Council coordinator and will communicate regularly with City management on issues brought up by the Neighborhood Councils. The Communications Specialist will actively participate in a variety of groups and committees to help increase governmental coordination with community members.

The Continuum of Care for Homelessness will meet in an ongoing effort to identify needs and coordinate delivery of services for people experiencing homelessness. The City will continue its close working relationship with the Great Falls Housing Authority. This relationship will include such aspects as sharing of staff, environmental clearances, and fair housing activities. The City Commission appoints the Housing Authority Board of Commissioners and the City Manager appoints the Executive Director of the Housing

Authority. Housing Authority staff is made up of City employees. The City will complete environmental reviews for all Housing Authority sponsored construction and rehabilitation projects; therefore, the City will be aware of and review any proposed development projects or proposed demolition of public housing units.

The City will work with private and public organizations to foster communication and delivery of information to the public regarding housing and social services to be provided.

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following Table also identifies program income that is available for use.

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table of this section. The following Table also identifies program income that is available for use.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Great Falls does not intend to use any other form of investment beyond eligible activities listed in 24 CFR 92.205(a).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

All City HOME funds used for ONLY development and include NO direct assistance to a homebuyer will follow the resale provisions as required by federal regulation 24 CFR 92.254(a)(5)(i)(A). The HOME funds will be secured with a deed restriction.

The resale option will require that the home remain affordable for the period of affordability by ensuring that, if the property is sold during the period of affordability, that it is sold to an income eligible buyer, that it is affordable to a reasonable range of low to moderate income homebuyers, and that the original buyer receives a fair return, if the market allows.

When defining “*affordable to a reasonable range of low-income homebuyers*” it will mean that the home resale price will be affordable to the individuals or families at or below 80% of AMI. The general standard for affordability is 30% as a maximum percentage of income that a household should dedicate to housing costs. Consequently, what is *affordable to a reasonable range of low-income homebuyers* would be defined as a family at or below 80% of AMI paying no more than 30% of income for principal, interest, property taxes, and insurance.

When defining “*fair market return on investment*” the City will calculate based on an appraisal of the property. To determine the amount of market appreciation, if any, will be done by calculating the difference between the initial and resale appraisals. This figure will represent the basis for calculating the fair return on investment. In a declining market, it is possible that there will not be a return.

To calculate “*affordable to a reasonable range of low-income homebuyers*” as well as the “*fair market return on investment*”:

(Resale Appraisal – Initial Appraisal) x Clearly defined standard or index = Fair return on investment to homeowner

Affordable price at sale + Fair return on investment to homeowner = Resale price

Example:

Fair Market Value at Sale (Initial Appraisal): \$200,000

Affordable Price at Sale: \$150,000

Standard or Index: 25%

Fair Market Value at Resale (Resale Appraisal): \$275,000

Increase in Market Appreciation: \$275,000 - \$200,000 = \$75,000

Fair Return on Investment: \$75,000 x .25 = \$18,750

Resale Price: \$150,000 + \$18,750 = \$168,750

City HOME funds used as subsidies augmenting the affordable purchase by low to moderate income first-time homebuyer families of newly constructed or rehabilitated single family homes will be through NeighborWorks Great Falls (NHS) for its Owners in Partnership (OIP) program where NeighborWorks Great Falls operates as the owner and developer of the properties. NeighborWorks Great Falls is the City's only Community Housing Development Organization (CHDO). All City HOME funds used for first-time homebuyers down payment and closing cost assistance will be through NeighborWorks Great Falls in its role as a HOME grant subrecipient. The HOME funds will be secured with a deed restriction. Each down payment assistance grant to homebuyers is secured with a deed restriction stating that if the house is sold, the grant monies must be returned.

NeighborWorks Great Falls will comply with the Recapture Provisions established in §92.254(a)(5)(ii). Recapture permits the original homebuyer to sell the property to any willing buyer during the period of affordability while NeighborWorks Great Falls is able to recapture all or a portion of the HOME-assistance provided to the original homebuyer. Two key concepts in the recapture requirements – *direct subsidy to the homebuyer* and *net proceeds* - must be understood in order to determine the amount of HOME assistance subject to recapture, and the applicable period of affordability on the unit. The recapture approach requires that all or a portion of the *direct subsidy* provided to the homebuyer be recaptured from the *net proceeds* of the sale.

Direct HOME Subsidy - is the amount of HOME assistance, *including any program income* that enabled the homebuyer to buy the unit. The direct subsidy includes down payment, closing costs, interest subsidies, or other HOME assistance provided directly to the homebuyer. In addition, direct subsidy includes any assistance that reduced the purchase price from fair market value to an affordable price. If HOME funds are used for the cost of developing a property and the unit is sold below fair market value the difference between the fair market value and the purchase price is considered to be directly attributable to the HOME subsidy.

Net Proceeds - are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs. Under no circumstances can NeighborWorks Great Falls recapture more than is available from the net proceeds of the sale. The recapture option is used because it is generally easier to administer than the resale option. The recapture option works well when the sale of the property will most likely preserve affordability without the imposition of resale restrictions.

Of the four basic recapture options that are described in the HOME rule and discussed in CPD 12-003, NeighborWorks Great Falls uses “**3. Shared Net Proceeds.**” In this option, the HOME rule states that if the net proceeds are not sufficient to recapture the entire HOME investment or a reduced amount as described above, plus enable the homebuyer to recover the amount of the down payment and any investment in the form of capital improvements made by the homebuyer since purchase, NeighborWorks may share the net proceeds. In practice, this approach has been the most widely used model and has been applied to all recapture situations, not just insufficient net proceeds. Shared net proceeds, in combination with the pro rata reduction over time, is the most commonly used approach.

To calculate the amount of net proceeds (or shared appreciation) to be returned:

- 1) Divide direct HOME subsidy by the sum of the direct HOME subsidy and the homebuyer’s investment,
- 2) Multiply by the net proceeds to calculate the amount of HOME investment to return,

$$\frac{\text{Direct HOME Subsidy}}{\text{Direct HOME Subsidy} + \text{Homebuyer Investment}} \times \text{Net Proceeds} = \text{HOME Recapture}$$

To calculate the amount of net proceeds (or shared appreciation) available to the homebuyer:

- 1) Divide the homebuyer’s investment by the sum of the direct HOME subsidy and the homebuyer’s investment,
- 2) Multiply by the net proceeds to calculate the amount of homebuyer investment to return to the homebuyer.

$$\frac{\text{Homebuyer Investment}}{\text{Direct HOME Subsidy} + \text{Homebuyer Investment}} \times \text{Net Proceeds} = \text{Amount to Homebuyer}$$

Written Agreements – NeighborWorks Great Falls executes a set of HOME written agreements that accurately reflects the recapture provisions with the homebuyer at the time of sale. These detailed written agreements, including an Occupancy Agreement, HOME rider to the Deed of Trust, and Deed Restriction Agreement, ensure that all parties are aware of the specific HOME requirements applicable to the unit (i.e., period or affordability, principal residency requirement, terms and

conditions of either the resale or recapture requirement), and helps NeighborWorks and the City of Great Falls enforce those requirements. When revisions to the recapture provisions in the City of Great Falls Annual Action Plan are submitted, homebuyer written HOME agreements are modified to reflect any changes. The written agreement creates a legal obligation for the City of Great Falls, NeighborWorks and the homebuyer. The HOME written agreements are separate legal documents from any loan instrument and comply with the requirements of §92.504(c)(5) of the HOME rule.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds (See 24 CFR 92.254(a)(4)) are as follows:

A Deed Restriction for HOME funds used ONLY for development and include NO direct assistance to a homebuyer will contain the following provisions: federal regulation 24 CFR 92.254(a)(5)(i)(A).

- Principal residency requirement (including a separate Home Occupancy Agreement signed by the borrower)
- Deed Restriction will be executed at time of closing and recorded at that time.
- Original Developer gets the right of first refusal to buy back the property
- New buyer must be income eligible
- Remaining resale restrictions apply to the new buyer upon transfer
- There must be a “*fair return on investment*” to the original buyer – if the market supports that
 - “*Fair Return on Investment*” will be calculated based on an appraisal of the property. To determine the amount of market appreciation, if any, will be done by calculating the difference between the initial and resale appraisals. This figure will represent the basis for calculating the fair return on investment. In a declining market, it is possible that there will not be a return.
- The home must be affordable

A Deed Restriction containing the following provisions will be used to enforce HOME Program requirements for activities with both HOME funded development subsidy and HOME funded direct assistance to a homebuyer:

- Principal residency requirement (including a separate Home Occupancy Agreement signed by the borrower)
- Recapture provision based on net proceeds available from sale (voluntary or involuntary)
- Deed Restriction will be executed at time of closing and recorded at that time. An agreement between NeighborWorks Great Falls and the City of Great Falls

ensures that the CHDO complies with all recapture provisions established, most recently updated in 2021. It notes when and how recapture is scheduled to occur. While a deed restriction acts as the primary agreement between borrower and lender, information provided in the Program Income Policy clearly states the terms of recapture to the prospective homeowner, the required length of affordability, and strongly associates responsibility to (ultimately) the Participating Jurisdiction, the City of Great Falls. This policy is attached as an appendix.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Great Falls has no current plans to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Appendices

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Attachment #2

Amended Citizen Participation Plan

CITY OF GREAT FALLS CITIZEN PARTICIPATION PLAN

for COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
and HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

UPDATED APRIL 2022

ADOPTED TBD

PURPOSE

The United States Department of Housing and Urban Development (HUD) requires the City of Great Falls to develop and follow a Citizen Participation Plan as a condition of receiving funds under the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) as outlined in Section 24 of the Code of Federal Regulations Part 91.105. The Plan must describe the local annual process as well as address key elements mandated by HUD. The City's program year begins July 1 and ends June 30.

The Citizen Participation Plan contains the City of Great Falls' policies and procedures for involving the community in:

- The development of the Citizen Participation Plan, Annual Action Plan and the Consolidated Plan;
- The review of the Consolidated Annual Performance and Evaluation Report (CAPER); and
- Any substantial amendments to the Consolidated Plan.

The Citizen Participation Plan will assure that all residents are afforded adequate opportunities to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and have questions or complaints answered in a timely and responsive manner.

KEY ELEMENTS OF CITIZEN PARTICIPATION

Encouragement of Citizen Participation

The City will provide for and encourage citizen participation, emphasizing the involvement of low to moderate income residents in areas where housing and community development funds may be spent, particularly those in slum and blighted areas. The City will also inform and offer opportunities for comment to residents of low to moderate income neighborhoods (neighborhoods having 51% or higher low to moderate income populations). The City will encourage the participation of public/assisted housing residents being served by the Great Falls Housing Authority and Opportunities, Inc.

The City will make reasonable efforts to consult with other public, private, and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. The City will encourage input and solicit comments from Neighborhood Councils and will notify the Councils about public hearings related to development of the Consolidated Plan or Annual Action Plan. The city will encourage community input for the Annual Action Plan through a minimum of two

public hearings. Additionally, during the development of the 5-year Consolidated Plan, the City will utilize community surveys, focus groups, and other public forums as methods of obtaining community input and assessing community needs. Policies involving access to public meetings and information are outlined in following sections of this Plan.

When preparing the portions of the Consolidated Plan or Annual Action Plan regarding lead-based paint hazards, the City will consult with the Great Falls Housing Authority certified lead-based paint risk assessor to define what specific activities will be undertaken to mitigate and abate lead-based paint in housing units subsidized to be affordable for low to moderate income households. Activities required for lead-based paint hazards will also be addressed in non-profit facilities which receive CDBG grant funds as sub-recipients of the City where children spend the amount of time which meets the minimum threshold criteria.

The City Commission is the final citizen policy body that reviews and takes action on the Citizen Participation Plan, Annual Action Plan, and Consolidated Plan. After receipt and consideration of public comments, the City Commission votes on these Plans. During all City Commission meetings, citizens have the opportunity to provide public comment.

Access to Meetings

The City will afford adequate, timely notification so that residents can attend local meetings and public forums and be involved in decision making at various stages of the program. The City will provide reasonable accommodations for persons with disabilities to all public hearings and meetings. Reasonable accommodations include but are not limited to holding meetings in handicapped accessible buildings and providing for language interpreters, when requested.

Access to Information

The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan and all of their components, and the City's planned use of financial assistance received under the relevant federal programs during the upcoming program year. The public will have the opportunity to receive information, review and submit comments on any proposed submission, including the Consolidated Plan adoption by the City Commission and any plan amendments. Information on the required comment period related to any proposed submission amendments, or adoption of the Consolidated Plan and Annual Action Plan will be available to the public.

Information will also be available on the range of programs and the amount of funding assistance the City expects to receive proposed to benefit low to moderate income residents. These groups will have access to the City's plans to minimize displacement of residents and businesses and assist those displaced because of these activities. The City will also provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to all processes associated with the CAPER.

Information and public records will be available during regular business hours in the City Planning and Community Development Department. Special accommodations will be available for persons with disabilities and/or limited English proficiency upon request and within reason, including alternative formats of distribution and/or translated versions of the proposed document.

The final version of the current Consolidated Plan and current Annual Action Plan will be available on the City's website on an ongoing basis.

Technical Assistance

The City will provide appropriate technical assistance to all groups that request assistance in developing proposals for financial assistance under any of the programs covered by the Consolidated Plan.

Public Hearings

The City Commission will hold at least two public hearings during each program year cycle to obtain citizens' opinions.

The hearings must be conveniently timed for people who are likely to benefit from program funds. The hearings must be accessible to people with disabilities, and adequately publicized with sufficient information about the subject of the hearing to encourage informed comment. Material presented at the public hearings will be made available in electronic format on the City's website. The public hearings will occur on a weekday evening in the Civic Center, which is centrally located, easily accessible with adequate parking, and handicap accessible. Individuals with specific special needs should contact the City before public hearing dates to make arrangements if they wish to attend.

The first public hearing will give citizens the opportunity to comment and provide input on the following:

- Any housing and non-housing community development needs they have identified
- Development of proposed activities
- How funding proposals may meet community development needs in Great Falls
- Performance of the City in administering and distributing federal funds

The second public hearing will offer the opportunity for the citizens to comment on the following:

- Adoption of the Consolidated Plan or Annual Action Plan
- Use of federal funds
- Performance of the administration and implementation of funded projects

Notification to the public will be published at a minimum 14 days in advance of all public hearings. This will include publishing at least two legal notices not less than six days apart in a publication designated by the City of Great Falls for legal notices. In addition, a press release will be sent out to local media, and the information will be posted on the City's website and social media outlets. Direct emails will be sent

to all individuals, agencies, and government departments which have expressed an interest in or have received CDBG or HOME grant funds in previous years.

Publication of the Consolidated Plan/Annual Action Plan/CAPER

The City will publish its proposed Consolidated Plan/Annual Action Plan/CAPER documents so that affected residents have sufficient opportunity to review them and provide comments. The requirement for publishing will be met by making copies of the proposed plan available at the Great Falls Public Library, the City's Planning and Community Development Office, and on the City's website. The City will provide a reasonable number of free copies of the Consolidated Plan/Annual Action Plan/CAPER to citizens and groups upon request.

Comments

A period of not less than 30 days will be provided to the public for review and comment on the proposed Consolidated Plan and/or Annual Action Plan prior to submission to HUD unless HUD has allowed for a shortened comment period. A period of no less than 15 days will be provided to the public for review and comment on the CAPER prior to submission to HUD. Notices of periods for public comment and review will be published in a publication designated by the City of Great Falls for legal notices and on the City's website and social media platforms. Citizens may comment on the adoption of the Citizen Participation Plan every five years or any time the Citizen Participation Plan has substantial revisions or has been re-written. Prior to adopting the Citizen Participation Plan, the City will distribute the plan for review and comment for a 15-day period.

The City will consider any comments or views of residents, public agencies, units of general local government, and other interested parties concerning the Consolidated Plan and/or Annual Action Plan, any amendments to these plans, and the CAPER and attach a summary of such comments to the final submissions. Comments can be submitted to the Planning and Community Development Department via written submission, phone, email, or oral comment at public hearings. The Montana Relay number will be included in notifications to facilitate comments from citizens who are deaf, hard-of-hearing, or have speech disabilities.

Complaints and Grievances

The City will consider any complaints and grievances from citizens, agencies, units of general local government, or other interested parties concerning the Consolidated Plan or Annual Action Plan, any amendments to these plans, and the CAPER. Complaints and grievances can be submitted to the Planning and Community Development Department via written submission, phone, email, or oral comment at public hearings. The Montana Relay number will be included in notifications to facilitate complaints and grievances from citizens who are deaf, hard-of-hearing, or have speech disabilities.

The Planning and Community Development Department will address any complaints and grievances with written responses within 15 working days, where practical. Depending on the nature of the complaint and grievance, staff may refer the issue to the City Manager or the City Commission if the response from staff is unsatisfactory to the complainant. As appropriate, a summary of responses will be attached to

the final submissions of the Consolidated Plan, Consolidated Plan amendments, Annual Action Plan, and CAPER.

Non-English Speaking Residents

Special accommodations will be available for persons with limited English proficiency upon request and within reason, including translated versions of proposed documents and translation services for non-English speaking residents at public hearings.

Substantial Amendments

Substantial changes in the City's planned or actual program activities will require an amendment to the Consolidated Plan or Annual Action Plan. The following criteria determines what constitutes a substantial change and governs Consolidated Plan or Annual Action Plan amendments:

- Change in allocation priorities or method of distribution
- Carrying out new program activities, not identified in the Consolidated Plan or Annual Action Plan
- Change in purpose, scope, location or beneficiaries of activities identified in the Consolidated Plan or Annual Action Plan

The City will provide a notice, published twice, in a publication designated by the City of Great Falls for legal notices and have notifications on the City's website. The City will also make available any substantial amendments to the Consolidated Plan or Annual Action Plan for citizen comment for a 30-day period, unless HUD has allowed for a shortened comment period.

Minor Amendment

Minor amendments represent any changes to the Consolidated Plan or Annual Action Plan that do not qualify as "substantial amendments." Minor amendments require the signature of the Planning and Community Development Director or Deputy Director but do not require public notice of 30 days or City Commission approval.

SOLICITATION OF CITIZEN COMMENTS ON THE CITIZEN PARTICIPATION PLAN

Prior to the adoption of the Citizen Participation Plan and approval by the City Commission, a notice will be published twice in a publication designated by the City of Great Falls for legal notices. Notices of the Citizen Participation Plan and/or any amendments to this Plan will be available for a 15-day comment period and will designate the sites where a citizen may obtain a copy of the Plan. These sites will include the City's website and the City Planning & Community Development Department. State relay 711 and reasonable accommodations are available upon request.

The City will consider all written and oral comments or views of residents received during the public comment period. The final Plan will include a summary of public comments and a summary of any comments not accepted and the reasons therefore.

SOLICITATION OF CITIZEN COMMENTS IN PREPARING THE CONSOLIDATED PLAN OR THE ANNUAL ACTION PLAN

The City will contact local affordable housing and public service agencies, the Great Falls Housing Authority and the Neighborhood Councils to obtain information and comments to make citizens aware of the Consolidated Plan or Annual Action Plan process. The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. State relay 711 and reasonable accommodations are available upon request.

The proposed Consolidated Plan or Annual Action Plan will be available to all citizens via the City's website, the Great Falls Public Library, and the City Planning and Community Development Department. Citizens will be informed about the availability of the proposed Consolidated Plan or Annual Action Plan by notifications on the City's website, published notices in a publication designated by the City of Great Falls for legal notices, and emailed notices to a wide variety of public service agencies. Notification will describe the availability of the Plan and the 30-day period to receive public comment, unless HUD has allowed for a shortened comment period.

