



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
November 04, 2020
7:00 PM**

UPDATES CONCERNING PROCESS OF MEETINGS

Due to the COVID-19 health concerns, the format of the City Commission meeting will be held in a virtual video-conferencing environment. City Commission members and City staff will attend the meeting via a remote location, using a virtual meeting method.

In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), modifications have also been made for public participation. Public participation is welcome in the following ways:

- Attend in person. Refrain from attending in person if you are not feeling well. The City will require social distancing at the meeting, and may limit the number of persons in the meeting room according to applicable health guidelines. Public may view and participate from the Gibson Room.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Wednesday, November 4, 2020, 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 a city resident. Due to tracking and dissemination requirements, written communication must be received by that time in order to 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-in. The mayor will announce specific public comment periods. At that time, the public may call [406-761-4786](tel:406-761-4786) to provide public comment specific to that agenda item. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. **When your call is answered, mute the online or television audio to avoid time-delayed background noise/feedback, and do not use speakerphone when commenting.** Callers will be restricted to customary time limits. We ask for your patience in the event there are technical difficulties.

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>.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PROCLAMATIONS

PETITIONS AND COMMUNICATIONS

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

1. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

3. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

4. Miscellaneous reports and announcements from City Manager.

CONSENT AGENDA

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

5. Minutes, October 13, 2020, Special City Commission Meeting.
6. Minutes, October 20, 2020, City Commission Meeting.
7. Total Expenditures of \$2,225,828 for the period of October 1, 2020 through October 21, 2020, to include claims over \$25,000, in the amount of \$1,760,629.
8. Contracts List.
9. Authorize the City Manager to allow designated staff to join the Savvik Buying Group to access cooperative purchasing agreements.
10. Approve the final payment for the Water Main Crossings the Upper Missouri River and Sun River, to the HDD Company in the amount of \$113,508.55, and \$1,146.55 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.
11. Award a contract in the amount of \$471,362 to NWESTCO, LLC. for the Park and Recreation Fuel Station, and authorize the City Manager to execute the construction contract documents.
12. Approve a Change Order No. 1 in the amount of \$343,250 to Sletten Construction for the Water Treatment Plant Filtration Improvements Phase I project and authorize the City Manager to execute the document.
13. Set a public hearing on Resolution 10374 to amend rates in accordance with Title 15 of the Official Code of the City of Great Falls (OCCGF), relating to permit fees, plan review fees and penalty fees for building, plumbing, mechanical, electrical and sign permits in the City.

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

PUBLIC HEARINGS

14. Request from Mike and Sheila Staigmiller and Mark and Mary Staigmiller to annex and assign zoning to properties addressed as 2001, 2003 and 2005 Upper River Road. *(Presented by Craig Raymond)*

A.) Resolution 10373, To annex Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north. *Action: Conduct a joint public hearing and adopt or deny Res. 10373.*

B.) Ordinance 3225, To assign R-2 Single-family Medium Density zoning for Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120. *Action: Adopt or deny Ord. 3225.*

15. Resolution 10375, Establishing the rates, fees and penalties associated with Title 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the City's parking system; Passport Labs, Inc. software License and Service Agreement; and Multi-space pay station purchase approval. *Action: Conduct a public hearing and adopt or deny Res. 10375, approve or deny Software License and Service Agreement with Passport Labs, Inc. and approve or deny the purchase of 16 Flowbird Pay Stations through SP+ Corporation. (Presented by Craig Raymond)*

OLD BUSINESS

NEW BUSINESS

16. 2020-2024 Consolidated Plan and 2020 Annual Action Plan for Community Development Block Grant (CDBG) and HOME Investment Partnership Program. *Action: Set or not set a public hearing for December 1, 2020. (Presented by Craig Raymond)*

ORDINANCES / RESOLUTIONS

17. Ordinance 3226, Request from Joshua Johns with Skyline Heights, LLC. to assign a zoning classification of R-6 Multi-family High Density to the South 153.4 feet of the N1/2 SW1/4 SW1/4 NW1/4 excepting the west 30.0 feet which is county road in Section 35, T21N, R3E, P.M.M., Cascade County, Montana and the adjoining right-of-way of 6th Street NW and the adjoining right-of-way of Skyline Drive NW extended to the west right-of-way line of 6th Street NW. *Action: Accept or not accept Ord. 3226 on first reading and set or not set a public hearing for December 1, 2020. (Presented by Craig Raymond)*

CITY COMMISSION

18. Miscellaneous reports and announcements from the City Commission.

19. Commission Initiatives.

ADJOURNMENT

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
October 13, 2020

Special City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 5:30 PM

Gibson Room 212

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members participated electronically via Zoom: Bob Kelly, Owen Robinson, Rick Tryon, and Mary Sheehy Moe. Tracy Houck arrived at 5:35 p.m. Present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Park and Recreation Director Steve Herrig; Planning and Community Development Planner Erin Borland and Engineer David Grosse; Public Works Director Paul Skubinna; and, City Attorney Sara Sexe.

Due to the COVID-19 health concerns, the format of the City Commission meeting is being conducted in a virtual video-conferencing environment. In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), public participation is welcomed as follows:

- Attend in person. Refrain from attending in person if you are not feeling well. The City will require social distancing at the meeting, and may limit the number of persons in the Commission Chambers according to applicable health guidelines.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, October 6, 2020, to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name and address of the commenter. 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-in. The public may call in during specific public comment periods at 406-761-4786. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. We ask for your patience in the event there are technical difficulties.

AGENDA APPROVAL: Deputy City Manager Chuck Anderson reported that additional information was added to the Agenda Report for Agenda Item #2 after the original posting of the Agenda. The agenda was approved as submitted.

Deputy Manager Anderson reported that Internet outages on the East Coast are affecting the live stream of the Special City Commission meeting.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

PETITIONS AND COMMUNICATIONS

1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

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Commissioner Moe announced that due to COVID-19 exposure, the Great Falls Public Library is closed for approximately a month.

NEW BUSINESS

2. REQUEST FOR PROPOSALS (RFP) FOR DESIGN, PERMITTING AND CONSTRUCTION MANAGEMENT OF THE GREAT FALLS INDOOR AQUATIC & RECREATION CENTER. OF 1770

Park and Recreation Director Steve Herrig reviewed and discussed a PowerPoint presentation covering overview, background of the project, application and award of the DCIP Proposal and Grant, Request For Proposal (RFP) process and Selection Committee, recommended proposal and summary of steps upon award.

Director Herrig explained that the top three proposals were from Nelson Architects, Cushing Terrell and L'Heureux Page Werner Architecture (LPW)/TD&H. LPW/TD&H formed an alliance to work together on the project and offered to do the initial design for the Grant application pro bono. LPW/TD&H received top score for its written proposal and interview, and its fee was less than the other proposals. LPW/TD&H understands the City's timeline and budget for the project, as well as the potential soil issues for the proposed site.

The Selection Committee members included the following: City Manager Greg Doyon, Deputy City Manager Chuck Anderson, City Attorney Sara Sexe, Park and Recreation Director Steve Herrig, Public Works Director Paul Skubinna, Planning and Community Development Engineer Dave Grosse and Planner 3 Erin Borland. Mayor Kelly represented the City Commission during the initial review, but did not rank proposals.

Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission award the design, permitting and construction management of the Great Falls indoor aquatic and recreation center to L'Heureux Page Werner Architecture and TD&H Engineering, and authorize the City Manager to negotiate the fees and execute the contract documents.

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

Sophia Sparklin, Spark Architecture, 410 Central Avenue, expressed concern with regard to the fairness of the selection process. She suggested that in the future the City consider a concept where Architects can submit through an open design team.

Ryan Smith, Nelson Architects, residing at 1328 Beargrass Drive, concurred with the previous speaker's comments and he added that the selection process was questionable. He commented that Nelson architects submitted a proposal with fair fees; however, discovered that LPW/TD&H had offered to do the initial work pro bono. Mr. Smith noted that LPW/TD&H are qualified; however, he expressed concern that the pro bono work gave them an unfair advantage on the project, as well as the appearance of being unethical.

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Appearing telephonically was **Jeni Dodd**, City resident, inquired about the following: who wrote the RFP for the City; who designed the scoring criteria of the proposals; and whether a decision can be made on an Agenda Item under New Business.

Park and Recreation Director Herrig responded that he drafted the RFP that was reviewed by the Selection Committee members, as well as other City staff. The City's Purchasing Policy was used with regard to the scoring criteria.

City Manager Greg Doyon responded to Ms. Dodd's inquiry about New Business that the Commission can take action on an Agenda Item at a Special City Commission Meeting.

Written correspondence was received from **Bill Sparklin**, via October 13, 2020 email, expressing concern about the RFP process and urged the commission to delay the vote.

There being no one further to address the Commission, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Referring to an article in The Electric, Commissioner Tryon inquired about an architecture firm that contacted Mayor Kelly after the original proposal was sent out.

Commissioner Houck clarified that TD&H reached out to her, not Mayor Kelly, inquiring about contact information with regard to the project. She noted that she referred TD&H to either the City Manager's Office or Park and Recreation Director Herrig.

Commissioner Tryon inquired about the architecture firms solicited to participate in the proposal. He expressed concern about the transparency of the selection process, as well as LPW/TD&H having an unfair advantage over other architecture firms because of its involvement with the initial grant submittal.

Director Herrig responded that he contacted architecture firms that he had familiarity with and knew could provide the information requested in a timely manner.

City Manager Doyon reiterated that Mayor Kelly represented the Commission on the selection committee because there was local controversy about how the City would go through the selection process.

Referring to Commissioner Tryon's concern about LPW/TD&H having an advantage over other architecture firms, Mayor Kelly opined that LPW/TD&H had a disadvantage being involved with the initial proposal by setting themselves up as a target for other firms to be critical of their design. Mayor Kelly pointed out that as a member of the selection committee his goal was to make sure the process was good and done professionally. He added that none of the 10 proposals received were at a disadvantage or advantage because of their previous relationships with the City.

Referring to her experience with the university system, Commissioner Moe commented that it is not unusual for government bodies to work with an architecture firm from the concept phase to the design phase. She added that LPW/TD&H working together on the initial design work for the

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grant application did not disqualify them from being a part of the RFP process and if other architectural firms had concerns, that was the time to raise them.

Commissioner Tryon responded that he raised concerns about the process early on and he expressed concern with regard to the perception of an unfair process for the firms that did not have the advantage of being involved in the original proposal. He concluded that he wants to delay the decision to give the public more time to review the final three proposals.

Commissioner Houck concurred with Commissioner Moe's comments and she added that Ms. Sparklin and Mr. Smith suggested great ideas with regard to the City improving the process going forward. She concluded that the City was very forward thinking with regard to the process and had Selection Committee members review the proposals.

City Attorney Sara Sexe explained that the City is in the process of finalizing the land swap with the School District and the land needs to be shovel ready by September, 2021.

Commissioner Robinson commented that the scoring sheets used for evaluation of the RFP's were very helpful. He inquired about the final three architecture firms.

City Attorney Sexe responded that in the best interest of the community, the City used the competitive bid process, under the Official Code of the City of Great Falls (OCCGF) and is maintaining confidentiality under the OCCGF.

Mayor Kelly received clarification that nine out of 10 proposals met the aspects of the new facility, and had creative and unique designs. The LPW/TD&H original designs for the grant application are not the final design for the facility.

Commissioner Tryon explained that he is voting against awarding the contract to LPW/TD&H because it has the appearance of being an unfair process since LPW/TD&H had the initial design.

Commissioner Moe responded that it is common practice that an architectural firm comes up with a design and doesn't get awarded the project. Disqualifying an architecture firm that assists the City with a grant design dooms the City to the people who would go for the smaller project as opposed to have the ambition for a larger one and the City loses the advantage of continuity that might come from that. The process that the City went through was far beyond what was required to ensure that everyone had an equal chance at the bid.

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

Motion carried 4-1 (Commissioner Tryon dissenting).

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ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Moe moved, seconded by Commissioner Robinson, to adjourn the special meeting of October 13, 2020, at 6:45 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: November 4, 2020

DRAFT

JOURNAL OF COMMISSION PROCEEDINGS
October 20, 2020

Regular City Commission Meeting

Mayor Pro Tempore Moe presiding

CALL TO ORDER: 7:00 PM

Civic Center Gibson Room 212

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members participated electronically via Zoom: Mary Sheehy Moe, Tracy Houck, Owen Robinson and Rick Tryon. Mayor Kelly was excused. Present were the City Manager Greg Doyon and Deputy City Manager Chuck Anderson, City Clerk Lisa Kunz; Fire Chief Jeremy Jones; Park and Recreation Director Steve Herring; Planning and Community Development Director Craig Raymond; Public Works Director Paul Skubinna; City Attorney Sara Sexe; and, Police Captain Rob Moccasin.

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- Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, October 20, 2020, to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name and address of the commenter. 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-in. The public may call in during specific public comment periods at [406-761-4786](tel:406-761-4786). All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. We ask for your patience in the event there are technical difficulties.

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

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: None.

1. PROCLAMATIONS

Extra Mile Day (November 1, 2020), Red Ribbon Week (October 26 – October 30, 2020) and YWCA Week Without Violence (October 14, 2020).

PETITIONS AND COMMUNICATIONS

2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

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Michelia Rivera-Acosta, City resident, stationed at Malmstrom Air Force Base, submitted a proposal to change 2nd Street North to Mary Fields Street adjacent to the Post Office to honor her legacy as the first female, African-American mail carrier, not only in Great Falls but the entire United States. The renaming of 2nd Street North to Mary Fields Street will provide a piece of history and a sense of comfort for future military members, minorities, and residents, and will be a demonstration of the residents of Great Falls having always embraced diversity. If the proposal is not feasible, Ms. Rivera-Acosta suggested the placing of an honorary plaque on this street commemorating her legacy.

NEIGHBORHOOD COUNCILS

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

BOARDS AND COMMISSIONS

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Commissioner Robinson reported that the 2020 Census count ended last Thursday. That put the Fort Peck Reservation in panic mode because it was closed down due to Covid. The reservation missed out on Covid funds for being undercounted 10-years ago. The reservation was opened to 400 renumerators that counted all but four households. The Montana count is almost at 100% and the chances of getting a second legislative seat is good.

Commissioner Robinson reported that four suggestions pertaining to Covid-19 were proposed at today's Board of Health meeting: status quo, Board of Health issued directive, Board of Health and Public Health Officer issued joint directive, or Public Health Officer directive. The call-in comments were contentious between people/businesses that either want less restrictions or more restrictions imposed. He thinks there will be at least two more public Board of Health meetings before decisions are made.

Mayor Pro Tempore Moe added that she attended that meeting and thought the information was helpful, and that it is important for people to be able to comment and express their concerns.

CITY MANAGER

5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon made the following announcements:

- Jeremy Jones was appointed as the Fire Chief of Great Falls Fire Rescue. He has served the department since 1998.
- Board openings available to the community include the Board of Adjustment/Appeals, Ethics Committee, Audit Committee, Housing Authority Board, Parking Advisory Commission, and the Advisory Commission on International Relationships.

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- The Great Falls Public Library is open Tuesday – Saturday from 1:00-6:00 PM; and special hours for vulnerable persons on Tuesdays and Thursdays from 10:00 – 11:00 AM.
- Due to Covid-19, virtual platform for Commission meetings will continue until the Commission tells him otherwise.

Mayor Pro Tempore Moe encouraged people of all races to apply for the open board positions, noting that it would add to the diversity of those bodies.

CONSENT AGENDA.

6. Total Expenditures of \$2,785,332 for the period of September 16, 2020 through October 7, 2020, to include claims over \$25,000, in the amount of \$2,108,531.
7. Minutes, October 6, 2020, City Commission Meeting.
8. Contracts List.
9. Set a public hearing on Resolution 10375, establishing the rates, fees and penalties associated with Title 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the City's parking system for November 4, 2020.
10. Approve the Amended Interlocal Agreement for the Montana Firefighter Testing Consortium (MFFTC) adding Frenchtown Rural Fire District and Kalispell Fire Department to the Consortium and authorize the City Manager to execute the agreement.

Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission approve the Consent Agenda as submitted.

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

Motion carried 4-0.

PUBLIC HEARINGS

11. **LEASE AGREEMENT WITH ELECTRIC CITY ARCHERS OF GREAT FALLS FOR CITY OWNED PROPERTY WITHIN WADSWORTH PARK.**

Mayor Pro Tempore Moe declared the public hearing open and asked for presentation of the staff report.

Park and Recreation Director Steve Herrig reported that this item is a renewal of a lease with the Electric City Archers of Great Falls for a term of five-years with an option to renew for an additional five years at the City's sole discretion. Electric City Archers has leased this property since 2005, and the archery lease agreement has been in place since 1971. The annual fee is \$150.

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Mayor Pro Tempore Moe asked if the Commission members had any clarifying questions.

Commissioner Tryon inquired if there was ever any other interest in leasing the property for any other purpose. Director Herrig responded not to his knowledge.

Mayor Pro Tempore Moe inquired the amount of time the Electric City Archers held this lease. Director Herrig reiterated the lease has been with the Electric City Archers since 2005; prior to that it was the Great Falls Archers since 1971.

Mayor Pro Tempore Moe asked if there were any public comments in support of or in opposition to a lease agreement of City owned property located in Wadsworth Park with Electric City Archers of Great Falls.

Hearing none, Mayor Pro Tempore Moe closed the public hearing and asked the will of the Commission.

Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission approve a lease agreement of City owned property located in Wadsworth Park with Electric City Archers of Great Falls.

Mayor Pro Tempore Moe asked if there was any discussion amongst the Commission members.

Hearing none, Mayor Pro Tempore Moe called for the vote.

Motion carried 4-0.

12. LEASE AGREEMENT WITH RIVER CITY HARVEST FOR CITY OWNED PROPERTY LOCATED IN COMMUNITY HALL PARK.

Mayor Pro Tempore Moe declared the public hearing open and asked for presentation of the staff report.

Park and Recreation Director Steve Herrig reported that River City Harvest shares a location within Community Hall Park with Sunburst Unlimited for vegetable gardens and fruit orchards for the community. The proposed lease with River City Harvest would be for a term of five years for an annual fee of \$1.

Mayor Pro Tempore Moe asked if the Commission members had any clarifying questions.

Commissioner Robinson received clarification pertaining to the location of Community Hall Park.

Mayor Pro Tempore Moe asked if there were any public comments in support of or in opposition to a lease agreement of City owned property located in Community Hall Park with River City Harvest.

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Hearing none, Mayor Pro Tempore Moe closed the public hearing and asked the will of the Commission.

Commissioner Tryon moved, seconded by Commissioner Robinson, that the City Commission approve a lease agreement of City owned property located in Community Hall Park with River City Harvest.

Mayor Pro Tempore Moe asked if there was any discussion amongst the Commission members. Hearing none, Mayor Pro Tempore Moe called for the vote.

Motion carried 4-0.

13. LEASE AGREEMENT WITH SUNBURST UNLIMITED INCORPORATED FOR CITY OWNED PROPERTY LOCATED IN COMMUNITY HALL PARK.

Mayor Pro Tempore Moe declared the public hearing open and asked for presentation of the staff report.

Park and Recreation Director Steve Herrig reported that the proposed lease with Sunburst Unlimited Incorporated would be for a term of five-years with an annual fee of \$1. The leased property described as Community Hall Park is located at 410 16th Street SW, Great Falls, Montana. Sunburst Unlimited is a 501(c)3 program that developed a network of vegetable gardens and fruit orchards called FRESH Food Farms located in Community Hall Park since 2012. Items that are grown are dedicated to local groups such as the Boys & Girls Club, Meals on Wheels, Head Start, and low to moderate income families.

Mayor Pro Tempore Moe asked if the Commission members had any clarifying questions.

Hearing none, Mayor Pro Tempore Moe asked if there were any public comments in support of or in opposition to a lease agreement of City owned property located in Community Hall with Sunburst Unlimited Incorporated.

Hearing none, Mayor Pro Tempore Moe closed the public hearing and asked the will of the Commission.

Commissioner Houck moved, seconded by Commissioner Tryon, that the City Commission approve a lease agreement of City owned property located in Community Hall Park with Sunburst Unlimited Incorporated.

Mayor Pro Tempore Moe asked if there was any discussion amongst the Commission members.

Commissioner Houck commended the City for being open to these lease agreements and applauded the partnerships in making this happen.

There being no further discussion, Mayor Pro Tempore Moe called for the vote.

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Motion carried 4-0.

OLD BUSINESS

NEW BUSINESS

ORDINANCES/RESOLUTIONS

CITY COMMISSION

14. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Commissioner Tryon discussed his experience as a ride-along with the Great Falls Police Department last Thursday. Great Falls has a lot to be thankful for in its first responders. He applauded them and expressed appreciation to all first responders for what they deal with every day.

Mayor Pro Tempore Moe discussed information from the Board of Health public meeting with regard to the effects of the pandemic on the community. She is impressed by and grateful for the work of so many people, businesses, non-profits and professionals in this community to keep everybody safe at a dangerous time. She encouraged everyone to be kind to the people they interact with and to support one another.

15. COMMISSION INITIATIVES.

None.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Robinson moved, seconded by Commissioner Tryon, to adjourn the regular meeting of October 20, 2020, at 7:53 p.m.**

Motion carried 4-0.

Mayor Pro Tempore Mary Sheehy Moe

City Clerk Lisa Kunz

Minutes Approved: November 4, 2020



Commission Meeting Date: November 4, 2020
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 OCT 8, 2020 - OCT. 21, 2020	567,581.46
ACCOUNTS PAYABLE CHECK RUNS FROM MUNIS OCT 8, 2020 - OCT. 21, 2020	1,653,482.81
MUNICIPAL COURT ACCOUNT CHECK RUN FOR OCTOBER 1, 2020 - OCTOBER 15, 2020	4,763.50
TOTAL: \$	<u><u>2,225,827.77</u></u>

GENERAL FUND

FIRE		
LN CURTIS & SONS	TURNOUT GEAR COAT AND PANTS	45,220.00

SPECIAL REVENUE FUND

STREET DISTRICT		
UNITED MATERIALS OF GREAT FALLS	OF 1467 LOWER N SIDE WATER MAIN REPLACEMENT (SPLIT AMONG FUNDS)	8,225.85
PARK & RECREATION SPECIAL REVENUE		
SLETTEN CONSTRUCTION COMPANY	OF 1726.1 RIVER'S EDGE TRAIL SLIDE REPAIR	282,912.30
BARSAA GAS TAX		
UNITED MATERIALS OF GREAT FALLS	OF 1467 LOWER N SIDE WATER MAIN REPLACEMENT(SPLIT AMONG FUNDS)	236,088.23
CENTRAL MONTANA AG TECH PARK TID		
MRTE INC	OF 1658.1 CMATP TIF PH 3 STORM DRAIN	52,687.37

ENTERPRISE FUNDS

WATER

UNITED MATERIALS OF GREAT FALLS	OF 1467 LOWER N SIDE WATER MAIN REPLACEMENT(SPLIT AMONG FUNDS)	174,067.98
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SEWER

VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	256,147.61
VEOLIA WATER NORTH AMERICA	MONTHLY CONTRACTED CAPITAL IMPROVEMENTS	12,500.00

STORM DRAIN

UNITED MATERIALS OF GREAT FALLS	OF 1468 LOWER N SIDE WATER MAIN REPLACEMENT (SPLIT AMONG FUNDS)	58,869.65
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PARKING

STANDARD PARKING CORPORATION	AUGUST 2020 PARKING SERVICE FEES	31,323.43
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TRUST AND AGENCY

PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	50,794.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	56,258.16
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	65,156.29
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	123,289.85
US BANK	FEDERAL TAXES, FICA & MEDICARE	218,947.76

UTILITY BILLS

HIGH PLAINS LANDFILL	SEPTEMBER 2020 SANITATION CONTRACT	88,140.70
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CLAIMS OVER \$25000 TOTAL:

\$ 1,760,629.18

CITY OF GREAT FALLS, MONTANA

COMMUNICATION TO THE CITY COMMISSION

DATE: November 4, 2020

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	Great Falls Police Department	State of Montana Board of Crime Control	10/01/2020 – 09/30/2021	\$66,577	Covid Relief Grant Award #20-CV01-92713 for equipment and services to provide remote reporting for patrol officers, a kiosk and computer for online reporting in lobby, computers and software for a mobile incident command/911 Center to mitigate exposure to officers and citizens.



Commission Meeting Date: November 4, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Great Falls Fire Rescue Request to join Savvik Buying Group.

From: Jeremy M. Jones, Fire Chief

Initiated By: Great Falls Fire Rescue

Presented By: Jeremy M. Jones, Fire Chief

Action Requested: Approve GFFR request to join Savvik Buying Group.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (authorize/not authorize) the City Manager to allow designated staff to join the Savvik Buying Group to access cooperative purchasing agreements.”

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

Staff Recommendation:

Authorize the City Manager to join the Savvik Buying Group in turn, allowing the use of a cooperative purchasing agreement to purchase direct source capture diesel exhaust removal equipment.

Summary:

Great Falls Fire Rescue Department (GFFR) has been awarded an Assistance to Firefighters Grant (AFG) for the purchase of direct source capture diesel exhaust removal systems for all four Fire Stations. During this process, the Fire Chief and Fleet Manager have investigated the benefit and possibilities of using the Savvik Buying Group instead of the traditional bid process as a means of getting the best price for this equipment.

Joining the Savvik Buying Group incurs no cost to the City of Great Falls (COGF) and allows all departments, including GFFR to order supplies directly from this buyers group at preapproved, best prices. There is no formal agreement to join, just a simple registration process through their website.

Background:

The primary objective of joining the Savvik Buying Group is to allow the purchase of approved budget items, at a set price that has been determined to meet or exceed industry best pricing.

Participation in the program allows the City to get the best price on many types of equipment based on the buying power of the Savvik Buying Group. The purchasing group is better able to negotiate lower prices than any single member based on economies of scale and up front pricing discounts. Cities like

Portland, Seattle, Phoenix, and Boise all use national purchasing groups to make major purchases and have found it to be the best means of procuring apparatus and large purchases.

The City would also receive the exact equipment as specified from a manufacturer of their choice. This benefits the Central Garage and GFFR because specification exceptions and alternatives will not be required under this program. The time it takes to receive the exhaust removal system and complete installation is also significantly shortened, allowing our employees and the public who visit our fire stations to be protected from toxic diesel exhaust sooner rather than later.

The Savvik Buying Group is the only program of its kind that offers direct source capture diesel exhaust removal systems from vendors in our region that meet criteria of the AFG grant.

Significant Impacts

Joining the Savvik Buying Group would allow GFFR and all other COGF departments to purchase needed supplies that have been budgeted for at approved, industry pricing.

Workload Impacts

Joining the Savvik Buying Group would streamline the purchase of certain needed supplies, therefore minimizing the amount of time that those at GFFR charged with purchasing big ticket items are required to spend on the process.

Purpose

The purpose of joining the Savvik Buying Group is to minimize the complexity and cost of purchasing budgeted, approved items at GFFR and other departments throughout the City.

Fiscal Impact:

There is no cost to join the buying group and zero fiscal impact other than allowing for the timely and cost effective future purchase of approved budget items.

Alternatives:

Reject and use traditional requests for proposals process

Concurrences:

Public Works Fleet Management

Attachments:

Informational Sheet about Savvik Buying Group

(Additional information can be found on their website at: <https://savvik.com/>)

About Savvik Buying Group

We're here to provide supplies and equipment for our members, at the industry's best prices.

Our Beginnings

The Savvik Buying Group, formally known as the North Central EMS Corporation, is a non-profit organization owned by its members and formed to reduce the financial impact of the Balanced Budget Act of 1997 within the EMS industry. Our mission is to provide members with a mechanism to achieve cost reductions, which has evolved into a group-purchasing program. Savvik values quality supplies and equipment for the members, at the industry's best prices.

The phrase "at the industry's best prices" plays an even more important role today than in previous years as the Medicare Fee Schedule took effect on April 1, 2002. Ambulance services across the country have seen a drastic reduction in their Medicare reimbursements which accounts for up to 75% of their revenue. This drastic reduction in revenue decreases their capital budgets and curbs their purchases if not determine their entire existence.

Where We're Going

Membership is comprised of ambulance services, fire departments, first responder groups, police/sheriff departments, industrial emergency response teams, and other organizations related to the EMS industry. Savvik is proud to focus on membership nationwide. Our intent is to offer the Electronic Patient Care Reporting and Data Collection contract to all Savvik members regardless of their physical location.

An amazing result of our success was the formation of The Savvik Foundation in 2000. Savvik invests back into the industry! A portion of our excess revenues are returned to regional, state and national EMS associations as well as being donated to The Savvik Foundation so that it can complete its mission of leading industry efforts in such areas as safety, efficient operations, education, research and national consensus building.

We're dedicated to improving the general wellbeing of the public safety industry as a whole. Our effectiveness increases with commitments from our vendor partners to provide Savvik members with quality products and services at the industry's best prices.