The City Commission will conduct at least two public hearings requesting input from citizens and representatives of low to moderate income level people on the needs of the community, including but not limited to housing, community development, infrastructure, economic development and homeless assistance.

The City will provide a reasonable number of free copies of the Consolidated Plan or Annual Action Plan to citizens and groups upon request. Electronic copies will be made available for download from the City's website. All information and public records will be available during regular business hours in the City's Planning and Community Development Department. Special arrangements will be available to accommodate access to information for persons with disabilities and/or limited English proficiency upon request and within reason, including alternative formats for important documents associated with the public participation process.

EXPEDITED CITIZEN PARTICIPATION OPTIONS

If, for any reason, HUD has allowed for an expedited Citizen Participation process the City maintains the right to utilize those waivers without needing to amend the approved Citizen Participation Plan. This includes, but is not limited to, virtual hearing options, expedited public comment processes, and any other waivers that may be necessary and granted by HUD. If virtual hearings are used, real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

Attachment #3

Amended 2020-2024 Consolidated Plan

CITY OF GREAT FALLS

2020-2024 Consolidated Plan for HUD-Funded Programs

Amendments are noted in red text

Only Amended sections are presented below, for the full Consolidated Plan Document, please see:
<https://greatfallsmt.net/planning/public-notice-amendment-2020-2024-consolidated-plan>

Page 5 of the 2020-2024 Consolidated Plan Document

The City of Great Falls identified eight objectives or goals, as identified below:

Goal 1: Public Services

Provide support to public service agencies' operating programs that benefit low to moderate income persons. The City of Great Falls will provide CDBG funds to social service agencies for activities that service low to moderate income people or areas.

Goal 2: Affordable Housing

Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes, but is not limited to rehabilitation, acquisition/rehab/resale, demolition, site preparation, reconstruction, and slum and blight activities.

Goal 3: Housing Rehabilitation

Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners through the City's revolving loan fund. Provide construction and rehabilitation assistance for Public Housing Modernization activities. Housing Rehab may include meeting standard building code upgrades, demolition, site preparation, slum and blight activities, rehabilitation activities addressing livability and life safety.

Goal 4: Fair Housing

Provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include, but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.

Goal 5: Economic Development

Provide funding for projects which create decent paying jobs with benefits for persons from low to moderate income households. The City of Great Falls will fund economic development projects which will result in the creation and retention of jobs for low to moderate income people.

Goal 6: Public Facilities and Improvements

Provide public facility and infrastructure assistance, including but not limited to handicap accessibility, energy efficiency improvements, and removal of slum and blighted properties to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure.

Goal 7: Planning and Administration

City staff to administer, manage, and monitor CDBG and HOME funded activities.

Goal 8: CDBG Slum and Blight Removal

The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.

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Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Great Falls will continue to offer CDBG and HOME-funded programs that benefit persons and households with special needs during program year 2020 and the duration of this five-year plan. These programs include:

Public Services: provide support to public service agencies' operating programs that benefit low to moderate income persons. The City of Great Falls will provide CDBG funds to social service agencies for activities that service low to moderate income people or areas.

Affordable Housing

Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes, but is not limited to rehabilitation, acquisition/rehab/resale, demolition, site preparation, reconstruction, and slum and blight activities.

Housing Rehabilitation

Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners through the City's revolving loan fund. Provide construction and rehabilitation assistance for Public Housing Modernization activities. Housing Rehab may include meeting standard building code upgrades, demolition, site preparation, slum and blight activities, rehabilitation activities addressing livability and life safety.

Fair Housing: provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include, but are not limited to fair housing education, counseling, outreach, and

referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.

Public Facilities and Improvements: provide public facility and infrastructure assistance, including but not limited to handicap accessibility, energy efficiency improvements, and removal of slum and blighted properties to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure.

CDBG Slum and Blight Removal

The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.

The City’s one-year goals are listed in the Annual Action Plan section of this report (AP-35).

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SP-25 Priority Needs - 91.215(a)(2)

All needs identified by the City are considered high priority. Each is listed below and none ranks higher than the other.

Priority Needs

Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Public Services	High	Extremely Low, Low, Moderate	Large Families, Families with Children, Elderly, Public Housing Residents	Chronic Homelessness, Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Persons with HIV/AIDS,	Elderly, Frail Elderly, Persons with Mental Disabilities, Persons with Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions,

				Victims of Domestic Violence, Unaccompanied Youth	Persons with HIV/AIDS and their Families, Victims of Domestic Violence, Non-housing Community Development
<p>Description: Provide support to public service agencies' operating programs that benefit low to moderate income persons. The City of Great Falls will provide CDBG funds to social service agencies for activities that service low to moderate income people or areas.</p>					
Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Affordable Housing	High	Extremely Low, Low, Moderate	Large Families, Families with Children, Elderly, Public Housing Residents	Chronic Homelessness, Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Persons with HIV/AIDS, Victims of Domestic Violence, Unaccompanied Youth	Elderly, Frail Elderly, Persons with Mental Disabilities, Persons with Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Persons with HIV/AIDS and their Families, Victims of Domestic Violence
				<p>Description: Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes, but is not limited to rehabilitation, acquisition/rehab/resale, demolition, site preparation, reconstruction, and slum and blight activities.</p>	
Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Housing Rehabilitation	High	Extremely Low,	Large Families,	Chronic Homelessness,	Elderly,

		Low, Moderate	Families with Children, Elderly, Public Housing Residents	Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Persons with HIV/AIDS, Victims of Domestic Violence	Frail Elderly Persons with Mental Disabilities, Persons with Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Persons with HIV/AIDS and their Families, Victims of Domestic Violence
	<p><i>Description: Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners through the City's revolving loan fund. Provide construction and rehabilitation assistance for Public Housing Modernization activities. Housing Rehab may include meeting standard building code upgrades, demolition, site preparation, slum and blight activities, rehabilitation activities addressing livability and life safety.</i></p>				
Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Fair Housing	High	Extremely Low, Low, Moderate	Large Families, Families with Children, Elderly, Public Housing Residents	Chronic Homelessness, Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Persons with HIV/AIDS, Victims of Domestic Violence,	Elderly, Frail Elderly, Persons with Mental Disabilities, Persons with Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Persons with HIV/AIDS and their Families, Victims of Domestic Violence

				Unaccompanied Youth	
<p>Description: Provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.</p>					
Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Economic Development	High	Extremely Low, Low, Moderate	Large Families, Families with Children, Public Housing Residents		Persons with Mental Disabilities, Persons with Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Persons with HIV/AIDS and their Families, Victims of Domestic Violence, Non-housing Community Development
		<p>Description: Provide funding for projects which create decent paying jobs with benefits for persons from low to moderate income households. The City of Great Falls will fund economic development projects which will result in the creation and retention of jobs for low to moderate income people.</p>			
Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Public Facilities and Improvements	High	Extremely Low, Low, Moderate Middle	Large Families, Families with Children, Elderly, Public Housing Residents	Chronic Homelessness, Individuals, Families with Children, Mentally Ill,	Elderly, Frail Elderly, Persons with Mental Disabilities, Persons with Physical Disabilities,

				Chronic Substance Abuse, Veterans, Persons with HIV/AIDS, Victims of Domestic Violence, Unaccompanied Youth	Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Persons with HIV/AIDS and their Families, Victims of Domestic Violence, Non-housing Community Development
<p><i>Description: Provide public facility and infrastructure assistance, including but not limited to handicap accessibility, energy efficiency improvements, and removal of slum and blighted properties to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure.</i></p>					
Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Planning and Administration	High				
	<p><i>Description: City staff to administer, manage, and monitor CDBG and HOME funded activities.</i></p>				
Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
CDBG Slum & Blight Removal	High	Extremely Low, Low, Moderate	Large Families, Families with Children, Elderly, Public Housing Residents	Chronic Homelessness, Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Persons with HIV/AIDS, Victims of Domestic Violence,	Elderly, Frail Elderly, Persons with Mental Disabilities, Persons with Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Persons with HIV/AIDS and their Families, Victims of Domestic Violence

				Unaccompanied Youth	
<p>Description: <i>The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.</i></p>					

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SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services	2020	2024	Homeless, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Services	CDBG: \$475,000	Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted
2	Affordable Housing	2020	2024	Affordable Housing, Homeless, Non-Homeless Special Needs	City of Great Falls	Affordable Housing	HOME: \$1,000,000 CDBG: \$50,000	Homeowner Housing Added: 10 Household Housing Unit Direct Financial Assistance to Homebuyers: 35 Households Assisted
3	Housing Rehabilitation	2020	2024	Affordable Housing, Public Housing, Non-Homeless Special Needs	City of Great Falls	Housing Rehabilitation	CDBG: \$700,000	Rental units rehabilitated: 40 Household Housing Unit Homeowner Housing Rehabilitated: 25 Household Housing Unit
4	Fair Housing	2020	2024	Affordable Housing, Public Housing, Homeless, Non-Homeless Special Needs	City of Great Falls	Fair Housing	CDBG: \$125,000	Public service activities other than Low/Moderate Income Housing Benefit: 600 Persons Assisted
5	Economic Development	2020	2024	Non-Housing Community Development, Economic Development	City of Great Falls	Economic Development	CDBG: \$300,000	Jobs created/retained: 15 Jobs Businesses assisted: 10 Businesses Assisted
6	Public Facilities and Improvements	2020	2024	Public Housing, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Facilities and Improvements	CDBG: \$1,250,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10000 Persons Assisted

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Planning and Administration	2020	2024	Planning and Administration	City of Great Falls	Planning and Administration	CDBG: \$800,000 HOME: \$140,000	
8	CDBG Slum & Blight Removal	2020	2024	Affordable Housing Homeless Non-Housing Community Development	City of Great Falls	Affordable Housing Public Facilities and Improvements	CDBG: \$300,000	Buildings Demolished: 4 Buildings

Table 58 – Goals Summary

Goal Descriptions

1	Goal Name	Public Services
	Goal Description	Provide support to public service agencies’ operating programs that benefit low to moderate income persons. The City of Great Falls will provide CDBG funds to social service agencies for activities that service low to moderate income people or areas.
2	Goal Name	Affordable Housing
	Goal Description	Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes, but is not limited to rehabilitation, acquisition/rehab/resale, demolition, site preparation, reconstruction, and slum and blight activities.
3	Goal Name	Housing Rehabilitation
	Goal Description	Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners through the City’s revolving loan fund. Provide construction and rehabilitation assistance for Public Housing Modernization activities. Housing Rehab may include meeting standard building code upgrades, demolition, site preparation, slum and blight activities, rehabilitation activities addressing livability and life safety.
4	Goal Name	Fair Housing
	Goal Description	Provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include, but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.
5	Goal Name	Economic Development
	Goal Description	Provide funding for projects which create decent paying jobs with benefits for persons from low to moderate income households. The City of Great Falls will fund economic development projects which will result in the creation and retention of jobs for low to moderate income people.
6	Goal Name	Public Facilities and Improvements
	Goal Description	Provide public facility and infrastructure assistance, including but not limited to handicap accessibility, energy efficiency improvements, and removal of slum and blighted properties to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure.

7	Goal Name	Planning and Administration
	Goal Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.
8	Goal Name	CDBG Slum & Blight Removal
	Goal Description	The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.

Attachment #4

30 Day Comment Period Public Input

Tonya Shumaker

From: Kevin Taggart <kevin@dahlquistrealtors.com>
Sent: Wednesday, June 15, 2022 9:00 AM
To: Tonya Shumaker
Subject: Comments for CDBG changes

I think it is a great idea and we need more of it factored into the numbers annually.

--

Kevin Taggart
Realtor
406-868-9908



Virus-free. www.avq.com

Tonya Shumaker

From: SHEILA RICE <sheilaricemt@outlook.com>
Sent: Wednesday, June 1, 2022 6:22 PM
To: Tonya Shumaker
Subject: 2022 Action Plan

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you for this opportunity to comment on the 2022 Action Plan. It is gratifying to see the allocation of CDBG funds for homes and apartments. HOME is a valuable resource; but the amount and eligibility is quite limited when compared to CDBG; therefore the use of more CDBG funding for housing will have great impact on the shortage of homes and apartments affordable to Great Falls residents. In view of the amount of ARPA and CARES funding received by the City and available for use for city-owned projects, the City should examine moving some of the City-dedicated CDBG funds (\$1,149,000 or nearly 40% of the total CDBG available) into the housing category for this program year.

Thank you for the opportunity to testify.

Sheila Rice
406-868-7933

Sent from [Mail](#) for Windows 10

Tonya Shumaker

From: Shyla Patera <shycpat@icloud.com>
Sent: Wednesday, June 15, 2022 12:06 AM
To: Tonya Shumaker; commission; Alicia Eatherly; garyowen@uwccmt.org; Carol Bronson
Subject: Shyla Patera NCILS consolidated plan comments revised

My name is Shyla Patera. I am an Independent Living Specialist employed by and representing North Central Independent Living Services, Inc. in Black Eagle, Montana. I wish to comment on the City of Great Falls Consolidated plan for HUD and CDBG activities. NorthCentral Independent Living Services, Inc. advocates not only for accessible affordable universal designed housing stock but also policies that would allow with disabilities and those city residents who need or are eligible for income supports in our city to access and afford housing. The City of Great Falls must encourage our development community to invest in accessible, affordable home building and rental stock. We must approach MBOH in order to ensure that our city scores regarding community development and housing application to ensure that our community regarding development and housing application to ensure that our community development score on any potential housing applications is high enough to be funded by MBOH. The City of Great Falls and community developers must ensure that accessibility and universal designed features are available in many individual units and community development projects.

The City of Great Falls must ensure that all development used for housing and appropriate rental properties must incorporate universal design to the highest degree. Mixed use design can cause issues often when trying to maximize accessibility. The City also needs to encourage accessible pathways, sidewalks, and accessibility opp parking availability throughout our community.

Regarding affirmative housing policies, city officials should encourage use of all housing tools in our toolbox available to us as a community. We need to maximize use of section 8 vouchers, McKinney Vento Funding, HUD, Vash vouchers, mainstream 811 vouchers and more. We must as a community serve all with various disabilities and make sure if there is a medical emergency where one needs to be hospitalized in a medical setting that they can return to housing option that offers accessible features and potential services if needed, wanted and requested by citizens with disabilities. City officials should be encouraging HUD to implement policies regarding fair housing and disparate impacts based upon income particularly if someone lives on a fixed income and find a need to appeal a HUD Great Falls Housing Authority bill or a landlord action in a unit. Just as we prorate for income eligibility in HUD programs based on medical expenses as well as family and custodial needs, should also prorate HUD fines and adjust appeal time frames and opportunities to better match the Montana Human Rights Act.

The City and its partners must include broadband and affordable Internet in any community development opportunities.

On CDBG funding, the City should be following and modeling the community ADA transition plan for accessible sidewalks, alleys, and pathways. The City of Great Falls should assist homeowners, community members, and businesses where sidewalks are in need of repair to help develop and enforce policies which both encourage and promote accessibility in our neighborhoods rather than just leaving it up to the individual property owner or a business to ensure maximum disability accessibility in our sidewalk repair. I also advocate for accessible transportation options and policies through out both local and state wide community development opportunities through the potential use of discretionary grants and other opportunities. The City, as well as our business, military, employment, and our nonprofit sectors, need to explore innovative ways to grow our accessible transportation and housing infrastructure networks.

Thank you for the time and opportunity to submit comments on the City of Great Falls Consolidated and Citizens Participation Plans.

Shyla Patera IL Specialist
North Central Independent Living Services, Inc.
1120 25th Avenue North East
Black Eagle, Montana 59414
406-452-9834
spatera@ncils.org

Sent from my iPhone

Sent from my iPhone

Tonya Shumaker

From: Shyla Patera <shycpat@icloud.com>
Sent: Tuesday, June 14, 2022 9:04 AM
To: Tonya Shumaker
Subject: shyla patera

Follow Up Flag: Follow up
Flag Status: Flagged

My name is Shyla Patera. I am an independent living specialist employed by and representing North Central independent living services, Inc. In Black Eagle, Montana. I wish to comment on the City of Great Falls consolidated plan for HUD and CDBG activities. NorthCentral Independent Living Services, Inc. advocates not only for accessible affordable universal designed housing stock but also policies that would allow with disabilities and those city residents who need or are eligible for income supports in our city to access and afford housing. The City of wes m hc ..z| I Great Falls must encourage our development community to invest in accessible affordable home building and rental stock. We must approach M BOH in order to ensure that our city scores regarding community development and housing application to ensure that our community regarding development and housing application to ensure that our community development score on any potential housing applications is high enough to be funded by MBOH. The city of Great Falls and community developers must sure that accessibility and universal designed features are available in many individual units and community development projects.

Sent from my iPhone

Tonya Shumaker

From: SHEILA RICE <sheilaricemt@outlook.com>
Sent: Wednesday, June 1, 2022 6:02 PM
To: Tonya Shumaker
Subject: Amendment to the 2020 - 2024 consolidated plan

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you for this opportunity to comment on the proposed changes to the plan which will allow investment of CDBG funding for affordable housing activities. For decades, the partnership between the City of Great Falls and Neighborhood Housing Services (now NeighborWorks) funded in part with CDBG monies, yielded vastly improved neighborhoods, removal of hundreds of blighted properties and substantial additions to the taxable valuation due to new construction. In addition, hundreds of families were able to start on the path to gaining wealth through homeownership, while dozens of families secured safe and affordable rental homes. The value of using CDBG to create and improve homes and apartments in Great Falls cannot be understated. I applaud and support this change to the Consolidated Plan. Thank you.

Sheila Rice
406-868-7933

Sent from [Mail](#) for Windows 10



Commission Meeting Date: July 5, 2022
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.2 and Approve Change Order

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Change Order No. 2 to Swank Enterprises in the amount of a \$91,029.58 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. 2 in the amount of a \$91,029.58 for the Indoor Aquatics and Recreation Center, and authorize the City Manager to execute the change order documents.

Summary:

Change Order No. 2 includes the following:

Table with 2 columns: Description and Amount. Rows include Plan Review Fee, Permit Review, Structural & Plumbing Revisions, Architectural, Plumbing & Mechanical Changes, Steel Joist Changes, Increase 2nd Floor Beam Size, Replace 659 Cubic Yards of Structural Fill, and Total (\$91,029.58).

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.

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. 2 to Swank Enterprises in the amount of \$91,029.58.

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. 2 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. 2 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:

1. Change Order No. 2

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: 002 Date: June 1, 2022
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.)

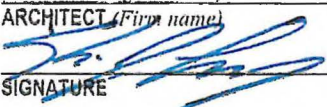
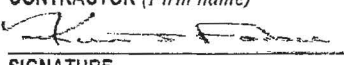
Please see attached PCO #002, PCO #003, PCO #004, PCO #005, PCO #006, PCO #007, & PCO #008.

The original Contract Sum was	\$ 18,349,000.00
The net change by previously authorized Change Orders	\$ -244,655.00
The Contract Sum prior to this Change Order was	\$ 18,104,345.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 91,029.58
The new Contract Sum including this Change Order will be	\$ 18,195,374.58

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.

L'Heureux Page Werner, PC ARCHITECT <i>(Firm name)</i>	Swank Enterprises, Inc. CONTRACTOR <i>(Firm name)</i>	City of Great Falls OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Kevin J Lacey Construction Administrator PRINTED NAME AND TITLE	Kevin J. Forbes - Vice President/ Project Manager PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
June 1, 2022 DATE	June 1, 2022 DATE	 DATE

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PCO #004

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 #004:
 CE #005 - Structural & Plumbin**

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:	004 / 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:	4/27/2022
		TOTAL AMOUNT:	\$16,010.29

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #005 - Structural & Plumbing Revisions per City Plan Review
 Structural & Plumbing Revisions per City Plan Review

ATTACHMENTS:

[Falls Mechanical - Plan Review & ASI #1 Changes.pdf](#) [North Stair Revision 1.28.22.pdf](#)

#	Cost Code	Description	Type	Amount	Bonds & Insurance (1.00% Applies to all line item types.)	Subtotal
1	3-110 - Cast-In-Place Concrete	North Stair Concrete Changes	Materials	\$511.00	\$5.11	\$516.11
2	3-002 - Vertical Concrete	North Stair Concrete Labor Changes	Subcontractor	\$1,395.00	\$13.95	\$1,408.95
3	15-100 - Mechanical Sub	Plan Permit Plumbing Revisions	Subcontractor	\$11,689.00	\$116.89	\$11,805.89
Subtotal:				\$13,595.00	\$135.95	\$13,730.95
MT Gross Receipts Tax (1.00% Applies to all line item types.):						\$137.31
Overhead (5.00% Applies to all line item types.):						\$686.55
Profit (10.00% Applies to all line item types.):						\$1,455.48
Grand Total:						\$16,010.29

TIM PETERSON (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 _____ SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____



PCO #005

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 #005:
 CE #006 - ASI #1 - Architectur**

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:	005 / 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:	4/27/2022
		TOTAL AMOUNT:	(\$2,247.05)

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #006 - ASI #1 - Architectural, Plumbing, Mechanical Changes
 Architectural

1. Change all wall types associated to water closets to 6" Framing. Delete Type G Walls add Type C Walls.

Mechanical / Plumbing / Electrical

1. Remove Hydrant HB1
2. Add 2 each Electric Trap Primers - TP2
3. Tailpiece Trap Primers - TP1
4. Domestic Hot Water Mixing Valve - Caleffi 6000 Series
5. Water Closets Type - Change from wall hung to floor mounted
6. Floor Sink to have 2" Sanitary and 1-1/2" Vent connections
7. Revised VAV-2A, VAV-2F, VAV-2G
8. Add volume dampers to exposed 2nd floor duct with cone diffusers.

ATTACHMENTS:

[Liberty Electric - CO #1 Trap primers ASI #1.pdf](#) [Indoor Aquatics - ASI #1 Framing Changes.pdf](#) [Falls Mechanical - Plan Review & ASI #1 Changes.pdf](#) [Indoor Aquatic - ASI #1 - 4.4.22.pdf](#)

#	Cost Code	Description	Type	Amount	Bonds & Insurance (1.00% Applies to all line item types.)	Subtotal
1	5-410 - Cold-Formed Metal Framing	Change Steel Stud Material Sizes	Materials	\$(447.85)	\$(4.48)	\$(452.33)
2	5-410 - Cold-Formed Metal Framing	Change Steel Stud Labor Cost	Labor	\$(1,436.00)	\$(14.36)	\$(1,450.36)
3	15-100 - Mechanical Sub	Plumbing & Mechanical Changes	Subcontractor	\$(1,221.00)	\$(12.21)	\$(1,233.21)
4	16-100 - Electrical Sub	Extend Circuits and Add Outlets for Trap Primers	Subcontractor	\$1,102.34	\$11.02	\$1,113.36
Subtotal:				\$(2,002.51)	\$(20.03)	\$(2,022.54)
MT Gross Receipts Tax (1.00% Applies to all line item types.):						\$(20.23)
Profit (10.00% Applies to all line item types.):						\$(204.28)
Grand Total:						\$(2,247.05)



Commission Meeting Date: July 5, 2022

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 Amendment No. 1 and Approve Amendment

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Amendment No. 1 to Professional Services Agreement with LPW Architects in the amount of a \$56,450.00 for additional work items relating to storm water management and certain compaction and materials testing services for the Indoor Aquatics and Recreation Center project, and authorize the City Manager to execute the amendment 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 Amendment No. 1 to LPW Architects in the amount of a \$56,450.00 for design, permitting and construction management for the Indoor Aquatics and Recreation Center, and authorize the City Manager to execute the amendment documents.

Summary:

Amendment No. 1 includes the following:

1. Civil Stormwater Redesign	\$ 7,000.00
2. Compaction Testing – Up to 50 Trips	\$15,000.00
3. Concrete Testing – Up to 50 Tests	\$15,000.00
4. Asphalt Laboratory Testing	\$ 2,000.00
5. Asphalt Field Compaction Testing	\$ 6,000.00
6. Asphalt Mix Verification & Cores	\$ 5,000.00
7. 15% Contingency	<u>\$ 6,450.00</u>
 Total	 \$56,450.00

All services will be billed on a time-and-materials basis so that the City of Great Falls realizes any potential savings associated with efficiencies during construction which do not warrant as much testing as assumed.

Civil Stormwater: After the project was bid, the design team, contractor, and owner value engineered out a few items to save money for the project. One of the items was a redesign of the stormwater drainage and treatment, which saved the project roughly \$40,000 (this was credited to the project in the first [deductive] change order). This increased cost covers TD&H's extra design services to make the changes to the drawings.

TD&H's original project design fees covered testing materials in the building, but not the site work. It was originally thought that site testing would be put on the Contractor's responsibility, but during bidding it was decided that it would be best to keep testing as part of the owner's responsibility to avoid any conflict of interest. These additional testing categories will cover testing earth compaction, concrete, and asphalt testing on site.

Background:

At its regular September 1, 2020 meeting, the City Commission authorized submittal of a Defense Community Infrastructure Program (DCIP) grant request to the Department of Defense in the amount of \$10 million for a new Indoor Aquatics and Recreation facility. The new facility proposal included a match of \$10 million dollars from the Park District No. 1 assessment to complete the \$20 million project. On September 21, 2020, the City of Great Falls was notified of the \$10 million grant award, upon execution of grant agreement documents.

After the grant award notice, staff issued a Request for Proposals for the design, permitting and construction management for the Indoor Aquatics and Recreation facility. The RFP was posted on the City's website August 26, 2020 and advertised in the Great Falls Tribune on September 6, 2020 with a submission date of September 21, 2020.

The City received ten proposals. The members of the Selection Committee independently reviewed each of the ten proposals. The selection committee met on October 4, 2020, submitted their scoring to committee chair, and discussed the scoring of the ten proposals. Also at the October 4th meeting, they agreed that follow-up interviews with the top three scoring proponents should be conducted, and scheduled the interviews for October 7 and 8, with the intent to provide their recommendation to the Commission at an October 13, 2020 Special Meeting of the City Commission.

At the October 13, 2020 Special City Commission Meeting, the Commission approved the award of the design, permitting and construction management of the Indoor Aquatics and Recreation Center to LPW Architecture and TD&H Engineering, and authorized the City Manager to negotiate the fees and execute the contract documents. Subsequently, City of Great Falls entered into a contract with LPW Architects in the amount of \$1,828,659.00 for the design, permitting and construction management for the Indoor Aquatics and Recreation Center.

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.

Amendment No. 1 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 Amendment No. 1 which will jeopardize the proper quality control that is important to the success of the project.

Concurrences:

City staff agree that the changes are needed and essential to the quality and completion of the project.

Attachments/Exhibits:

Contract Amendment No. 1, LPW Architecture

Scope of Services and Fee Description, TD&H Engineering

**ADDITIONAL PAYMENT/SCOPE AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT
LPW ARCHITECTS – AQUATIC & REC CENTER**

THIS ADDITIONAL PAYMENT/SCOPE AMENDMENT NO. 1 is entered into this _____ day of _____, 2022, by and between the City of Great Falls (“City”) and LPW ARCHITECTS (“Consultant”). The City and the Consultant hereby agree as follows:

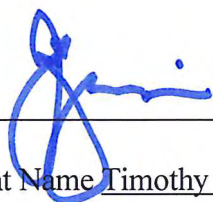
- 1. The Parties entered into a Professional Services Agreement in December of 2020 (“*Agreement*”) under which the Consultant is to provide certain professional services to the City attendant to the design and construction of a new Aquatics & Recreation Center (“Project”); and
- 2. Section 4 of the *Agreement* provides that any alteration or deviation from the Scope of Services contemplated by the *Agreement* that may be requested by the City and involves additional costs must be the subject of a separate written agreement between the parties; and
- 3. The Parties mutually agree that certain additional work items outside the current Scope of Services are necessary, namely (1) certain re-design services relating to storm water management that have been necessitated by value engineering changes that have been made to reduce the overall cost of the Project and (2) certain compaction and materials testing services. The additional scope items are as more specifically outlined on the attached Exhibit A – *Agreement for Engineering Services* between Consultant and its Sub-Consultant; and
- 4. City and Consultant mutually agree that the cost amount for these additional work items is Fifty-Six Thousand Four Hundred Fifty and no/100 Dollars (\$56,450.00) and that such cost will be in addition to and apart from the compensation amount presently sent forth in paragraph 4 of the *Agreement*.
- 5. All other conditions and provisions of the *Agreement* entered into between the Parties in December of 2020, remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1 to Professional Services Agreement the day and year first above written.

CITY OF GREAT FALLS, MONTANA

LPW ARCHITECTS

By _____
Gregory T. Doyon, City Manager

By  _____
Print Name Timothy M. Peterson, AIA
Title President

ATTEST:

Lisa Kunz, City Clerk

*APPROVED AS TO FORM:

By _____
Jeffrey M. Hindoien, City Attorney

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

AGREEMENT FOR ENGINEERING SERVICES

CLIENT: LPW
Contact Person: Attn: Tim Peterson
Address: 15- 5th Street South
City, ST, Zip: Great Falls, MT 59401

DATE: 4/5/2022

ENGINEER: TD&H ENGINEERING
1800 River Drive North
Great Falls, MT 59401

PROJECT TITLE: Great Falls Aquatic Center CMT and Civil Stormwater Redesign

SCOPE OF SERVICE(S):

ENGINEER shall provide or cause to be provided the services described on Exhibit A – Scope of Services attached hereto (referred to herein as the Scope of Service(s)). If the scope/service is not specifically included herein, the scope/service is expressly excluded. CLIENT may direct or request changes within the general Scope of Service(s). Upon notification of such direction, ENGINEER shall prepare an estimate of the additional cost and time required, if any, to perform the change. Upon mutual written agreement, ENGINEER shall perform the change and an appropriate adjustment shall be made to the amount of fee and/or time schedule.

AMOUNT OF FEE:

Estimated Fees are Valid for 90 days from the Date provided in the Proposal Letter or the date which this Agreement was delivered to the CLIENT; authorization of this Agreement at a date later than 90 days may require an increase in fees and/or additional time required to complete the services at the sole discretion of the ENGINEER.

[] TIME AND MATERIAL. Fees for ENGINEER'S services shall be based on ENGINEER'S time and material charges. Time for professional services are based on ENGINEER'S current rate schedule and shall be billed at the end of each month. If the estimated time to complete the Scope of Service(s) is exceeded, the fee will increase effective 30 days after CLIENT receives written notice of the estimated schedule. Billable expenses include travel, meals and lodging, reproduction, printing, out-of-pocket costs, services of consultants or subcontractors, parts of any equipment or materials provided by ENGINEER, and other expenses incurred directly by ENGINEER in performing the Scope of Service(s).

An estimate of the fees to complete the Scope of Service(s) is _____ and is based on the information provided by CLIENT. If the actual time to complete the Scope of Service(s) exceeds the estimated time, the fee will be adjusted to reflect the actual time and the ENGINEER's professional judgment that would substantially increase the estimated fee.

LUMP SUM. The lump sum fee to complete the Scope of Service(s) will be \$ \$56,450 as shown on Exhibit A.

PAYMENT TO ENGINEER:

A retainer in the amount of \$ N/A is required before beginning services. ENGINEER shall credit the amount of the retainer toward the final billing when the services are substantially complete.

Payment for services: Payment is due upon receipt of the invoice and is past due 30 days from the invoice date. The CLIENT agrees to pay a late fee of 1.5 %, compounded monthly, from the invoice date, on the past due amount. If the invoice is not paid within thirty (30) days, ENGINEER may, without waiving any claim or right against CLIENT, and without liability whatsoever to CLIENT, terminate the performance of the service and begin formal collection procedures. In the event this account is placed for collection with a collection company, a fee of Fifty percent (50%) of the balance due shall be added as a collection fee. Retainers shall be credited on the final invoice. Any inquiries or questions regarding the substance of the invoice shall be made in writing within ten (10) days of receipt of the invoice. Failure to notify ENGINEER within this time period indicates acceptance of billing for services performed.

GENERAL TERMS AND CONDITIONS

1. **ENGINEER** shall perform its services in a manner consistent with generally accepted professional standards required of it and other design professionals providing similar services under similar conditions in the same locale. **ENGINEER** is authorized to proceed as of the date of this Agreement unless otherwise noted.

2. Any opinion of the construction cost prepared by the **ENGINEER** represents its judgment as a design professional and is supplied for the general guidance of the **CLIENT**. Since the **ENGINEER** has no control over the cost of labor and material, schedules, competitive bidding, or market conditions, the **ENGINEER** does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the **CLIENT**. Similarly, **ENGINEER** does not guarantee any proposed schedules for commencement or completion of services.

3. **Project Site:** **ENGINEER** shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with construction of the Project, nor shall **ENGINEER** be responsible for any contractor's failure to construct the Project in accordance with the requirements of the construction agreement. **ENGINEER** shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

4. **CLIENT** shall timely provide to **ENGINEER** all criteria and full information as to **CLIENT'S** requirements for the Project; designate a person to act with authority on **CLIENT'S** behalf in respect of all aspects of the Project; examine and respond promptly to **ENGINEER'S** submissions; and give prompt written notice to **ENGINEER** whenever **CLIENT** observes or otherwise becomes aware of any defect in the service. The **ENGINEER** and its employees, agents, and consultants have the right to rely on the accuracy of **CLIENT**-furnished information.

5. **CLIENT** shall, at its cost:

- 1) Procure such legal, accounting, and other counseling services as may be required for successful completion of the Project.
- 2) Furnish approvals and permits from all governmental authorities having jurisdiction over the Project, except to the extent that obtaining such approvals and permits has been specifically assigned to **ENGINEER** pursuant to the paragraph entitled "Scope of Service(s)."
- 3) Pay all review and filing fees required by governmental agencies.
- 4) Pay all costs incidental to obtaining bids or proposals from contractor(s).
- 5) Guarantee full and free access for the **ENGINEER** to enter upon all property required for the performance of the **ENGINEER'S** services under this Agreement.

6. This Agreement may be terminated:

- 1) By mutual written consent of both parties;
- 2) By either party upon seven days written notice in the event of a material breach by the other party in performing its obligations under this Agreement, and upon the failure of the breaching party to cure within the seven-day notice period its material breach.

In the event of any termination, **CLIENT** shall pay **ENGINEER** for all

services rendered and all reimbursable expenses incurred to the date of termination. If the termination is a result of a material breach by **CLIENT**, **CLIENT** shall pay **ENGINEER** reasonable termination expenses.

7. Neither party may assign this Agreement without the written consent of the other party, which shall not unreasonably be withheld. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

8. This Agreement is binding upon **CLIENT** and **ENGINEER** and each of their successors, assigns, and legal representatives. The Authorized Representative assumes personal responsibility along with the **CLIENT** for performance under the terms of this contract. The undersigned agrees to be personally responsible for the total balance due.

9. Ownership of Documents: All reports, calculations, figures, data and other documents prepared by the **ENGINEER** as part of these services shall remain the property of the **ENGINEER**. The **CLIENT** is entitled to copies of all documents prepared by the **ENGINEER** upon payment in full, and reasonable usage of those documents for this project only. The documents are not intended for reuse on other projects; any reuse by the **CLIENT** or others for purposes other than those identified in or directly associated with "Exhibit A – Scope of Services", or without **ENGINEER'S** consent will be at the **CLIENT'S** sole risk; the **CLIENT** will defend, indemnify, and hold **ENGINEER** harmless from any claims brought against **ENGINEER** arising out of reuse; and **ENGINEER** may retain one record copy of all information.

10. Montana law governs this Agreement. **CLIENT** and **ENGINEER** agree to negotiate in good faith for a period of 15 days from the date of receipt of written notice of all disputes between them. If such negotiations fail, **CLIENT** and **ENGINEER** shall select a mutually agreeable mediator and shall conduct a mediation within an additional 30 days. If mediation fails to resolve the dispute, either party may pursue any legal or equitable remedies in a court of competent jurisdiction located in the appropriate Montana County where the **ENGINEER'S** office completing the service resides. In the event of litigation, the prevailing party shall be entitled to an award of reasonable attorney's fees, subject to the Risk Allocation and Limitation of Liability provisions in this Agreement.

11. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than **CLIENT** and **ENGINEER**.

12. This Agreement represents the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by each of the parties.

13. **ENGINEER** shall be responsible only for those Construction Phase services expressly required of **ENGINEER** in Exhibit A - "Scope of Service(s)." With the exception of such expressly required services, **ENGINEER** shall have no design, construction document, or other obligations during or following construction, and **CLIENT** assumes all responsibility for the application and interpretation of the contract documents, review and response to contractor requests for clarifications and substitutions, claim

submittals, equipment and material product data and all associated technical and contractual interpretations, contract administration, processing change orders, revisions to the contract documents during construction, construction surety bonding and insurance requirements, construction observation and review, review of payment applications, and all other necessary construction phase engineering and professional services. CLIENT waives all claims against the ENGINEER that may be connected in any way to construction phase engineering or professional services except for those services that are expressly required of ENGINEER in Exhibit A - "Scope of Service(s)".

14. Merit of Claim: Prior to any direct or third party claims against ENGINEER, the claimant shall first provide written certifications, executed by at least two independent engineers, licensed and routinely providing engineering services in the project jurisdiction, who, after reviewing ENGINEER Agreement and scope of services, shall specify each and every act or violation of the standard of care expected by an ENGINEER, under similar circumstances. Such certifications shall be provided at least thirty (30) days prior to the presentation of any claim or counterclaim.

15. Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the CLIENT or ENGINEER. ENGINEER'S services hereunder are being performed solely for the benefit of the CLIENT, and no other entity shall have any claim against ENGINEER because of this Agreement or ENGINEER'S performance of services hereunder.

16. Risk Allocation: The CLIENT agrees that, to the fullest extent permitted by law, the ENGINEER'S total liability to the CLIENT for any and all injuries, claims, losses, expenses, or damages of any kind, arising out of this Agreement or relating to the ENGINEER'S services, which are specifically subject to any claim (not the aggregated value of all services) including but not limited to claims of ENGINEER negligence, errors, omissions, liability, breach of contract, or any other cause(s), shall not exceed the total fee paid to Engineer, or \$50,000, whichever is greater.

17. Limitation of Liability: Notwithstanding anything contrary in this Agreement, CLIENT agrees that no employee, principal, officer, or representative of ENGINEER will have any personal liability under this Agreement. ENGINEER makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with the ENGINEERING scope of services.

18. CLIENT Negligence/Liability: For claims, damages, losses, or expenses caused in whole or in part by the negligent act or omission and/or strict liability of the CLIENT or employees of the

CLIENT, including other design professionals or subcontractors, the CLIENT shall indemnify and hold harmless ENGINEER and all of its personnel (Including reasonable attorneys' fees) arising from claims by third parties to the extent caused by the negligence or willful misconduct of CLIENT, its employees or anyone for whom CLIENT may be legally responsible. For purposes of the foregoing indemnification provision only, CLIENT waives any immunity it may have under any applicable worker's compensation laws.