Savvik has enjoyed significant growth over the last few years by developing partnerships (including revenue sharing relationships) with regional, state and national EMS associations. Savvik has fifty-one group affiliates that include membership to the Savvik Buying Group as part of their group dues structure. The associations that participate in our group membership program receive quarterly reports and payments from our office. Payments reflect a portion of the contract management fee of the total sales their members purchased from our vendors.

We're Growing!

Year	Members	US States	Canada	Mexico	Columbia	Other Province
2020	13,360	50	1	1	4	4
2019	11,886	50	1	1	4	4
2018	11,423	50	1	1	4	4
2017	6,993	50	1	1	4	4
2016	5,441	50	1	1	4	4
2015	4,504	50	1	1	6	3

How Savvik Can Help You

Who We Serve

Savvik serves the entire public safety sector: EMS, fire departments and fire rescue, law enforcement. Additionally, hospitals, clinics, schools and other related agencies with products and services.

Save Time & Money

Savvik has already put in hundreds of hours into each competitively bid process and selected vendors and programs that you can trust. We do this for you at no charge. With all of the work already being done, all you have to do is select what you need and when you need it.

Group Power Buys – We leverage the buying power of our entire group to get the best deals we can on core products to help drive deeper discounts to our members. Buy just what you need and save by pooling your purchases with your peers nationwide. All of this at no additional cost to you.

Savvik also gives back a portion of our proceeds back to the public safety industry to support programs and initiative that keep all of us strong. By supporting Savvik with your purchases you are also helping the industry thrive!

Unmatched Value

Savvik has outstanding contracts with reputable vendors. These contracts will help save your agency valuable resources, but that is not all. Savvik will also provide you with service after the sale. We pride ourselves on customer service both before and after all Savvik purchases. We will help you with any discrepancies in billing, equipment failure, vendor relations, finding products, and much more. Savvik is a one-stop buying group that meets all your needs. We want to provide you with the right products – the right services – at the right price!

The chances are you know someone who has achieved significant cost savings as a member of Savvik. We'd like to add you to our growing list of members with success stories.

Revenue Sharing

A portion of our proceeds is returned back to our State and National Association partners every quarter. We share our proceed with our 57 plus partners based on purchase volume on the program they were purchased under. Just for buying the products you need at our discounted costs, you are helping your organization grow stronger! Help us support you! If you don't find what you are looking for contact us and we will try to set up a buying program for it. When we work together everyone wins!

Investing in Our Industry

An amazing result of our success was the formation of the Savvik Foundation in 2000. Savvik invests in the industry! Savvik's excess revenues are returned to regional, state and national Public Safety associations as well as being donated to organizations like the Savvik Foundation through grants so that they can complete the mission of leading industry efforts in such areas as safety, efficient operations, education, research and national consensus building. We have also been at the forefront in building the guidelines for community paramedicine.

Savvik and the Savvik Foundation are dedicated to improving the general wellbeing of the Public Safety industry as a whole. Our effectiveness increases with the commitment from our vendor partners to provide Savvik members with quality products and services at the industry's best prices.

Competitive Bid Process

Savvik contracts for many of our Public Safety supplies and services through a competitive bidding or quotation process, ensuring the best pricing on quality products and services. Savvik competitive bidding procedures ensure full and fair competition, and, therefore, relieve our members—even many of our public members—of the obligation to conduct their own competitive bidding process.



Commission Meeting Date: November 4, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Construction Final Pay: Water Main Crossings the Upper Missouri River and Sun River, O. F. 1494.6.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Paul Skubinna, Public Works Director

Action Requested: Consider and Approve Final Pay Request.

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) Final Payment for the Water Main Crossings the Upper Missouri River and Sun River, to The HDD Company in the amount of \$113,508.55, and \$1,146.55 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.”

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

Staff Recommendation:

Approve final payment request.

Summary:

Three bids were received and opened for this project on June 28, 2019. Bids ranged from \$5,572,971.00 to \$8,846,000.00. The HDD Company submitted the lowest responsible bid of \$5,572,971.00. The City Commission awarded the contract to The HDD Company on July 16, 2019.

Background:

The project consisted of installing 24-inch and 20-inch water main utilizing both Horizontal Directional Drill (HDD) and Open-Cut methods of installation.

The City needed additional water mains crossing under the Upper Missouri River and Sun River to ensure adequate water pressure and quantity for our expanding City and to provide redundancy for unexpected repairs to our existing transmission mains. The project was bid in two parts. The Base Bid being the Missouri River Crossing and Bid Alternate 1 the Sun River Crossing.

For the Missouri River Crossing, the 24-inch FPVC bore started on the west side of the river at the east end of Meadowlark Park, went for approximately 3,600 lineal feet and exited on the east side of the river in Verde Park. On the west side of the river 1,110 lineal feet of new 24-inch water main was installed by open cut through Meadowlark Park and tied into the existing 12-inch main located in Fox Farm Road. On the east side of the river, 420 lineal feet of new 24-inch water main was installed by open cut through Verde Park and along Upper River Road, connecting to the 24-inch water main located at the intersection of Upper River Road and Blanchard Road.

For the Sun River Crossing, the 20-inch FPVC bore started on the south side of the river in Alder Drive (near Dairy Queen), went approximately 1,600 lineal feet and exited near 10th Avenue Southwest on the north side of the river. On the north side of the river, 575 lineal feet of 20-inch water main was installed using open cut to the intersection of 10th Avenue SW and connect to an existing 12-inch main to the north, an 8-inch main to the west, and a 6-inch main to the east. On the south side of the river the bore connected to the existing 20-inch main in Alder.

Additionally, this project replaced water mains in Alder Drive that have been failing with increasing frequency, causing damage to property, roadways and disrupting water service to local residents and businesses. The water main breaks are primarily due to corrosive soils, age, and type of pipe material used. The water mains were installed in 1959.

This part of the project replaced 310 lineal feet of 20-inch cast iron with PVC on Alder Drive from Meadowlark Drive to Fox Farm Road; 230 lineal feet of 20-inch cast iron with PVC from Alder Drive south to Fox Farm Road; installed 3 fire hydrants; replaced 3 water service connections; 1,200 square yards of gravel; and 1,200 square yards of asphalt pavement

The HDD Company has completed all the punch list items. The City can accept the project and execute Final Payment. There are two warranty periods. The first is for the water main installations and the warranty started on May 29, 2020. The second is for the park areas and the warranty period started on September 17, 2020.

The project was designed by TD&H Engineering, construction management and project inspection duties were done by both the City and TD&H. The contract time was exceeded by 13 days. Therefore, liquidated damages totaling \$5,200.00 have been deducted from the final pay application.

Fiscal Impact:

This project is funded through the Water Capital Improvement fund. Despite the project exceeding the contract time, the final project cost is \$5,111,067.75, which is \$461,903.25 less than the total contract amount. The cost savings were due to good design, execution, and delivery of the project by City staff, TD&H, and The HDD Company, despite it being the first project of this kind the City has undertaken.

Alternatives:

The City Commission could vote to deny final pay.

Attachments/Exhibits:

Final Pay

Project location maps

PAYMENT REQUEST NO. 8/FINAL

FROM June 25, 2020 TO September 25, 2020
PROJECT NAME Water Main Crossings the Upper Missouri River & Sun River, O.F. 1494.6
LOCATION Great Falls, MT PROJECT NO. O.F. 1494.6
CONTRACTOR The HDD Company
4525 Serrano Parkway Suite 210, El Dorado Hills, CA 95762

SUMMARY OF PROJECT STATUS

Amount of Original Contract	\$5,572,971.00
Amount of Approved Change Orders(s)	\$0.00
TOTAL CONTRACT AMOUNT	\$5,572,971.00
Contract Performance Period	135 Days
Contract Extensions Granted to Date	16 Days
Contract Time Used to Date	166 Days
Percentage of Contract Time Used	
Percentage of Contract Amount Earned	100%

SUMMARY OF CONTRACT PAYMENT CALCULATIONS

Original Contract Amount Completed	\$5,111,067.75
Change Order(s) Amount Completed	\$0.00
Amount for Materials on Site	\$0.00
TOTAL to Date	\$5,111,067.75
MINUS RETAINAGE 0%	\$0.00
TOTAL AMOUNT Earned to Date	\$5,111,067.75
Less Previous Amount Earned	\$4,996,412.65
Amount Payable This Period	\$114,655.10
Less 1% Gross Receipts Tax	\$1,146.55
TOTAL DUE CONTRACTOR THIS PERIOD	\$113,508.53

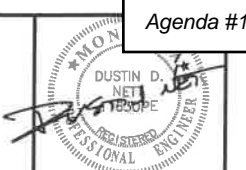
Requested By: *Steve Orrison* 10-21-20
The HDD Company Date

Checked By: *David J. ...* 10/22/2020
TD&H inc Date

Approved By: *Richard Johnson* _____
City of Great Falls Date

CONSTRUCTION DRAWINGS FOR WATER MAIN CROSSINGS THE UPPER MISSOURI RIVER & SUN RIVER GREAT FALLS, MONTANA

OFFICE FILE NO. (O.F.) 1494.6
MAY, 2019



REV	DATE	REVISION



DRAWN BY: MWC
DESIGNED BY: CEJ
QUALITY CHECK: DDN
DATE: 05.26.19
JOB NO. 18-114
FIELDBOOK

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

COVER SHEET

SHEET INDEX

SHEET	DESCRIPTION
C1.0	COVER SHEET
C2.0	NOTES, ABBREVIATIONS AND LEGEND
C2.1	EXISTING SITE TOPOGRAPHY, SHEET INDEX MAP AND BORE HOLE LOCATIONS
C3.0	UPPER MISSOURI RIVER CROSSING - BASE BID
C3.0	OVERALL WATER MAIN PLAN, HDD NOTES AND SURVEY CONTROL
C3.1	MEADOWLARK PARK EQUIPMENT STAGING AREA (PIPE SIDE)
C3.2	MEADOWLARK PARK PIPE STAGING PATH
C3.3	VERDE PARK EQUIPMENT STAGING AREA (ENTRY SIDE)
C4.0	PLAN AND PROFILE - MISSOURI RIVER STA. 12+51 TO 46+85
C4.1	PLAN AND PROFILE - FOX FARM RD STA. 80+00 TO 80+60 AND MEADOWLARK PARK STA. 1+03 TO 4+50
C4.2	PLAN AND PROFILE - MEADOWLARK PARK STA. 4+50 TO 12+51
C4.3	PLAN AND PROFILE - VERDE PARK STA. 46+85 TO 50+92 AND 19th AVE S. STA. 60+00 TO 60+98
C5.0	SUN RIVER CROSSING - BID ALTERNATE 1
C5.0	OVERALL WATER MAIN PLAN, HDD NOTES AND SURVEY CONTROL
C5.1	SOUTH PIT EQUIPMENT STAGING AREA (ENTRY SIDE)
C5.2	NORTH PIT PIPE STAGING PATH
C5.3	NORTH PIT EQUIPMENT STAGING AREA (EXIT SIDE)
C6.0	PLAN AND PROFILE - SUN RIVER STA. 53+06 TO 68+59
C6.1	PLAN AND PROFILE - SOUTH PIT STA. 50+38 TO 53+06
C6.2	PLAN AND PROFILE - NORTH PIT STA. 68+59 TO 73+50
C6.3	PLAN AND PROFILE - NORTH PIT STA. 73+50 TO 74+95
C6.4	PLAN AND PROFILE - ALDER DR STA. 90+30 TO 93+90
C7.0	DETAILS
C7.1	DETAILS
C7.2	DETAILS
C7.3	DETAILS
L1.0	LANDSCAPE - BASE BID
L1.0	MEADOWLARK PARK LANDSCAPE & IRRIGATION
L1.1	VERDE PARK LANDSCAPE & IRRIGATION
TOTAL	26 SHEETS

SUN RIVER
PROJECT LOCATION



MISSOURI RIVER
PROJECT LOCATION

SITE LOCATION MAP



Commission Meeting Date: November 4, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Construction Contract Award: Parks and Recreation Fuel Station, O. F. 1755.0.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Paul Skubinna, Public Works Director

Action Requested: Consider Bids and Approve Contract.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (award/not award) a contract in the amount of \$471,362.00 to NWESTCO, LLC. for the Park and Recreation Fuel Station, and authorize the City Manager to execute the construction contract documents."

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

Staff Recommendation:

Approve construction contract award.

Summary:

This project was initiated to relocate the current fueling station at Fire Station #1 to the Park and Recreation Complex. The project consists of design and construction of a two compartment 20,000 gallon (10k/10k), Double Wall horizontal UL-2085 above-ground fuel storage tank (AST) system, and support foundation, fuel dispensers, state-of-the-art tank monitoring equipment along with necessary ancillary facilities including paving, fencing, access gates, and storm water management facilities.

Background:

Workload Impacts:

Design phase engineering and plans and specifications were completed by the City Engineering staff with assistance from the Central Garage Division. City Street Division, Environmental Division and Park and Recreation Department all provided input to the project. City Engineering staff will provide construction phase engineering services and project inspection.

Purpose:

The main objective of this project is to replace and upgrade fuel storage and dispensing facilities that have exceeded their functional life and minimize the City's environmental compliance risk going forward. The

fuel system this project replaces are underground tank systems that were installed in 1991 with an expected service life of 25 years. Over the life of these aging tanks the City of Great Falls has had a clean record of inspections with DEQ and no known releases have occurred. During the removal of the same vintage underground storage tanks located at the Public Works Complex it was discovered that the tanks themselves were in good condition. However, the piping connecting the tanks to the fuel pumps was severely corroded and would have been the most likely source of leakage and contamination.

By removing the old underground tanks and installing new above ground fuel storage tanks, the City will be reducing the risk of tank failure and leakage that would subject the City of Great Falls to fines and cleanup fees. Additionally, in 2019 the DEQ added additional safety testing procedures for underground storage tank facilities. Under these new regulations the City would incur additional costs of \$7,500 - \$10,000 for annual maintenance and testing.

Current access to the Fire Station Fuel Island is off First Avenue South. Currently, the fire station has limited space for parking. Removing the existing fuel station from the fire station will help provide additional parking space. The current island has minimal protection from vehicular damage or vandalism. Moving the station to the Park and Recreation complex will also provide additional security inside a fenced complex.

Project Work Scope:

Work to be performed under this contract includes:

- Installing a two compartment 20,000 gallon (10k/10k), Double Wall horizontal UL-2085 aboveground fuel storage tank (AST) for dispensing unleaded gasoline and diesel fuels.
- Installing reinforced concrete drive pads.
- Installing new fueling island including gas pumps.
- Installing a FuelMaster® Plus Advanced Fuel Management System, and additional components necessary for compatibility with existing system.

Evaluation and Selection Process:

The specifications were advertised three times in the Great Falls Tribune. Two bids were received on October 21, 2020 ranging from \$471,362.00 to \$796,226.00. NWESTCO, LLC., submitted the lowest responsible bid.

Conclusion:

City staff recommends awarding the contract to NWESTCO, LLC., in the amount of \$471,362.00.

Fiscal Impact:

The attached bid tabulation summarizes bids that were received. Central Garage Machinery and Equipment Funds are programmed for this project.

Alternatives:

The City Commission could vote to deny award of the construction contract and re-bid or cancel the project. This action would result in the City continuing to operate the old tank system, while enduring greater risk for a product release into the environment and enduring the expense of performing environmental cleanup procedures to comply with regulations.

Concurrences:

City Engineering staff, City Street Division, City Central Garage Division, Park and Recreation, and City Fire and Rescue recommend award of the bid.

Attachments/Exhibits:

Bid tabulation

Vicinity Map

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

BID TABULATION SUMMARY

 Parks & Recreation Fuel Station
 O.F. 1755

Project Number _____
 Bids Taken at Civic Center
 Date: _____ October 21, 2020
 Tabulated By: _____ Russell Brewer

	Name & Address of Bidder	Acknowledge Addendum #1	Acknowledge Addendum #2	Acknowledge Addendum #3	10% Bid Security	Certificate of Non-Segregated Facilities	Certificate of Compliance with Insurance Req.	Total Bid
1	Granite Petroleum	X	X	X	X	X	X	\$796,226.00
2	NWESTCO, LLC.	X	X	X	X	X	X	\$471,362.00
3								
4								
5								
6								
7								
8								
9								
10	Engineer's Estimate							

1755.0 Parks and Recreation Fuel Station

a #11.





Commission Meeting Date: November 4, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Change Order No. 1: Water Treatment Plant Filtration Improvements Phase I, OF 1637.1.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Paul Skubinna, Public Works Director

Action Requested: Approve Change Order No. 1.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Change Order No. 1 in the amount of \$343,250.00 to Sletten Construction for the Water Treatment Plant Filtration Improvements Phase I project and authorize the City Manager to execute the document.”

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

Staff Recommendation:

Approve Change Order No. 1.

Summary:

This project fulfills the recommendations and suggestions of a 2011 study to replace filter media, underdrain system replacement, and installation of filter cleaning apparatus. These upgrades are integrated with existing plant processes to improve overall plant efficiency, performance, and control. This project is essential to maintaining the high quality of water the city is accustomed to, along with the ability to maintain compliance with Montana Department of Environmental Quality (MTDEQ) requirements for water quality and availability.

Background:

In 2011, the City completed a Water Treatment Plant Filter Evaluation as part of the City’s initiative to address aging infrastructure and with reference to data in the 2006 Water Master Plan. The Filter Evaluation concluded that the City’s filters were well beyond their design life and that operations was experiencing a significant decline in performance along with a notable increase in maintenance requirements. A filter replacement project was then prioritized and programmed.

On January 6, 2019, an RFP was issued and on April 16, 2019, Advanced Engineering and Environmental Services (AE2S) and Thomas Dean & Hoskins (TD&H) were awarded a contract for design and

construction oversight of the filter replacement project. Upon completion of the design, and at the recommendation of the City's design engineer, City staff bid and awarded a valve and actuator supply contract to Core and Main in October of 2019. This award was made in an effort to preempt long fabrication times for specific project materials and components and keep the project on schedule.

The valve and actuator contract and the subsequent construction contract (awarded to Sletten Construction) were based on a March 2020 delivery of the valves, actuators, and other project components and materials. These delivery dates were not achieved. The final delivery of valves and actuators occurred on June 19, 2020. The blower arrived on September 1, 2020, and the stainless steel air piping assemblies, Sletten's responsibility to procure, were delivered on October 26, 2020.

On January 22, 2020, Sletten submitted a claim to the City that the delays would cause 245 days of construction delays and requested a contract extension at a cost of \$508,380. The City and AE2S engaged with Sletten and its materials and components supplier to attempt to negotiate a reasonable resolution to Sletten's claim. On February 25, 2020, a work change directive for \$222,000 was signed to address Sletten's claim, based on the condition that the components were delivered by May 5, 2020. Components were actually delivered on May 26, June 11, and June 19 resulting in an additional 25 days and \$47,200 in claims from Sletten.

Staff's position is that some of the shipment delays could be correlated to market and shipment uncertainty due to the supply disruption propagated by the global pandemic. However, the preponderant delays on the project derive from valve and actuator delivery shortcomings that preceded the pandemic disruptions. The City is holding ongoing discussions with Core and Main to come to a resolution concerning the costs that were incurred by the City due to the delayed valve and actuator deliveries.

Additionally, other work change directives due to unexpected site conditions include:

- 1.) Additional abatement and structural repairs required in the filter basins;
- 2.) Air header piping modifications; and
- 3.) HVAC ductwork replacement.

Attached to this document is a Change Order Summary Table outlining all six work change directives on the project with a breakout of the three work change directives being addressed as part of this Change Order. These three work change directives represent costs above and beyond the originally awarded project budget. The three remaining work change directives were negotiated with respect to anticipated unknowns concerning structural elements and hazardous material abatement related decisions, and they will be paid using the \$150,000.00 project miscellaneous budget, per the original construction contract. Additional contract funding (\$60,000.00) is also being requested as part of this change order. The additional funding requested will be available to handle further anticipated abatement and restoration related activities that the project team expects to encounter as well as any other unanticipated changes that might occur before the project is complete.

Significant Impacts

The work change directives and supply delays have had a significant impact on the project. Total time added to the construction contract was 274 days and total cost of \$343,250.00, (see Change Order Summary Table) in addition to that awarded by the construction contract bid. The process of rehabilitating and improving the plant filters was scheduled to be completed in three phases during the summer months of 2020, and the winter months of 2021 and 2022. Currently, the project is in its first phase, and all filters on the East side of the plant filter building are being replaced two at a time. Functioning filters on the East side and all filters on the West side of the building have handled the city water demand throughout the

duration of the project. The unexpected extra financial obligation to Sletten and the time delay in delivery of components and materials experienced during this first phase of the project, has significantly impacted and brought into question the City's ability to fund and schedule phase 2 and 3 of the project for bid and construction.

Workload Impacts

City staff has invested a significant amount of time engaging with Core and Main and Sletten to resolve the claims and evaluate alternative solutions to address Sletten's claims. In addition to this workload, the project was originally scheduled to take place during low water demand season and be complete prior to peak water demand season. Due to delays, Water Treatment Plant staff have expended extra effort to coordinate with the contractor and provide uninterrupted service to the public by creatively managing water production to meet demand as construction continued through peak water demand season. The City managed to meet demand while having 15% of the filter production capacity unexpectedly out of service due to the project.

Purpose

This Change Order accounts for the additional funding needed to cover labor and equipment costs associated with the three Work Change Directives summarized above.

Evaluation and Selection Process

Two (2) bids were received on November 20, 2019, with the base bid prices ranging from \$3,862,900.00 to \$4,436,000.00. Sletten Construction Company submitted the low base bid. Pricing on four (4) alternate options was solicited in addition to the base bid, which was not awarded due to cost constraints. The City awarded the base bid construction contract to Sletten on December 3, 2019.

Additionally, the City solicited bids for the pre-procurement of valves and actuators required for the project. Three (3) bids were received on September 25, 2019, with the bid prices ranging from \$254,504 to \$271,970, with Core and Main submitting the low bid. The City awarded the procurement contract to Core and Main on October 4, 2019.

Conclusion

City staff recommends approving Change Order No. 1 for the Water Treatment Plant Filtration Improvements, Phase I, O.F. 1637.1 to Sletten Construction Company in the amount of \$343,250.00. This will increase the original contract value from \$3,862,900.00 to \$4,206,150.00, an 8.8 percent increase.

Fiscal Impact:

The attached document summarizes the costs associated with this Change Order. This increase will be funded through the City's Water Plant Water Fund at the expense of other planned and needed improvements. The City is continuing to pursue a remedy with Core and Main, AE2S and Sletten Construction.

Alternatives:

The Commission could disapprove Change Order No. 1. This decision could result in stoppage of work on the project with the following ramifications:

1. Water Treatment Plant (WTP) Operational Concerns:
 - a. The conventional filters are the primary component of treatment at the WTP, not approving this change order impacts the completion of the installation of the remaining two filters and will restrict the potable water production capacity of the facility. While this is not an

- issue as we head into the winter months, the WTP needs to be at peak capacity by late spring to meet the demands of the City.
- b. The WTP operates under the regulatory requirements of the Department of Environmental Quality (DEQ), Incompletion of this work may result in the WTP not being capable of providing potable water within the compliance of DEQ. In the event of non-compliance, DEQ would assess the issue, determine the nature of the violation, and the City's ability to prevent it to determine what level of regulatory consequence (enforcement and fines) is justified. In the event of a Boil Order, the City may be seen as negligent due to the incompletion of these improvements which could result in fines in excess of \$100,000.
 - c. The air blower system is an integral component to the designed operation and performance of the improved filters. Not completing this installation will continue the filters build-up of mud balls, which form as a result of dirt and chemical buildup due to lack of air scour cleaning capabilities. This could permanently impact the performance of these filters. In addition, extended operation of the improved filters currently in use without air scour will significantly increase the volume of backwash water necessary to keep them operational. At 80,000 gallons per backwash, one additional backwash per month for each improved filter equates to 4 million gallons of additional backwash water wasted annually.
2. Overall Cost Implications
 - a. By stopping the project, re-bidding the remaining work, and selecting another contractor, the City risks ramifications to warranty and associated costs with respect to determining the true responsible party.
 - b. The transfer of materials and equipment previously submitted on and purchased by a contractor to a new contractor for installation generally results in increased bid costs from the new contractor to account for the increased accountability for the performance of materials and equipment not procured by them.
 3. Long Term Impacts to Project Schedule and Upcoming Bids
 - a. Any project stoppage or delay in completion of Phase 1 of the WTP Filter Improvements would negatively impact the bidding and construction schedule for the upcoming project phases. With the Phase 2 bidding currently scheduled for January 2021, as well as the timeframe required to ensure the equipment and materials are onsite prior to construction starting, this delay would push Phase 2 back one calendar year.
 - b. In addition to the delay in schedule, by not approving this change order the City is alienating one of the only responsible bidders from completing the remaining portions of the project work.

Lastly, while this is a large change order at 8.8% of the entire construction bid, given the current COVID-19 pandemic and the associated impacts we have seen with respect to material delivery and procurement scheduling, the City may be perceived as punishing the Contractor for project impacts outside of their control.

Attachments/Exhibits:

- Change Order Summary Table
- Change Order No. 1 (includes WCD 1-6 as attachment)
- Vicinity Map

WTP Filter Improvements - Change Order Summary			
WCD#	Summary of Work	Amount	Funding Source
1	Construction delays to accomidate delayed valve and actuator delivery and meet summer water demand	\$222,000.00	C.O. #1
2	Materials and Labor associated with filter 13 &15 structural repairs	\$9,960.00	Miscellaneous
3	Materials and Labor associated with HVAC and blower supply piping modifications	\$60,230.00	Miscellaneous
4	Materials and Labor associated with filters 9 & 11 abatement and structural investigation	\$69,510.00	Miscellaneous
5	Construction delays to accomidate delayed valve and actuator delivery	\$47,200.00	C.O. #1
6	Materials and labor for blower air piping modifications to circumvent the access stair case	\$24,350.00	C.O. #1
	Additional Miscellaneous funding	\$60,000.00	C.O. #1
		Sub total	\$493,250.00
		Less previously awarded miscellaneous funding	\$150,000.00
		Total Change Order No. 1 amount	<u>\$343,250.00</u>

CHANGE ORDER

No. 1

DATE OF ISSUANCE September 23, 2020 EFFECTIVE DATE March 19,2020

OWNER City of Great Falls

CONTRACTOR Sletten Construction Company

Contract: Water Treatment Plant Filtration Improvements

OWNER'S Contract No. O.F. 1637.1 ENGINEER'S Contract No. P05231-2013-001

You are directed to make the following changes in the Contract Documents.

Description: Costs as shown on the project itemized spreadsheet and Work Change Directives No. 1-6 summarized as follows:

- Sletten Construction Company will complete two filters to Substantial Completion (filter operation via new filter control console manual switches) prior to starting work on the next set of filters.
- Filters will be completed in this sequence – Filters 13 & 15, Filters 9 & 11, and Filter 5&7.
- Material delivery and storage associated is the responsibility of Sletten Construction Company, except for materials pre-procured by the City.
- All other requirements and provisions of the Contract Documents remain in effect.
- For materials and labor performed as required structural repairs identified by the Structural Inspection performed by TD&H of Filters 13&15.
- Removal/replacement of the Filters 13&15 filter effluent valves with new valves (existing actuators remain).
- For materials and labor performed as required on blower supply header piping modifications identified within RFP No. 6 provided by SCC.
- For materials and labor performed as required on HVAC ductwork modifications identified within RFP No. 6 provided by SCC.
- For labor performed as requested on Filter #3 exploratory core drilling identified within RFP No. 5 provided by SCC.
- For materials and labor performed as required for additional abatement required within Filters 9 & 11 identified within RFP No. 7 provided by SCC.
- For construction delays identified within RFP No. 4 provided by SCC, as a result of delayed delivery of pre-procured valves and actuators.
- For labor and materials for blower air piping modifications required due to process piping and access stair conflicts, identified in RFP No. 8 provided by SCC.

Reason for Change Order: Schedule modifications as well as additional labor and materials for minor project design modifications and \$60,000.00 additional miscellaneous funding for any additional changes that might occur before project completion.

Attachments: (Project Itemized Spreadsheet, WCD 1-6)

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>3,862,900.00</u>	Original Contract Times Substantial Completion: <u>198</u> days Ready for final payment: <u>198</u> days or dates
Net changes from previous Change Orders No. _____ to _____ \$ <u>0</u>	Net change from previous Change Orders No. _____ to No. _____ <u>0</u> days
Contract Price prior to this Change Order \$ <u>3,862,900.00</u>	Contract Times prior to this Change Order Substantial Completion: <u>198</u> days

	Ready for final payment: <u>198</u> days or dates
Net Increase (decrease) of this Change Order \$ <u>343,250.00</u>	Net Increase (decrease) of this Change Order <u>247</u> days
Contract Price with all approved Change Orders \$ <u>4,206,150.00</u>	Contract Times with all approved Change Orders Substantial Completion: <u>445</u> days Ready for final payment: <u>482</u> days or dates

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

Change Order No. 1

Date: October 6, 2020

Agreement Date: _____

Project: WTP Filtration Improvements, O.F. 1637.1

Approvals Required:

Approved by:

Greg Doyon, City Manager

Attest:

Lisa Kunz, City Clerk

(Seal of the City)

Approved as to Form: _____
Sara Sexe, City Attorney

WORK CHANGE DIRECTIVE

No. 1

DATE OF ISSUANCE February 25, 2020

EFFECTIVE DATE March 19, 2020 Per R.H. February 25, 2020

OWNER City of Great Falls

CONTRACTOR Sletten Construction Company

Contract: Base Bid: General Construction

Project: WTP Filtration Improvements

OWNER's Contract No. OF 1637.1

ENGINEER's Project No. P05231-2013-001

You are directed to proceed promptly with the following change(s):

Description:

Due to delays in material lead times and risks associated to water capacity during peak season, the City and Sletten Construction Company would mutually benefit by phasing the project. After reviewing multiple options, the City has decided to phase the project as follows:

- Sletten Construction Company will complete two filters to Substantial Completion (filter operation via new filter control console manual switches) prior to starting work on the next set of filters.
- Filters will be completed in this sequence – Filters 13 & 15, Filters 9 & 11, and Filter 5 & 7.
- Material delivery and storage associated is the responsibility of Sletten Construction Company, except for materials pre-procured by City.
- All other requirements and provisions of the Contract Documents remain in effect.

Purpose of Work Change Directive:

The purpose of the phasing established is to minimize risk associated with loss of water treatment capacity at the WTP during the summer peak use season.

Attachments: (List documents supporting change)

Sletten Construction Company – RFP_01R3_Phased Construction (submitted 2/19/2020)

If OWNER or CONTRACTOR believe that the above change has affected Contract Price any Claim for a Change Order based thereon will involve one or more of the following methods as defined in the Contract Documents.

Method of determining change in

Contract Price:

Unit Prices

Lump Sum

Cost of the Work

Estimated **increase** (decrease) in Contract Price:

\$ 222,000 *

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated **increase** (decrease) in Contract Times:

Substantial Completion: 208 days; *
Ready for final payment: 245 days. *

RECOMMENDED:

APPROVED:

AUTHORIZED:

ENGINEER

CONTRACTOR

By: _____

*
By: _____

By: _____

* Acceptance of this work change directive is conditional on receipt of the owner supplied valves by May 5, 2020, as illustrated in the attached schedule.



February 19, 2020

Ross Hanson
Advanced Engineering and Environmental Services, Inc.
300 15th Street South Suite 7
Great Falls, MT 59405

RE: Great Falls WTP Filter improvements – RFP No. 1R3

The attached cost proposal and schedule incorporates the requested schedule revision to accommodate supplier delayed pre-purchased valve delivery, possible structural repairs that may be encountered within the filter basins, and reserve plant capacity during anticipated peak season water demands.

Due to delayed delivery dates from the pre-purchased valve supplier during the preconstruction phase, project constraints further increased the risks associated with potential delays from uncontrollable circumstances of specified materials. A meeting was held with the Owner and design team at the office of Sletten Construction, on January 8th, 2020, to identify portions of the project that can be performed prior to rise in seasonal demands and those that would be rescheduled to post peak season demands.

The existing construction agreement allows concurrent work within all six filters simultaneously. This results in an expected 2/3 operational plant capacity through the construction duration. To maximize plant operational capacity through the anticipated peak seasonal water demand (June – November), a cost proposal was provided on February 5, 2020, to incorporate a phased construction sequence of the filter improvements. This proposal incorporated a stop in construction through the peak water demand season, with the remaining scope of work performed after November 1st of 2020. The proposed costs were determined to be unacceptable during a meeting with the Owner, design, and construction team at the City of Great Falls Engineering office, on Friday February 14th, 2020.

Sletten Construction has developed the attached cost proposal to perform the work defined within the existing construction agreement in a revised construction sequence through the peak seasonal water demand. The attached schedule illustrates intermediate milestones to complete the project by January 2021. In the best interest of the project and community of Great Falls, Sletten Construction has further reduced the RFP to a value of \$222,000.00. To complete the attached schedule revision at this value, the following conditions will be required:

1. Sletten Construction will complete the filter improvements one pair at a time in the following sequence: Filters 13 & 15 (1959 Edition), Filters 9 & 11 (1952 Edition), and Filters 5 & 7 (1932 edition).



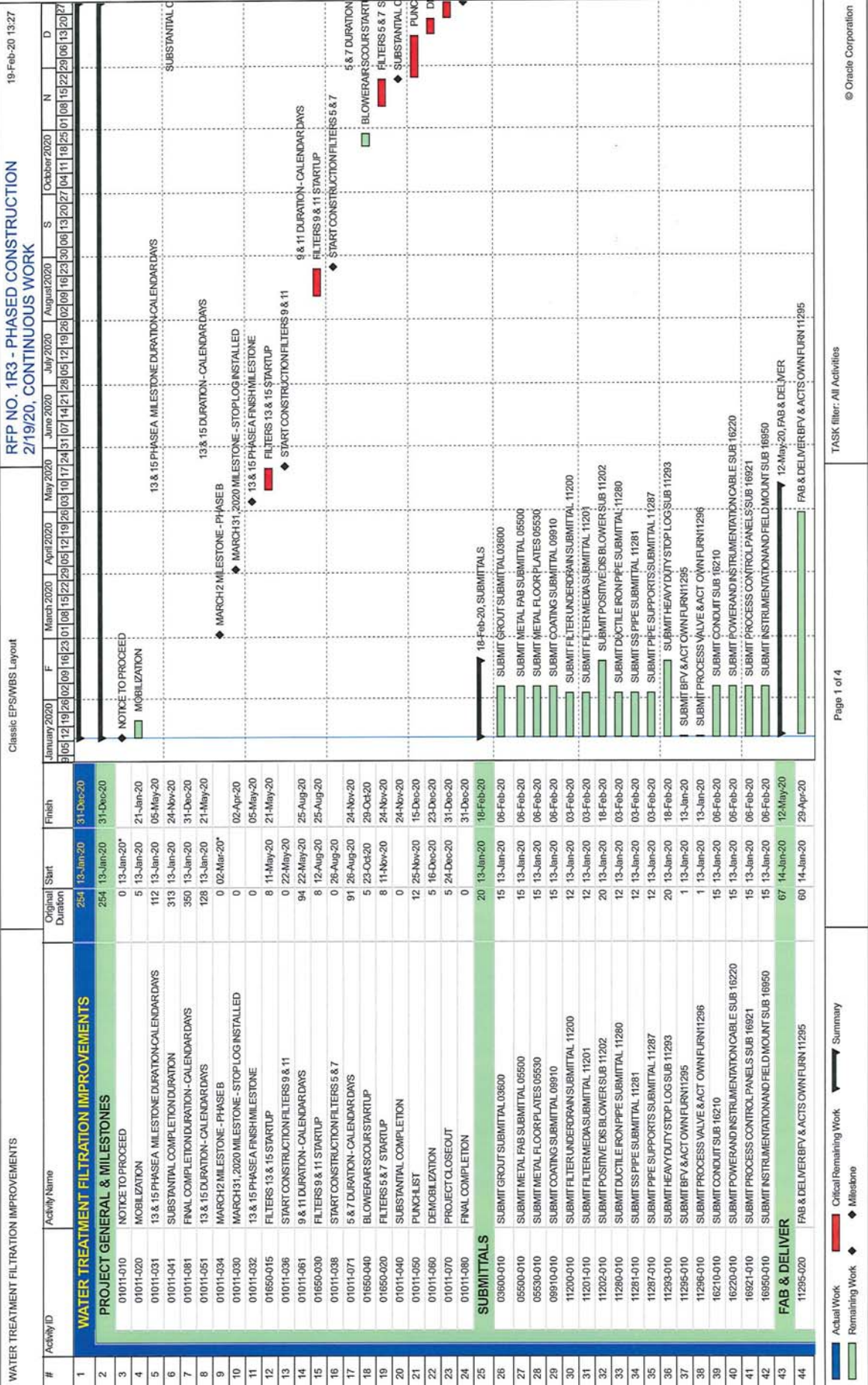
2. Upon installation of filter components, each pair of filters will be manually operated by the owner through the startup period (2 weeks).
3. Demolition of the subsequent pair of filters will begin immediately following installation of filter components (valves, underdrain, filter media, electrical and piping revisions).
4. Blower air piping and equipment will be installed during work within the 1932 Edition.
5. The owner will extend the contract days for this project to January 31, 2021.

The intent of this proposal is to limit the quantity inoperable filters to one pair through the peak season water demands. The proposed schedule further provides the ability to incorporate additional filters on the west side of the filter building (Phase 2) prior to the rise in water demands expected in June of 2021.

Please contact me to further discuss any items within this proposal.

Respectfully,

Matt Popa
Project Manager
Sletten Construction



WATER TREATMENT FILTRATION IMPROVEMENTS		Classic EPSWBS Layout												RFP NO. 1R3 - PHASED CONSTRUCTION 2/19/20, CONTINUOUS WORK											
#	Activity ID	Activity Name	Original Duration	Start	Finish	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21						
45	11296-020	FAB & DELIVER PROCESS VALVES & ACTS OWN FURN 11296	62	14-Jan-20	04-May-20																				
46	11200-020	FAB & DELIVER FILTER UNDERDRAIN 11200	38	04-Feb-20	09-Apr-20																				
47	11201-020	FAB & DELIVER FILTER MEDIA 11201	38	04-Feb-20	09-Apr-20																				
48	11280-020	FAB & DELIVER DUCTILE IRON PIPE 11280	24	04-Feb-20	17-Mar-20																				
49	11281-020	FAB & DELIVER SS PIPE 11281	32	04-Feb-20	31-Mar-20																				
50	11281-030	FAB & DELIVER SS PIPE 11281 - PHASE A	16	04-Feb-20	03-Mar-20																				
51	11281-032	FAB & DELIVER SS PIPE 11281 - PHASE B	32	04-Feb-20	31-Mar-20																				
52	11287-020	FAB & DELIVER PIPE SUPPORTS 11287	24	04-Feb-20	17-Mar-20																				
53	03600-020	FAB & DELIVER GROUT 03600	15	10-Feb-20	05-Mar-20																				
54	05500-020	FAB & DELIVER METAL FAB 05500	24	10-Feb-20	23-Mar-20																				
55	05530-020	FAB & DELIVER METAL FLOOR PLATES 05530	24	10-Feb-20	23-Mar-20																				
56	09910-020	FAB & DELIVER COATING 09910	12	10-Feb-20	02-Mar-20																				
57	16210-020	FAB & DELIVER CONDUIT 16210	15	10-Feb-20	05-Mar-20																				
58	16220-020	FAB & DELIVER POWER AND INSTRUMENTATION CABLE 16220	15	10-Feb-20	05-Mar-20																				
59	16921-020	FAB & DELIVER PROCESS CONTROL PANELS 16921	20	10-Feb-20	16-Mar-20																				
60	16950-020	FAB & DELIVER INSTRUMENTATION AND FIELD MOUNT 16950	20	10-Feb-20	16-Mar-20																				
61	11202-020	FAB & DELIVER POSITIVE DIS BLOWER 11202	48	19-Feb-20	12-May-20																				
62	11293-020	FAB & DELIVER HEAVY DUTY STOP LOG 11293	24	19-Feb-20	31-Mar-20																				
63		FILTERS 13 & 15 - PHASE A	84	13-Jan-20	07-May-20																				
64	01625-195	INSTALL CONTAINMENT	3	13-Jan-20	15-Jan-20																				
65	01625-190	REMOVE GRATING, LIGHTING, & HANDRAIL	1	13-Jan-20	13-Jan-20																				
66	01625-200	DEMO SURFACE WASH PIPE & SUPPORTS	1	16-Jan-20	16-Jan-20																				
67	01625-320	DEMO & REMOVE UNDERDRAINS	6	21-Jan-20	29-Jan-20																				
68	01625-250	REMOVE FILTER MEDIA	4	21-Jan-20	27-Jan-20																				
69	11200-070	PREP FLOOR FOR UNDERDRAIN INSTALL	4	30-Jan-20	05-Feb-20																				
70	01625-170	PREP & DEMO FOR STOP LOGS	4	30-Jan-20	05-Feb-20																				
71	01045-030	SAW CUT CONCRETE FOR AIR SUPPLY PIPE INSTALL	1	30-Jan-20	30-Jan-20																				
72	11201-080	PCB & LCP ABATEMENT	8	06-Feb-20	20-Feb-20																				
73	01625-330	OWNER - STRUCTURAL INSPECTION	5	21-Feb-20	27-Feb-20																				
74	03300-100	CONCRETE BASIN REPAIR - ALLOWANCE	2	02-Mar-20	03-Mar-20																				
75	09910-080	COAT FILTER	4	04-Mar-20	10-Mar-20																				
76	11281-040	INSTALL BLOWER AIR PIPING - PHASE A	2	04-Mar-20	05-Mar-20																				
77	01625-210	DEMO EFF & FTW PIPE	1	18-Mar-20	18-Mar-20																				
78	01296-070	INSTALL EFF PIPE FLOW METER FTW VALVE	2	19-Mar-20	23-Mar-20																				
79	05530-050	INSTALL GRATING, LIGHTING, & HANDRAIL	2	02-Mar-20	02-Mar-20																				
80	11293-040	INSTALL STOP LOGS	2	01-Apr-20	02-Apr-20																				
81	11200-080	INSTALL UNDERDRAINS & AIR PIPE	6	13-Apr-20	21-Apr-20																				
82	03600-050	GROUT FLOOR	4	22-Apr-20	28-Apr-20																				
83	11201-050	INSTALL FILTER MEDIA	4	29-Apr-20	05-May-20																				
84	01625-205	REMOVE BASIN CONTAINMENT	2	06-May-20	07-May-20																				
85		FILTERS 13 & 15 - PHASE B	55	02-May-20	15-May-20																				
86	01625-230	DEMO BACKWASH EFF & INFLUENT PIPE & VALVES	2	02-May-20	03-May-20																				
87	01625-240	DEMO FILTER 13 & 15 ELEC	2	02-May-20	03-May-20																				
88	11281-050	INSTALL BLOWER AIR PIPING	2	06-May-20	09-May-20																				
89	16000-030	INSTALL FILTER 13 & 15 ELEC	6	17-Mar-20	25-Mar-20																				

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TASK filter: All Activities

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WATER TREATMENT FILTRATION IMPROVEMENTS		Classic EPS/WBS Layout												RFP NO. 1R3 - PHASED CONSTRUCTION 2/19/20, CONTINUOUS WORK											
#	Activity ID	Activity Name	Original Duration	Start	Finish	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20								
90	16220-070	PULL & TERM CONTROL CABLE	6	17-Mar-20	25-Mar-20																				
91	16220-080	PULL & TERM POWER CABLE	6	26-Mar-20	06-Apr-20																				
92	11280-100	INSTALL BACKWASH VALVES	1	05-May-20	05-May-20																				
93	11280-080	INSTALL FTW PIPE	4	05-May-20	11-May-20																				
94	11236-050	INSTALL EFFLUENT VALVES	1	05-May-20	05-May-20																				
95	09910-25	CONT GALLERY PIPING	4	12-May-20	15-May-20																				
96	FILTER #3		5	28-Jan-20	04-Feb-20																				
97	01625-260	REMOVE FILTER MEDIA	3	28-Jan-20	30-Jan-20																				
98	01625-270	DEMO UNDERDRAINS	4	28-Jan-20	03-Feb-20																				
99	01625-280	CLEAN FILTER BAY	1	04-Feb-20	04-Feb-20																				
100	FILTER 9 & 11		56	26-May-20	11-Aug-20																				
101	09910-110	INSTALL CONTAINMENT	3	26-May-20	28-May-20																				
102	01625-090	INSTALL BLIND FLANGE TO MAINTAIN SW OPERATION	1	26-May-20	26-May-20																				
103	01045-020	SAW CUT CONCRETE FOR AIR SUPPLY PIPE INSTALL	1	26-May-20	26-May-20																				
104	01625-150	DEMO FILTER 9 & 11 ELEC	4	26-May-20	01-Jun-20																				
105	16220-080	PULL & TERM POWER CABLE (E102)	6	26-May-20	03-Jun-20																				
106	01625-100	REMOVE GRATING, LIGHTING, & HANDRAIL	1	27-May-20	27-May-20																				
107	01625-110	DEMO SURFACE WASH PIPE & SUPPORTS (P012)	2	01-Jun-20	02-Jun-20																				
108	01625-310	DEMO & REMOVE UNDERDRAINS	6	03-Jun-20	11-Jun-20																				
109	01625-160	REMOVE FILTER MEDIA (P012)	4	03-Jun-20	09-Jun-20																				
110	01625-120	DEMO FILTER PIPE	2	03-Jun-20	04-Jun-20																				
111	01625-130	DEMO BACKWASH PIPE	1	08-Jun-20	08-Jun-20																				
112	01625-140	DEMO BACKWASH EFF & INFLUENT PIPE & VALVES	2	09-Jun-20	10-Jun-20																				
113	11280-070	INSTALL BACKWASH VALVES	1	09-Jun-20	09-Jun-20																				
114	11296-040	INSTALL EFFLUENT VALVES	1	11-Jun-20	11-Jun-20																				
115	11200-050	PREP FLOOR FOR UNDER DRAIN INSTALL	4	15-Jun-20	18-Jun-20																				
116	01625-350	OWNER-STRUCTURAL INSPECTION	5	22-Jun-20	26-Jun-20																				
117	11201-070	PCB & LBP ABATEMENT	8	22-Jun-20	02-Jul-20																				
118	03300-120	CONCRETE BASIN REPAIR-ALLOWANCE	4	05-Jul-20	09-Jul-20																				
119	09910-080	CONT FILTER	4	13-Jul-20	16-Jul-20																				
120	11281-60	INSTALL SS BLOWER PIPING	6	20-Jul-20	23-Jul-20																				
121	11200-060	INSTALL UNDERDRAINS & PIPE	6	20-Jul-20	28-Jul-20																				
122	11296-070	INSTALL EFF PIPE AND SUPPORTS	2	27-Jul-20	28-Jul-20																				
123	16220-050	PULL & TERM CONTROL CABLE (E102, E105)	6	28-Jul-20	05-Aug-20																				
124	03600-040	GROUT FLOOR	4	29-Jul-20	04-Aug-20																				
125	11280-060	INSTALL FTW PIPE	4	29-Jul-20	04-Aug-20																				
126	16000-020	INSTALL FILTER 9 & 11 ELEC (E102, E105)	5	29-Jul-20	05-Aug-20																				
127	11201-040	INSTALL FILTER MEDIA	4	05-Aug-20	11-Aug-20																				
128	05530-040	INSTALL GRATING, LIGHTING, & HANDRAIL	2	05-Aug-20	06-Aug-20																				
129	FILTER 5 & 7		55	26-Aug-20	10-Nov-20																				
130	01625-010	INSTALL BLIND FLANGE TO MAINTAIN SW OPERATION	1	26-Aug-20	26-Aug-20																				
131	01045-010	SAW CUT CONCRETE FOR AIR SUPPLY PIPE INSTALL	1	26-Aug-20	26-Aug-20																				
132	09910-030	INSTALL CONTAINMENT	3	26-Aug-20	31-Aug-20																				
133	01625-020	DEMO FILTER 5 & 7 ELEC	4	26-Aug-20	01-Sep-20																				

19-Feb-20 13:27

October 2020

11-Aug-20, FILTER 9 & 11

04-Feb-20, FILTER #3

10-Nov-20, FILTER 5 & 7

Legend: Actual Work (Blue), Remaining Work (Green), Critical Remaining Work (Red), Milestone (Diamond), Summary (Arrow)

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TASK filter: All Activities

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WATER TREATMENT FILTRATION IMPROVEMENTS		Classic EPS/WBS Layout															
#	Activity ID	Activity Name	Original Duration	Start	Finish	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
134	16220-030	PULL & TERM CONTROL CABLE (E102, E105)	6	26-Aug-20	03-Sep-20												
135	16220-040	PULL & TERM POWER CABLE (E102)	6	26-Aug-20	03-Sep-20												
136	01625-030	REMOVE GRATING, LIGHTING, & HANDRAIL	1	27-Aug-20	27-Aug-20												
137	01625-040	DEMO SURFACE WASH PIPE & SUPPORTS (P012)	2	01-Sep-20	02-Sep-20												
138	01625-300	DEMO & REMOVE UNDERDRAINS	6	03-Sep-20	10-Sep-20												
139	01625-290	REMOVE FILTER MEDIA (P012)	4	03-Sep-20	08-Sep-20												
140	01625-050	DEMO FILTER PIPE	2	03-Sep-20	08-Sep-20												
141	01625-060	DEMO BACKWASH PIPE	1	09-Sep-20	09-Sep-20												
142	11280-050	INSTALL FTW PIPE	4	09-Sep-20	15-Sep-20												
143	01625-070	DEMO BACKWASH EFF & INFLUENT PIPE & VALVES	2	10-Sep-20	14-Sep-20												
144	11280-030	INSTALL BACKWASH VALVES	1	10-Sep-20	10-Sep-20												
145	11200-030	PREP FLOOR FOR UNDER DRAIN INSTALL	4	14-Sep-20	17-Sep-20												
146	11296-030	INSTALL EFFLUENT VALVES	1	15-Sep-20	15-Sep-20												
147	09910-035	CONT GALLERY PIPING	4	16-Sep-20	22-Sep-20												
148	01625-340	OWNER - STRUCTURAL INSPECTION - ALLOWANCE	5	21-Sep-20	25-Sep-20												
149	11201-060	PCB & LBP ABATEMENT	8	21-Sep-20	01-Oct-20												
150	03300-110	CONCRETE BASIN REPAIR	4	05-Oct-20	09-Oct-20												
151	09910-070	COAT FILTER	4	12-Oct-20	15-Oct-20												
152	11281-060	INSTALL SS BLOWER PIPING	4	19-Oct-20	22-Oct-20												
153	11200-040	INSTALL UNDERDRAINS & AIR PIPE	6	19-Oct-20	27-Oct-20												
154	11296-060	INSTALL EFF PIPE AND SUPPORTS	2	26-Oct-20	27-Oct-20												
155	16000-010	INSTALL FILTERS & 7 ELEC	6	28-Oct-20	05-Nov-20												
156	03600-030	GROUT FLOOR	4	28-Oct-20	03-Nov-20												
157	05530-030	INSTALL GRATING, LIGHTING, & HANDRAIL	2	28-Oct-20	29-Oct-20												
158	11201-030	INSTALL FILTER MEDIA	4	04-Nov-20	10-Nov-20												
159		BLOWER BUILDING	68	02-Mar-20	29-Jun-20												
160	03300-030	FRP BLOWER PAD	1	02-Mar-20	02-Mar-20												
161	11202-030	INSTALL BLOWER #1	1	13-May-20	13-May-20												
162	11280-120	INSTALL BLOWER PIPE	5	14-May-20	21-May-20												
163	09910-100	INSULATE BLOWER PIPE	5	26-May-20	02-Jun-20												
164	16000-040	INSTALL BLOWER ELEC & INSTRUMENTATION	5	03-Jun-20	10-Jun-20												
165	16220-090	PULL & TERM BLOWER POWER CABLE	5	11-Jun-20	18-Jun-20												
166	16220-100	PULL & TERM BLOWER CONTROL CABLE	5	22-Jun-20	29-Jun-20												
167		MISCELLANEOUS WORK	10	13-Jan-20	24-Jun-20												
168	01011-030	MISCELLANEOUS WORK	10	13-Jan-20	24-Jan-20												

█ Actual Work
 █ Remaining Work
 █ Critical Remaining Work
 ▶ Summary
 ◆ Milestone

TASK filter: All Activities
 Page 4 of 4
 © Oracle Corporation

WORK CHANGE DIRECTIVE

No. 2

DATE OF ISSUANCE March 11, 2020

EFFECTIVE DATE March 11, 2020

OWNER City of Great Falls

CONTRACTOR Sletten Construction Company

Contract: Base Bid: General Construction

Project: WTP Filtration Improvements

OWNER's Contract No. OF 1637.1

ENGINEER's Project No. P05231-2013-001

You are directed to proceed promptly with the following change(s):

Description:

Work performed in addition to the Contractor's bid scope of work:

- For materials and labor performed as required structural repairs identified by the Structural Inspection performed by TD&H of Filters 13 & 15
- Removal/replacement of the Filters 13 & 15 filter effluent valves with new valves (existing actuators remain)

Purpose of Work Change Directive:

The purpose of this work is to perform structural repairs within the filter basins to mitigate long-term structural damage and replace 60-year old valves to maintain filter operations.

Attachments: (List documents supporting change)

Sletten Construction Company – RFP_02 and RFP_03 (submitted 3/6/2020)

If OWNER or CONTRACTOR believe that the above change has affected Contract Price any Claim for a Change Order based thereon will involve one or more of the following methods as defined in the Contract Documents.

Method of determining change in

Contract Price:

Unit Prices

Lump Sum

Cost of the Work _____

Estimated increase (decrease) in

Contract Price:

\$ 9,960.00

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated increase (decrease) in Contract Times:

Substantial Completion: 4 days;
Ready for final payment: 4 days.

RECOMMENDED:

APPROVED:

AUTHORIZED:

ENGINEER

CONTRACTOR

OWNER 1/11

By: _____

By: _____

By: _____

WORK CHANGE DIRECTIVE

No. 3

DATE OF ISSUANCE April 17, 2020

EFFECTIVE DATE April 17, 2020

OWNER City of Great Falls

CONTRACTOR Sletten Construction Company

Contract: Base Bid: General Construction

Project: WTP Filtration Improvements

OWNER's Contract No. OF 1637.1

ENGINEER's Project No. P05231-2013-001

You are directed to proceed promptly with the following change(s):

Description:

Work performed in addition to the Contractor's bid scope of work:

- For materials and labor performed as required on blower supply header piping modifications identified within RFP No. 6 provided by SCC
- For materials and labor performed as required on HVAC ductwork modifications identified within RFP No. 6 provided by SCC

Purpose of Work Change Directive:

The purpose of this work is to perform blower air supply header piping and HVAC ductwork modifications within the filter pipe gallery as identified within RFP No. 6.

Attachments: (List documents supporting change)

Sletten Construction Company – RFP_06R1 (submitted 4/15/2020)

If OWNER or CONTRACTOR believe that the above change has affected Contract Price any Claim for a Change Order based thereon will involve one or more of the following methods as defined in the Contract Documents.

Method of determining change in

Contract Price:

Unit Prices

Lump Sum

Cost of the Work _____

Estimated increase (decrease) in

Contract Price:

\$ 60,230.00

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated increase (decrease) in

Contract Times:

Substantial Completion: 0 days;

Ready for final payment: 0 days.

RECOMMENDED:

APPROVED:

AUTHORIZED:

AE2S
ENGINEER

Sletten Construction Co.
CONTRACTOR

City of Great Falls
OWNER

By: _____

By: _____

By: _____

Sletten Construction

Job:

Prepared by:

Date:

RFP #:

Blower Air Piping Revisions
GREAT FALLS WTP FILTRATION IMPROVEMENTS

M Popa
15-Apr-20

6

	DESCRIPTION	QTY	UNIT	UNIT PRICE	LABOR	UNIT PRICE	MATERIAL	UNIT PRICE	EQUIP	UNIT PRICE	SUB	UNIT PRICE	OTHER	TOTAL
1	RFP No. 06 includes the materials, supplies, and labor to supply and install blower air piping as revised within process drawings (provided in attached email dated 3/18/20). This RFP addresses conflicts identified in RFI No. 8, 9, & 10.													
2														
3														
4														
5														
6	Subcontractor													
7	New duct installation - LABOR	1.00	LS								\$24,450.00			\$24,450.00
23	New duct installation - MATERIALS	1.00	LS								\$10,550.00			\$10,550.00
23	This RFP includes all labor, materials, and supplies to install new aluminum duct work to match existing flow. All concrete cones, duct and transition material, hanger material, and temporary duct work is included. See attached drawings showing locations of transitions and offsets and further description of scope.													
23														
23														
23														
8	Revised SS blower piping fabrication and development of revised shop drawings	1.00	LS								\$16,000.00			\$16,000.00
9														
10	Sletten Construction - Labor													
11	Labor cut 10" SS air piping installed in Filters No. 13 & 15 & install RFCA at each.	8.00	HR	\$79.00	\$632.00									\$632.00
12	Labor to determine dimensions for pipe routing for piping shop drawings	6.00	HR	\$100.00	\$600.00									\$600.00
13	Labor to demo existing heating duct in phases, (pair of filters) 2 man x 4hr ea phase	24.00	HR	\$79.00	\$1,896.00									\$1,896.00
14	Project Manager	4.00	HR	\$100.00	\$400.00									\$400.00
16	Superintendent	8.00	HR	\$109.00	\$872.00									\$872.00
17														
18														
19	Sletten Construction - Materials													
20	10" RFCA at Filler No. 13 & 15	2.00	EA			\$351.58	\$703.16							\$703.16
20	10" Blind Flange with bolt & gasket kit	2.00	EA			\$366.82	\$713.64							\$713.64
21														
22	Sletten Construction - Equipment													
23														
24														
	SUBTOTAL				\$ 4,400.00		\$ 1,416.80		\$ -		\$ 51,000.00			\$ 56,816.80
	ALLOWANCE			15%	\$ 660.00	15%	\$ 212.52	15%	\$ -	5%	\$ 2,550.00	15%		\$ 3,422.52
	SUBTOTAL													\$ 60,239.32
	BONDIENS												2.0%	\$ -
	GROSS RECEIPTS TAX												1.0%	\$ -
	TOTAL												Total	\$ 60,239.32
													Round Total	\$ 60,230.00

This Change Order Request is based solely on the usual cost elements such as Labor, materials, and normal markups and does not include any amounts for changes in sequence of work, disruptions, rescheduling, extended overhead, acceleration and/or impact costs, and the right is expressly reserved to make claim for any and all of these and related items of cost prior to final settlement of this contract.