19. Time to bar legal action: The CLIENT and ENGINEER agree that claims from either party for breach of this agreement or for failure to perform in accordance with the Standard of Care shall not be initiated more than three (3) years from the date on which ENGINEER completes its services on the project.

20. Standard of Care: The standard of care for all professional services performed or furnished by ENGINEER under this agreement will be the skill and care used by members of ENGINEER'S profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this agreement or otherwise, in connection with ENGINEERING services."

21. Delay: ENGINEER shall not be liable for any costs or delays resulting in whole or in part from causes beyond the control and without fault or negligence of ENGINEER or it's subconsultants, including, without limitation, stoppages and strikes, acts of God and natural disaster, failure of a public agency to act in a timely manner, and/or acts of CLIENT and its consultants, contractors and agents, including, without limitation, their failure to furnish information in a timely fashion and/or their faulty or untimely performance.

22. Corporate Responsibility: ENGINEER'S Services shall not be subject to individual employees, officers or directors, including any ENGINEER who affixed his or her seal to the drawings, specifications or other documents prepared by or under the supervision of licensee for the Project, to any personal legal exposure for the risks associated with this Project. CLIENT agrees that as CLIENT'S sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Thomas, Dean & Hoskins, Inc. dba: TD&H Engineering, a Montana state corporation, and not against any of Thomas, Dean & Hoskins, Inc. dba: TD&H Engineering's individual employees, officers or directors.

The parties' consent to the foregoing terms, including any attachments.

CLIENT: LPW
BY: Timothy Peterson
(signature) Timothy Peterson (Apr 19, 2022 09:03 MDT)

TITLE: Tim Peterson

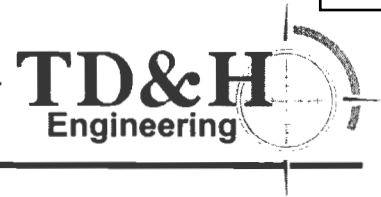
DATE: Apr 19, 2022

ENGINEER: TD&H ENGINEERING
BY: Jana Cooper
(signature) Jana Cooper (Apr 5, 2022 10:57 MDT)

TITLE: Jana Cooper, Principal

DATE: Apr 5, 2022

EXHIBIT A - SCOPE AND FEE DESCRIPTION
GREAT FALLS AQUATIC CENTER CIVIL DEVELOPMENT CMT
 April 05, 2022



SCOPE OF SERVICES

1. CIVIL STORMWATER REDESIGN SCOPE OF SERVICES

Due to value engineering of the project the previously designed stormwater system needs to be redesigned. TD&H will finalize design of storm drain piping and surface drainage around the new building and parking areas. Based on the updated design TD&H will prepare a stormwater report with updated stormwater management plans, stormwater calculations and Operation & Maintenance (O&M) manual.

2. MATERIALS TESTING SCOPE OF SERVICES

1. Compaction Testing

Compaction testing associated with subgrade and base course preparation beneath exterior concrete flatwork, parking lots, and general site development are anticipated for the remainder of this project. We propose to provide periodic **quality assurance** compaction testing services during the site development portion of this project. We will depend on the contractor or their subcontractors to notify our laboratory when testing is required. This limits our time on site thus reducing the overall cost to the City of Great Falls. Below we have provided estimated compaction testing fees for 2 hours and 4 hours of on-site testing time for your consideration.

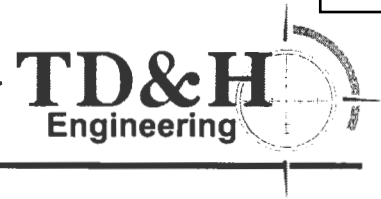
1. Compaction Testing (2hr) – This estimate includes labor, mileage, equipment, reporting and travel time for 2 hours of on-site testing. The estimated cost is \$350 per trip.
2. Compaction Testing (4hr) – This estimate includes labor, mileage, equipment, reporting, and travel time for 4 hours of on-site testing. The estimated cost is \$425 per trip.

Most compaction testing for smaller civil applications can be completed in less than two hours of on-site time. We have tentatively assumed that approximately 25 percent of trips will require more than two hours. However, the number of trips to site is unknown and will depend completely on the contractor's schedule, the size of the areas prepared for each trip, and the need to retest failing areas. For the purposes of this proposal, we have assumed that up to 50 trips will be required for compaction testing on the various parking lots, exterior flatwork, and other civil components for this project. **Assuming this number of site visit trips, the estimated cost for supplemental compaction testing is \$15,000.**

2. Concrete Testing

During site development, concrete testing will be required to monitor the concrete properties and compressive strength for conformance with the civil design documents and City of Great Falls standards. A typical concrete test consists of field measurements of slump, air content, concrete temperature, and the casting of at least four compression strength specimens. Per ACI requirements, a single compression sample is generally tested at 7 days with the remaining three tested 28 days after casting. Additional specimens can be

EXHIBIT A - SCOPE AND FEE DESCRIPTION
GREAT FALLS AQUATIC CENTER CIVIL DEVELOPMENT CMT
April 05, 2022



prepared at the discretion of the client for supplemental breaks, field curing, or alternative test methods. The following summarizes the estimated cost of a concrete test.

1. Concrete Testing – This estimate includes **Quality Assurance** testing for slump, air content, temperature, casting and breaking of four 4X8 cylinders and reporting. Each rate includes a return trip the day after the pour to transport cylinders to the lab. The estimated cost of a concrete test is \$350.

At this time, we are not able to provide an exact estimate on the number of concrete pours which may be required for the project as this will be controlled by the contractor and how they decide to complete the various pours for sidewalk, valley gutters, and other concrete structures. However, if we are to assume 50 concrete tests will be required, **the estimated cost will be \$15,000 on a time and materials basis.** The cost above assumes that our technicians will be on-site for only the time required to complete testing at the specified testing interval and that additional testing to check slump, air content, etc. will not be required on multiple trucks. Full-time oversight during concrete placement, as outlined in IBC requirements, is not planned but can be provided upon request for a higher fee.

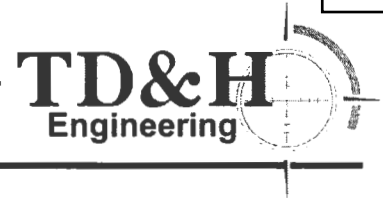
3. Asphalt Testing

Typical Montana Public Works Standard Specifications (MPWSS) require field Marshall testing and asphalt cores to verify compacted density. The term field Marshall is a bit ambiguous and not clearly defined; however, in our experience there are three key items that should be verified to evaluate the consistency of the asphalt product with the approved submittal. We would recommend performing **Quality Assurance** testing to verify the asphalt content, gradation of the aggregates, and the theoretical maximum density (RICE) of the asphalt mixture. These are the key properties which control the performance of the asphalt mixture. Typically, we recommend samples be collected and tested once per day of placement on projects of this size. **These three tests cost \$400 per sample and assuming all paving could be completed in five days a total laboratory fee of \$2,000 is anticipated.**

The final component to be verified during paving operations is the density of the asphalt mat. MPWSS would have this completed by obtaining core samples; however, this requires that holes be cut in the newly placed asphalt and is not ideal to many Owners. We believe that better data can be obtained by testing density during placement using a nuclear densometer as outlined in ASTM D2950. This method is non-invasive and can be cost-effectively performed at a greater frequency to increase the reliability of the results. A full day of testing using nuclear methods is estimated to cost approximately \$1,200. **Assuming five days of paving for the project, the resulting estimated cost is \$6,000.**

Additional laboratory testing such as Marshall density, air voids, flow and stability, etc. or the need for coring and core density measurements could increase these costs. **If similar testing is expected, the additional expense for complete these items is estimated at approximately \$5,000.**

EXHIBIT A - SCOPE AND FEE DESCRIPTION
GREAT FALLS AQUATIC CENTER CIVIL DEVELOPMENT CMT
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4. Contingency

As discussed previously, the number of trips required for CMT testing is depending on the performance and schedule of the contractor selected for this project. Thus, we advise that a 15% contingency fund be included to account for potential overruns in the estimated costs provided previously. This contingency can be utilized to cover overruns with CMT testing on the site development or building portions of this project. **The recommended 15% contingency amounts to approximately \$6,450.**

The following table summarizes the CMT services anticipated for the site development portion of this project and the estimated fees associated with this work:

Civil Stormwater Redesign	\$7,000
Compaction Testing – Up to 50 Trips	\$15,000
Concrete Testing – Up to 50 Tests	\$15,000
Asphalt Laboratory Testing	\$2,000
Asphalt Field Compaction Testing	\$6,000
Asphalt Mix Verification & Cores	\$5,000
15% Contingency	\$6,450
TOTAL	\$56,450

All services will be billed on a time-and-materials basis so that the City of Great Falls realizes any potential savings associated with efficiencies during construction which do not warrant as much testing as has been assumed.

Exclusions: The testing described in Exhibit A is strictly for Quality Assurance purposes. The construction contractor is responsible for their own Quality Control testing which often times requires more frequency and is paid for directly by the contractor. At times a Contractor will rely upon an owners Quality Assurance testing to guide their timing and frequency of their own Quality Control however that does not relieve them of the responsibility to perform the work to the specified quality and to conduct adequate testing to ensure that it is completed as required.


20-091 LPW_GTF Rec Ctr CMT-Storm Redesign Agree


Final Audit Report


2022-04-19


Created:	2022-04-05
By:	Cindy Wojciechowski (Cindy.Wojciechowski@tdhengineering.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVpoT1Ah9dxRaNapls3Msc7_VoYX07nl2


"20-091 LPW_GTF Rec Ctr CMT-Storm Redesign Agree" History


-  Document created by Cindy Wojciechowski (Cindy.Wojciechowski@tdhengineering.com)
 2022-04-05 - 4:55:31 PM GMT


-  Document emailed to Jana Cooper (jana.cooper@tdhengineering.com) for signature
 2022-04-05 - 4:56:07 PM GMT


-  Email viewed by Jana Cooper (jana.cooper@tdhengineering.com)
 2022-04-05 - 4:57:03 PM GMT


-  Document e-signed by Jana Cooper (jana.cooper@tdhengineering.com)
 Signature Date: 2022-04-05 - 4:57:21 PM GMT - Time Source: server


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-  Email viewed by Timothy Peterson (timothyp@lpwarchitecture.com)
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-  Email viewed by Timothy Peterson (timothyp@lpwarchitecture.com)
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-  Document e-signed by Timothy Peterson (timothyp@lpwarchitecture.com)
 Signature Date: 2022-04-19 - 3:03:58 PM GMT - Time Source: server- IP address: 128.177.108.106

✔ Agreement completed.
2022-04-19 - 3:03:58 PM GMT



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Human Resources Office Remodel, O.F. 1750.1

From: Planning & Community Development

Initiated By: Gaye McInerney, Human Resources Director

Presented By: Craig Raymond, Planning & Community Development Director

Action Requested: Award Construction Contract

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (award/not award) the construction contract in the amount of \$626,500, to be paid with an allocation of American Rescue Plan Act (ARPA) funds, to Wadsworth Builders Company, Inc. and (authorize/not authorize) the City Manager to execute the construction contract documents.”

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

Staff Recommendation: Staff recommends that the City Commission award a contract in the amount of \$626,500 to Wadsworth Builders Company, Inc. for the Human Resources office remodel.

Summary: The Human Resources Department (HR) has added staff in recent years both in new FTE’s but also because of the transfer of certain duties from other departments such as the relocation of a payroll clerk from the Finance Department. Staff are located in different areas of the building making collaboration and supervision more difficult. Currently, none of the offices in the HR area are sound-proof creating difficulty in conducting sensitive conversations in an appropriately discreet manner. The remodeled space will account for privacy needs while still maintaining access to employees and the public and improve supervisory capability. Finally, the project includes new energy efficient Roof Top Units which will provide a higher level of comfort, control and efficiency in the Human Resources, City Clerk and City Manager’s office areas. In conjunction with the new heating and cooling system, a new ceiling grid and LED lighting system will also be installed. The existing old window blinds will also be replaced.

Background:

Workload Impacts:

Human Resources will be required to develop a plan for relocating staff for the duration of the remodel. HR staff will coordinate with I.T staff for phone and data connections as well as ensuring that HR functionality will be maintained. Internal staff and the general public will be informed of changes to access to key HR personnel.

Evaluation and Selection Process:

The project invitation to bid was first published on May 22, 2022 with an original closing date of June 15, 2022. Staff extended the bid due date to June 21 to allow for more time for bid responses. Although we had more contractors attend the pre-bid walk through on June 7, 2022, we only received one bid by the bid closing date/time.

Conclusion:

Although the city only received one qualified bid, we find that the bid is reasonable, the project is necessary and adequate funding is identified. Therefore, award of the bid is recommended.

Fiscal Impact: Staff recommends that the full project cost \$626,500 plus furniture purchases be funded through the city's ARPA allocation.

Alternatives: The Commission may reject the bid and elect to send the project back out for bid (as-is) at a later date, modify the project and re-bid, or cancel the project.

Concurrences: Human Resources, the City Manager's office and the Finance office have all been a part of the design, bidding and vetting of the project and recommend award of the bid. The project Architect, Cushing Terrell, has also reviewed the bid documents and has vetted the winning bidder and also recommends awarding the bid to Wadsworth Builders Company, Inc.

Attachments/Exhibits:

Wadsworth Builders Company, Inc. Bid Documents
Cushing Terrell Bid Award Recommendation Memo
Invitation to Bid
Addendum No. 1
Sheet A102 Floor Plan

BID FORM

PROJECT IDENTIFICATION:

City of Great Falls Civic Center Human Resources Suite Renovation

Located in Great Falls, MT

THIS BID SUBMITTED TO:
City of Great Falls – City Clerk
#2 Park Drive
P.O. Box 5021
Great Falls, MT 59403

1.01 The undersigned Bidder proposes and agrees if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents, to perform and furnish all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and condition of the Advertisement or Invitation to Bid, and Instruction to Bidders, including without limitations those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for sixty (60) days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged the following Addenda:

<u>Addendum No.</u>	<u>Addendum Date</u>
<u>1</u>	<u>6-13-2022</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground

Facilities) which have been identified in the Special Provisions, and (2) reports and drawings of a Hazardous Environmental Condition, if any, which has been identified in the Special Provisions.

E. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of the Work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies and data with the Bidding Documents.

I. Bidder has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by ENGINEER is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

The BIDDER certifies that no official of the OWNER, ENGINEER, or any member of such officials' immediate family, has direct or indirect interest in the pecuniary profits or Contracts of the BIDDER.

5.01 The Bidder will complete the Work in accordance with the Contract Documents for the following prices(s):

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	Base Bid, all work indicated EXCEPT for mechanical system work:				\$ <u>388,000.00</u>
2.	All work indicated on the M series sheets				\$ <u>238,500.00</u>

TOTAL AMOUNT BID PRICE, ITEMS 1-2 \$ 626,500.00
(Figures)

Six hundred twenty six thousand five hundred
(Words)

A. The OWNER reserves the right to reject any or all bids.

6.01 Bidder agrees that the Work will be completed and ready for final payment in accordance with the Construction Agreement or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

7.01 The following documents are attached to and made a condition of the Bid:

A. Required Bid security in the amount of 10% of the maximum Bid price including alternates, if any, and in the form of a Bid Bond identified in the Instructions To Bidders.

8.01 The terms used in this Bid with the initial capital letters have the meanings indicated in the Instructions To Bidders.

SUBMITTED on JUNE 21, 2022, _____
(Date)

Montana Contractor's Registration # (if any) 8108

Employer's Tax ID No. 81 0401059

If BIDDER is:

An Individual: _____
(Name typed or printed)

By: _____
(Individual's Signature)

Doing business as: _____

Business Address: _____

Phone No.: _____ FAX No.: _____

A Partnership: _____
(Partnership Name)

By: _____
(Name, typed or printed)
(Signature) _____

Business Address: _____

Phone No.: _____ FAX No.: _____

A Corporation: WADSWORTH BUILDERS COMPANY, INC.
(Corporation Name)

State of Incorporation: MONTANA

Type (General Business, Professional, Service, Limited Liability): GENERAL BUSINESS

By: _____
(Signature of person authorized to sign)

Title: COLTON FATZ, VICE PRESIDENT

Attest: [Signature]
(Signature)

Business Address: 4601 2ND AVE N
GREAT FALLS, MT 59405

Phone No.: (406) 761-5033 FAX No.: (406) 454-0046

Date of Qualification To Do Business Is: Jan 1982

(Corporate Seal)

A Joint Venture: Each Joint Venture Must Sign

Joint Venture Name: _____
(Name)

By: _____
(Signature of Joint Venture Partner)

Name: _____
(Name, printed or typed)

Title: _____

Business Address: _____

Phone No.: _____ FAX No.: _____

Joint Venture Name: _____
(Name)

By: _____
(Signature of Joint Venture Partner)

Name: _____
(Name, printed or typed)

Title: _____

Business Address: _____

Phone No.: _____ FAX No.: _____

Address of Joint Venture for Receipt of Official Communication:

Address: _____

Phone No.: _____ FAX No.: _____

(Each Joint Venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

END OF SECTION

CITY OF GREAT FALLS CIVIC CENTER
HR OFFICE RENOVATION
GREAT FALLS, MONTANA


CITYGFCC_HR

CERTIFICATE OF COMPLIANCE WITH INSURANCE REQUIREMENTS

The undersigned Contractor hereby acknowledges that he/she has read and understands the insurance requirements specified in this contract, and hereby agrees (1) that such insurance will be maintained in at least the amounts and types specified in this contract and during any modifications and/or time extensions granted thereto; (2) that these required insurance policies will each contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interest of the City of Great Falls in such insurance will not be effective for such period as may be prescribed by the Laws of the State in which this contract is to be performed and in no event less than thirty (30) days after written notice thereof has been given to the contracting officer; (3) that Montana Workmen's Compensation Insurance, or letter of reciprocal agreement with another state, will be maintained on this contract for and during the entire performance period and for and during any modifications and/or time extensions granted thereto; and (4) that this agreement will become a part of and be incorporated into the above referenced contract, and will be legally binding and enforceable at law.

INSURANCE COMPANY (IES): POINTEWEST INSURANCE PHONE NO. (406) 869-4427
PO Box 30638
BILLINGS, MT 59107-0638

CONTRACTOR: WADSWORTH BOUNDERS COMPANY, INC.
4601 2ND AVE N
GREAT FALLS, MT 59405

Date: 6-21-2022

(Authorized Signature)

ACCEPTANCE

The undersigned authorized representative, on behalf of the City of Great Falls, hereby accepts and ratifies the above agreement and hereby incorporates the above agreement into the above referenced contract.

By: _____
(Date) (Authorized representative)
CITY OF GREAT FALLS CIVIC CENTER CITYGFCC_HR

CITY OF GREAT FALLS CIVIC CENTER
HR OFFICE RENOVATION
GREAT FALLS, MONTANA

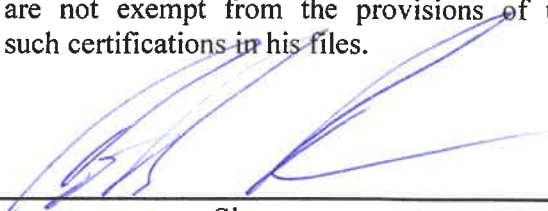
CITYGFCC_HR

CERTIFICATE OF NONSEGREGATED FACILITIES

(Applicable to federally assisted construction contracted and related subcontracts exceeding \$1,000 which are not exempt from the Equal Opportunity Clauses)

The federally assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The federally assisted construction contractor agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

6-21-2012
Date


Signature

COLTON FITZ, VICE PRESIDENT
Name and Title of Signer (Please Type)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.



BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER (Name and Address):

Wadsworth Builders Company, Inc.
4601 2nd Avenue North
Great Falls, MT 59405

SURETY (Name, and Address of Principal Place of Business):

Merchants Bonding Company (Mutual)
6700 Westown Parkway
Des Moines, IA 50266-1158

OWNER (Name and Address):

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

Bid Due Date: 6/21/2022

Description (Project Name— Include Location): City of Great Falls, Human Resource Tenant Improvements, O.F. 1750.1, Great Falls, MT

BOND

Bond Number: 001

Date: 06/20/2022

Penal sum Ten Percent of the Total Amount Bid \$ 10%
(Words) (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER

SURETY

Wadsworth Builders Company, Inc. (Seal)
Bidder's Name and Corporate Seal

Merchants Bonding Company (Mutual) (Seal)
Surety's Name and Corporate Seal

By: [Signature]
Signature

By: [Signature]
Signature (Attach Power of Attorney)

COLTON FAZ
Print Name

John D. Leaf
Print Name

VICE PRESIDENT
Title

Attorney-In-Fact
Title

Attest: [Signature]
Signature

Attest: [Signature]
Signature Kimberly Hodson

President
Title

Bond Clerical
Title

Note: Addresses are to be used for giving any required notice.
Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2 All Bids are rejected by Owner, or
 - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

MERCHANTS BONDING COMPANY™ POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Billy J Bolt; Brooke A Gamess; Brooke Schmidt; Chris Jermunson; Gary Paladichuk; Jamie M Roe; John D Leaf; Jon Tierney; Kaye U Muzzana; Kimberly Hodson; Kristin A Piccioni; Michelle Schermerhorn; Tim Obenchain

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

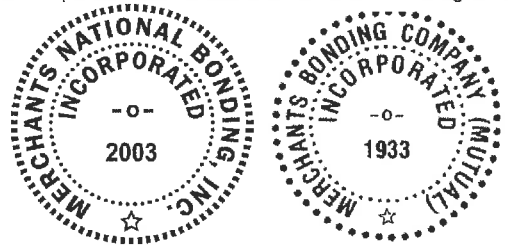
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 11th day of February, 2020.

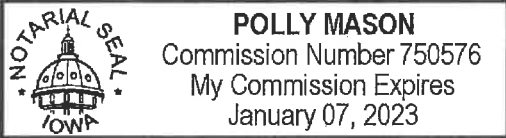


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 11th day of February, 2020, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

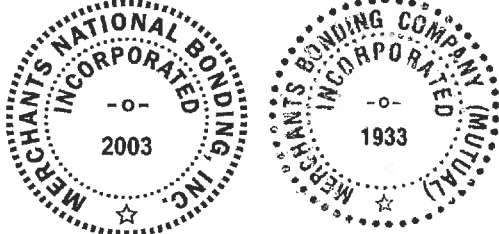


Polly Mason
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 20th day of June, 2022.



William Warner Jr.
Secretary



MEMORANDUM

Date: June 23, 2022
 To: Great Falls City Commission
 Cc: Mr. Craig Raymond ▪ City of Great Falls
 From: Anthony Houtz, AIA
 RE: Civic Center HR Suite Renovation

Members of the Commission :

Below you will find the bid results for the renovation of the Human Resources Suite at the Great Falls Civic Center.



Great Falls Public Schools
City of Great Falls - Human Resources Suite Renovation
 Bid Tabulations: June 21, 2022 at 4:00pm.

Contractor	Contractor #	Addendums Acknowledged (1)	Bid Security	Base Bid \$
Wadsworth Builders	8108	X	X	Total : \$ 626,500 (Mechanical Portion = 238,500)

We have reviewed the scope of the project and the requirements for oversight and construction project management with the apparent low bidder and they have confirmed their understanding of the full scope of work. We therefore recommend acceptance of Wadsworth Builders as the low bidder. If you have further question or comment regarding the bid results, please contact our office.

Thank you,



Anthony Houtz
 Project Manager | Architect | Associate Principal
 406.452.3321 | cushingterrell.com

INVITATION TO BID

Separate sealed bids for construction of **HUMAN RESOURCE TENANT IMPROVEMENTS**

O.F. 1750.1 will be received by the City Clerk at the office of the City Clerk, Room 204, Civic Center, P.O. Box 5021, Great Falls, Montana 59403, #2 Park Drive, Great Falls, MT 59403, until **4:00 p.m.** local time on **June 15, 2022**, and then publicly opened and read aloud thereafter in the Rainbow Conference Room at the Great Falls Civic Center.

The project includes the following:

City would like to seek solutions for developing a new layout for this section of the building, to include a glass access-controlled secure foyer space, 7 enclosed offices with lower sound transmission properties, and a small conference area. Ceilings, electrical, and mechanical would all be part of the renovation project, along with all finishes in the spaces.

The contract documents consisting of Drawings and project Manual in accordance with Instruction to Bidders, may be examined or purchased at the Great Falls Builders Exchange (<https://gfplans.com>) located at 325 2nd St South, Great Falls, MT or can be contacted at 406-453-2513. Contact the Owner's Representative, Anthony Houtz at Cushing Terrell 406-452-3321 with any questions.

There will be a Pre-Bid Conference in the Rainbow Conference Room located at #2 Park Drive at **3:00 p.m.** on **June 7, 2022**. Interested CONTRACTORS are encouraged to attend.

CONTRACTOR and any of the CONTRACTOR'S subcontractors doing work on this project will be required to obtain registration with the Montana Department of Labor and Industry (DLI). Forms for registration are available from the Department of Labor and Industry, P.O. Box 8011, 1805 Prospect, Helena, Montana 59604-8011. Information on registration can be obtained by calling 1-406-444-7734. CONTRACTOR is not required to have registered with the DLI prior to bidding on this project but must have registered prior to execution of the Construction Agreement. All laborers and mechanics employed by the CONTRACTOR or subcontractors in performance of the construction work shall be paid wages at rates as may be required by the laws of the City of Great Falls and the State of Montana. The CONTRACTOR must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, or other class protected by state or federal law.

Each bid or proposal must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to City of Great Falls, in an amount not less than ten percent (10%) of the total amount of the bid. Successful BIDDERS shall furnish an approved Performance Bond and Labor and Materials Payment Bond, each in the amount of one hundred percent (100%) of the contract amount. Insurance, as required, shall be provided by the successful BIDDER(s) and a certificate(s) of that insurance shall be provided. Contractor and all subcontractors must be licensed to perform work in the City of Great Falls prior to contract award.

No bid may be withdrawn after the scheduled time for public opening of bids, which is **4:00 p.m.**, local time on **June 15, 2022**.

The City of Great Falls reserves the right to reject any or all proposals received, to waive informalities, to postpone the award of the contract for a period not to exceed sixty (60) days, and to accept the lowest responsive and responsible bid which is in the City's best interests.

The City of Great Falls is an Equal Opportunity Employer.

Published at Great Falls, Montana, this 22nd day of May 2022.

Lisa Kunz, City Clerk
P.O. Box 5021
Great Falls, Montana 59403-5021

(1st Publication): May 22 2022
(2nd Publication): May 29 2022
(3rd Publication): June 5, 2022

CITY OF GREAT FALLS
HUMAN RESOURCE TENANT IMPROVEMENT
GREAT FALLS, MONTANA

PROJECT NO. CITYGFCC_HR

Addendum No. ADD-01
Date: June 13, 2022
Project: City of Great Falls
Human Resource Department Tenant Improvement
Architect: Cushing Terrell
219 2nd Avenue South
Great Fall, Montana 59405
To: All Plan Holders of Record
Pages: 7 TOTAL – (3) 8 ½ x 11 and (4) 24 x 36 (If you did not receive correct # of pages, please notify us immediately)

Acknowledge receipt of this Addendum by inserting its number and date in the Proposal Form. Failure to do so may subject Bidder to disqualification. This Addendum forms a part of the Contract Documents. It modifies them as follows:

GENERAL

1. **Bid Date has been changed to June 21, 4:00 pm local time.**
2. Question: Millwork Monarch does not come in 4". It is a 6" base. Please clarify.
 - a. Answer: Change to 6" base. Mandalay. Mitered corners.
 - b. Drawings have been updated accordingly.
3. Question: CPT1 calls out Rewoven Honed Tile Element. This does not exist. Please clarify.
 - a. Answer: CPT1 is corrected to: Shaw Commercial 24"x24" Rewoven Collection in Trace - Color : Clay.
 - b. Finish material have been updated accordingly.
4. Question: CPT2 Rewoven Traced Tile Element. This does not exist. Please clarify.
 - a. Answer CPT2 is corrected to: Shaw Commercial 24"x24" Rewoven Collection in Trace - Color : Zinc.
 - b. Finish materials have been updated accordingly.
5. Question: Doors are wood frame and wood panel with historic matching hardware which is hard to align and match if whole door assembly is not either retained or replaced. Please clarify.
 - a. Answer: Wooden doors are to be replaced in full. Full frame and door assembly replaced. New door faces to be similar in style and color to original doors.
 - b. All doors will be saved for Owner to dispose of or save as appropriate.
 - c. Drawings and schedule have been updated accordingly.

6. Question: Doors in schedule are called out as Hollow Metal.
 - a. Answer: Doors and frames are wood.
 - b. This has been corrected on schedule.
7. Question: Door inside vault door is wood or metal?
 - a. Answer: Person door inside vault door is wood and is installed in a 4" furred wall.
 - b. Contractor may opt to utilize a hollow metal frame w/ 1" jambs to help ease of installation and trim/finish work.
8. Question: Will light fixtures be salvaged or scrapped?
 - a. Answer: All replaced light fixtures will be scrapped.
 - b. Demo plan indicates this – keynote 6.
9. Question: The actuator for the radiators is located below in Finance. The copper lines will need to be capped.
 - a. Answer: Noted.
 - b. Mechanical drawings have been noted accordingly.
10. Question: Files in the vault are to remain during construction. How will they be protected?
 - a. Answer: Files will remain and need to be covered to protect from construction debris and dust.
 - b. Drawings indicate this now – keynote 18.
11. Question: Electrical plan calls for new circuit for IT Room City 190. Can the existing panel in that room be used instead of a new line across hall?
 - a. Answer: Yes.
 - b. Electrical plans have been updated accordingly. See below.
12. Question: Electrical plan calls for flush mounted new fixture and new circuit to Pass through room (Circulation 208). Please clarify.
 - a. Flush mounted fixture has been modified to hanging. Existing circuit can be reused.
 - b. Plans have been updated accordingly.
13. Question: What gauge steel studs are specified?
 - a. Answer: Specifications call for ANSI S220 and ASTM C645 instead of gage thickness. Please adhere to specifications. General interior partition wall studs to be 20-gage thickness unless noted otherwise or in conflict with ANSI S220 and ASTM C645 as noted above.

SPECIFICATIONS

1. No modifications made to specifications.

DRAWINGS

SHEET A012

1. ADD: Added keynote 18 to indicate any files or file cabinets that cannot be moved during construction need to be covered/protected from construction debris and dust.

CITY OF GREAT FALLS
HUMAN RESOURCE TENANT IMPROVEMENT
GREAT FALLS, MONTANA

PROJECT NO. CITYGFCC_HR

SHEET A501

- 1. MODIFY: Finish schedule modified to indicate correct materials and colors to be determined.

SHEET A601

- 1. MODIFY: Door schedule modified to indicate frames are new wood, not hollow metal. Wood doors and frame assembly to be completely replaced as a unit.

SHEET E200

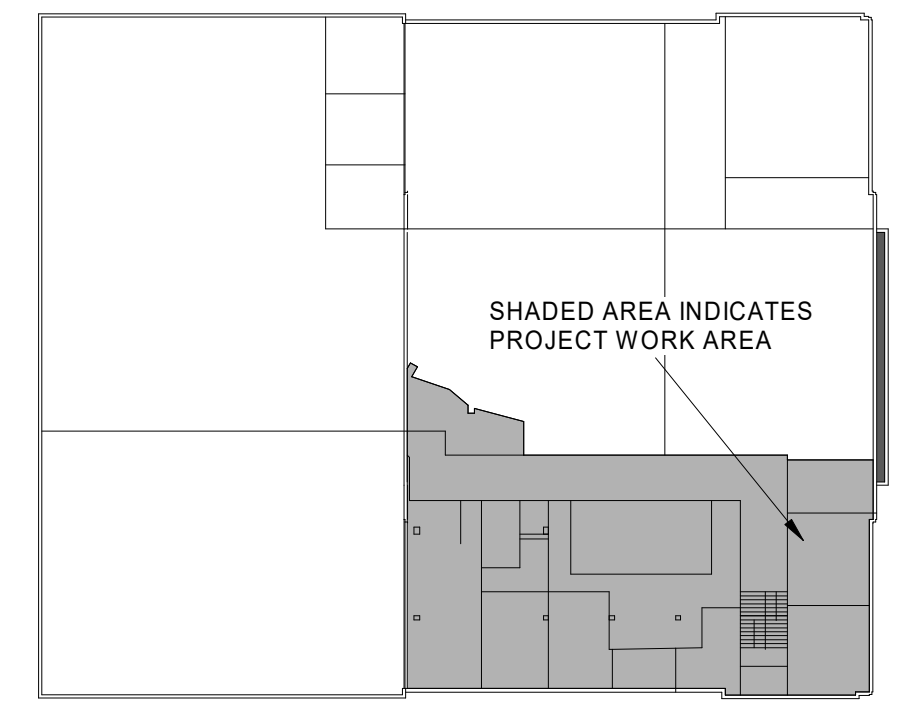
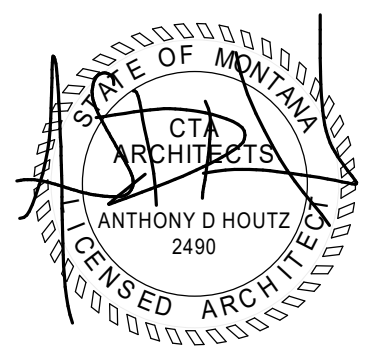
- 1. MODIFY: Lighting circuitry to allow use of existing circuitry, avoid crossing hallways with new circuitry.
- 2. MODIFY: General notes to allow use of existing circuitry.
- 3. MODIFY: Keynotes to include keynote 1 to allow use of existing circuitry.

PRIOR APPROVALS

<u>Section</u>	<u>Specified Material</u>	<u>Proposed Substitution</u>
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None.

END OF ADDENDUM #1



SECOND FLOOR KEY PLAN
NO SCALE
NORTH REF

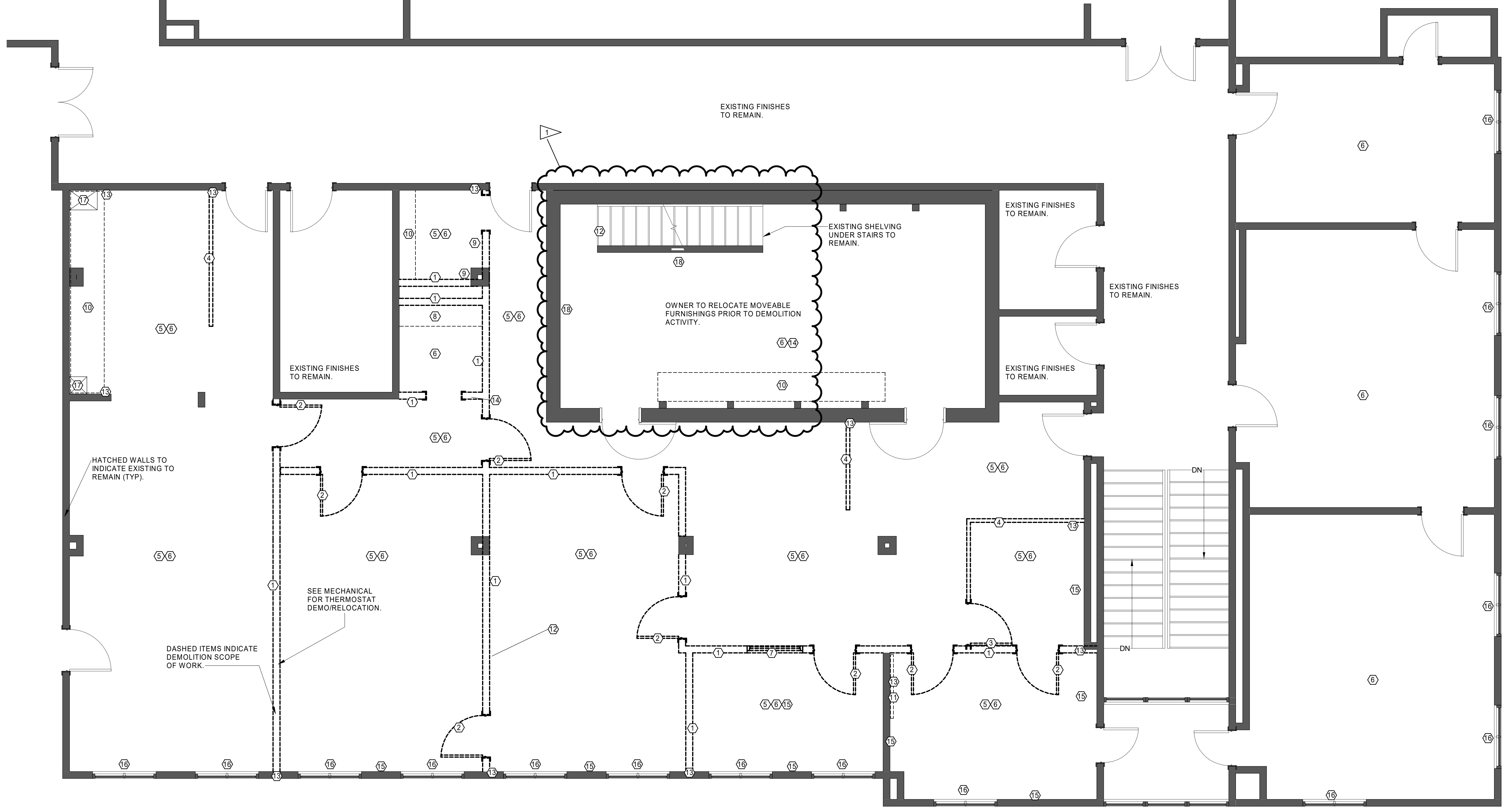
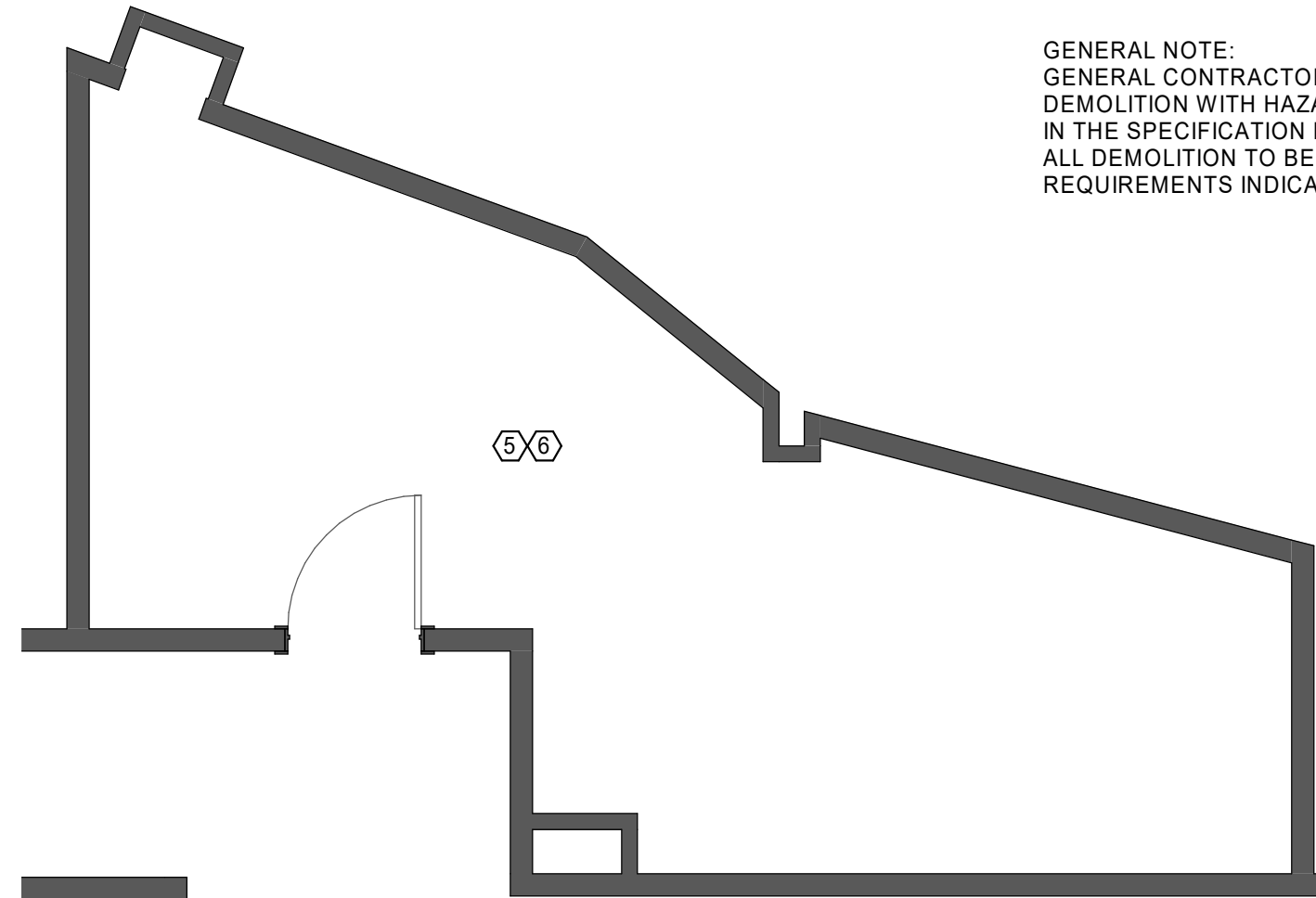
KEYNOTES