TBD Work Days Required

Matt Popa

From: Ross Hanson <Ross.Hanson@AE2S.com>
Sent: Wednesday, March 18, 2020 4:45 PM
To: Matt Popa
Subject: Great Falls WTP Filter Improvements - air supply header modified routing
Attachments: 20200318_Great Falls WTP Filter Revisions_P_v18.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Matt – here are the updated process drawings showing the air supply header on the east side of the pipe gallery (where HVAC ducting currently runs), we have re-run the cross overs to the west side as well.

As an additional reference, I have included the Revit model link below as well.

Thanks,
Ross

Revit Model Link - <https://a360.co/3b8B6qZ>



RFI #8

Sletten Industrial
PO Box 2467
Great Falls, Montana 59403
Phone: (406) 761-7920
Fax: (406) 761-0923

Project: 2753-19615 - Great Falls WTP Filtration Improvements
1301 Lower River Road
Great Falls, Montana 59405

Blower Exterior Wall Penetration Conflict

TO:	Jordan Grasser (AE2S) Ross Hanson (AE2S)	FROM:	Matt Popa (Sletten Construction Company - Great Falls) PO Box 2467 Great Falls, Montana 59403
CREATED DATE:	02/25/ 2020	STATUS:	Open
LOCATION:		DUE DATE:	02/28/2020
DRAWING NUMBER:	P115	REFERENCE:	
SPEC SECTION:			
AE2S PROJECT NO. P05231-2013-001:			

Question from Matt Popa (Sletten Construction Company - Great Falls) at 11 :52 AM on 02/25/2020

As discussed during the 2/25/20 Progress meeting, the blower exterior wall penetration (marked on the attached Drawing P115) conflicts with existing interior piping.

Please confirm new blower pipe elevation to be incorporated into revised alignment. Elevation of the exterior wall penetration may further result in revised piping elevation and alignment between blower No. 1 & No. 2.

Attachments:
[RFI No 8 - Blower Piping Ext Wall Pen.pdf](#)

PROPOSED SOLUTION:

BY _____

DATE _____

COPIES TO _____

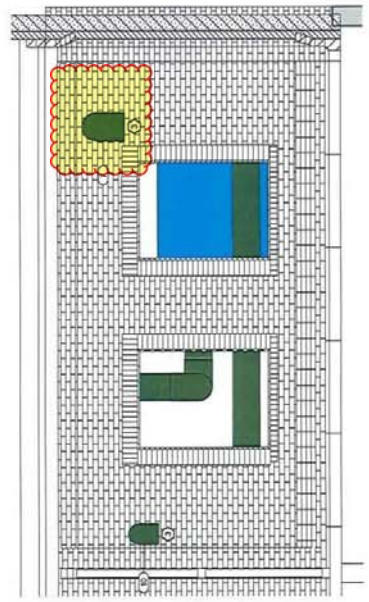
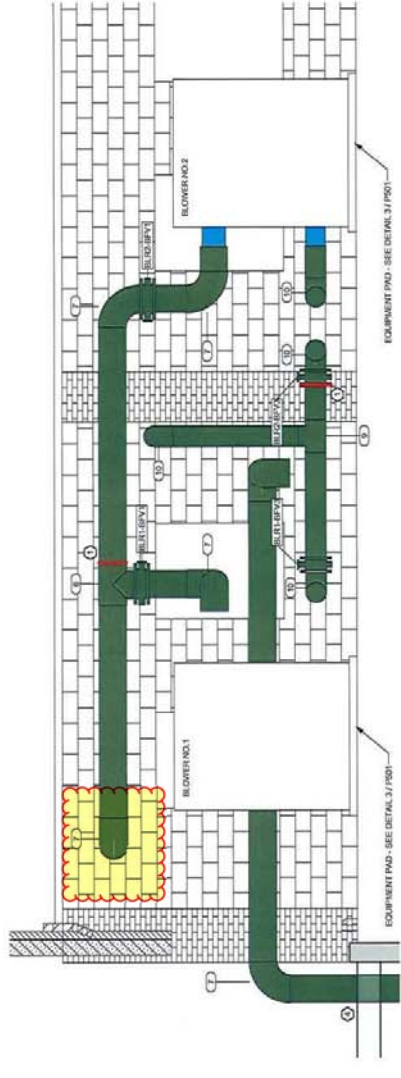
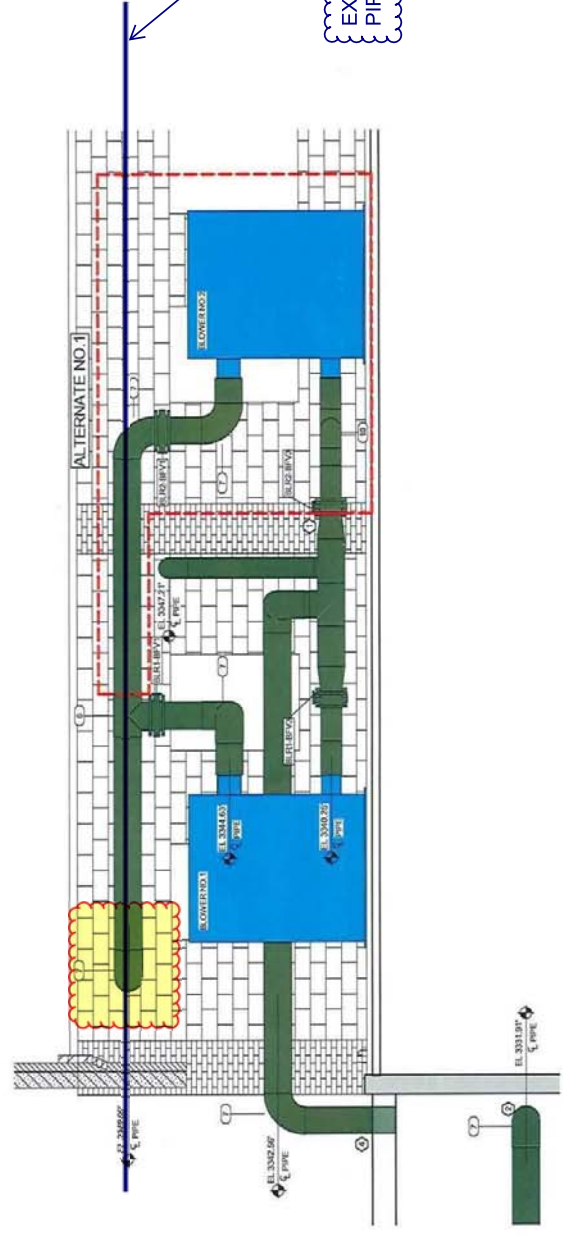


GREAT FALLS WTP FILTER IMPROVEMENTS
CITY OF GREAT FALLS - O.F. 1637.1
BLOWER SECTION

PROJECT NO. 2019-001
CONSTR. JOI/RNW
DATE OCT 2019
DESIGNED BY JCS
SHEET 08201-2019-001

RFI No. 8
2/25/20

EXISTING INSULATED
PIPE RUN



CONSTRUCTION NOTES

- INDICATE FLANGE AND BOND FLANGE IF ALTERNATE NO. 1 IS NOT ACCEPTED.
- INDICATE BLOWER DISCHARGE PIPING AS SHOWN ON THIS SHEET.
- INDICATE INLET COUPLER PROTECTION FOR DETAIL 8.1/POST.
- INDICATE WALL PENETRATION PER DETAIL 8.1/POST.

PIPE SCHEDULE

KEYNOTE	ATTRIBUTE DESCRIPTION
1	20" X 20" FL COUPLERING REDUCER
2	20" X 20" FL TEEL
3	20" FL 90 DEGREE
4	14" X 14" RW 55 SCH 40 BEND
5	14" FL 90 DEGREE
6	14" X 14" RW 55 SCH 40 BEND
7	14" X 14" RW 55 SCH 40 BEND
8	14" X 14" RW 55 SCH 40 BEND
9	14" X 14" RW 55 SCH 40 BEND
10	14" X 14" RW 55 SCH 40 BEND
11	14" FL 90 DEGREE
12	14" FL 90 DEGREE
13	14" FL 90 DEGREE
14	14" RW 55 SCH 40 BEND

ADDENDUM NO. 2

Advanced Engineering and Environmental Services, Inc. • 300 15 St S SW 7 Great Falls, MT 59405 • (406) 268-0626 (F) 406-268-0626 • www.aes2a.com



RFI #9

Sletten Industrial
 PO Box 2467
 Great Falls, Montana 59403
 Phone: (406) 761-7920
 Fax: (406) 761-0923

Project: 2753-19615 - Great Falls WTP Filtration Improvements
 1301 Lower River Road
 Great Falls, Montana 59405

Blower Air Piping Elevation Conflicts

TO:	Jordan Grasser (AE2S) Ross Hanson (AE2S)	FROM:	Matt Popa (Sletten Construction Company - Grea) PO Box 2467 Great Falls, Montana 59403
CREATED DATE:	02/26/ 2020	STATUS:	Open
LOCATION:		DUE DATE:	02/29/2020
DRAWING NUMBER:		REFERENCE:	
DRAWING NUMBER:		SPEC SECTION:	
AE2S PROJECT NO.			
P05231-2013-001:			

Question from Matt Popa (Sletten Construction Company - Great F) at 05 :51 PM on 02/26/2020

The 14" air header piping, for all filter bays, is to be installed with a centerline elevation of 3336.36' (top of flange = 3337.24') per sheets P104, P108, & P112. The pipe run is also to be located 5'-2 1/16" from the gallery face of filter wall (Even filters) per sheets P204, P208, P212. Existing beams crossing the gallery have been encountered at the approximate positions shown on the attached sheets P203, P207, &P211. The bottom elevation of these beams is approximately 3336.25'. Existing electrical conduit was also encountered along the length of blower air piping along multiple filter locations, attached to the bottom of beam.

A potential blower air pipe elevation of 3335.12' appears to avoid conflict with existing structure and will require relocation of a few junction boxes and conduit lines. Lowering the elevation of the 14" pipe will create further conflicts with existing surface wash pipe supports along the entire length of the facility and head clearance along the walkway within the 1932 basin.

Please provide a revised blower air piping profile to be installed.

Attachments:
[RFI No. 9 - Blower Air Structure Conflicts.pdf](#)

PROPOSED SOLUTION:

BY _____ DATE _____ COPIES TO _____

CONSTRUCTION NOTES

- OUT GRADING AS REQUIRED FOR FILTER TO WASTE PIPING.
- REAL PENETRATION DETAIL PER 81 P201.

PIPE SCHEDULE

KEYNOTE	KEYNOTE DESCRIPTION
1	24" X 90" FL IN CONCENTRIC REDUCER
2	20" A FL OD TEE
3	20" FL OD TEE
4	14" FL OD 90° BEND TO FIELD
5	14" FL OD 90° BEND
6	14" RW 55 5/8" ID TEE
7	14" RW 55 5/8" ID 90° BEND
8	14" RW 55 5/8" ID 90° BEND TO FIELD
9	10" RW 55 5/8" ID TEE
10	10" RW 55 5/8" ID 90° BEND
11	8" FL OD TEE
12	8" FL OD 90° BEND
13	8" FL OD 22 1/2" BEND
14	8" RW 55 5/8" ID 90° BEND

1932 FILTER SECTION - PHASE 2

CITY OF GREAT FALLS - O.F. 1637.1

GREAT FALLS WTP FILTER IMPROVEMENTS

DESIGNED BY: CSD

CHECKED/APPROVED: JGJ/RNW

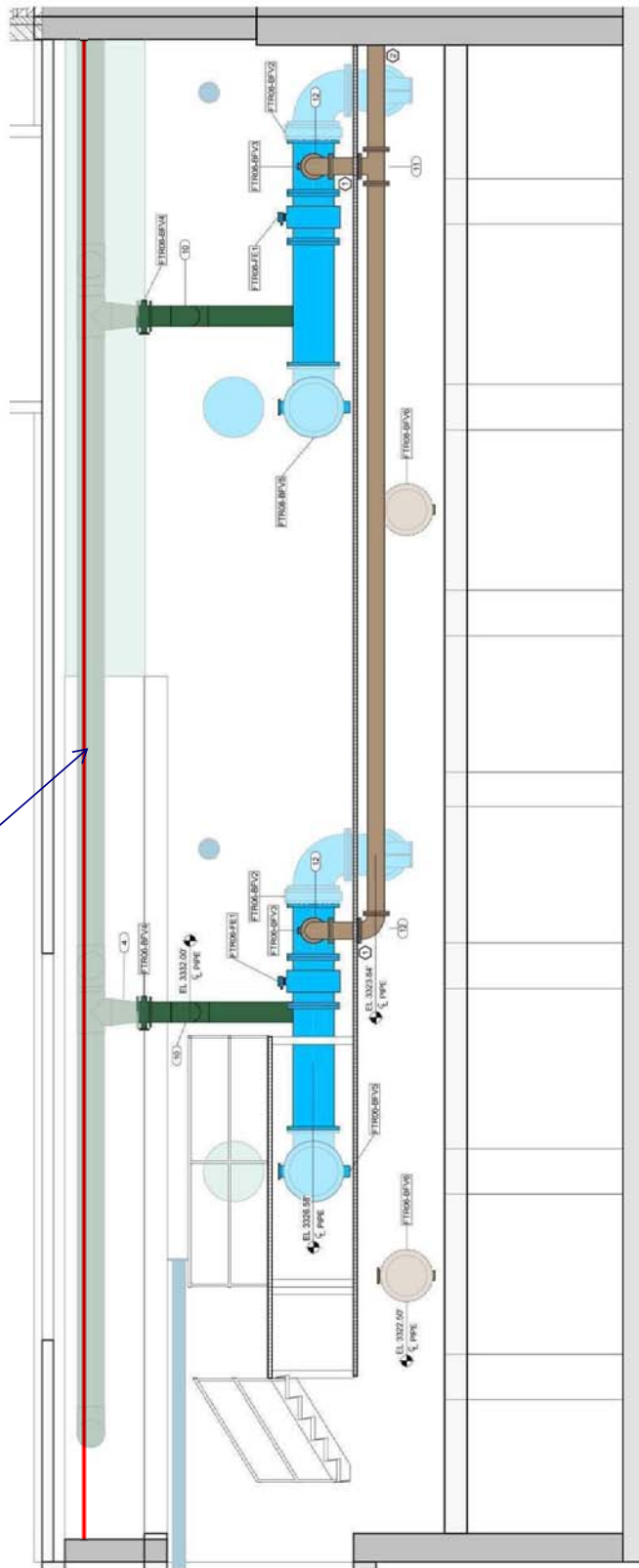
DATE: OCT 2019

PROJECT NUMBER: 00201-2013-001

SHEET: 1932

Agenda #12.

EXISTING CONDUIT RUN



1. 1932 FILTER SECTION - PHASE 2

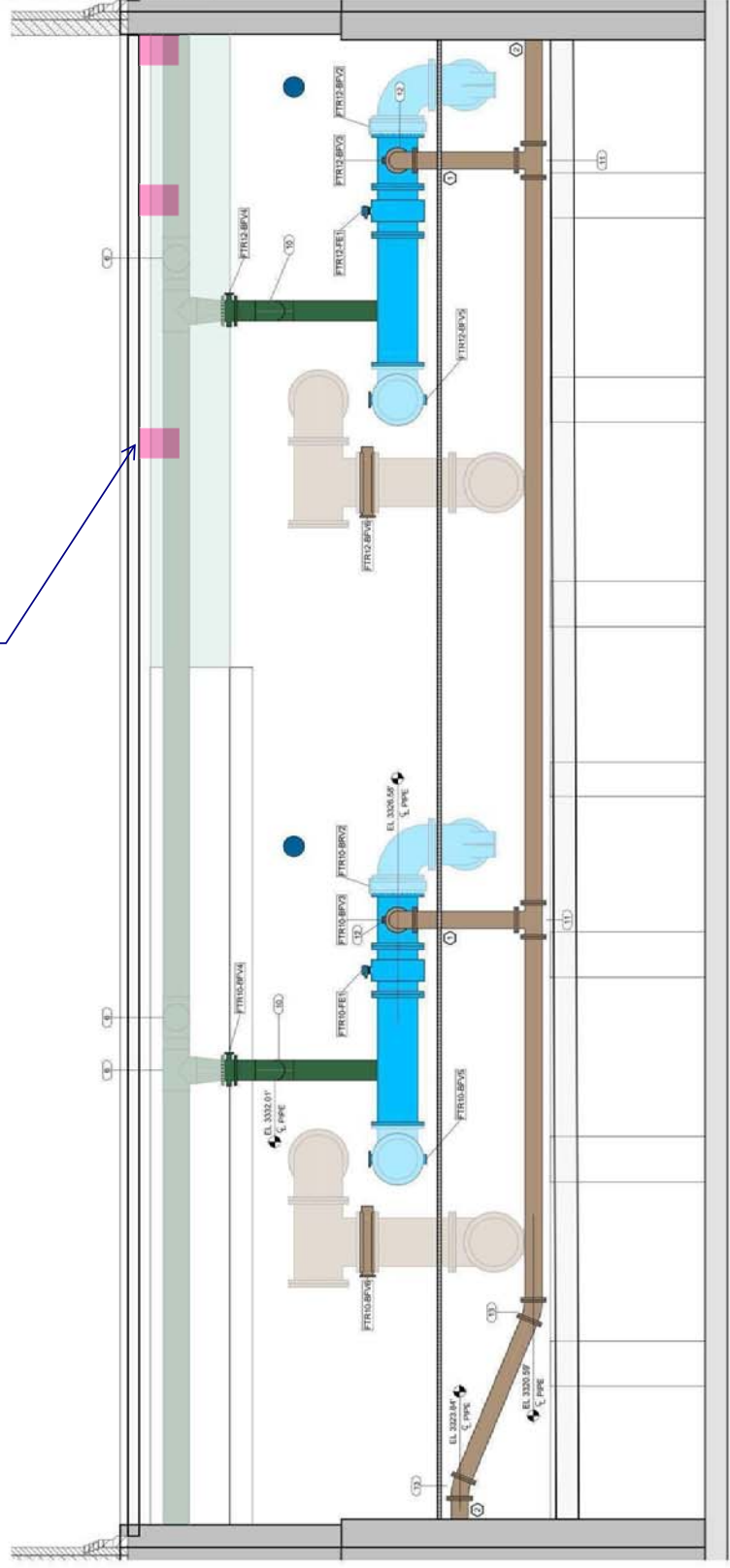


CONSTRUCTION NOTES
 ① CUT GRATING AS REQUIRED FOR FILTER-TO WASTE PIPING.
 ② REAL PENETRATION DETAIL PER H 1001.

PIPE SCHEDULE

KEYNOTE	KEYNOTE DESCRIPTION
1	24" A, 20" FL DI CONCENTRIC REDUCER
2	20" A, 18" FL DI TEE
3	20" A, 18" FL DI TEE
4	14"x10" BW 8S 30# 10 RED
5	14" FL DI 90° BEND
6	14" BW 8S 30# 10 TEE
7	14" BW 8S 30# 10 BEND
8	10"x6" BW 8S 30# 10 RED
9	10" BW 8S 30# 10 TEE
10	10" BW 8S 30# 10 BEND
11	8" FL DI 90° BEND
12	8" FL DI 90° BEND
13	8" FL DI 22.5° BEND
14	8" BW 8S 30# 10 BEND

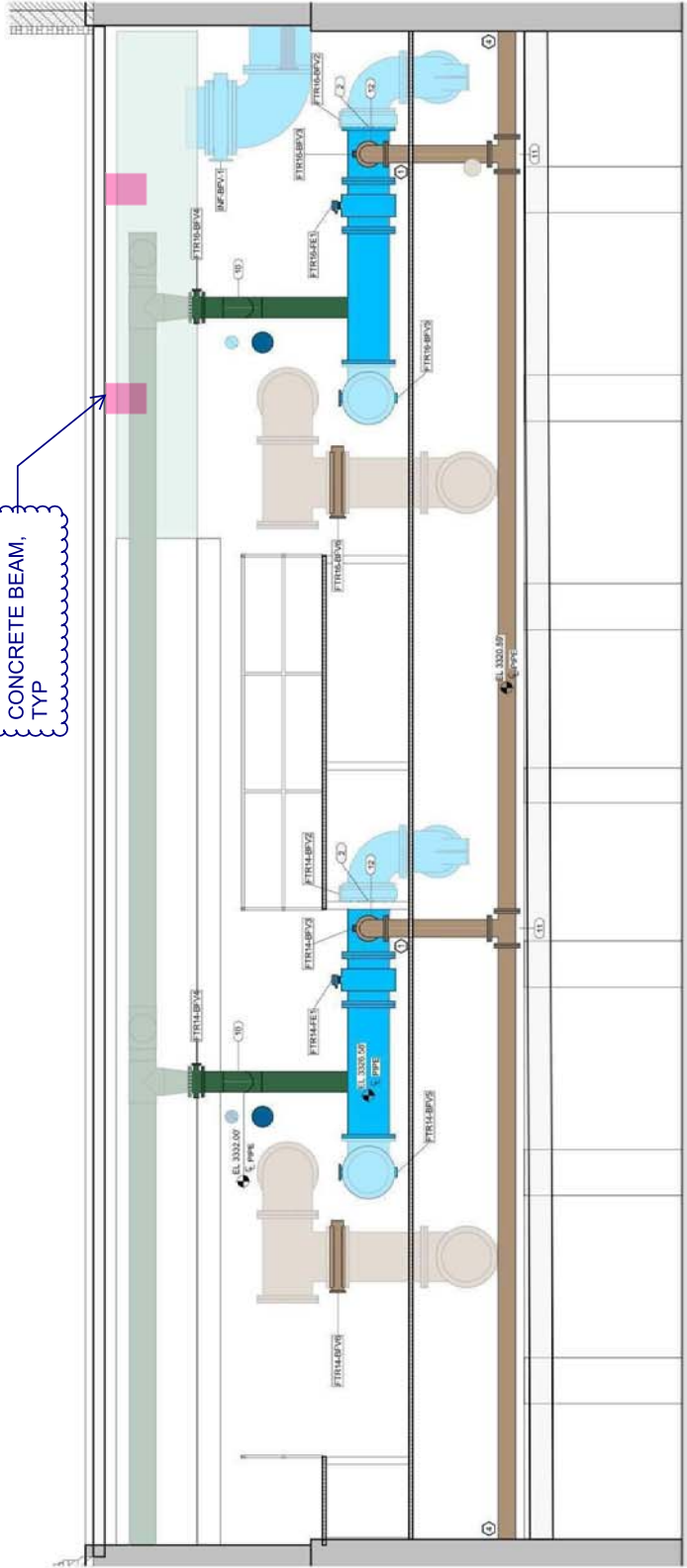
EXISTING CONCRETE BEAM, TYP



1 1952 FILTER SECTION - PHASE 2



EXISTING CONCRETE BEAM, TYP



1 1959 FILTER SECTION - PHASE 2



2 1959 FILTER SECTION - PHASE 2



CONSTRUCTION NOTES

- ① CUT GRATING AS REQUIRED FOR FILTER TO WASTE PIPING.
- ② SEAL PENETRATION PER DETAIL 7 PPH.
- ③ EXTEND TO SAFEST PAST OUTSIDE FACE OF WALL SEE CIVIL FOR CONTINUATION.
- ④ SEAL PENETRATION DETAIL PER #1 PPH.

PPE SCHEDULE

KEYNOTE	KEYNOTE DESCRIPTION
1	24" X 20" FL IN CONCENTRIC REDUCER
2	20" X 16" FL IN TEE
3	16" FL OUTLET 65.55 IN TO BEND
4	14" FL IN 90° BEND
5	14" BW 55.55 IN TO TEE
6	14" BW 55.55 IN TO BEND
7	14" BW 55.55 IN TO TEE
8	14" BW 55.55 IN TO BEND
9	14" BW 55.55 IN TO TEE
10	14" BW 55.55 IN TO BEND
11	8" FL IN TEE
12	8" FL IN 90° BEND
13	8" FL IN 22.5° BEND
14	8" BW 55.55 IN TO 90 BEND





RFI #10

Sletten Industrial
 PO Box 2467
 Great Falls, Montana 59403
 Phone: (406) 761-7920
 Fax: (406) 761-0923

Project: 2753-19615 - Great Falls WTP Filtration Improvements
 1301 Lower River Road
 Great Falls, Montana 59405

10" Individual Filter Blower Air Supply Pipe Conflict

TO:	Jordan Grasser (AE2S) Ross Hanson (AE2S)	FROM:	Matt Popa (Sletten Construction Company - Great Falls) PO Box 2467 Great Falls, Montana 59403
CREATED DATE:	02/26/ 2020	STATUS:	Open
LOCATION:		DUE DATE:	02/29/2020
DRAWING NUMBER:		REFERENCE:	
AE2S PROJECT NO. P05231-2013-001:		SPEC SECTION:	

Question from Matt Popa (Sletten Construction Company - Great Falls) at 06 :13 PM on 02/26/2020

Existing heating duct work has been encountered along the length of the influent flume for the Phase 1 filters, extending the entire length of the piping gallery.
 This duct work conflicts with the 10" air header supply piping for each individual filter.

Please confirm duct work is to be revised at the filter #13 location, utilizing existing transition ducting from the previous surface wash supply location. (See attached photo.)

The attached sheets P104, P108, & P112 illustrate conflicting locations.

Please advise as how to address this situation for filters 5, 7, 9, & 11.

Sletten Construction will prepare RFP's as applicable to required modifications.

Attachments:
[RFI No. 10 - 10in Blower Air Conflict.pdf](#) [IMG_3755.JPEG](#)

PROPOSED SOLUTION:

BY _____ DATE _____ COPIES TO _____

RFI No. 10 - 10" DUCT CONFLICT
2-26-20



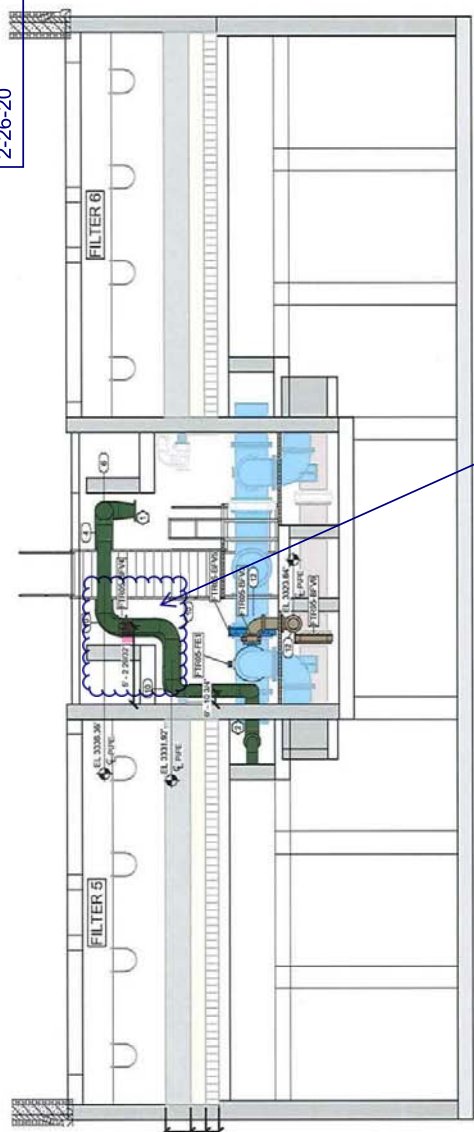
CONSTRUCTION NOTES
 (1) PROVIDE BRASS BELL END PLANGE FOR PHASE 1 OF CONSTRUCTION. TYPICAL ALL INFORMATION IS TO BE USED.
 (2) SEAL PENETRATION DETAIL PER 71901.

KEYNOTE	KEYNOTE DESCRIPTION
1	24" X 20" FLD CONCENTRIC REDUCER
2	30" FLD TO TEE
3	30" FLD TO TEE
4	14" X 10" BWS 5/8" DIA 10 BEND
5	14" FLD 90° BEND
6	10" X 14" BWS 5/8" DIA 10 BEND
7	14" BWS 5/8" DIA 10 BEND
8	10" X 14" BWS 5/8" DIA 10 BEND
9	10" BWS 5/8" DIA 10 BEND
10	14" FLD TO TEE
11	14" FLD TO 90° BEND
12	14" FLD TO 90° BEND
13	14" FLD TO 22.5° BEND
14	14" BWS 5/8" DIA 10 BEND

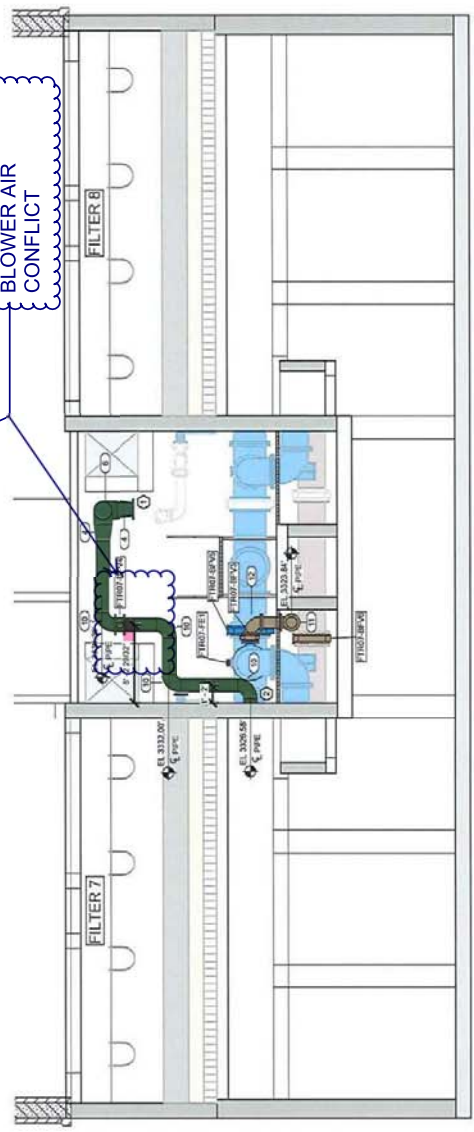
GREAT FALLS WTP FILTER IMPROVEMENTS
 CITY OF GREAT FALLS, MT
 1932 FILTER SECTION - PHASE 1

PROJECT NO. 1932
 CHECKED BY: JG/FRW
 DATE: OCT 2018
 DRAWN BY: JG/FRW
 SHEET: 05201-2013-001

ADDENDUM NO. 1
 P104



1 1932 FILTER SECTION - PHASE 1



2 1932 FILTER SECTION - PHASE 1

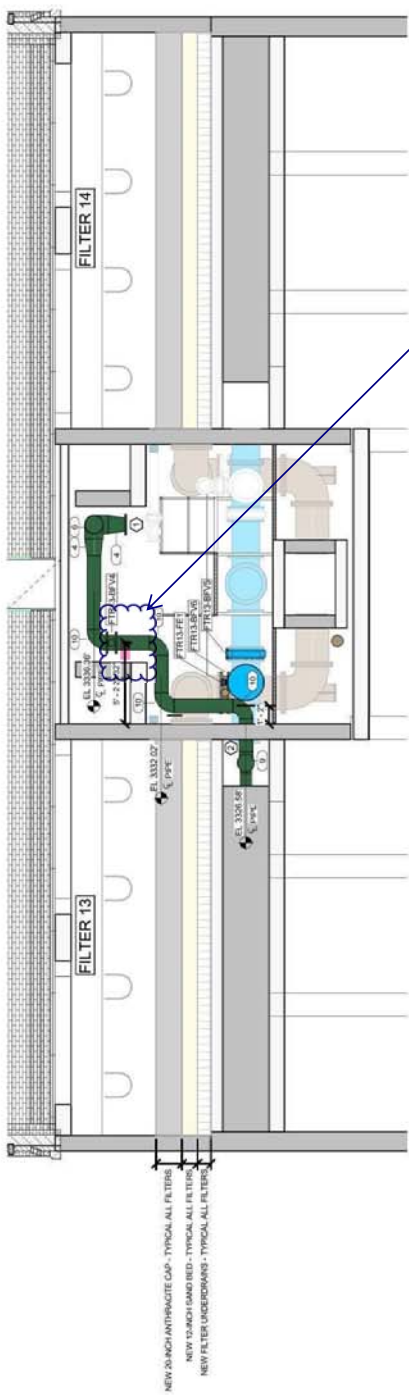
RFI No. 10 - 10" DUCT CONFLICT
2-26-20



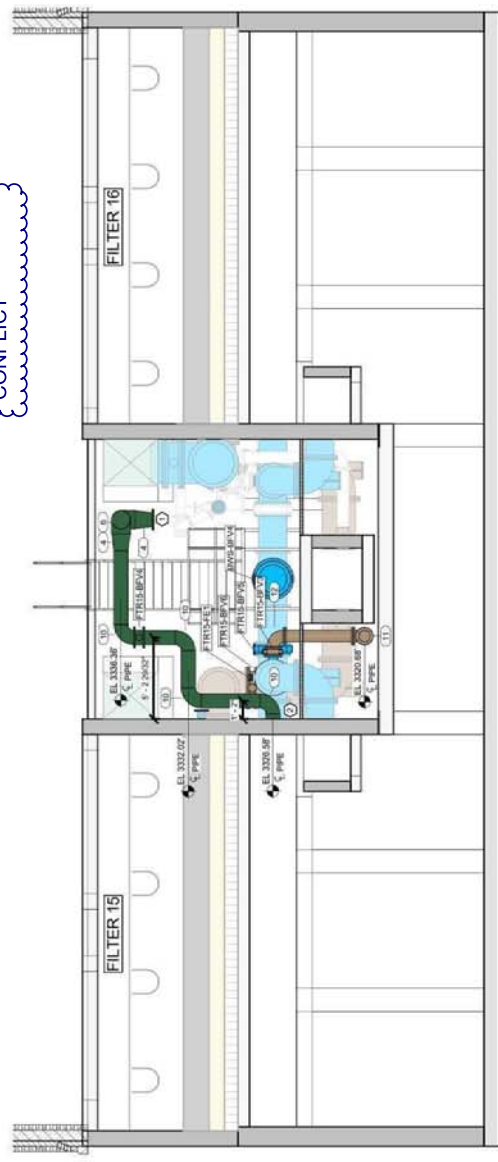
CONSTRUCTION NOTES
 ① PROVIDE STAINLESS STEEL BOND FLANGE AND STAINLESS STEEL BOND FLANGE ALL STAINLESS STEEL PENETRATION TYPICAL
 ② SEAL PENETRATION DETAIL PER 7/19/11

PIPE SCHEDULE

KEYNOTE	KEYNOTE DESCRIPTION
1	14" BW 55 50/10 90 BEND
2	20" X 8" FL DN TEE
3	20" FL DN TEE
4	14" X 10" BW 55 50/10 90 BEND
5	14" BW 55 50/10 TEE
6	14" BW 55 50/10 TEE
7	14" BW 55 50/10 90 BEND
8	10" BW 55 50/10 90 BEND
9	10" BW 55 50/10 TEE
10	10" BW 55 50/10 90 BEND
11	8" FL DN TEE
12	8" FL DN 90° BEND
13	8" FL DN 90° BEND
14	8" FL DN 90° 180° BEND



1. 1959 FILTER SECTION - PHASE 1
 P117 17' 0" 2' 4" 6" 8" 10"



2. 1959 FILTER SECTION - PHASE 1
 P117 17' 0" 2' 4" 6" 8" 10"

NEW 24-INCH ANTI-RACQ CAP - TYPICAL ALL FILTERS
 NEW 12-INCH SAND BED - TYPICAL ALL FILTERS
 NEW FILTER UNDERDRAINS - TYPICAL ALL FILTERS

HEATER DUCT -
BLOWER AIR
CONFLICT





RFP NO. 06 DUCT REVISIONS, 4/15/20 - SHEET 2 OF 9

TRANSITION AROUND RISER

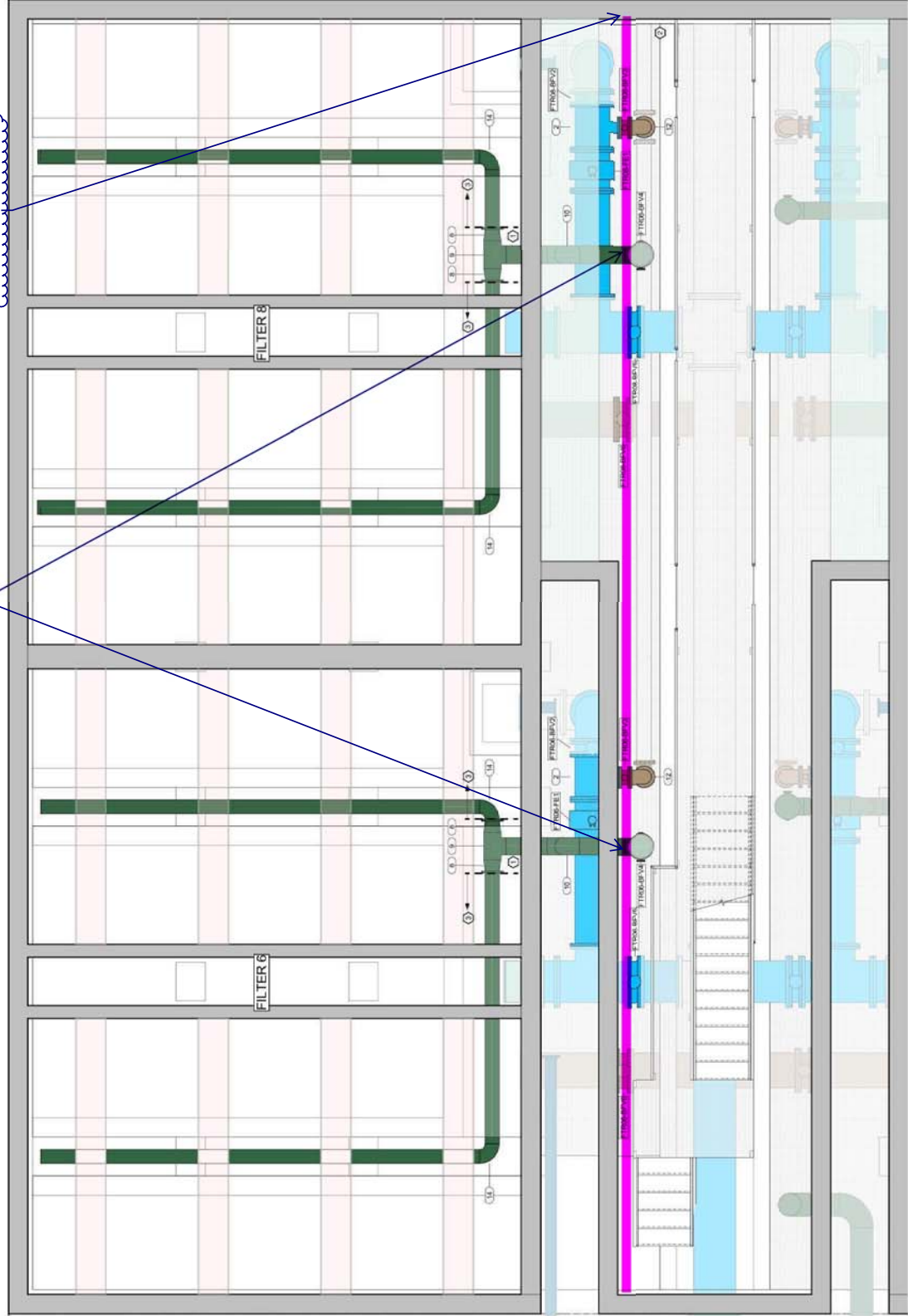
CORE WALL ~24" THICK



CONSTRUCTION NOTES
 ① SEAL PENETRATION PER DETAIL 7 FROM
 ② SEAL FROM TREATMENT PER DETAIL 8 FROM
 ③ PROVIDED BY SPECIFICATION SECTION 11000
 MFR. INSTALLED BY CONTRACTOR.

PIPE SCHEDULE

KEYNOTE	KEYNOTE DESCRIPTION
1	24" X 20" FL. DI. CONCENTRIC REDUCER
2	20" X 18" FL. DI. TEE
3	18" X 14" FL. DI. TEE
4	18" X 14" FL. DI. 90° BEND
5	14" FL. DI. 90° BEND
6	14" RW. 55.500 TO TEE
7	14" RW. 55.500 TO BEND
8	14" RW. 55.500 TO TEE
9	10" RW. 55.500 TO TEE
10	10" RW. 55.500 TO 90° BEND
11	8" FL. DI. TEE
12	8" FL. DI. 90° BEND
13	8" FL. DI. 22.5° BEND
14	10" RW. 55.500 TO 90° BEND



1 1932 FILTER ENLARGED PLAN - PHASE 2



Advanced Engineering and Environmental Services, Inc. • 300 15 St S. Ste 7 Great Falls, MT 59405 • (406) 288-0628 (F) 406-288-0628 • www.ae2s.com



GREAT FALLS WTP FILTER IMPROVEMENTS
 CITY OF GREAT FALLS - O.F. 1637.1
 1932 FILTER ENLARGED PLAN - PHASE 2

DESIGNED BY
 CONSULTING
 PROJECT NO.
 CSD
 CHECKED BY
 JGJ/RNW
 DATE
 OCT 2019
 PROJECT NUMBER
 00201-2013-001
 SHEET

P2002

Agenda #12.

RFP NO. 06 DUCT REVISIONS, 4/15/20 - SHEET 3 OF 9



GREAT FALLS WTP FILTER IMPROVEMENTS
CITY OF GREAT FALLS - O.F. 1637.1
1932 FILTER SECTION - PHASE 2

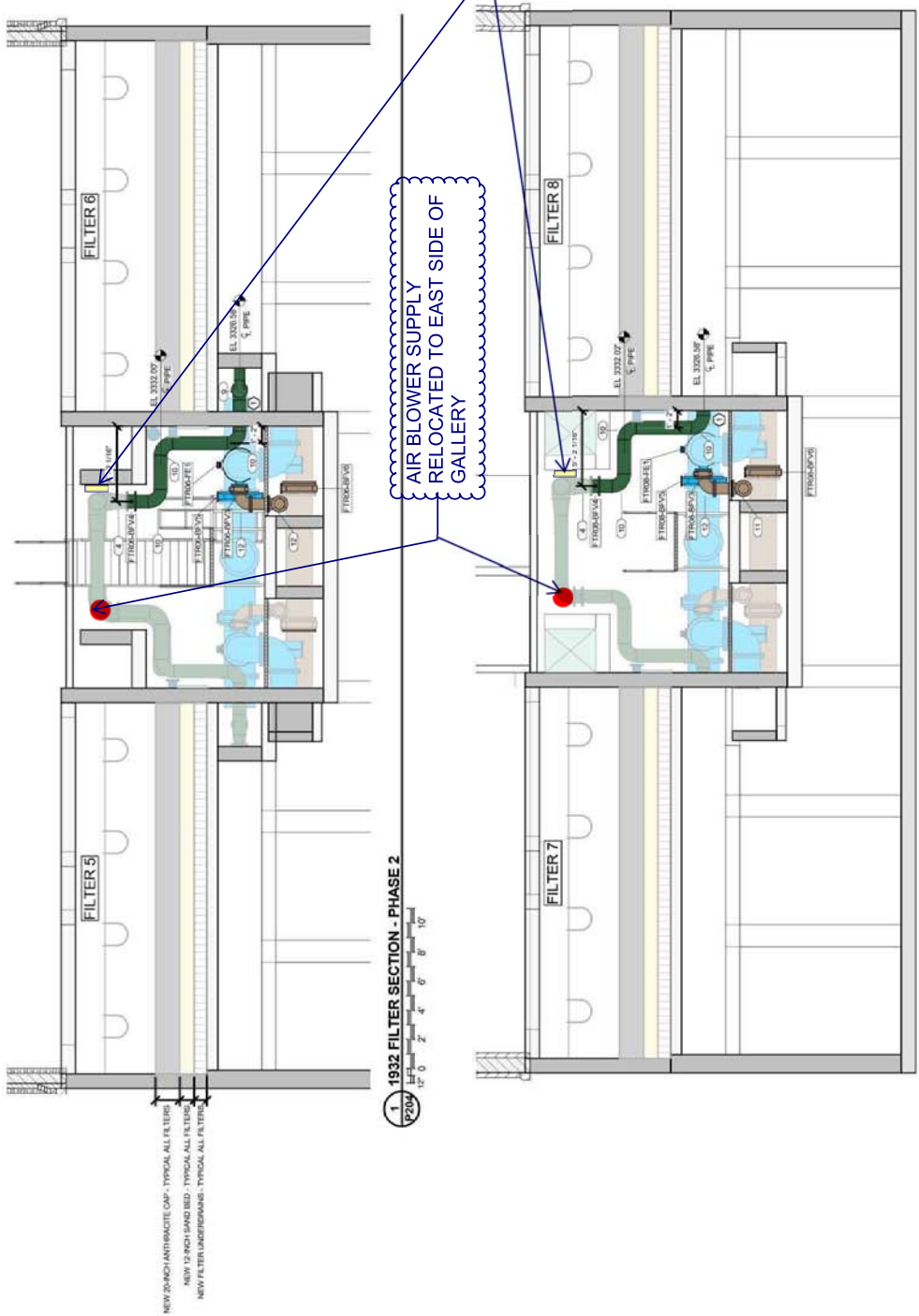
DESIGNED BY: JGJ/RNW
CHECKED BY: JGJ/RNW
DATE: OCT 2019
PROJECT NUMBER: 00201-2013-001
SHEET: 03

Agenda #12.

CONSTRUCTION NOTES

① SEAL PENETRATION DETAIL PER 7 / P201.

KEYNOTE	KEYNOTE DESCRIPTION
1	24" X 24" FL DI CONCENTRIC REDUCER
2	20" X 18" FL DI TEE
3	18" X 18" FL DI TEE
4	14" X 10" BW SS SCH 10 RED
5	14" FL DI 90° BEND
6	14" BW SS SCH 10 TEE
7	14" BW SS SCH 10 BEND
8	14" BW SS SCH 10 TEE
9	10" BW SS SCH 10 TEE
10	10" BW SS SCH 10 90 BEND
11	8" X 8" FL DI TEE
12	8" FL DI 90° BEND
13	8" FL DI 22.5° BEND
14	8" BW SS SCH 10 90 BEND



Advanced Engineering and Environmental Services, Inc. • 300 15 St S, Site 7 Great Falls, MT 59405 • (406) 288-0628 (f) 406-288-0628 • www.ae2s.com

RFP NO. 06 DUCT REVISIONS, 4/15/20 - SHEET 4 OF 9

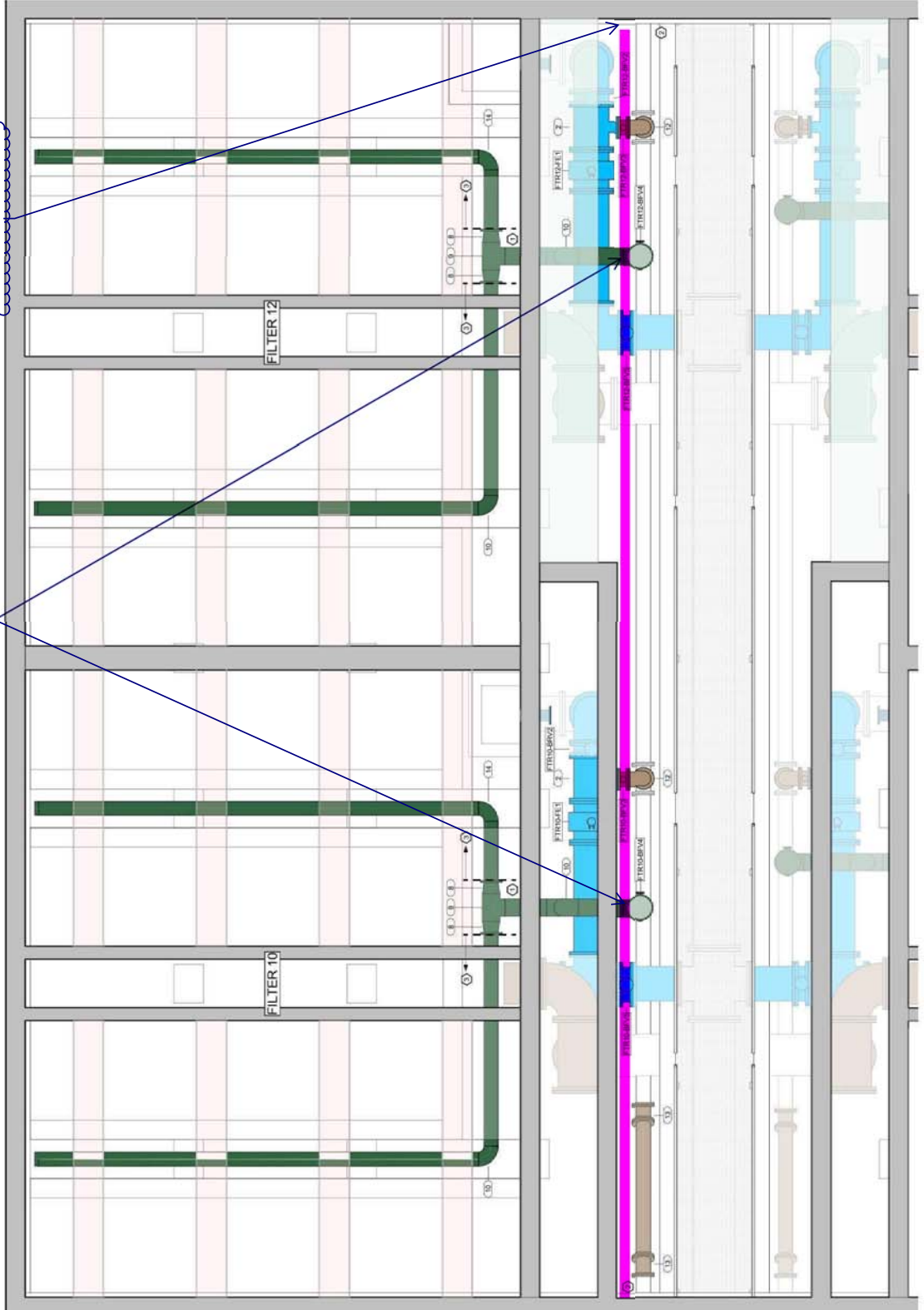
TRANSITION AROUND RISER

CORE WALL ~24" THICK



CONSTRUCTION NOTES
1 SEAL PENETRATION PER DETAIL 7 FROM
2 SEAL FROM TRANSITION PER DETAIL 8 FROM
3 PROVIDED BY SPECIFICATION SECTION 11.000
4 MFR. INSTALLED BY CONTRACTOR

KEYNOTE	KEYNOTE DESCRIPTION
1	3/4" X 3/4" FL IN CONCENTRIC REDUCER
2	3/4" X 1/2" FL OR TEE
3	3/4" FL OR TEE
4	3/4" FL OR TEE 90 DEGREE
5	1/4" FL OR 90 BEND
6	1/4" BW 55 90 BEND TEE
7	1/4" BW 55 90 BEND
8	1/4" BW 55 90 BEND
9	1/4" BW 55 90 BEND
10	1/4" BW 55 90 BEND
11	1/4" FL OR TEE
12	1/4" FL OR TEE
13	1/4" FL OR TEE
14	1/4" BW 55 90 BEND



1 1952 FILTER ENLARGED PLAN - PHASE 2
P206



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GREAT FALLS WTP FILTER IMPROVEMENTS
CITY OF GREAT FALLS - O.F. 1637.1
1952 FILTER ENLARGED PLAN - PHASE 2

DESIGNED BY
CHECKED BY
DATE
PROJECT NUMBER
SHEET

PAGE

Agenda #12.

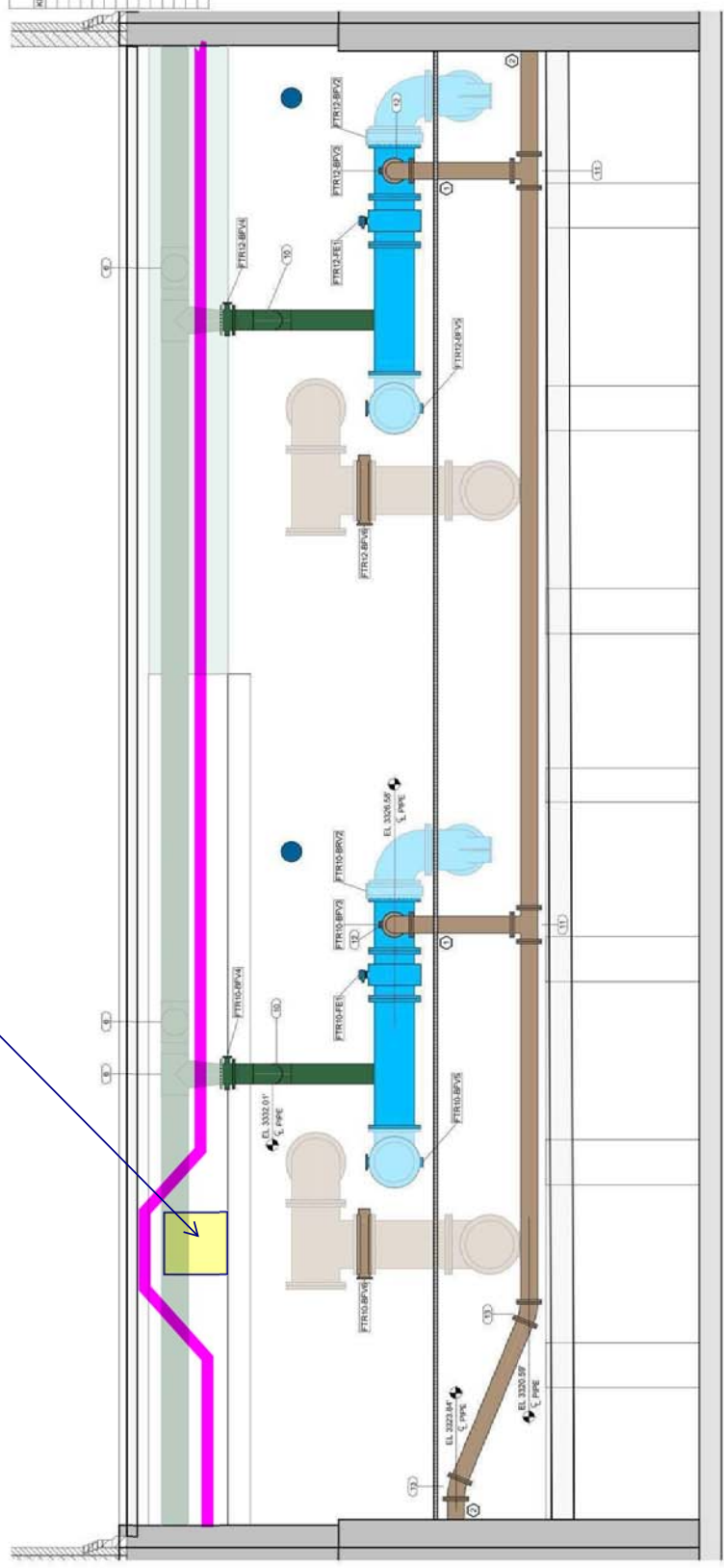
RFP NO. 06 DUCT REVISIONS, 4/15/20 - SHEET 5 OF 9



CONSTRUCTION NOTES
 ① CUT GRATING AS REQUIRED FOR FILTER-TO-WASTE PIPING.
 ② REAL PENETRATION DETAIL PER 81 PPO1.

KEYNOTE	KEYNOTE DESCRIPTION
1	24" A, 27" FL DI CONCENTRIC REDUCER
2	24" A, 27" FL DI TEE
3	24" A, 27" FL DI TEE
4	14" X 12" BW 45 SLO 15 RED
5	14" FL DI 90° BEND
6	14" BW 45 SLO 15 TEE
7	14" BW 45 SLO 15 BEND
8	10" A, 12" BW 45 SLO 15 TEE
9	10" A, 12" BW 45 SLO 15 BEND
10	10" BW 45 SLO 15 TEE
11	10" BW 45 SLO 15 BEND
12	8" FL DI 90° BEND
13	8" FL DI 22.5° BEND
14	8" BW 45 SLO 15 BEND

ROUTE DUCT AROUND EXISTING FLUME ACCESS HATCH



1 1952 FILTER SECTION - PHASE 2
 0 1 2 3 4 5 6 7
 FEET



GREAT FALLS WTP FILTER IMPROVEMENTS
 CITY OF GREAT FALLS - O.F. 1637.1
 1952 FILTER SECTION - PHASE 2

DESIGNED BY: JGJ/RNW
 CHECKED BY: JGJ/RNW
 DATE: OCT 2019
 PROJECT NUMBER: 06231-2013-001
 SHEET: 5 OF 9

Agenda #12.
 P207

RFP NO. 06 DUCT REVISIONS, 4/15/20 - SHEET 6 OF 9

DATE: 08/11/2010 10:52:13 AM 1952 FILTER SECTION - PHASE 2

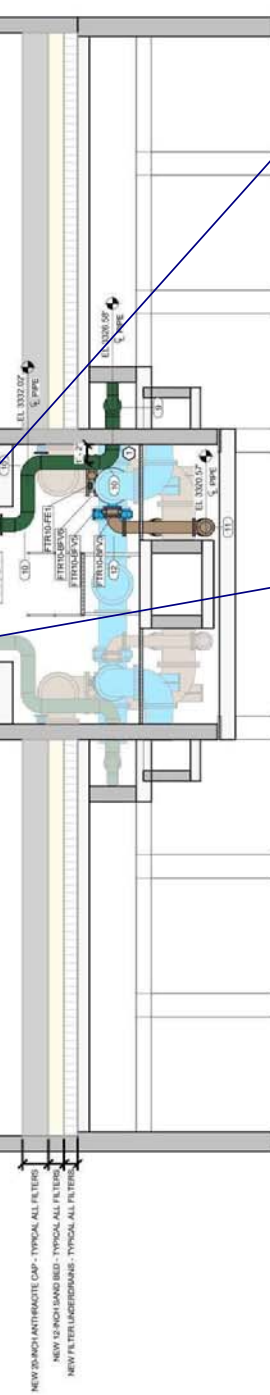


CONSTRUCTION NOTES

- SEAL PENETRATION DETAIL PER 71/P001.