- 1 REMOVE STUD WALL AND PLASTER WALL FINISH.
- 2 REMOVE DOOR AND FRAME ASSEMBLY COMPLETE. SALVAGE DOOR AT OWNERS DIRECTION.
- 3 REMOVE AND SCRAP DOOR TO MODULAR ROOM.
- 4 REMOVE AND SCRAP TEMPORARY PARTITION WALLS.
- 5 REMOVE AND SCRAP FLOORING AND BASE. PREP SUBFLOOR FOR NEW FLOORING.
- 6 REMOVE AND SCRAP ACOUSTICAL CEILING TILES AND FIXTURES. PREP FOR NEW ACT AND FIXTURES.
- 7 REMOVE AND SCRAP INTERIOR WINDOW AND FRAME.
- 8 REMOVE AND SCRAP SINK AND CABINETS, COMPLETE. PREP PIPES FOR NEW SINK PER PLUMBING DWGS.
- 9 RELOCATE ELECTRICAL PANEL PER ELECTRICAL DRAWINGS.
- 10 REMOVE AND SCRAP BUILT IN STORAGE, COMPLETE.
- 11 REMOVE TELEPHONE PANEL AND DOOR CLOSET, COMPLETE.
- 12 REMOVE STAIR FINISH. PREP STAIR TREADS AND RISERS FOR NEW PAINT.
- 13 PATCH WALL. MATCH DEPTH AND TEXTURE OF EXISTING PLASTER. TYP.
- 14 FILL AND LEVEL ANY HOLES IN FLOORING IN PREP FOR NEW FLOORING. TYP.
- 15 REMOVE WALLPAPER. PATCH WALL TO MATCH EXISTING PLASTER TO LEVEL AND MATCH TEXTURE. PREP FOR PAINT.
- 16 REMOVE EXISTING WINDOW BLINDS AT ALL WINDOWS TO RECEIVE NEW BLINDS. COORD W/ RENO DWGS.
- 17 EXISTING CHASE. COORD W/ MECH AND RENO DWGS.

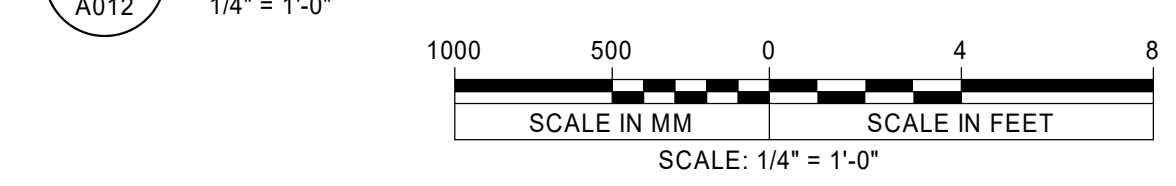
PLAN LEGEND

- ASSEMBLY TYPE (SEE ASSEMBLIES SHEET)
- ASSEMBLY MODIFIER, PER TYPE
- ROOM NAME AND NUMBER
- WINDOW TYPE (SEE A600s)
- KEYNOTE
- DIRECTION OF VIEW, IF APPLICABLE
- DRAWING NUMBER
- SHEET WHERE DRAWN
- DOOR NUMBER (SEE SHEET A601)
- DIMENSION TO FACE OF FRAMING
- DIMENSION TO GRID LINE
- DIMENSION TO CENTER LINE

GENERAL NOTE:
GENERAL CONTRACTOR TO COORDINATE ALL DEMOLITION WITH HAZARDOUS MATERIALS SURVEY INCLUDED IN THE SPECIFICATION MANUAL.
ALL DEMOLITION TO BE HANDLED IN ACCORDANCE WITH REQUIREMENTS INDICATED THEREIN.

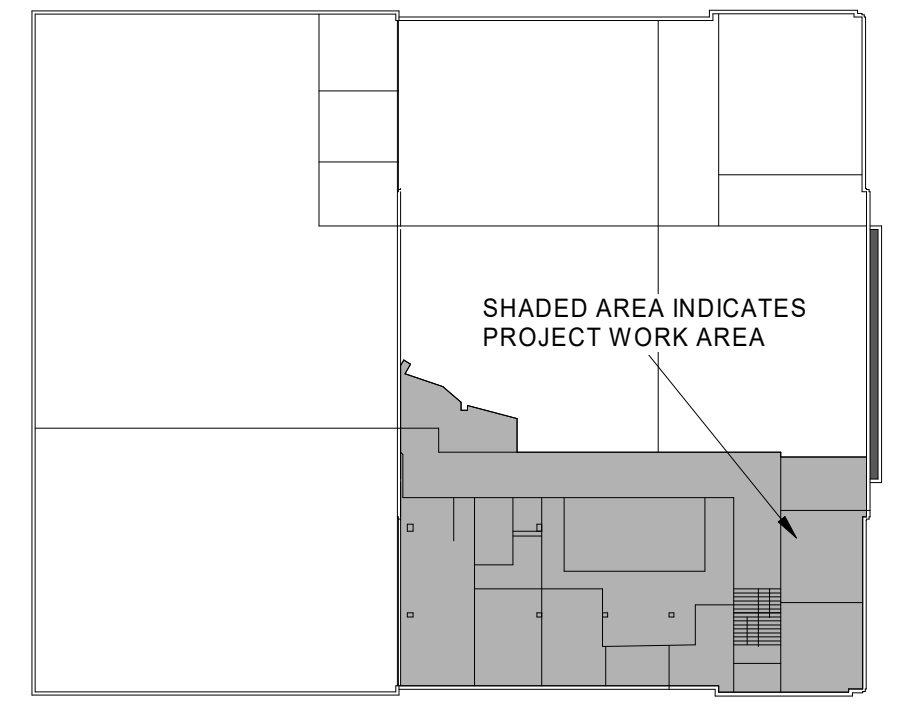


1 SECOND FLOOR - DEMO



MATERIALS LIST

ITEM NO	PRODUCT TYPE	MANUFACTURER	DESCRIPTION	COLOR	SIZE	NOTES
CP1	CARPET	SHAW	5TH AND MAIN COMMERCIAL TILE OR EQUIVALENT	TBD	24"X24"	
CP2	CARPET	SHAW	5TH AND MAIN COMMERCIAL TILE OR EQUIVALENT	TBD	24"X24"	
LV1	LUXURY VINYL TILE	SHAW	5TH AND MAIN COMMERCIAL RESILIENT ADHERED VINYL	CIMMERIAN 2.5 LINE, TBD	24"X24"	
PT1	PAINT	SHERWIN WILLIAMS	FINISH	TBD	SIZE	
PT2	PAINT	SHERWIN WILLIAMS	FINISH	TBD	SIZE	
RB1	RUBBER BASE	JOHNSONITE MILLWORKS	MONARCH PROFILE	FUDGE	6"	



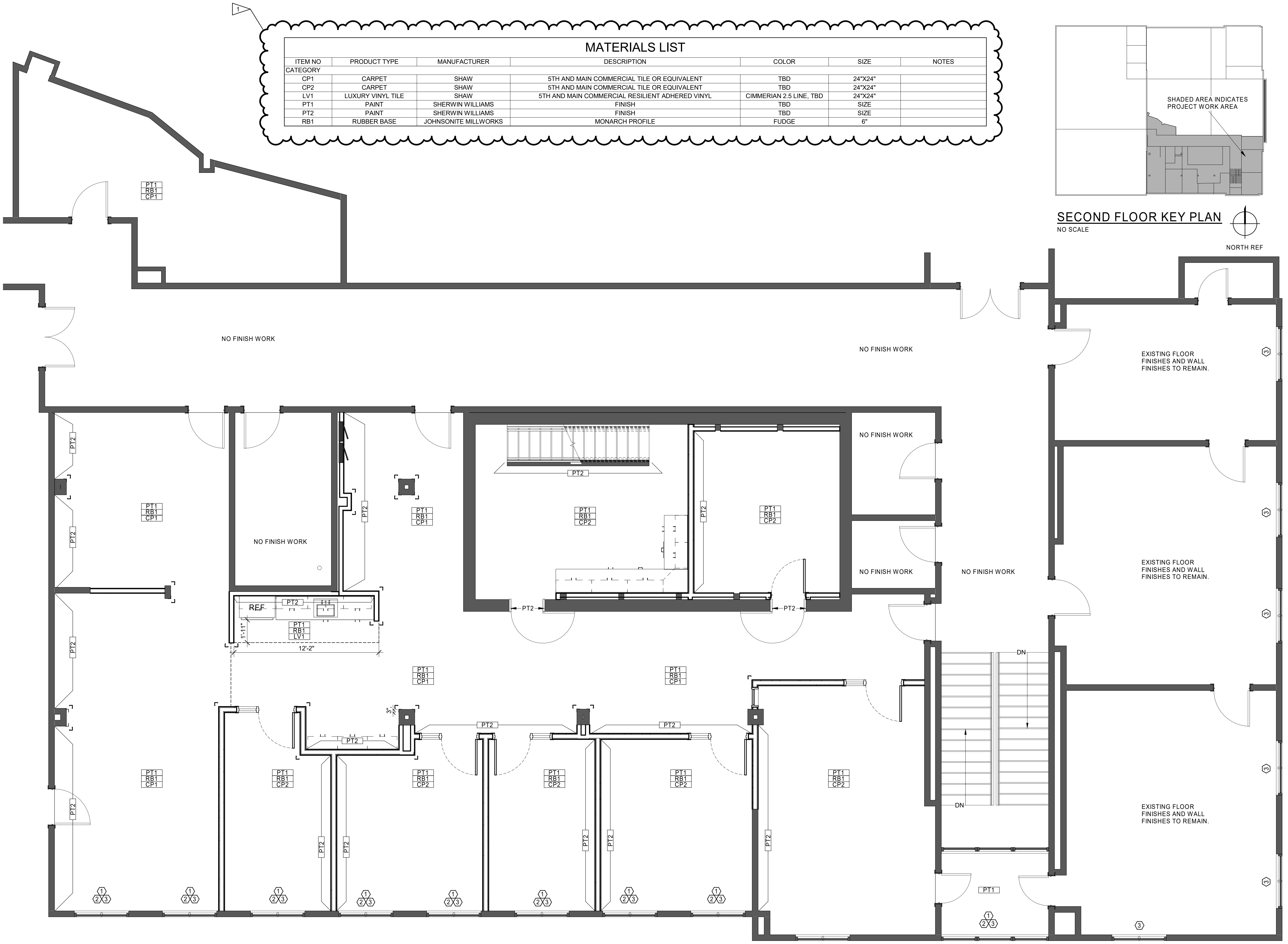
SECOND FLOOR KEY PLAN
NO SCALE

FINISH PLAN LEGEND

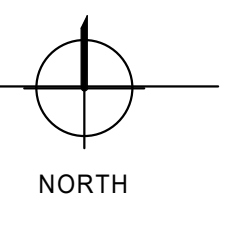
- NAME [T01] ROOM NAME AND NUMBER
 - (A/B)# # INTERIOR ELEVATION CALLOUT AND DIRECTION OF ELEVATION VIEW
 - XX### FINISH TAG
 - XX### EXTENT OF ACCENT PAINT OR WALL FINISHES
- FINISH TAGS DISPLAYED IN GROUPING ON FINISH PLAN REPRESENT MAJORITY ROOM FINISH SELECTIONS. ORDER OF GROUPING DEFINED IN EXAMPLE BELOW:
- XX### MAJORITY WALL FINISH
 - XX### MAJORITY BASE FINISH
 - XX### MAJORITY FLOOR FINISH
- ← INSTALL DIRECTION OF DIRECTIONAL FLOOR FINISH
 - FLOORING MATERIAL CHANGE, MATERIAL TYPES SHOWN ON EACH SIDE OF TRANSITION
 - L# LOCATION AND TYPE OF CORNER GUARDS
 - WP#-- WALL PROTECTION LOCATION
 - FLOOR FINISH 'CP#'
 - FLOOR FINISH 'VC#'
 - FLOOR FINISH 'SC#'

KEYNOTES

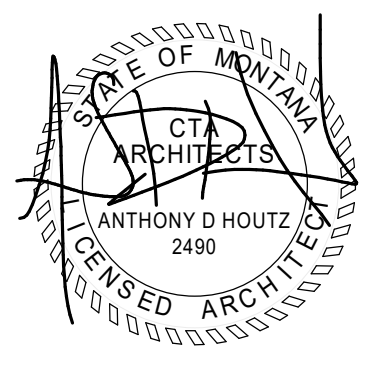
1. PAINT WINDOW JAMB AND TRIM BELOW WINDOW, PT-1, TYP.
2. PAINT EXISTING METAL RADIATORS, PT-1, TYP.
3. PROVIDE WINDOW BLINDS AT EXISTING WINDOW.



1 SECOND FLOOR - RENO - FINISH PLAN
A501 1/4" = 1'-0"
SCALE IN MM SCALE IN FEET
SCALE: 1/4" = 1'-0"



CITYGFCF HR
 CITY OF GREAT FALLS, GREAT FALLS, MT
HUMAN RESOURCE TENANT IMPROVEMENT



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100% BID DOCUMENT

12.20.2021
 PROJECT# | CITYGFCF_HR
 DESIGNED BY | J.L. WATERS
 DRAWN BY | J.L. WATERS
 REVISIONS
 1 06.10.2022 ADD-01

100% BID DOCUMENTS

FINISH PLAN

A501

DOOR NUMBER	ROOM NUMBER	ROOM NAME	DOOR						FRAME		HARDWARE	
			SIZE			MATERIAL	GLAZE	TYPE	MATERIAL	GROUP		
			W	H	T							
203-1	203	OFFICE	3'-0"	6'-8"	1 3/4"	SW	T	A	WOOD	1		
204-1	204	OFFICE	3'-0"	6'-8"	1 3/4"	SW	T	A	WOOD	1		
205-1	205	OFFICE	3'-0"	6'-8"	1 3/4"	SW	T	A	WOOD	1		
206-1	206	OFFICE	3'-0"	6'-8"	1 3/4"	SW	T	A	WOOD	1		
207-1	207	OFFICE	3'-0"	6'-8"	1 3/4"	SW	T	A	WOOD	1		
227-1	227	OFFICE	2'-10"	6'-8"	1 3/4"	SW		B	WOOD	1		

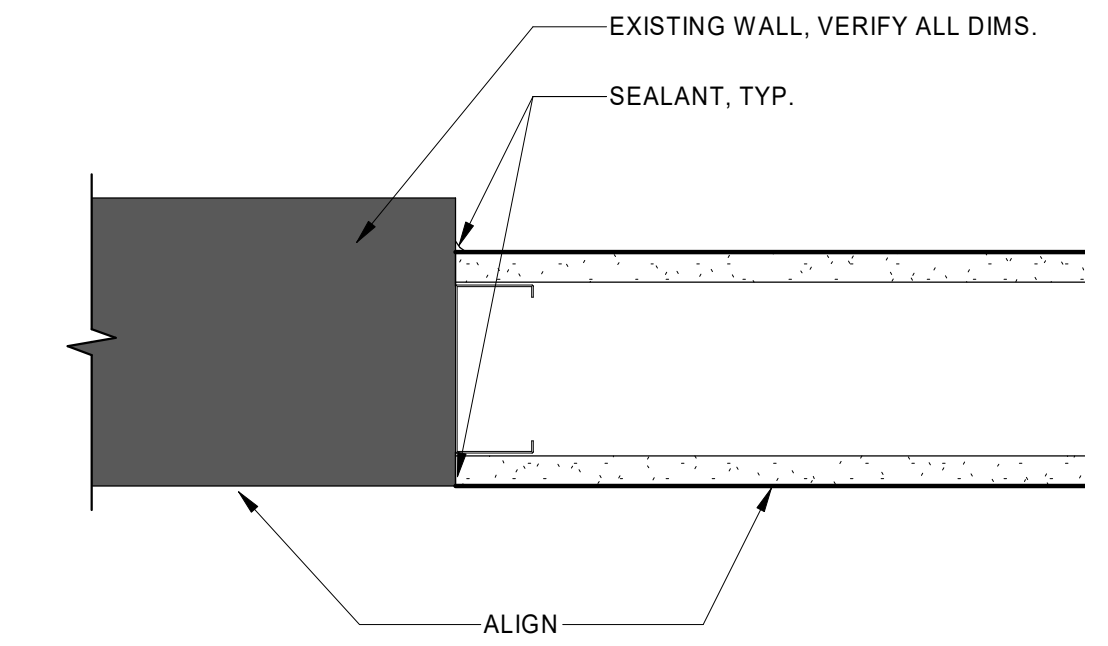
DOOR HARDWARE ABBREVIATIONS

- AL ALUMINUM
- HM HOLLOW METAL
- IN 1" INSULATED TEMPERED GLAZING
- T 1/4" TEMPERED GLAZING
- SW SOLID WOOD
- CLAD ALUMINUM CLAD WOOD
- WOOD WOOD
- (MK) MCKINNEY MFG
- (SC) SCHLAGE LOCK CO.
- (VO) VON DUPRIN
- (LC) LCN CLOSERS
- (TR) TRIMCO MFG.
- (PE) PEMKO MFG.