PIPE SCHEDULE

KEYNOTE	KEYNOTE DESCRIPTION
1	2" X 20" FL. DI. CONCENTRIC REDUCER
2	20" X 18" FL. DI. TEE
3	20" FL. DI. TEE, 85% SLO. TO REED
4	14" FL. DI. 90° BEND
5	14" BW 85% SLO. TO TEE
6	14" BW 85% SLO. TO 90 BEND
7	14" BW 85% SLO. TO TEE
8	14" BW 85% SLO. TO TEE
9	14" BW 85% SLO. TO 90 BEND
10	14" BW 85% SLO. TO 90 BEND
11	8" FL. DI. TEE
12	8" FL. DI. 90° BEND
13	8" FL. DI. 22.5° BEND
14	8" BW 85% SLO. TO 90 BEND

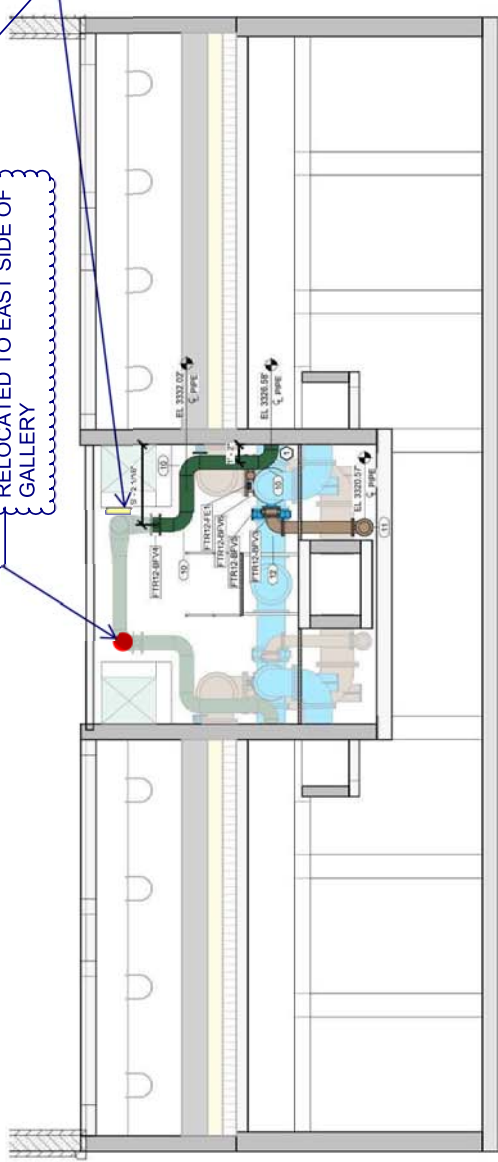


1 1952 FILTER SECTION - PHASE 2
P209



TRANSITION DUCT TO ALLOW FOR FUTURE BLOWER AIR PIPING RISER (PHASE 2)

AIR BLOWER SUPPLY RELOCATED TO EAST SIDE OF GALLERY



2 1952 FILTER SECTION - PHASE 2
P209



RFP NO. 06 DUCT REVISIONS, 4/15/20 - SHEET 7 OF 9

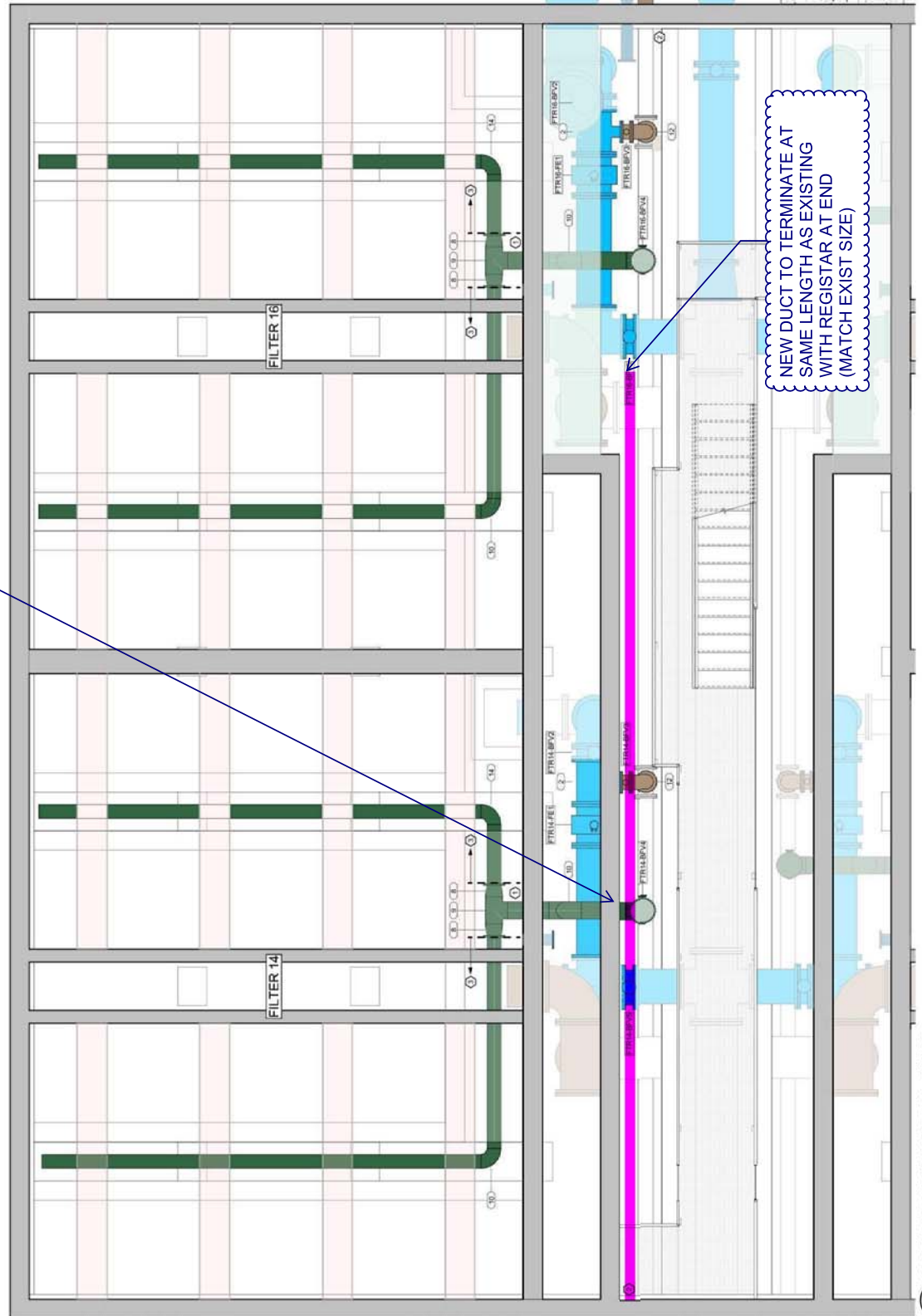
TRANSITION AROUND RISER



CONSTRUCTION NOTES
 ① SEAL PENETRATION PER DETAIL 7 (P/01).
 ② SEAL PENETRATION PER DETAIL 8 (P/01).
 ③ PROVIDED BY SPECIFICATION SECTION 11.000.
 MFR. INSTALLED BY CONTRACTOR.

PIPE SCHEDULE

ITEM NO.	PIPE NOTE DESCRIPTION
1	24" X 20" FL TO CONCENTRIC REDUCER
2	20" X 8" FL DI TEE
3	20" FL DI TEE
4	14" RW 90 SWAY TO RED
5	14" FL 90° BEND
6	14" RW 90 SWAY TO TEE
7	14" RW 90 SWAY 90 BEND
8	14" RW 90 SWAY TO TEE
9	14" RW 90 SWAY TO TEE
10	14" RW 90 SWAY TO 90 BEND
11	14" FL DI TEE
12	14" FL 90° BEND
13	14" FL 90° BEND
14	14" RW 90 SWAY TO 90 BEND



1 1959 FILTER ENLARGED PLAN - PHASE 2
 12' 0" 1' 2" 3" 4" 5" 6" 7" 8" 9" 10" 11" 12"

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GREAT FALLS WTP FILTER IMPROVEMENTS
 CITY OF GREAT FALLS - O.F. 1637.1
 1959 FILTER ENLARGED PLAN - PHASE 2

DESIGNED BY: CONST
 PROJECT NO.: CSD
 CHECKED/APPVED: JGJ/RNW
 DATE: OCT 2019
 PROJECT NUMBER: 00231-2013-001
 SHEET: 07

P210

Agenda #12.

RFP NO. 06 DUCT REVISIONS, 4/15/20 - SHEET 8 OF 9

ROUT DUCT AROUND EXISTING FLUME ACCESS HATCH

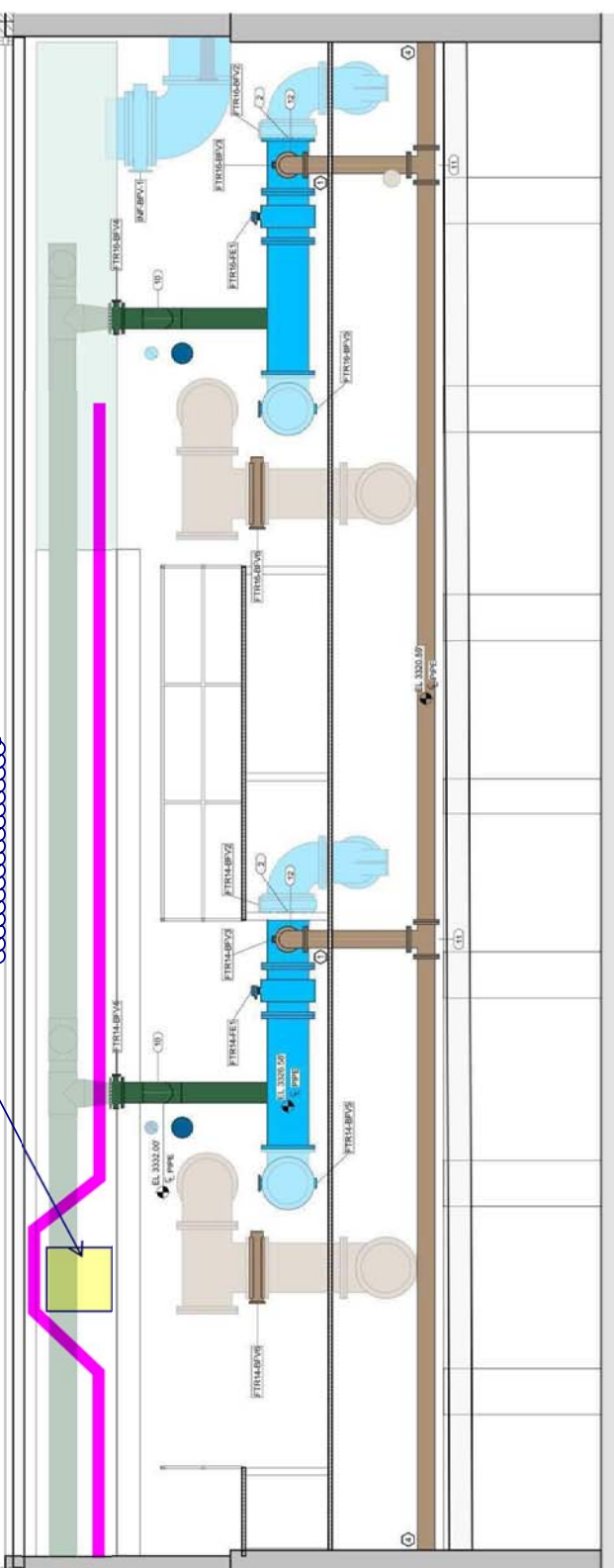


CONSTRUCTION NOTES

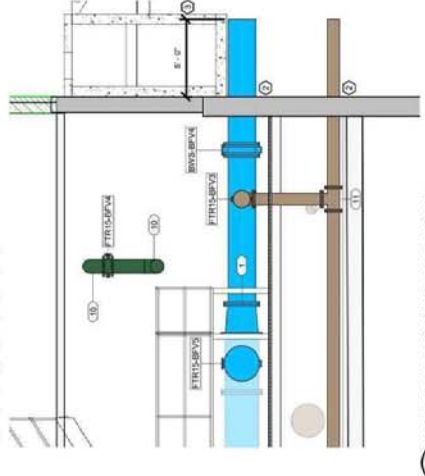
1. CUT GRATING AS REQUIRED FOR FILTER TO WASTE PIPING.
2. SEAL PENETRATION PER DETAIL 7 PPH.
3. EXTEND TO SAFEST PAST OUTSIDE FACE OF WALL SEE CIVIL FOR CONTINUATION.
4. SEAL PENETRATION DETAIL PER #1 PPH.

PPE SCHEDULE

KEYNOTE	KEYNOTE DESCRIPTION
1	24" X 20" FL IN CONCENTRIC REDUCER
2	20" X 18" FL IN TEE
3	18" FL OUTLET 65.5 IN TO BEND
4	14" FL IN 90° BEND
5	14" BWS 90° BEND TO TEE
6	14" BWS 90° BEND TO TEE
7	14" BWS 90° BEND TO BEND
8	14" BWS 90° BEND TO TEE
9	14" BWS 90° BEND TO BEND
10	12" FL OF TEE
11	12" FL OF TEE
12	12" FL OF TEE
13	8" FL OF 22.5° BEND
14	8" BWS 90° BEND TO 90° BEND



1 1959 FILTER SECTION - PHASE 2



2 1959 FILTER SECTION - PHASE 2



GREAT FALLS WTP FILTER IMPROVEMENTS
CITY OF GREAT FALLS - O.F. 1637.1
1959 FILTER SECTION - PHASE 2

DESIGNED BY: JGJ/RNW
CHECKED/APPROVED: JGJ/RNW
DATE: OCT 2019
PROJECT NUMBER: 00231-2013.001
SHEET: 8

P211

Agenda #12.

RFP NO. 06 DUCT REVISIONS, 4/15/20 - SHEET 9 OF 9



CONSTRUCTION NOTES

- SEAL PENETRATION DETAIL PER 77 (P90).

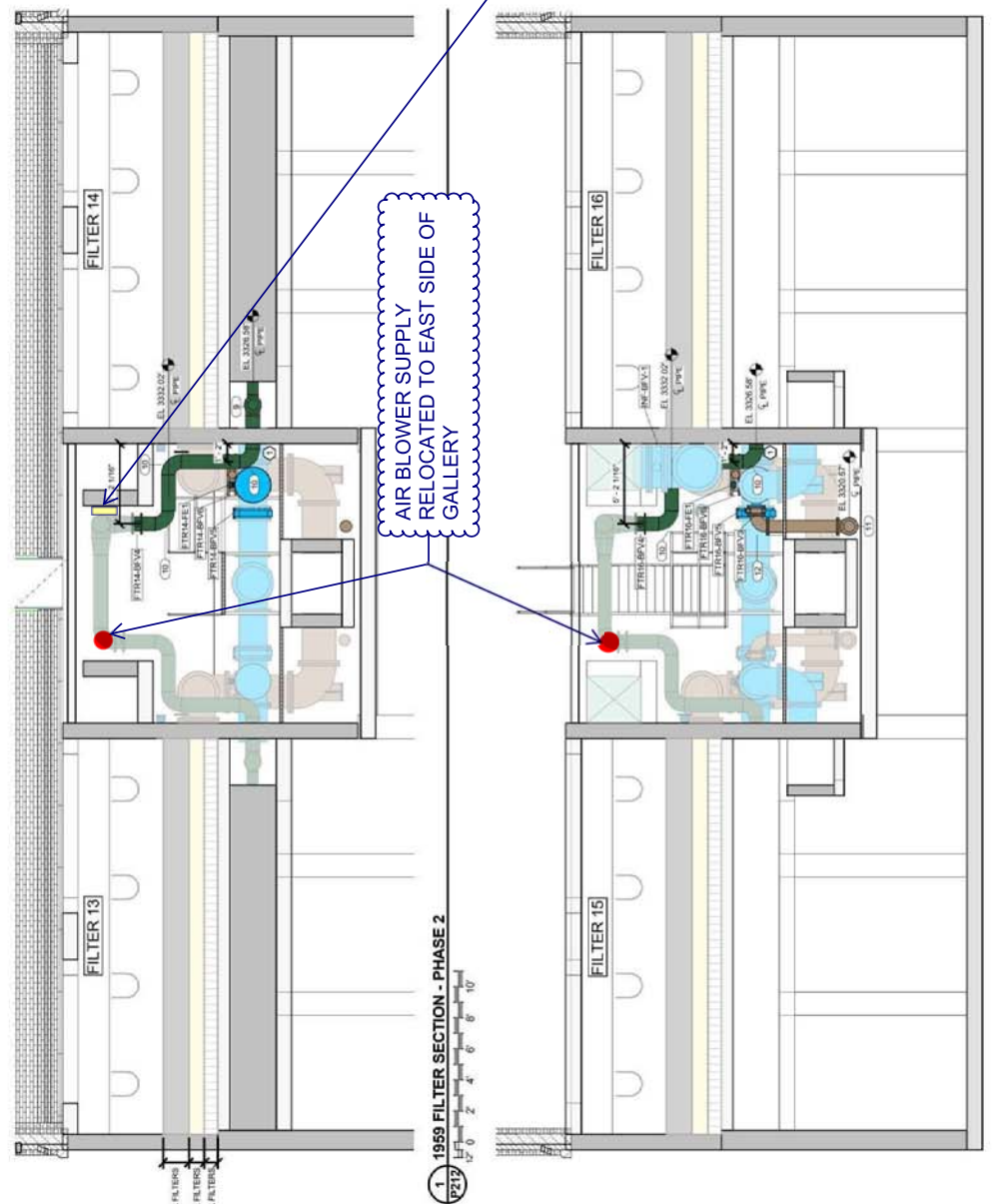
PIPE SCHEDULE

NETWORK: 1959 WTP FILTER SECTION

NO.	DESCRIPTION
1	16" X 20" FL. DI. CONCENTRIC REDUCER
2	20" FL. DI. TEE
3	14" FL. DI. TEE
4	14" FL. DI. 90 DEGREE BEND
5	14" FL. DI. 45 DEGREE BEND
6	14" RW. SS. 90 DEGREE BEND
7	14" RW. SS. 45 DEGREE BEND
8	14" RW. SS. 90 DEGREE BEND
9	14" RW. SS. 45 DEGREE BEND
10	14" RW. SS. 90 DEGREE BEND
11	14" FL. DI. TEE
12	14" FL. DI. 90 DEGREE BEND
13	14" FL. DI. 45 DEGREE BEND
14	14" RW. SS. 90 DEGREE BEND

TRANSITION DUCT TO ALLOW FOR FUTURE BLOWER AIR PIPING RISER (PHASE 2)

AIR BLOWER SUPPLY RELOCATED TO EAST SIDE OF GALLERY



NEW 20-INCH ANTHRACITE CAP - TYPICAL ALL FILTERS
 NEW 12-INCH SAND BED - TYPICAL ALL FILTERS
 NEW FILTER UNDERGRANS - TYPICAL ALL FILTERS

1 1959 FILTER SECTION - PHASE 2

2 1959 FILTER SECTION - PHASE 2

WORK CHANGE DIRECTIVE

No. 4

DATE OF ISSUANCE July 6, 2020

EFFECTIVE DATE July 6, 2020

OWNER City of Great Falls

CONTRACTOR Sletten Construction Company

Contract: Base Bid: General Construction

Project: WTP Filtration Improvements

OWNER's Contract No. OF 1637.1 ENGINEER's Project No. P05231-2013-001

You are directed to proceed promptly with the following change(s):

Description:

Work performed in addition to the Contractor's bid scope of work:

- For labor performed as requested on Filter #3 exploratory core drilling identified within RFP No. 5 provided by SCC
- For materials and labor performed as required for additional abatement required within Filters 9 & 11 identified within RFP No. 7 provided by SCC

Purpose of Work Change Directive:

The purpose of this work is to perform 1916 Filter exploratory core drilling and required abatement within Filters 9 & 11 as identified within RFP No. 5 and No. 7, to be paid as Miscellaneous Units.

Attachments: (List documents supporting change)

Sletten Construction Company – RFP_05R1 (submitted 6/26/2020)

Sletten Construction Company – RFP_07R1 (submitted 6/26/2020)

If OWNER or CONTRACTOR believe that the above change has affected Contract Price any Claim for a Change Order based thereon will involve one or more of the following methods as defined in the Contract Documents.

Method of determining change in

Contract Price:

Unit Prices

Lump Sum

Cost of the Work _____

Estimated increase (decrease) in Contract Price:
\$ 69,510.00

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated increase (decrease) in Contract Times:

Substantial Completion: ~~0 days~~ **+10 days**
Ready for final payment: ~~0 days~~ **+10 days**

****10 additional contract days required per attached RFP No. 07R1 (8 working days)**

RECOMMENDED:

APPROVED:

AUTHORIZED:

AE2S

Sletten Construction

City of Great Falls

ENGINEER

OWNER

By: _____

By: _____

By: _____

Sletten Construction

Job:

Prepared by:

Date:

RFP #:

Filter No. 3 Exploratory Cores
GREAT FALLS WTP FILTRATION IMPROVEMENTS

M Popa
26-Jun-20

5

	DESCRIPTION	QTY	UNIT	UNIT PRICE	LABOR	UNIT PRICE	MATERIAL	UNIT PRICE	EQUIP	UNIT PRICE	SUB	UNIT PRICE	OTHER	TOTAL
1	RFP No. 05 includes the materials, labor, and equipment to perform the exploratory core in													
2	Filter No. 03 per response to RF #5, dated 2/3/20. As determined in the field, only one core													
3	was performed. Field verification that the basin floor slab is directly above the clear well,													
4	further required installation of a plug within the core hole.													
5														
6	Supplier Costs													
7														
8														
9	Sletten Construction - Labor													
10	Project Manager	2.00	HR	\$100.00	\$200.00									\$200.00
11	Superintendent	4.00	HR	\$109.00	\$436.00									\$436.00
12														
13	Sletten Construction - Materials													
14	6" Rubber hole plug with barrel pump	1.00	EA		\$168.28									\$168.28
15														
16														
17	Sletten Construction - Equipment													
18	6" Core machine	1.00	LS					\$400.00	\$400.00					\$400.00
19														
	SUBTOTAL				\$ 636.00		\$ 168.28		\$ 400.00			\$ -	\$ -	\$ 1,204.28
	ALLOWANCE													
	SUBTOTAL				15%	\$ 95.40	15%	\$ 25.24	5%	\$ 60.00	15%	\$ -	\$ -	\$ 180.64
	BONDIVINS												2.0%	\$ -
	GROSS RECEIPTS TAX												1.0%	\$ -
					This Change Order Request is based solely on the usual cost elements such as Labor, materials, and normal markups and does not include any amounts for changes in sequence of work, disruptions, rescheduling, extended overhead, acceleration and/or impact costs, and									
					the right is expressly reserved to make claim for any and all of these and related items of cost prior									
					to final settlement of this contract.									
	TOTAL												Total	\$ 1,384.92
													Round Total	\$ 1,380.00



RFI #5

Sletten Industrial
PO Box 2467
Great Falls, Montana 59403
Phone: (406) 761-7920
Fax: (406) 761-0923

Project: 2753-19615 - Great Falls WTP Filtration Improvements
1301 Lower River Road
Great Falls, Montana 59405

Filter No. 03 Underdrain Removal

TO:	Ross Hanson (AE2S)	FROM:	Matt Popa (Sletten Construction Company - Grea) PO Box 2467 Great Falls, Montana 59403
CREATED DATE:	02/03/ 2020	STATUS:	Open
LOCATION:		DUE DATE:	02/10/2020
		REFERENCE:	
DRAWING NUMBER:	P021	SPEC SECTION:	
AE2S PROJECT NO. P05231-2013-001:			

Question from Matt Popa (Sletten Construction Company - Great F) at 02 :55 PM on 02/03/2020

AE2S directed Sletten Construction to stop any further demolition and removal of under drain from filter No. 03 on January 29. Filter media has been removed to filter piping level.

Please confirm when demolition and removal of the under drain can resume.

Attachments:

PROPOSED SOLUTION:

Response from Ross Hanson (AE2S) at 04 :40 PM on 02/24/2020

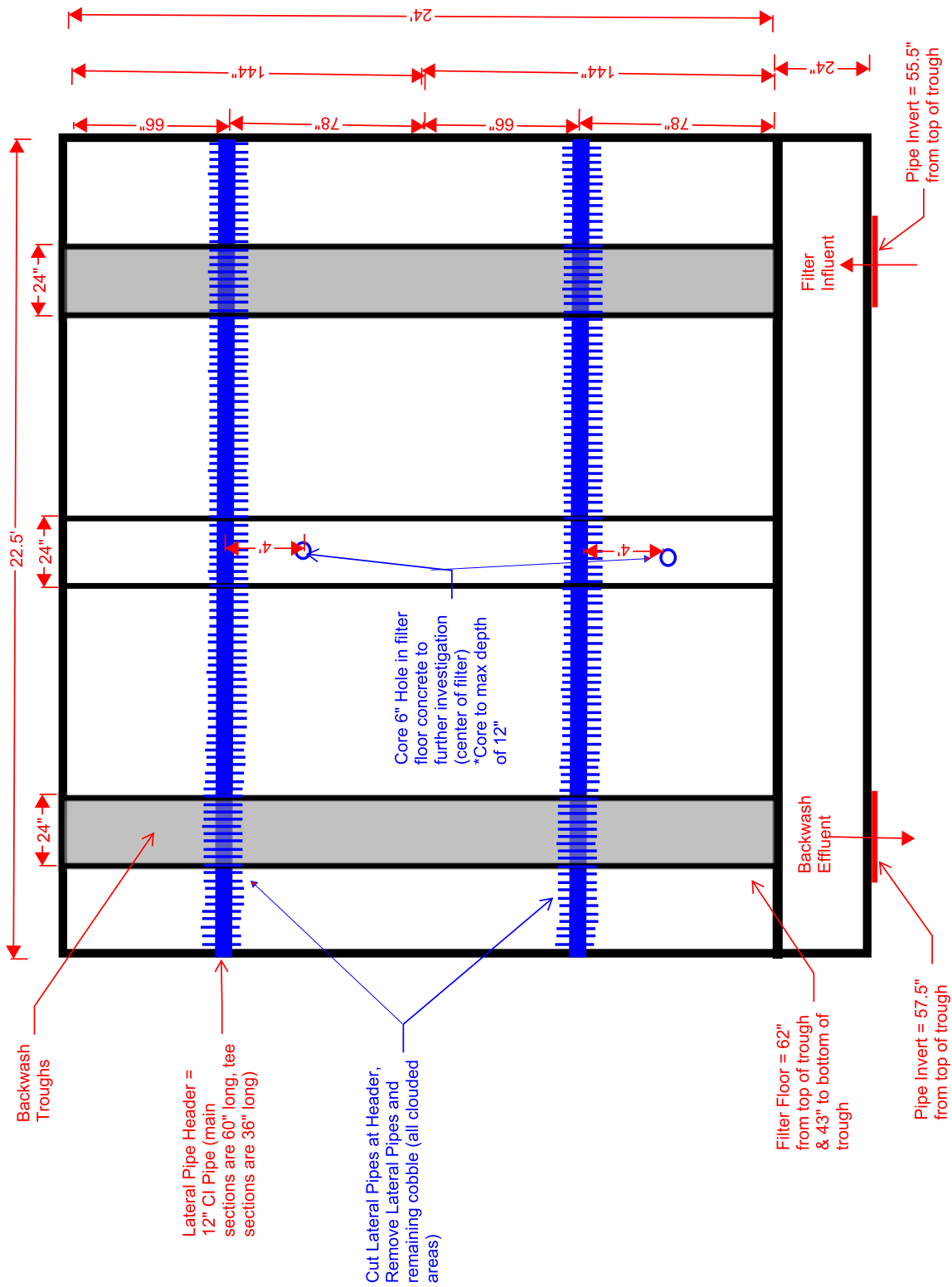
Matt - please see the attached Filter #3 investigation drawing for how we would like to proceed.

Let me know if you have any questions in regard.

Thanks,
Ross

Attachments:
[1916 Filter 3 investigation drawing.pdf](#)

BY _____ DATE _____ COPIES TO _____





EMAIL DUPLICATE INVOICE

FERGUSON ENTERPRISES LLC #109
 PO BOX 802817
 CHICAGO, IL 60680-2817

Deliver To: CHANDY 307-527-6515
 From: Ava Nicewonder
 Comments:

Please Contact With Questions:
 303-739-8000

Invoice Number	Customer	Page
6935410	144501	1

Please refer to Invoice Number when making payment and remit to: **TOTAL DUE ---> 168.28**

FERGUSON ENTERPRISES LLC #109
 PO BOX 802817
 CHICAGO, IL 60680-2817

Sold To:
 SLETTEN CONSTRUCTION
 PO BOX 2467
 GREAT FALLS, MT 59403

Ship To:
 COUNTER PICK UP
 905 RIVER DRIVE S
 GREAT FALLS, MT 59405

Ship Whse	Sell Whse	Tax Code	Customer Order Number	Sales Person	Job Name	Invoice Date	Batch
3122	3122	MTONLY	19165	122	WTR TRTMT PLANT	03/04/2020	262653
Ordered	Shipped	Item Number	Description	Unit Price	UM	Amount	
1	1	C273968	HI VOL STL BARL TEST PUMP W/ GA	49.000	EA	49.00	
1	1	C270067	6 TEST BALL	90.241	EA	90.24	
1	1	H45333	DISPN TUB W/ CLEANING TWL	29.035	EA	29.04	

Invoice Sub-Total 168.28
Tax 0.00
Total Amt 168.28

TOTAL DUE ---> 168.28

ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOR OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT <https://www.ferguson.com/content/website-info/terms-of-sale>
 GOVT BUYERS: ALL ITEMS QUOTED ARE OPEN MARKET UNLESS NOTED OTHERWISE.
 LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH "NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.



RFI #6

Sletten Industrial
 PO Box 2467
 Great Falls, Montana 59403
 Phone: (406) 761-7920
 Fax: (406) 761-0923

Project: 2753-19615 - Great Falls WTP Filtration Improvements
 1301 Lower River Road
 Great Falls, Montana 59405

Filter To Waste termination at Filters #13 & 15

TO:	Jordan Grasser (AE2S) Ross Hanson (AE2S)	FROM:	Matt Popa (Sletten Construction Company - Grea) PO Box 2467 Great Falls, Montana 59403
CREATED DATE:	02/17/ 2020	STATUS:	Open
LOCATION:		DUE DATE:	02/21/2020
DRAWING NUMBER:		REFERENCE:	Sheets P001, P014, P011-P014
DRAWING NUMBER:		SPEC SECTION:	
AE2S PROJECT NO. P05231-2013-001:			

Question from Matt Popa (Sletten Construction Company - Great F) at 05 :15 PM on 02/17/2020

It is our understanding that the Owner would like to maintain operation of the existing FTW piping at filters No. 13 & 15.

Per Note 5 on sheet P011 and P014, the existing Filter To Waste (FTW) piping is to be demolished and capped at the flume. Per sheets P109-P111 and response to RFI No. 1, the new FTW line is to be capped 4 ft from the North foundation wall. Current drawings will not provide a functioning FTW.

Please confirm or provide any revision to termination of the FTW line at the 1959 filters. Sletten can provide a cost proposal if the owner would like to tie the FTW into the existing drain.

Attachments:

PROPOSED SOLUTION:

Response from Ross Hanson (AE2S) at 09 :38 AM on 02/21/2020

Matt - please see Jordan's response to this RFI.

Let me know if you have any further questions.

Thanks,
 Ross

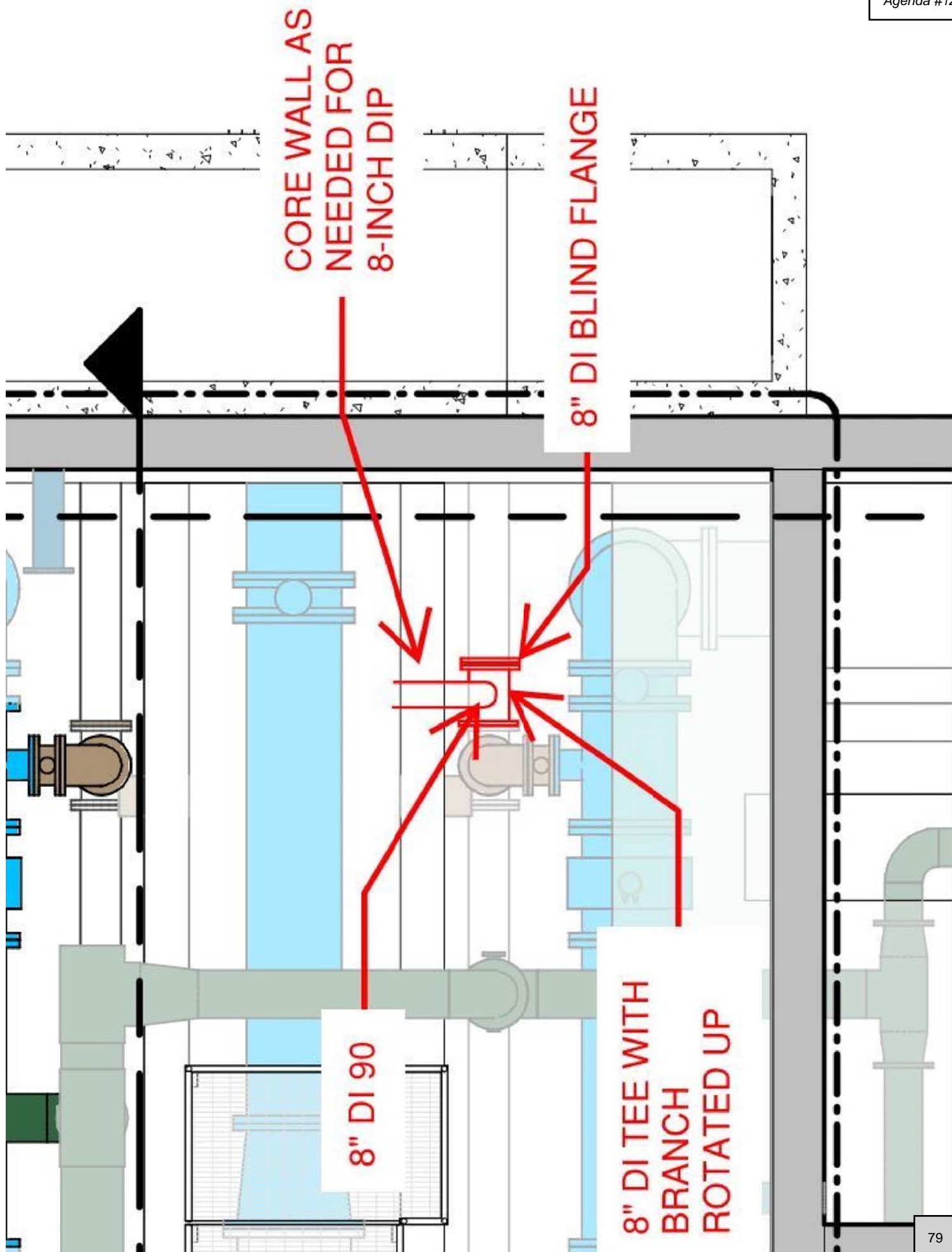
Attachments:

Response from Jordan Grasser (AE2S) at 09 :36 AM on 02/21/2020

Please provide upward facing tee as shown on attached redline. Provide blind flange on flow through and to the upward facing branch provide 90-degree elbow into flume. Provide core and annular seal as needed to accommodate 8-inch DIP. Prior to coring ensure vertical offset provided by tee and elbow is enough to clear bottom slab of flume. If not, provide flange filler between elbow and tee as needed to achieve required elevation.

Attachments:
[P209 Redline for RFI 6.JPG](#)

BY _____ DATE _____ COPIES TO _____



ADDITIONAL ELECTRICAL CONDUCTOR:

Agenda #12.

SUBCONTRACTOR CHANGE ORDER PROPOSAL										DATE: 30-Apr-20			
PREPARED FOR: SCC Matt Popa (ZIP)		SUBCONTRACTOR: Cascade Electric (ZIP) (ZIP)				RFP NO. 001	TITLE: NAME OF CHANGE						
PROJECT TITLE AND LOC: COGF WTP FI		ESTIMATOR: Name: Heath Morrison Phone: 406.453.3285 Fax: 406.453.9898 E-mail: heath@cascadeelectric.com				DESCRIPTION OF WORK: Re pipe and pull added wires to match IPS drawings.							
CECO PROJECT NUMBER 0													
LINE NO.	DESCRIPTION	QTY.	UNIT	OTHER/SUB COSTS	EQUIPMENT			MATERIAL		LABOR			LINE TOTAL
					HRS/UNIT	RATE	TOTAL	UNIT COST	TOTAL	HRS/UNIT	RATE	TOTAL	
1	.75" RGC	90.00						2.15	193.50	0.04	54.00	208.98	402.48
2	1.25" GRC	40.00						4.99	199.60	0.06	54.00	118.80	318.40
3	1.25" T conduit/c	5.00						50.00	250.00	0.50	54.00	135.00	385.00
4	over CUT thread labor	10.00						0.00	0.00	0.30	54.00	162.00	162.00
5	.75" US straps	12.00						2.87	34.44	0.03	54.00	16.20	50.64
6	1.25" US straps	21.00						0.00	0.00	0.03	54.00	34.02	34.02
7	#14 thhn	15,660.00						0.12	1,879.20	0.01	54.00	4,228.20	6,107.40
8	wire term labor	108.00						0.00	0.00	0.12	54.00	699.84	699.84
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35	SUBTOTALS:			0.00			0.00		2,556.74			5,603.04	8,159.78
36	OVERHEAD AND PROFIT (15%, 0% on credits):												#####
37	TOTAL (ROUNDED UP TO WHOLE DOLLARS):												\$9,384.00

IPS SCHEMATIC

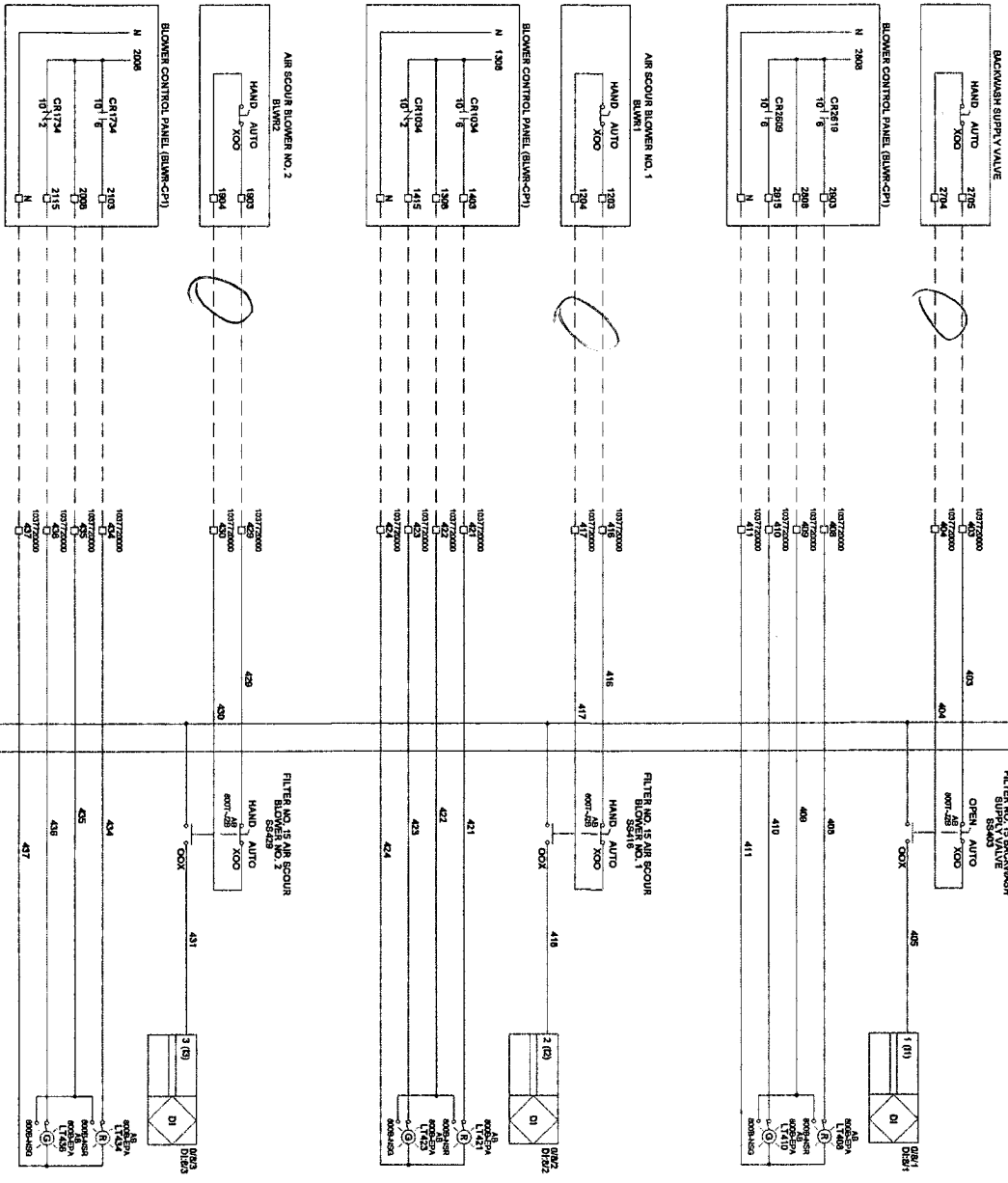
BLWR-CR1 - FCP-15, 13, 11, 9, (5, 7) TYPICAL

FIELD OR AS NOTED

FTR15-FCP1 CONTROL PANEL

FROM BLWR-CR1 TO FCP15

18 WIRES?



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401 FILTER NO. 15 BACKWASH SUPPLY VALVE OPEN, AUTO 405
 402 FILTER NO. 15 AIR SCOUR 418
 403 FILTER NO. 15 AIR SCOUR 417
 404 FILTER NO. 15 BACKWASH SUPPLY VALVE SWITCH 405
 405 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 406 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 407 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 408 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 409 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 410 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 411 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 412 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 413 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 414 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 415 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 416 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 417 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 418 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 419 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 420 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 421 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 422 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 423 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 424 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 425 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 426 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 427 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 428 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 429 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 430 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 431 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 432 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 433 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 434 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 435 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 436 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 437 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 438 FILTER NO. 15 AIR SCOUR OFF LIGHT 424
 439 FILTER NO. 15 AIR SCOUR RUNNING LIGHT 421
 440 FILTER NO. 15 AIR SCOUR OFF LIGHT 424

DIGITAL INPUTS
FTR15-FCP1 CONTROL PANEL

GREAT FALLS WTP FILTER IMPROVEMENTS
GREAT FALLS, MONTANA

Integrated Process Solutions, Inc.
 34896 412th Street, Fosston MN, 56542
 218-435-1703 www.ipsamerica.biz
 Fosston, MN • Waunakee, WI • Avon, MN

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REV	DATE	DESCRIPTION	DESIGN	DWG.	CHK.
A	01/17/20	AS SUBMITTED	M/W	M/W	

PROJECT NUMBER: 1688
 SHEET: 4



RFI #17

Sletten Industrial
 PO Box 2467
 Great Falls, Montana 59403
 Phone: (406) 761-7920
 Fax: (406) 761-0923

Project: 2753-19615 - Great Falls WTP Filtration Improvements
 1301 Lower River Road
 Great Falls, Montana 59405

Filter 9 & 11 wall coating abatement

TO:	Cindy Wojciechowski (T D & H Engineering) Ross Hanson (AE2S)	FROM:	Matt Popa (Sletten Construction Company - Grea) PO Box 2467 Great Falls, Montana 59403
CREATED DATE:	06/10/ 2020	STATUS:	Closed on 06/25/20
LOCATION:		DUE DATE:	06/13/2020
DRAWING NUMBER:		REFERENCE:	
AE2S PROJECT NO.		SPEC SECTION:	02084 - Polychlorinated Biphenyls in Paint Abatement
P05231-2013-001:			

Question from Matt Popa (Sletten Construction Company - Great F) at 01 :04 PM on 06/10/2020

Per attached photo, the existing wall coating in the filter basins for filters No. 9 & 11 (1952 Edition) extends to the top of existing underdrain.

Contract documents call out for abatement and new coating of the concrete walls from top of wall to top of new media.

Per table 2 on page 4 of teh PCBS & Lead In Paint Inspection report by TD&H, dated August 30, 2019 (within specification section No. 02084), the existing paint contains PCBs.

Please confirm if the existing coating is to be abated and removed for the entire wall.

Thanks,

Matt Popa
Sletten Construction

Attachments:
[Filter 9 & 11 Wall Coating RFI #17.JPEG](#)

PROPOSED SOLUTION:

Response from Ross Hanson (AE2S) at 09 :06 AM on 06/15/2020

Matt - see response from Cindy.

Thanks,
Ross

Attachments:

Response from Cindy Wojciechowski (T D & H Engineering) at 09 :44 AM on 06/12/2020

As the PCB-containing off-white paint covers the basin walls, the entirety of the basin wall needs to be abated.

NOTE: The black material along the bottom of the basin walls, touching the floors of the basin, was sampled for asbestos, lead and PCB content on June 11, 2020. The PCB testing method takes approximately 5 days, so results are expected by June 19, 2020.

Attachments:
[RFI-017 Filter 9 & 11 Wall Coating Abatement_Response.pdf](#)



BY _____

DATE _____

COPIES TO _____





RFI #17

Sletten Industrial
PO Box 2467
Great Falls, Montana 59403
Phone: (406) 761-7920
Fax: (406) 761-0923

Project: 2753-19615 - Great Falls WTP Filtration Improvements
1301 Lower River Road
Great Falls, Montana 59405

Filter 9 & 11 wall coating abatement

TO:	Ross Hanson (AE2S)	FROM:	Matt Popa (Sletten Construction Company - Great Falls) PO Box 2467 Great Falls, Montana 59403
CREATED DATE:	06/10/ 2020	STATUS:	Open
LOCATION:		DUE DATE:	06/13/2020
DRAWING NUMBER:		REFERENCE:	
AE2S PROJECT NO. P05231-2013-001:		SPEC SECTION:	02084 - Polychlorinated Biphenyls in Paint Abatement

Question from Matt Popa (Sletten Construction Company - Great Falls) at 01 :04 PM on 06/10/2020

Per attached photo, the existing wall coating in the filter basins for filters No. 9 & 11 (1952 Edition) extends to the top of existing underdrain.

Contract documents call out for abatement and new coating of the concrete walls from top of wall to top of new media.

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Please confirm if the existing coating is to be abated and removed for the entire wall.

Thanks,

Matt Popa
Sletten Construction

Attachments:
[Filter 9 & 11 Wall Coating RFI #17.JPEG](#)

PROPOSED SOLUTION:

As the PCB-containing off-white paint covers the basin walls, the entirety of the basin walls needs to be abated.

NOTE: The black material along the bottom of the basin walls, touching the floors of the basin, was sampled for asbestos, lead, and PCB content on June 11, 2020. The PCB testing method takes approximately five days, so results are expected by June 19, 2020."

6/12/2020
DATE

COPIES TO

June 16, 2020

Oran Grotbo
Thomas, Dean & Hoskins, Inc.
1800 River Drive North
Great Falls, MT 59401

RE: Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

Dear Oran Grotbo:

Enclosed are the analytical results for sample(s) received by the laboratory on June 12, 2020. The results relate only to the samples included in this report. Results reported herein conform to the applicable TNI/NELAC Standards and the laboratory's Quality Manual, where applicable, unless otherwise noted in the body of the report.

The test results provided in this final report were generated by each of the following laboratories within the Pace Network:

- Pace Analytical Services - Minneapolis

If you have any questions concerning this report, please feel free to contact me.

Sincerely,



Beverly Faraday
beverly.faraday@pacelabs.com
(406) 384-0559
Project Manager

Enclosures

cc: Peter Klevberg, TD&H Engineering
Deven Vignali, TD&H Engineering, Inc.



REPORT OF LABORATORY ANALYSIS

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CERTIFICATIONS

Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

Pace Analytical Services Minneapolis

- | | |
|--|--|
| <ul style="list-style-type: none"> A2LA Certification #: 2926.01 Alabama Certification #: 40770 Alaska Contaminated Sites Certification #: 17-009 Alaska DW Certification #: MN00064 Arizona Certification #: AZ0014 Arkansas DW Certification #: MN00064 Arkansas WW Certification #: 88-0680 California Certification #: 2929 CNMI Saipan Certification #: MP0003 Colorado Certification #: MN00064 Connecticut Certification #: PH-0256 EPA Region 8+Wyoming DW Certification #: via MN 027-053-137 Florida Certification #: E87605 Georgia Certification #: 959 Guam EPA Certification #: MN00064 Hawaii Certification #: MN00064 Idaho Certification #: MN00064 Illinois Certification #: 200011 Indiana Certification #: C-MN-01 Iowa Certification #: 368 Kansas Certification #: E-10167 Kentucky DW Certification #: 90062 Kentucky WW Certification #: 90062 Louisiana DEQ Certification #: 03086 Louisiana DW Certification #: MN00064 Maine Certification #: MN00064 Maryland Certification #: 322 Massachusetts DWP Certification #: via MN 027-053-137 Michigan Certification #: 9909 Minnesota Certification #: 027-053-137 Minnesota Dept of Ag Certification #: via MN 027-053-137 | <ul style="list-style-type: none"> Minnesota Petrofund Certification #: 1240 Mississippi Certification #: MN00064 Missouri Certification #: 10100 Montana Certification #: CERT0092 Nebraska Certification #: NE-OS-18-06 Nevada Certification #: MN00064 New Hampshire Certification #: 2081 New Jersey Certification #: MN002 New York Certification #: 11647 North Carolina DW Certification #: 27700 North Carolina WW Certification #: 530 North Dakota Certification #: R-036 Ohio DW Certification #: 41244 Ohio VAP Certification #: CL101 Oklahoma Certification #: 9507 Oregon Primary Certification #: MN300001 Oregon Secondary Certification #: MN200001 Pennsylvania Certification #: 68-00563 Puerto Rico Certification #: MN00064 South Carolina Certification #: 74003001 Tennessee Certification #: TN02818 Texas Certification #: T104704192 Utah Certification #: MN00064 Vermont Certification #: VT-027053137 Virginia Certification #: 460163 Washington Certification #: C486 West Virginia DEP Certification #: 382 West Virginia DW Certification #: 9952 C Wisconsin Certification #: 999407970 Wyoming UST Certification #: via A2LA 2926.01 |
|--|--|
-

REPORT OF LABORATORY ANALYSIS

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SAMPLE SUMMARY

Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

Lab ID	Sample ID	Matrix	Date Collected	Date Received
10521388001	South Middle Pool West Wall	Solid	06/11/20 00:00	06/12/20 09:20

REPORT OF LABORATORY ANALYSIS

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SAMPLE ANALYTE COUNT

Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

Lab ID	Sample ID	Method	Analysts	Analytes Reported	Laboratory
10521388001	South Middle Pool West Wall	EPA 8082A	RAG	11	PASI-M

PASI-M = Pace Analytical Services - Minneapolis

REPORT OF LABORATORY ANALYSIS

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PROJECT NARRATIVE

Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

Method: EPA 8082A
Description: 8082A GCS PCB
Client: Thomas, Dean & Hoskins, Inc. Gt. Falls
Date: June 16, 2020

General Information:

1 sample was analyzed for EPA 8082A by Pace Analytical Services Minneapolis. All samples were received in acceptable condition with any exceptions noted below or on the chain-of custody and/or the sample condition upon receipt form (SCUR) attached at the end of this report.

Hold Time:

The samples were analyzed within the method required hold times with any exceptions noted below.

Sample Preparation:

The samples were prepared in accordance with EPA 3546 with any exceptions noted below.

QC Batch: 681023

- P1: Routine initial sample volume or weight was not used for extraction, resulting in elevated reporting limits.
- South Middle Pool West Wall (Lab ID: 10521388001)

Initial Calibrations (including MS Tune as applicable):

All criteria were within method requirements with any exceptions noted below.

Continuing Calibration:

All criteria were within method requirements with any exceptions noted below.

Surrogates:

All surrogates were within QC limits with any exceptions noted below.

Method Blank:

All analytes were below the report limit in the method blank, where applicable, with any exceptions noted below.

Laboratory Control Spike:

All laboratory control spike compounds were within QC limits with any exceptions noted below.

Matrix Spikes:

All percent recoveries and relative percent differences (RPDs) were within acceptance criteria with any exceptions noted below.

QC Batch: 681023

A matrix spike/matrix spike duplicate was not performed due to insufficient sample volume.

Additional Comments:

This data package has been reviewed for quality and completeness and is approved for release.

REPORT OF LABORATORY ANALYSIS

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ANALYTICAL RESULTS

Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

Sample: South Middle Pool West Wall **Lab ID:** 10521388001 Collected: 06/11/20 00:00 Received: 06/12/20 09:20 Matrix: Solid

Results reported on a "wet-weight" basis

Parameters	Results	Units	Report Limit	MDL	DF	Prepared	Analyzed	CAS No.	Qual
8082A GCS PCB		Analytical Method: EPA 8082A Preparation Method: EPA 3546 Pace Analytical Services - Minneapolis							
PCB-1016 (Aroclor 1016)	ND	ug/kg	420	145	1	06/15/20 07:38	06/15/20 17:25	12674-11-2	
PCB-1221 (Aroclor 1221)	ND	ug/kg	420	197	1	06/15/20 07:38	06/15/20 17:25	11104-28-2	
PCB-1232 (Aroclor 1232)	ND	ug/kg	420	173	1	06/15/20 07:38	06/15/20 17:25	11141-16-5	
PCB-1242 (Aroclor 1242)	ND	ug/kg	420	153	1	06/15/20 07:38	06/15/20 17:25	53469-21-9	
PCB-1248 (Aroclor 1248)	ND	ug/kg	420	251	1	06/15/20 07:38	06/15/20 17:25	12672-29-6	
PCB-1254 (Aroclor 1254)	592000	ug/kg	21000	11500	50	06/15/20 07:38	06/16/20 10:19	11097-69-1	
PCB-1260 (Aroclor 1260)	ND	ug/kg	420	155	1	06/15/20 07:38	06/15/20 17:25	11096-82-5	
PCB-1262 (Aroclor 1262)	ND	ug/kg	420	209	1	06/15/20 07:38	06/15/20 17:25	37324-23-5	
PCB-1268 (Aroclor 1268)	ND	ug/kg	420	198	1	06/15/20 07:38	06/15/20 17:25	11100-14-4	
Surrogates									
Tetrachloro-m-xylene (S)	82	%	30-150		1	06/15/20 07:38	06/15/20 17:25	877-09-8	P1
Decachlorobiphenyl (S)	98	%	30-150		1	06/15/20 07:38	06/15/20 17:25	2051-24-3	

REPORT OF LABORATORY ANALYSIS

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QUALITY CONTROL DATA

Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

QC Batch: 681023	Analysis Method: EPA 8082A
QC Batch Method: EPA 3546	Analysis Description: 8082A GCS PCB
	Laboratory: Pace Analytical Services - Minneapolis

Associated Lab Samples: 10521388001

METHOD BLANK: 3644617 Matrix: Solid
Associated Lab Samples: 10521388001

Parameter	Units	Blank Result	Reporting Limit	MDL	Analyzed	Qualifiers
PCB-1016 (Aroclor 1016)	ug/kg	ND	50.0	17.2	06/15/20 16:53	
PCB-1221 (Aroclor 1221)	ug/kg	ND	50.0	23.4	06/15/20 16:53	
PCB-1232 (Aroclor 1232)	ug/kg	ND	50.0	20.6	06/15/20 16:53	
PCB-1242 (Aroclor 1242)	ug/kg	ND	50.0	18.2	06/15/20 16:53	
PCB-1248 (Aroclor 1248)	ug/kg	ND	50.0	29.8	06/15/20 16:53	
PCB-1254 (Aroclor 1254)	ug/kg	ND	50.0	27.3	06/15/20 16:53	
PCB-1260 (Aroclor 1260)	ug/kg	ND	50.0	18.4	06/15/20 16:53	
PCB-1262 (Aroclor 1262)	ug/kg	ND	50.0	24.9	06/15/20 16:53	
PCB-1268 (Aroclor 1268)	ug/kg	ND	50.0	23.6	06/15/20 16:53	
Decachlorobiphenyl (S)	%.	83	30-150		06/15/20 16:53	
Tetrachloro-m-xylene (S)	%.	77	30-150		06/15/20 16:53	

LABORATORY CONTROL SAMPLE & LCSD: 3644618 3644619

Parameter	Units	Spike Conc.	LCS Result	LCSD Result	LCS % Rec	LCSD % Rec	% Rec Limits	RPD	Max RPD	Qualifiers
PCB-1016 (Aroclor 1016)	ug/kg	1000	786	807	79	81	51-125	3	20	
PCB-1260 (Aroclor 1260)	ug/kg	1000	839	880	84	88	49-125	5	20	
Decachlorobiphenyl (S)	%.				83	76	30-150			
Tetrachloro-m-xylene (S)	%.				77	78	30-150			

Results presented on this page are in the units indicated by the "Units" column except where an alternate unit is presented to the right of the result.