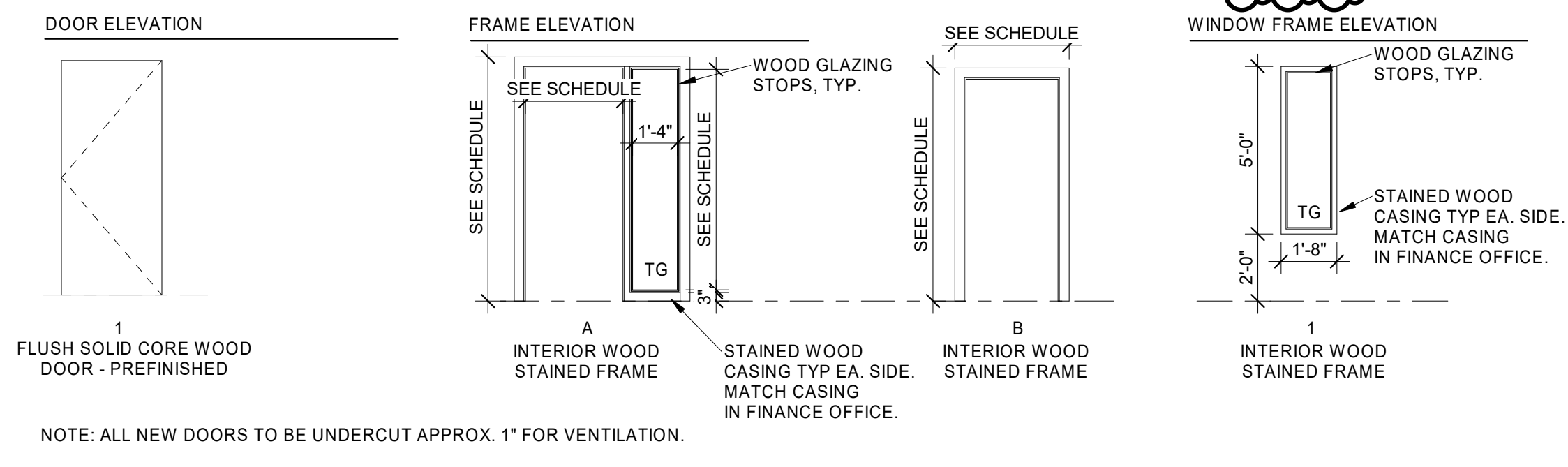
DOOR HARDWARE GROUPS

HARDWARE GROUP #1 - OFFICE

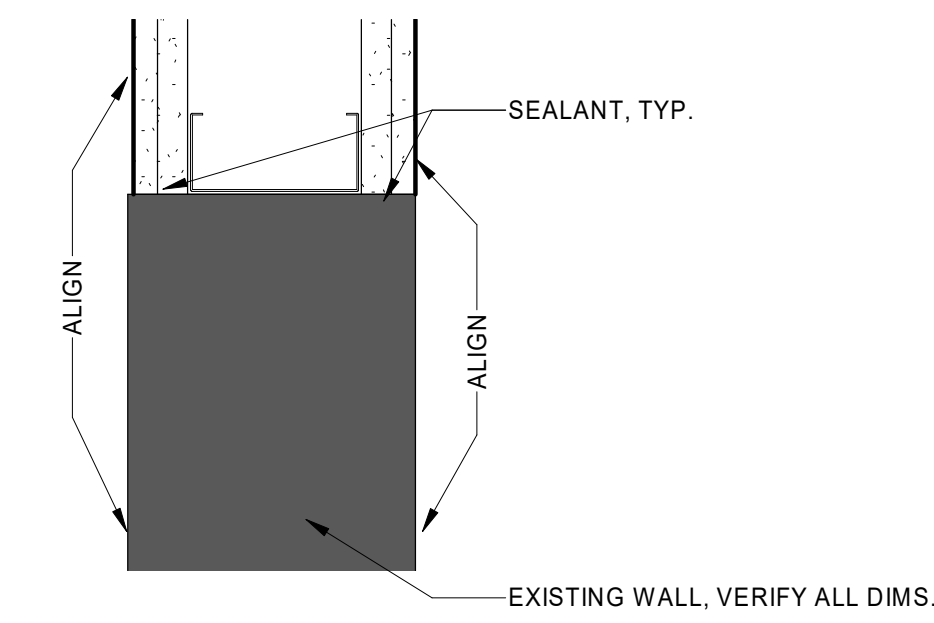
3 EA (MK) FULL-MORTISE HINGES	TA2714
1 EA (SC) OFFICE LOCKSET & STRIKE	ND53-ATH (F109)
1 EA (PE) PERIMETER WEATHERSTRIPPING	S88D
1 EA (TR) WALL STOP	1270



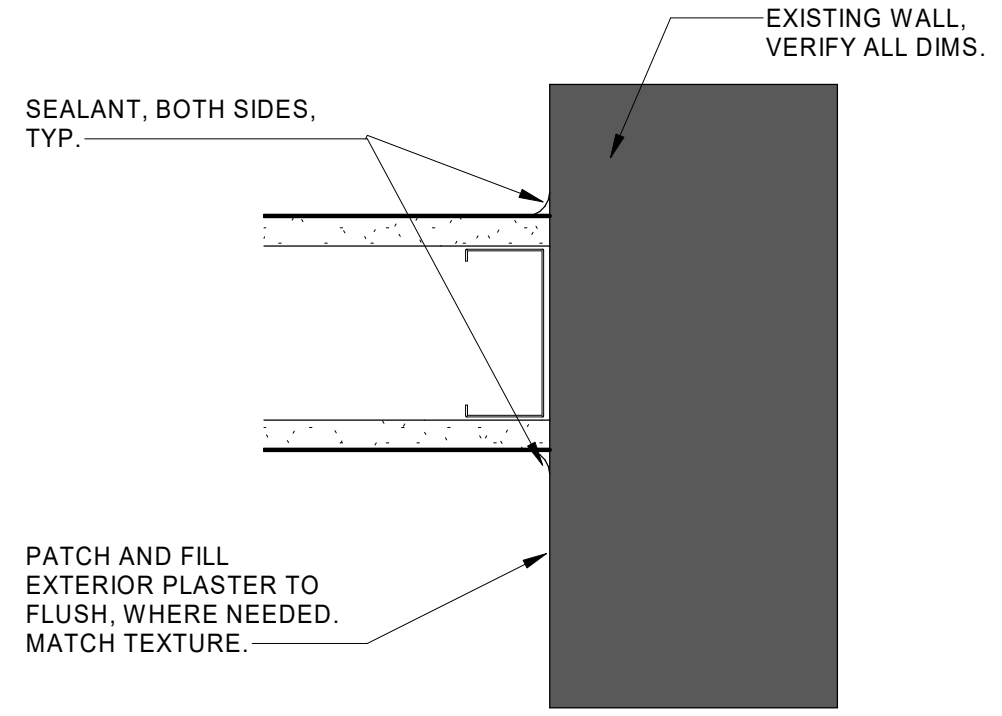
1 'L' WALL TYPE JOIN DETAIL
A601 3" = 1'-0"



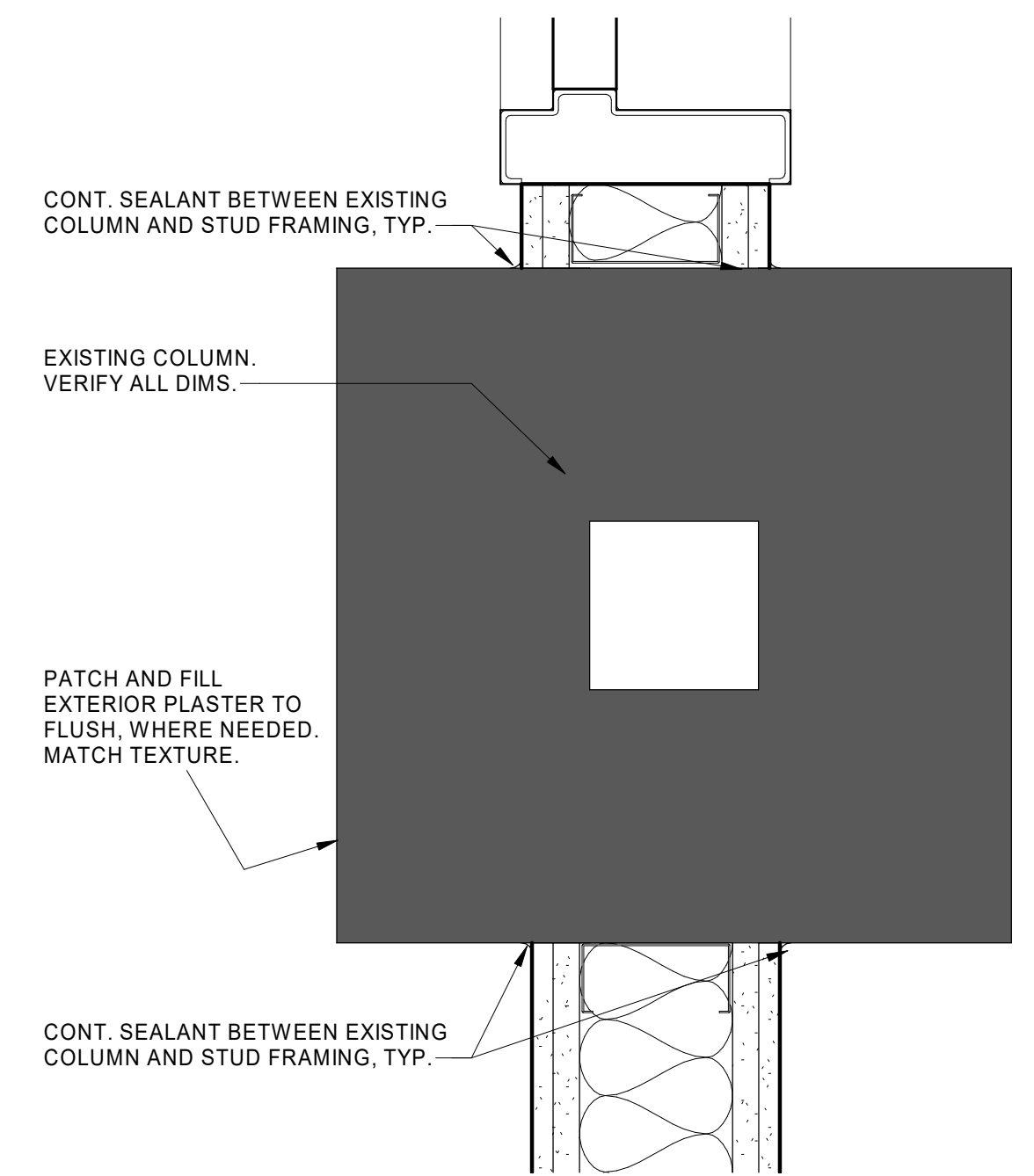
NOTE: ALL NEW DOORS TO BE UNDERCUT APPROX. 1" FOR VENTILATION.



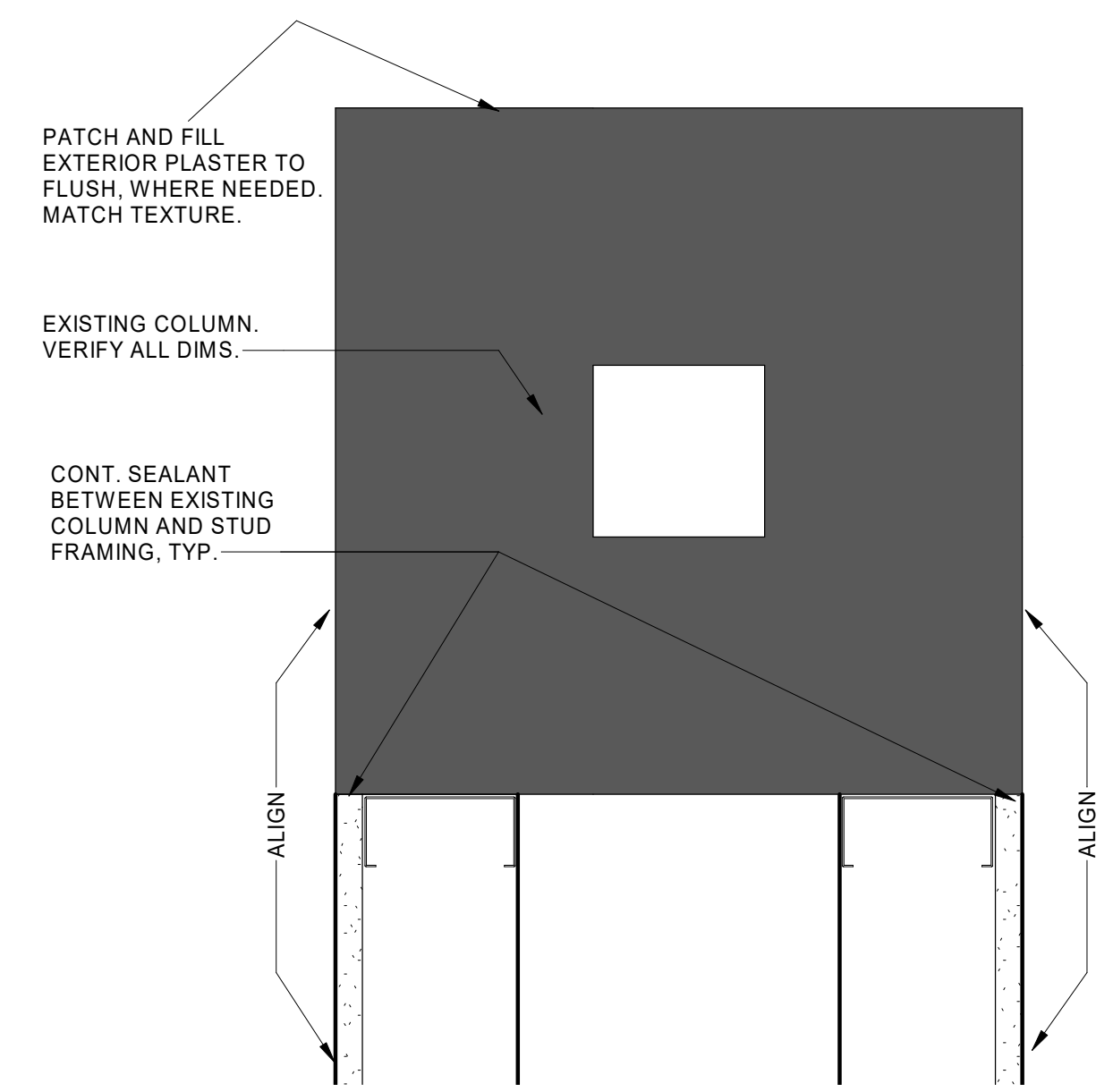
2 'L3' WALL TYPE JOIN ON WALL
A601 3" = 1'-0"



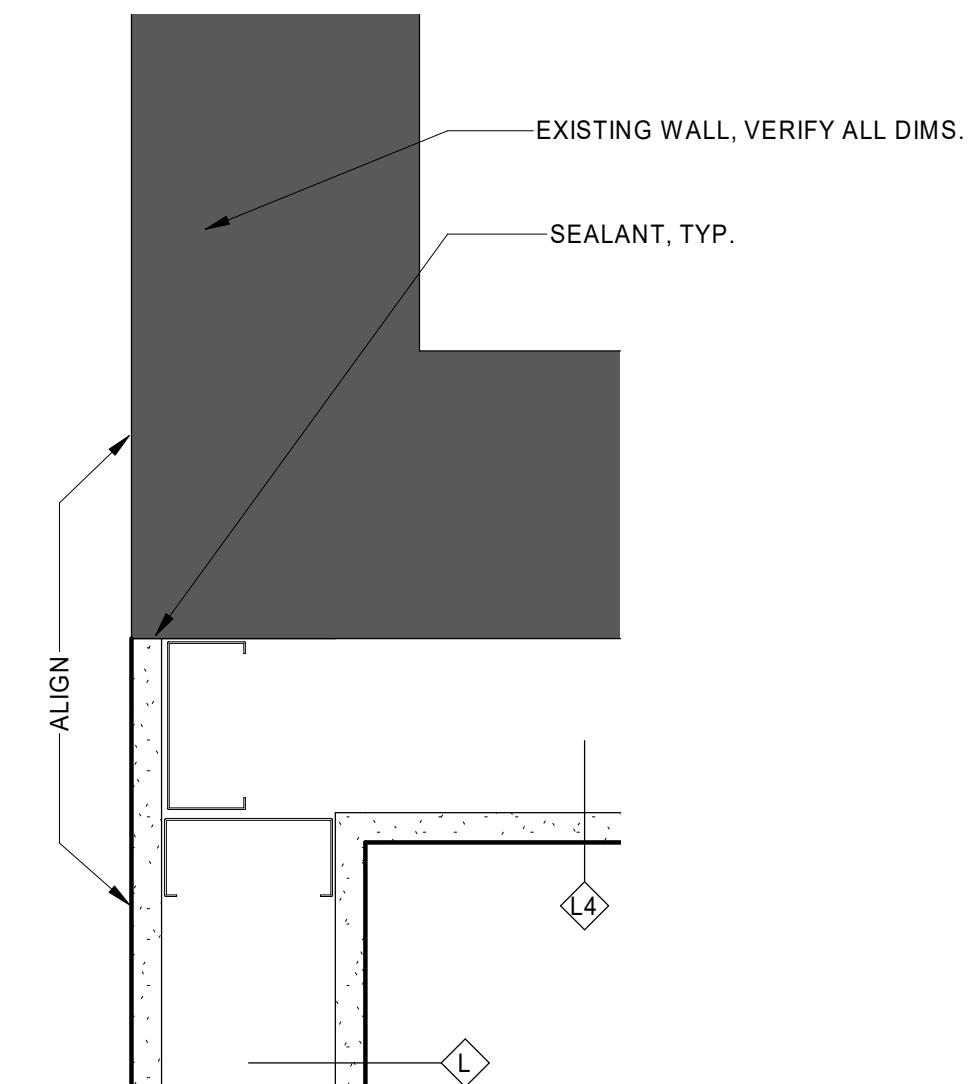
4 NEW WALL TYPE 'L' JOIN TO COLUMN
A601 3" = 1'-0"



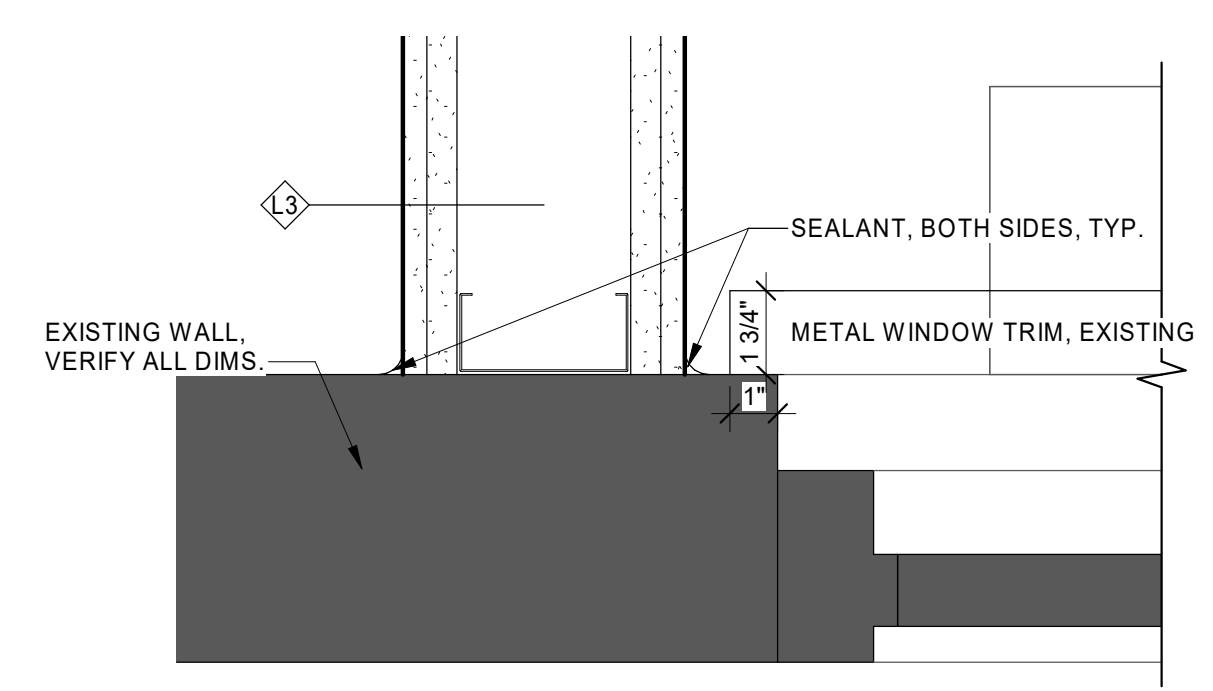
3 'L3' WALL TYPE JOIN ON COLUMN
A601 3" = 1'-0"



5 FURING WALL TYPE JOIN
A601 3" = 1'-0"

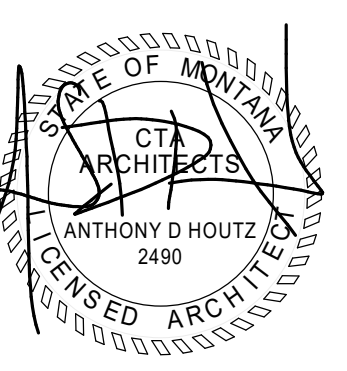


6 WALL TYPE 'L' AND 'L4' JOIN
A601 3" = 1'-0"



7 WINDOW TRIM JOIN DETAIL, TYP.
A601 3" = 1'-0"

CITYGFCC, HR
 CITY OF GREAT FALLS, GREAT FALLS, MT
HUMAN RESOURCE TENANT IMPROVEMENT



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DRAWN BY | J.L. WATERS
REVISIONS
1 06.10.2022 ADD-01

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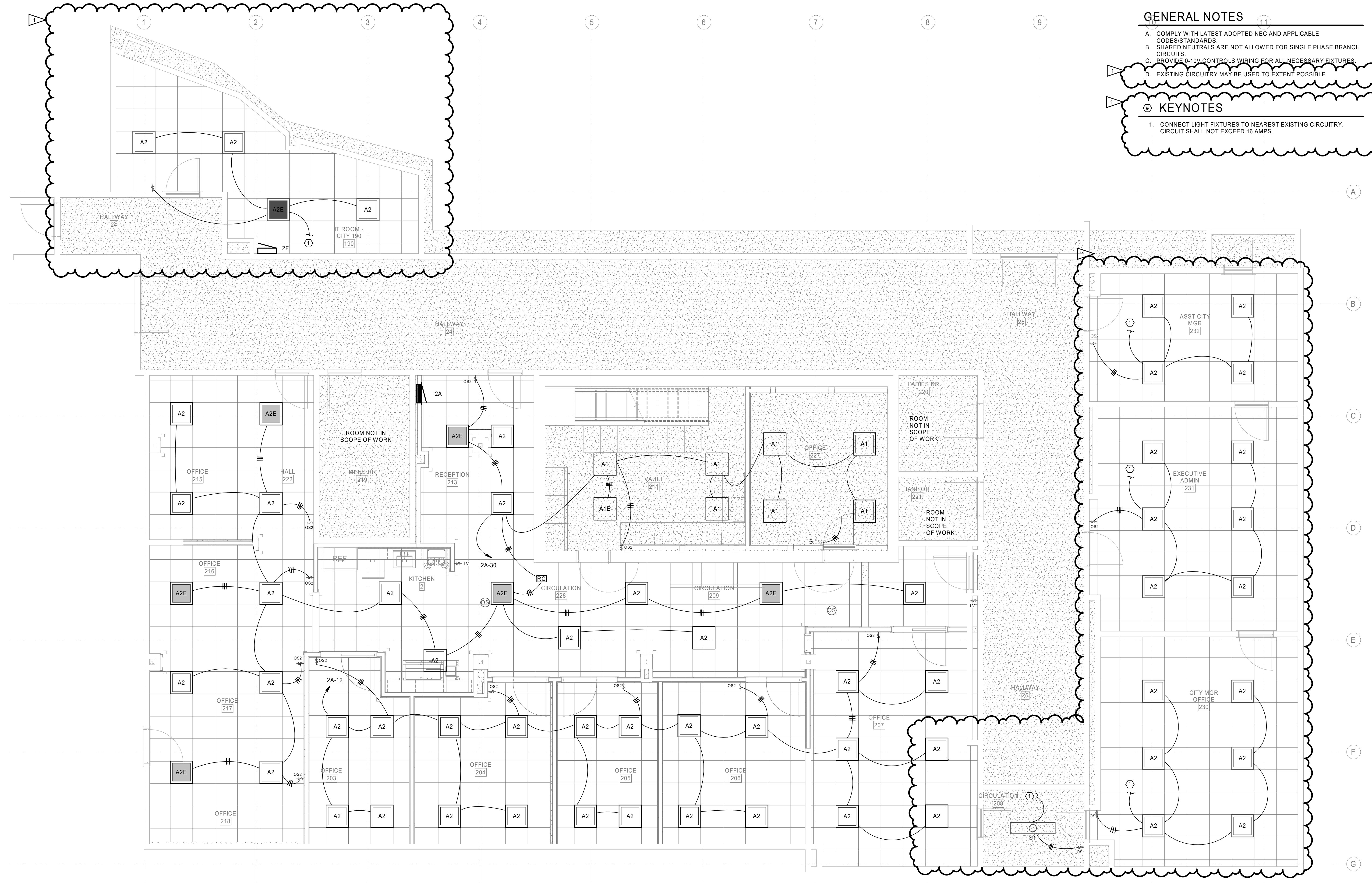
DOOR SCHEDULES AND DETAILS

GENERAL NOTES

- A. COMPLY WITH LATEST ADOPTED NEC AND APPLICABLE CODES/STANDARDS.
- B. SHARED NEUTRALS ARE NOT ALLOWED FOR SINGLE PHASE BRANCH CIRCUITS.
- C. PROVIDE 0-10V CONTROLS WIRING FOR ALL NECESSARY FIXTURES.
- D. EXISTING CIRCUITRY MAY BE USED TO EXTENT POSSIBLE.

KEYNOTES

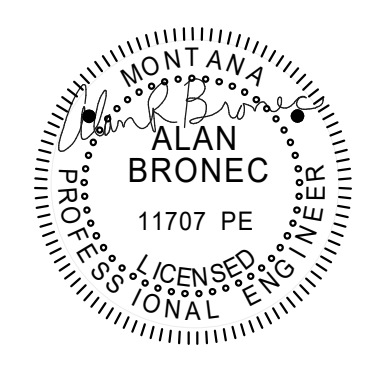
- 1. CONNECT LIGHT FIXTURES TO NEAREST EXISTING CIRCUITRY. CIRCUIT SHALL NOT EXCEED 16 AMPS.



1 SECOND FLOOR - RENO LIGHTING PLAN
E201 1/4" = 1'-0"



CITYGF_HR
 CITY OF GREAT FALLS, GREAT FALLS, MT
HUMAN RESOURCE TENANT IMPROVEMENT



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100% BID SET

12.20.2021
 PROJECT# | CITYGFCC_HR
 DESIGNED BY | JONES
 DRAWN BY | GALLI
 REVISIONS
 1 06.10.2022 ADD 01

SECOND FLOOR - RENO LIGHTING PLAN

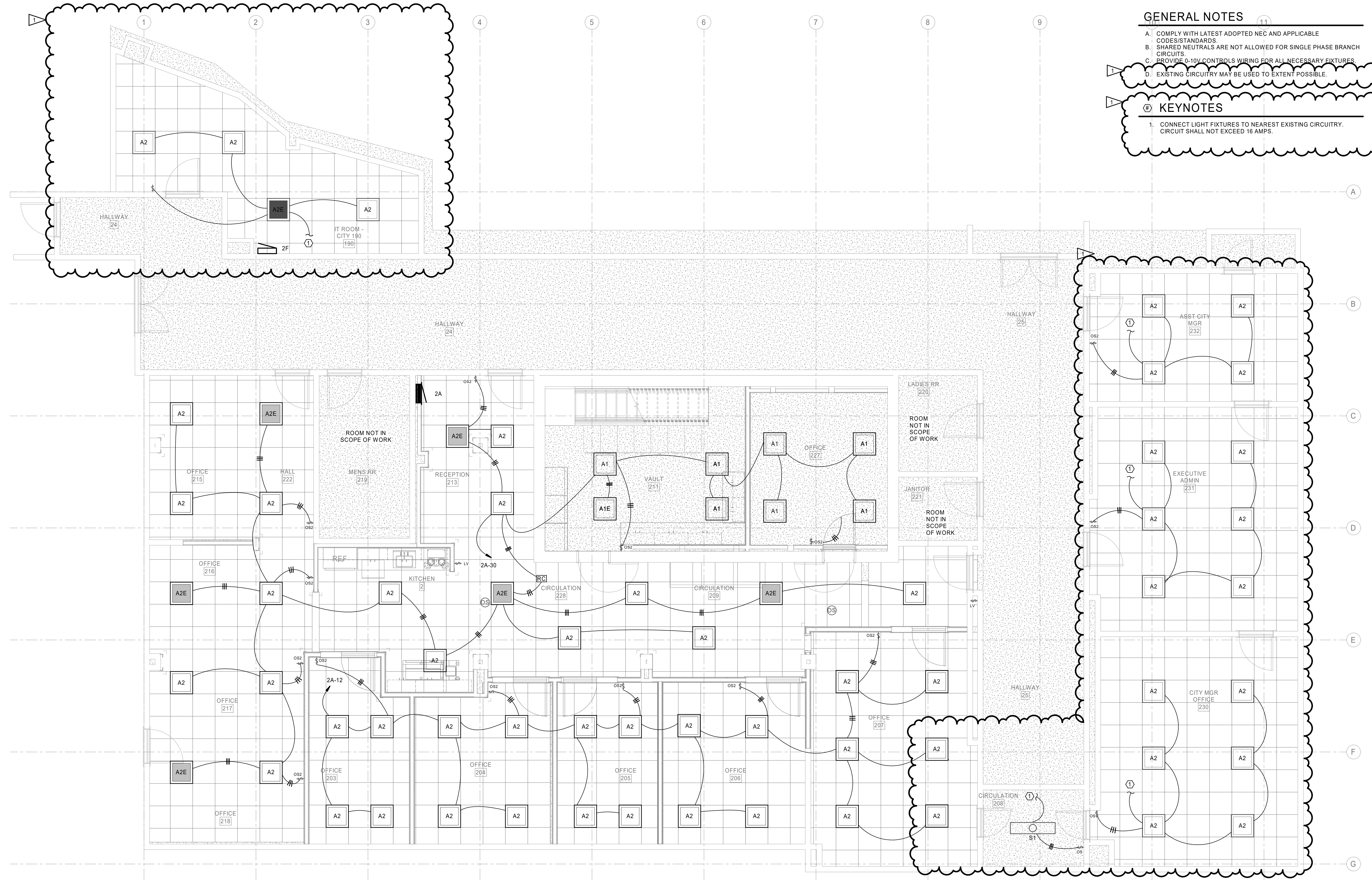
E201

GENERAL NOTES

- A. COMPLY WITH LATEST ADOPTED NEC AND APPLICABLE CODES/STANDARDS.
- B. SHARED NEUTRALS ARE NOT ALLOWED FOR SINGLE PHASE BRANCH CIRCUITS.
- C. PROVIDE 0-10V CONTROLS WIRING FOR ALL NECESSARY FIXTURES.
- D. EXISTING CIRCUITRY MAY BE USED TO EXTENT POSSIBLE.

KEYNOTES

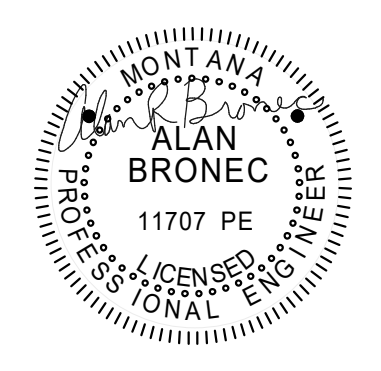
- 1. CONNECT LIGHT FIXTURES TO NEAREST EXISTING CIRCUITRY. CIRCUIT SHALL NOT EXCEED 16 AMPS.



1 SECOND FLOOR - RENO LIGHTING PLAN
E201 1/4" = 1'-0"



CITYGF_HR
CITY OF GREAT FALLS, GREAT FALLS, MT
HUMAN RESOURCE TENANT IMPROVEMENT



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100% BID SET

12.20.2021
PROJECT# | CITYGFCC_HR
DESIGNED BY | JONES
DRAWN BY | GALLI
REVISIONS
1 06.10.2022 ADD 01

SECOND FLOOR -
RENO LIGHTING PLAN

E201



Commission Meeting Date: July 5, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Ordinance 3245, “An Ordinance Providing that the Charter of the City of Great Falls be Amended to Allow for One or More Elected Municipal Court Judges and Submitting Such Charter Amendment to the Electors of the City of Great Falls”

From: Legal Department

Initiated By: Legal Department

Presented By: Jeff Hindoién, City Attorney

Action Requested: Accept Ordinance 3245 on first reading and set public hearing for July 19, 2022.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (accept / not accept) Ordinance 3245 on first reading and set the public hearing for July 19, 2022.”
2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the Commission accept Ordinance 3245 on first reading and set a public hearing for July 19, 2022.

Background: The Charter of the City of Great Falls establishes a judicial branch consisting of a Municipal Court in which all misdemeanor criminal, traffic and municipal code infractions are prosecuted. The Great Falls Municipal Court serves as a court of record under Montana law and has, even in its prior form as a City Court (which was not a court of record), consisted of a single elected judge.

The City Commission has previously recognized the need for additional judicial branch staffing and in the past approved budget authority for the sitting Municipal Court Judge to hire an assistant part-time Municipal Court Judge under provisions in Montana law that allowed for that gesture. The 2021 Legislature, however, took steps to repeal that “hiring” authority in SB 127 and enacted a new requirement that all Municipal Court Judges serve in positions that are subject to election.

Montana law provides that the City Commission “shall determine by ordinance the number of judges required to operate the municipal court.” § 3-6-201(1), MCA. The City’s current Charter language, however, provides that “[t]here shall be a municipal court and **an** elected municipal court judge as provided by Montana law”. (Emph. supplied). Given the Commission’s prior recognition of the need for

additional judicial resources (including but not limited to the recent Crime Task Force Recommendations) and its present intention to allocate resources towards that additional judicial staffing as part of the FY 2022-23 budget, and the legislative change effected through SB 127, it is necessary to amend the Charter to remove that “singular” limitation on the number of elected municipal court judges to allow for the creation of a new and additional elected judge position.

Under Montana law, an amendment to a self-government charter may only be made by submitting the question of the amendment to the electors of the local government. § 7-3-103, MCA. In this type of situation where the local government is itself proposing the charter amendment, the amendment must be proposed by ordinance. The Ordinance being recommended to the Commission for approval here will serve as the procedural vehicle for submitting the proposed Charter amendment to the electors of the City of Great Falls this upcoming November.

Fiscal Impact: The adoption of the proposed Ordinance will refer an amendment to the City’s Charter to the electors for approval or rejection. If the electors approve the proposed amendment, the City can move forward with operating a Municipal Court with two (2) elected Municipal Court judges. Consistent with its past recognition of the need for additional judicial resources and the Crime Task Force recommendations, the budget currently proposed for approval by the Commission for FY 22-23 includes funding for the second elected judge position if the Charter amendment is approved by the electors.

Alternatives: The Commission could choose to not adopt the proposed Ordinance and preserve the status quo. This would leave the “singular” restriction in the Charter and restrict the Municipal Court from operating with more than one elected judge. The Commission could also choose to table the item to a date certain to allow for possible amendments to the proposed Ordinance.

Concurrences:

City Manager’s Office
Municipal Court

Attachments/Exhibits:

Ordinance 3245
Ord. 3245 Exhibit “A”

ORDINANCE NO. 3245

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF GREAT FALLS PROVIDING THAT THE CHARTER OF THE CITY OF GREAT FALLS BE AMENDED TO ALLOW FOR ONE OR MORE ELECTED MUNICIPAL COURT JUDGES AND SUBMITTING SUCH CHARTER AMENDMENT TO THE ELECTORS OF THE CITY OF GREAT FALLS

WHEREAS, the electors of the City of Great Falls, Montana, established a charter form of government in 1986 with self-governing powers in accordance with Article XI, Section 5, of the Constitution of Montana; and

WHEREAS, Article V of that Charter included a designated judicial branch consisting of a City Court and an elected City Court Judge; and

WHEREAS, the electors of the City of Great Falls subsequently approved various amendments to the Charter in November of 2017, including an amendment to Article V to reflect that the City's judicial branch is now a Municipal Court of record; and

WHEREAS, Article V of the Charter of the City of Great Falls now provides that “[t]here shall be a municipal court and an elected municipal court judge as provided by Montana law” and both the Municipal Court and its predecessor City Court have historically operated with a single elected judge; and

WHEREAS, prior to the 2021 Legislative Session, the Municipal Court Judge had authority under Montana law to hire an Assistant Part-Time Municipal Court Judge if additional judicial resources became necessary, with that position not being subject to election; and

WHEREAS, the 2021 Legislature removed that legal authority for the Municipal Court Judge to expand judicial resources through the hiring of an Assistant and enacted a new requirement that all Municipal Court Judges be elected;

WHEREAS, the City Commission now wishes to amend the charter to both (1) recognize the new Montana law that requires that all Municipal Court Judges serve in elected positions and (2) remove the limitation that the City's Municipal Court consist of only one elected judge; and

WHEREAS, Mont. Code Ann. § 7-3-103 requires that any amendment to the Charter of the City of Great Falls be submitted and approved by the city electors during a regular election.

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

Section 1: That Article V of the Charter of the City of Great Falls be amended as depicted in Exhibit “A” attached hereto, removing the language indicated by ~~strikeout~~, and that such amendment be subject to a separate vote by the electors of the City of Great Falls;

Section 2: REFERRAL TO ELECTORS. This Ordinance shall be referred to the electors of the City of Great Falls at the General Election to be conducted in November of 2022.

Section 4: EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law, but the amendment to the Charter of the City of Great Falls reflected in said Ordinance shall be effective only if certified as approved by the electors as provided by law and then, if so approved, shall become effective on January 1, 2023.

APPROVED by the City Commission on first reading July 5, 2022.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading July 19, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Jeffrey M. Hindoien, City Attorney

Ordinance Exhibit "A"

Charter of the City of Great Falls
Article V Municipal Court

ARTICLE V – MUNICIPAL COURT

There shall be a municipal court and an elected municipal court judge as provided by Montana law.