REPORT OF LABORATORY ANALYSIS

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QUALIFIERS

Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

DEFINITIONS

DF - Dilution Factor, if reported, represents the factor applied to the reported data due to dilution of the sample aliquot.
ND - Not Detected at or above adjusted reporting limit.
TNTC - Too Numerous To Count
J - Estimated concentration above the adjusted method detection limit and below the adjusted reporting limit.
MDL - Adjusted Method Detection Limit.
PQL - Practical Quantitation Limit.
RL - Reporting Limit - The lowest concentration value that meets project requirements for quantitative data with known precision and bias for a specific analyte in a specific matrix.
S - Surrogate
1,2-Diphenylhydrazine decomposes to and cannot be separated from Azobenzene using Method 8270. The result for each analyte is a combined concentration.
Consistent with EPA guidelines, unrounded data are displayed and have been used to calculate % recovery and RPD values.
LCS(D) - Laboratory Control Sample (Duplicate)
MS(D) - Matrix Spike (Duplicate)
DUP - Sample Duplicate
RPD - Relative Percent Difference
NC - Not Calculable.
SG - Silica Gel - Clean-Up
U - Indicates the compound was analyzed for, but not detected.
N-Nitrosodiphenylamine decomposes and cannot be separated from Diphenylamine using Method 8270. The result reported for each analyte is a combined concentration.
Pace Analytical is TNI accredited. Contact your Pace PM for the current list of accredited analytes.
TNI - The NELAC Institute.

BATCH QUALIFIERS

Batch: 681232

[M5] A matrix spike/matrix spike duplicate was not performed for this batch due to insufficient sample volume.

ANALYTE QUALIFIERS

P1 Routine initial sample volume or weight was not used for extraction, resulting in elevated reporting limits.

REPORT OF LABORATORY ANALYSIS

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QUALITY CONTROL DATA CROSS REFERENCE TABLE

Project: 19-099-030 Great Falls Water F
Pace Project No.: 10521388

Lab ID	Sample ID	QC Batch Method	QC Batch	Analytical Method	Analytical Batch
10521388001	South Middle Pool West Wall	EPA 3546	681023	EPA 8082A	681232

REPORT OF LABORATORY ANALYSIS

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Document Name:
Sample Condition Upon Receipt (SCUR) - MN

Document Revised: 27Mar20
Page 1 of 1

Agenda #12.

Document No.:
ENV-FRM-MIN4-0150 Rev.00

Pace Analytical Services -
Minneapolis

Sample Condition
Upon Receipt

Client Name:

Project #:

WO#: 10521388

Courier:

Fed Ex UPS USPS Client
 Pace Speedee Commercial See Exceptions

PM: BEF

Due Date: 06/16/20

CLIENT: 11 TDH

Tracking Number:

TD 34
7766 8832 0710

Custody Seal on Cooler/Box Present?

Yes No

Seals Intact?

Yes No

Biological Tissue Frozen?

Yes No N/A

Packing Material:

Bubble Wrap Bubble Bags None Other:

Temp Blank?

Yes No

Thermometer:

T1(0461) T2(1336) T3(0459)
 T4(0254) T5(0489)

Type of Ice:

Wet Blue None Dry Melted

Did Samples Originate in West Virginia?

Yes No

Were All Container Temps Taken?

Yes No N/A

Temp should be above freezing to 6°C

Cooler Temp Read w/temp blank:

18.4 °C

Average Corrected Temp

(no temp blank only): See Exceptions

Correction Factor:

0.1

Cooler Temp Corrected w/temp blank:

18.4 °C

°C

1 Container

USDA Regulated Soil: (N/A, water sample/Other:)

Date/Initials of Person Examining Contents: 6/12/20 17

Did samples originate in a quarantine zone within the United States: AL, AR, CA, FL, GA, ID, LA, MS, NC, NM, NY, OK, OR, SC, TN, TX or VA (check maps)? Yes No

Did samples originate from a foreign source (internationally, including Hawaii and Puerto Rico)? Yes No

If Yes to either question, fill out a Regulated Soil Checklist (F-MN-Q-338) and include with SCUR/COC paperwork.

	COMMENTS:
Chain of Custody Present and Filled Out? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1.
Chain of Custody Relinquished? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2.
Sampler Name and/or Signature on COC? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	3.
Samples Arrived within Hold Time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	4.
Short Hold Time Analysis (<72 hr)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	5. <input type="checkbox"/> Fecal Coliform <input type="checkbox"/> HPC <input type="checkbox"/> Total Coliform/E coli <input type="checkbox"/> BOD/cBOD <input type="checkbox"/> Hex Chrome <input type="checkbox"/> Turbidity <input type="checkbox"/> Nitrate <input type="checkbox"/> Nitrite <input type="checkbox"/> Orthophos <input type="checkbox"/> Other
Rush Turn Around Time Requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6.
Sufficient Volume? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7.
Correct Containers Used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8.
-Pace Containers Used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Containers Intact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9.
Field Filtered Volume Received for Dissolved Tests? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	10. Is sediment visible in the dissolved container? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is sufficient information available to reconcile the samples to the COC? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	11. If no, write ID/ Date/Time on Container Below: <input type="checkbox"/> See Exception
Matrix: <input type="checkbox"/> Water <input checked="" type="checkbox"/> Soil <input type="checkbox"/> Oil <input type="checkbox"/> Other	
All containers needing acid/base preservation have been checked? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	12. Sample #
All containers needing preservation are found to be in compliance with EPA recommendation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> NaOH <input type="checkbox"/> HNO ₃ <input type="checkbox"/> H ₂ SO ₄ <input type="checkbox"/> Zinc Acetate
Exceptions: VOA, Coliform, TOC/DOC Oil and Grease, DRO/8015 (water) and Dioxin/PFAS <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Positive for Res. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See Exception Chlorine? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See Exception
	Res. Chlorine 0-6 Roll 0-6 Strip 0-14 Strip
Extra labels present on soil VOA or WIDRO containers? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	13. <input type="checkbox"/> See Exception
Headspace in VOA Vials (greater than 6mm)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Trip Blank Present? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	14.
Trip Blank Custody Seals Present? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Pace Trip Blank Lot # (if purchased):

CLIENT NOTIFICATION/RESOLUTION

Person Contacted:

Date/Time:

Field Data Required?

Yes No

Comments/Resolution:

Project Manager Review:

Benny F...

Date: 6/12/20

Note: Whenever there is a discrepancy affecting North Carolina compliance samples, a copy of this form will be sent to the North Carolina DEHNR Certification Office (i.e. out of hold, incorrect preservative, out of temp, incorrect containers).

Labeled by:

132

Page 11

97

WORK CHANGE DIRECTIVE

No. 5

DATE OF ISSUANCE July 24, 2020

EFFECTIVE DATE July 27, 2020

OWNER City of Great Falls

CONTRACTOR Sletten Construction Company

Contract: Base Bid: General Construction

Project: WTP Filtration Improvements

OWNER's Contract No. OF 1637.1 ENGINEER's Project No. P05231-2013-001

You are directed to proceed promptly with the following change(s):

Description:

Work performed in addition to the Contractor's bid scope of work:

- For construction delays identified within RFP No. 4 provided by SCC, as a result of delayed delivery of preprocured valves and actuators.

Purpose of Work Change Directive:

The purpose of this work change is to address construction delay costs as identified within RFP No. 4.

Attachments: (List documents supporting change)

Sletten Construction Company – RFP_04R1 (submitted 6/12/2020)

If OWNER or CONTRACTOR believe that the above change has affected Contract Price any Claim for a Change Order based thereon will involve one or more of the following methods as defined in the Contract Documents.

Method of determining change in

Contract Price:

Unit Prices

Lump Sum

Cost of the Work _____

Estimated increase (decrease) in Contract Price:

\$ 47,200.00

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated increase (decrease) in Contract Times:

Substantial Completion: 25 days;
Ready for final payment: 25 days.

RECOMMENDED:

AE2S
ENGINEER

By: [Signature]

APPROVED:

MATT POPA
SLETTEN CONSTRUCTION

CONTRACTOR

By: [Signature]

AUTHORIZED:

OWNER

Mikaela Schultz

By: [Signature]

Digitally signed by Mikaela Schultz
DN: cn=US,
E=m.schultz@greatfallsmt.net, O="City
of Great Falls", OU="Civil Engineer",
CN=Mikaela Schultz
Reason: I am approving this document
Date: 2020.07.27 11:46:23-0600



June 12, 2020

Ross Hanson
Advanced Engineering and Environmental Services, Inc.
300 15th Street South Suite 7
Great Falls, MT 59405

RE: Great Falls WTP Filter Improvements – RFP No. 04R1

The attached cost proposal (RFP No. 04R1) includes Sletten Construction's delay costs incurred during construction of filters 13 & 15. As identified in Work Change Directive No. 1 (RFP No. 01), the project schedule was dependent on the owner supplied pre-purchased valve delivery by 5/5/20. RFP No. 01 further qualifies that demolition of filters 9 & 11 can begin immediately following installation of valves on 5/11/20.

Sletten Construction was not allowed to begin demolition of filters 9 & 11 until 6/8/2020 due to the following delays:

1. Owner supplied valves for filters 13 & 15 were received on 5/12/20 and 5/26/20.
2. The owner required a week of filter operation of completed filters prior to allowing demolition to begin on filters 9 & 11. (Performed 6/1/20 through 6/7/20)

Items 1 and 2 resulted in a 3.5 week delay (25 calendar days). The attached cost proposal includes Sletten Construction's additional cost to facilitate the project for this duration. This proposal incorporates the weekly costs provided on March 16, 2020 in RFP No. 04. Please contact me for any additional clarification of the referenced project delay. Work Change Directive No. 01, including RFP No. 01 and project schedule, and RFP No. 04 have both been attached for reference.

Respectfully,

Matt Popa
Project Manager
Sletten Construction

Sletten Construction

Job:

Prepared by:

Date:

RFP #:

**OWNER SUPPLIED VALVE DELAY
GREAT FALLS WTP FILTRATION IMPROVEMENTS**
M Popa
12-Jun-20
04R1

	DESCRIPTION	QTY	UNIT	UNIT PRICE	LABOR	UNIT PRICE	MATERIAL	UNIT PRICE	EQUIP	UNIT PRICE	SUB	UNIT PRICE	OTHER	TOTAL
1	RFP No. 04 includes additional weekly cost to be paid to Sletten Construction for additional delay of owner supplied valve delivery per working day, beyond May 4, 2020. Per RFP 01R3 (Letter and Schedule) Filter 9 & 11 demolition was scheduled to begin on May 11, 2020.													
2	Due to owner supplied valve delivery delay and owner's requested filter run time.													
3	Demolition of Filter 9 & 11 was allowed to start June 8, 2020.													
4														
5														
6														
7	Sletten Construction - Overhead													
8	Superintendent	3.50	WK	\$4,375.00	\$15,312.50									\$15,312.50
9	Project Manager	3.50	WK	\$4,375.00	\$15,312.50									\$15,312.50
10	Administrative - 1/2 Time	3.50	WK	\$1,100.00	\$3,850.00									\$3,850.00
11	Job Trailer	3.50	WK			\$125.00			\$437.50					\$437.50
12	Internet/Computers/Phones/Utilities	3.50	WK			\$100.00			\$350.00					\$350.00
13	Sanitation	3.50	WK			\$62.50			\$218.75					\$218.75
14	Supervision Subsistence	3.50	WK			\$625.00			\$2,187.50					\$2,187.50
15														
16	Sletten Construction - Equipment													
17	Forklift	3.50	WK			\$625.00			\$2,187.50					\$2,187.50
18														
	SUBTOTAL				\$ 34,475.00		\$ -		\$ 5,381.25				\$ -	\$ 39,856.25
	ALLOWANCE													
	SUBTOTAL				15%	\$ 5,171.25		15%	\$ 807.19	5%				\$ 5,978.44
	BONDS													\$ 45,834.69
	GROSS RECEIPTS TAX												2.0%	\$ 916.69
													1.0%	\$ 458.35
	TOTAL						25	Work Days Required						Total \$ 47,209.73
														Round Total \$ 47,200.00

This Change Order Request is based solely on the usual cost elements such as Labor, materials, and normal markups and does not include any amounts for changes in sequence of work, disruptions, rescheduling, extended overhead, acceleration and/or impact costs, and the right is expressly reserved to make claim for any and all of these and related items of cost prior to final settlement of this contract.

Sletten Construction

Job:

Prepared by:

Date:

RFP #:

**OWNER SUPPLIED VALVE DELAY
GREAT FALLS WTP FILTRATION IMPROVEMENTS**
M Popa
16-Mar-20
04

	DESCRIPTION	QTY	UNIT	UNIT PRICE	LABOR	UNIT PRICE	MATERIAL	UNIT PRICE	EQUIP	UNIT PRICE	SUB	UNIT PRICE	OTHER	TOTAL
1	RFP No. 04 includes additional weekly cost to be paid to Sletten Construction for additional													
2	delay of owner supplied valve delivery, per working day, beyond May 4, 2020. See RFP No.													
3	0183 for schedule incorporating previous valve delivery dates. Contract duration to be													
4	extended by calendar days through delivery of last owner supplied valve (for filter 13 & 15)													
5	beyond May 4, 2020.													
6														
7	Sletten Construction - Overhead													
8	Superintendent	1.00	WK	\$4,375.00	\$4,375.00									\$4,375.00
9	Project Manager	1.00	WK	\$4,375.00	\$4,375.00									\$4,375.00
10	Administrative - 1/2 Time	1.00	WK	\$1,100.00	\$1,100.00									\$1,100.00
11	Job Trailer	1.00	WK			\$125.00								\$125.00
12	Internet/Computers/Phones/Utilities	1.00	WK			\$100.00								\$100.00
13	Sanitation	1.00	WK			\$62.50								\$62.50
14	Supervision Subsistence	1.00	WK			\$625.00								\$625.00
15														
16	Sletten Construction - Equipment													
17	Forklift	1.00	WK			\$625.00								\$625.00
18														
	SUBTOTAL				\$ 9,850.00	\$ 1,537.50	\$ -	\$ -	\$ 1,537.50	\$ -	\$ -	\$ -	\$ -	\$ 11,387.50
	ALLOWANCE													
	SUBTOTAL				15%	\$ 1,477.50	\$ -	15%	\$ 230.63	5%	\$ -	15%	\$ -	\$ 1,708.13
	BONDI/INS												2.0%	\$ 281.91
	GROSS RECEIPTS TAX												1.0%	\$ 130.96
	TOTAL													\$ 13,488.49
														\$ 13,480.00

This Change Order Request is based solely on the usual cost elements such as Labor, materials, and normal markups and does not include any amounts for changes in sequence of work, disruptions, rescheduling, extended overhead, acceleration and/or impact costs, and the right is expressly reserved to make claim for any and all of these and related items of cost prior to final settlement of this contract.

EA WEEK Work Days Required

WORK CHANGE DIRECTIVE

Agenda #12.

No. 6

DATE OF ISSUANCE July 24, 2020

EFFECTIVE DATE July 27, 2020

OWNER City of Great Falls

CONTRACTOR Sletten Construction Company

Contract: Base Bid: General Construction

Project: WTP Filtration Improvements

OWNER's Contract No. OF 1637.1 ENGINEER's Project No. P05231-2013-001

You are directed to proceed promptly with the following change(s):

Description:

Work performed in addition to the Contractor's bid scope of work:

- For labor and materials for blower air piping modifications required due to process piping and access stair conflicts, identified within RFP No. 8 provided by SCC.

Purpose of Work Change Directive:

The purpose of this work is to perform blower air piping modifications as identified within RFP No. 8.

Attachments: (List documents supporting change)

Sletten Construction Company – RFP_08 (submitted 7/22/2020)

If OWNER or CONTRACTOR believe that the above change has affected Contract Price any Claim for a Change Order based thereon will involve one or more of the following methods as defined in the Contract Documents.

Method of determining change in

Contract Price:

Unit Prices

Lump Sum

Cost of the Work _____

Estimated increase (decrease) in

Contract Price:

\$ 24,350.00

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated increase (decrease) in

Contract Times:

Substantial Completion: 0 days;

Ready for final payment: 0 days.

RECOMMENDED:

AE2S

ENGINEER

APPROVED:

MATT POPA,
SLETTEN CONSTRUCTION

CONTRACTOR

AUTHORIZED:

Mikaela Schultz

By: _____

By: _____

By: _____

Matt Popa

From: Ross Hanson <Ross.Hanson@AE2S.com>
Sent: Friday, July 17, 2020 1:36 PM
To: Matt Popa
Subject: WTP Filter Improvements - air piping mods in area between 1916 and 1932 Sections
Attachments: Air Piping modifications between 1916 and 1932 Sections.pdf

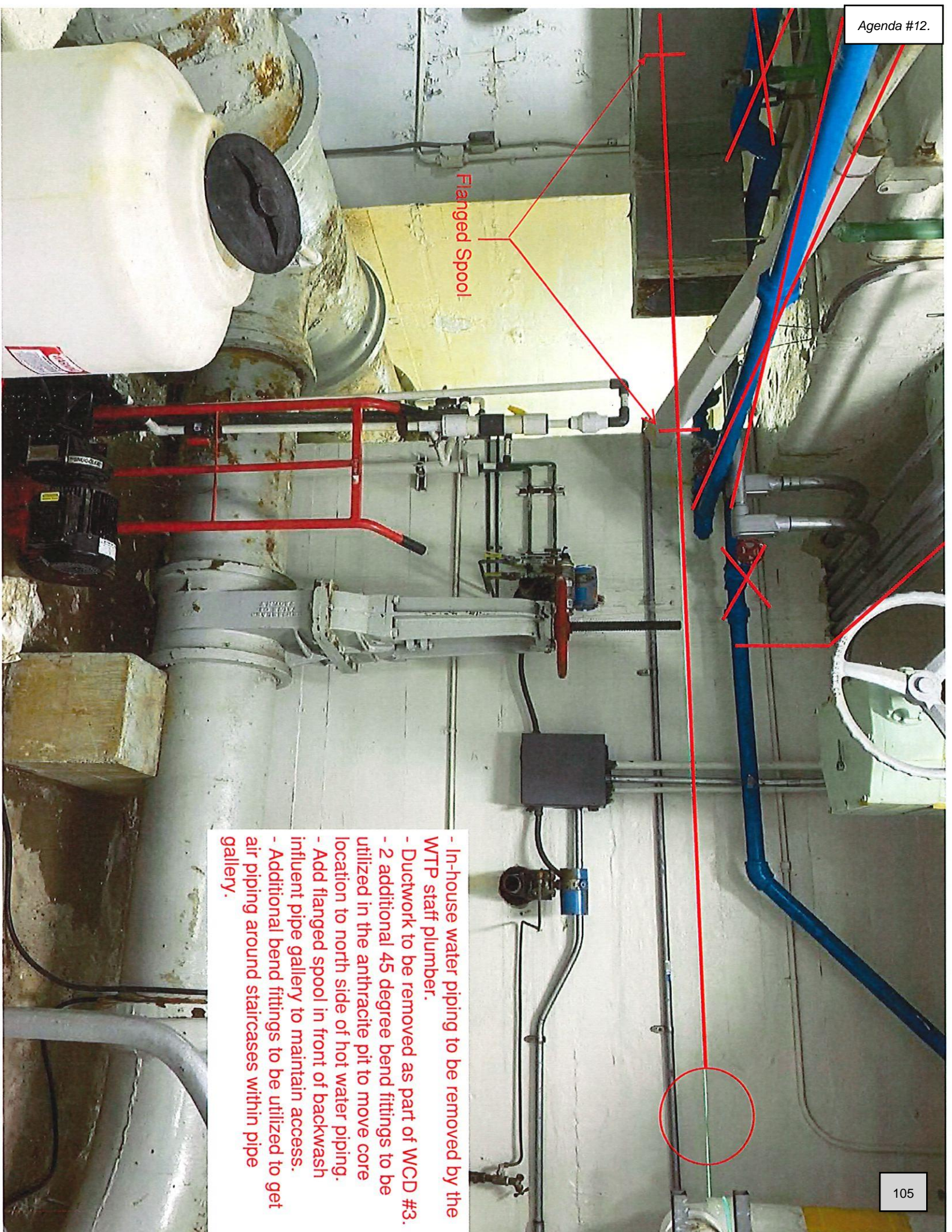
Matt – I met with Wayne, Scott R, and Sean (WTP Plumber) this morning. The City will re-route the in-plant water lines as necessary.

I have attached a couple redlined photos for reference, please let me know what the additional fittings and associated labor costs will be (be nice if you could find some cheaper fittings ☺).

Give me a call if you would like to discuss further.

Thanks,
Ross

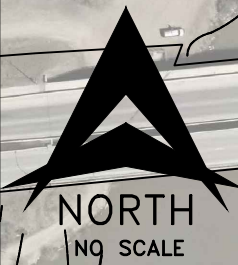
Ross Hanson
Project Manager/I&C Regional Manager
Advanced Engineering and
Environmental Services, Inc. (AE2S)
West Bank Landing | Portage Building
405 3rd Street NW, Suite 205
Great Falls, MT 59404
Ross.Hanson@AE2S.com
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Voice: 406.268.0626
Cell: 406.868.7166
Fax: 406.268.0628



Flanged Spool

- In-house water piping to be removed by the WTP staff plumber.
- Ductwork to be removed as part of WCD #3.
- 2 additional 45 degree bend fittings to be utilized in the anthracite pit to move core location to north side of hot water piping.
- Add flanged spool in front of backwash influent pipe gallery to maintain access.
- Additional bend fittings to be utilized to get air piping around staircases within pipe gallery.

O.F. 1637.1 VICINITY MAP





Commission Meeting Date: November 4, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10374 - A resolution by the City Commission of the City of Great Falls, Montana, to amend rates in accordance with Title 15 of the Official Code of the City of Great Falls (OCCGF), relating to permit fees, plan review fees and penalty fees for building, plumbing, mechanical, electrical and sign permits in the City.

From: Craig Raymond, Director, Planning & Community Development

Initiated By: Bruce Haman, Building Official, Planning & Community Development

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

Action Requested: City Commission set public hearing on Resolution 10374 for November 17, 2020.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing for Resolution 10374 on November 17, 2020.”

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 set a public hearing on November 17, 2020 so that public testimony can be heard and considered prior to final action on the Resolution.

Summary:

When projects are submitted to Planning & Community Development, they typically go through a plan review process. The plan review is important to not only verify minimum code compliance but also to identify any life safety issues. The plan review can be somewhat of a ‘back and forth’ process between our Plans Examiners, Architects, Engineers, Contractors and owners to ensure code compliance and life safety is met.

Occasionally, contractors and/or owners have taken it upon themselves to begin construction before a permit is issued. They essentially are working from a set of plans that may not meet minimum safety code requirements and were never approved for construction. Recently, we have had to place Stop Work Orders on numerous non-permitted projects to halt construction. This Fee Resolution, proposes to formally establish a fee that accomplishes two things, discourage unauthorized construction, and capture costs associated with investigation of unauthorized construction.

Background:

The Building Safety Division's main objectives are to ensure code compliance pertaining to life safety. The first local building code for the City of Great Falls was adopted around 1917. That building code was in use until the 1946 Uniform Building Code was adopted in 1948. Within those codes, as well as all the other code cycles (updates) until 1999, there was a 'double fee' penalty for commencing work without a permit.

The investigation fee language was specifically written within those codes. When the Uniform Building Code was replaced by what is now the International Building Code in 2000, the penalty fee language was adjusted to, "Any person who commences work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the Building Official that shall be in addition to the required permit fee". That fee has never formally been established by Resolution of the City Commission.

Without having the investigation fee formally established, it has become problematic recently trying to keep contractors and or owners from starting work prior to receiving appropriate permits. Contractors and or owners who begin work using a plan not reviewed for code compliance can put the public at risk. The Building Safety Division would now like to formalize, by Resolution, the traditional practice and ongoing policy of a double fee for unpermitted construction. This will ensure consistency within the department and provide Commission support to this policy.

Fiscal Impact:

The revenue from the investigative fee will help cover the cost of city plans examiners and inspectors who spend additional time investigating unpermitted work. At times, there can be multiple inspectors on one project for many cumulative hours investigating unpermitted work. Without supplemental investigative fees, staff hours spent investigating unpermitted work not only takes dollars from the permit fund but also penalizes contractors and owners who abide by the code requirements.

Alternatives:

The City Commission may elect to not set a public hearing and either recommend changes to Resolution 10374 or reject supporting the application of an investigative fee for unpermitted work.

Attachments/Exhibits:

Resolution 10374

Resolution 10374 Exhibit "A"

RESOLUTION NO. 10374

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO AMEND RATES IN ACCORDANCE WITH TITLE 15 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), RELATING TO PERMIT FEES, PLAN REVIEW FEES AND PENALTY FEES FOR BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND SIGN PERMITS IN THE CITY.

WHEREAS, the City Commission adopted Resolution 10252 on August 7, 2018, establishing rates in accordance with Title 15 of the Official Code of the City of Great Falls relating to permit fees for building, plumbing, mechanical, electrical, and sign permits in the City of Great Falls; and

WHEREAS, the City of Great Falls reviews plans and processes approximately 3,000 permits with nearly 7000 inspections annually; and

WHEREAS, unless specifically exempt from permit requirements, securing a building permit is necessary prior to starting construction work; and

WHEREAS, having considered the cost of service associated with promoting safe buildings for the citizens of Great Falls, it is necessary to adjust fees to include adding penalty fees accordingly; and

WHEREAS, the Investigation Fee will cover the cost of additional staff time needed to fully investigate completed unauthorized construction and complete the plan review and permit issuance process.

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

1. That the Permit Fee schedule attached hereto as Exhibit "A" is hereby approved superseding Resolution 10252;
2. That this Resolution shall become effective upon adoption; and
3. All fees shall remain as established by this Resolution while only adding penalty fees unless specifically amended by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, November 17th 2020.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

EXHIBIT "A"

Building Permit Fees - Effective August 7, 2018						
Value		Permit	Value		Permit	
\$1	\$1,000	\$62.61	\$50,001	\$51,000	\$718.07	\$100,001 TO \$500,000:
\$1,001	\$2,000	\$74.90	\$51,001	\$52,000	\$725.67	\$1,091.02 FOR THE FIRST \$100,000
\$2,001	\$3,000	\$90.12	\$52,001	\$53,000	\$733.29	PLUS \$6.39 FOR EACH
\$3,001	\$4,000	\$105.34	\$53,001	\$54,000	\$740.91	ADDITIONAL \$1,000 OR
\$4,001	\$5,000	\$120.56	\$54,001	\$55,000	\$748.51	PORTION THEREOF
\$5,001	\$6,000	\$135.79	\$55,001	\$56,000	\$756.12	
\$6,001	\$7,000	\$151.01	\$56,001	\$57,000	\$763.72	
\$7,001	\$8,000	\$166.23	\$57,001	\$58,000	\$771.34	\$500,001 TO \$1,000,000:
\$8,001	\$9,000	\$181.45	\$58,001	\$59,000	\$778.96	\$3,646.14 FOR THE FIRST \$500,000
\$9,001	\$10,000	\$196.68	\$59,001	\$60,000	\$786.57	PLUS \$5.04 FOR EACH
\$10,001	\$11,000	\$211.90	\$60,001	\$61,000	\$794.18	ADDITIONAL \$1,000 OR
\$11,001	\$12,000	\$227.13	\$61,001	\$62,000	\$801.79	PORTION THEREOF
\$12,001	\$13,000	\$242.35	\$62,001	\$63,000	\$ 809.40	
\$13,001	\$14,000	\$257.57	\$63,001	\$64,000	\$817.02	
\$14,001	\$15,000	\$272.80	\$64,001	\$65,000	\$824.63	\$1,000,000 AND UP:
\$15,001	\$16,000	\$288.02	\$65,001	\$66,000	\$832.24	\$6,161.34 FOR THE FIRST \$1,000,000
\$16,001	\$17,000	\$303.24	\$66,001	\$67,000	\$839.85	PLUS \$3.81 FOR EACH
\$17,001	\$18,000	\$318.46	\$67,001	\$68,000	\$847.46	ADDITIONAL \$1,000 OR
\$18,001	\$19,000	\$333.68	\$68,001	\$69,000	\$855.08	PORTION THEREOF
\$19,001	\$20,000	\$348.91	\$69,001	\$70,000	\$862.68	
\$20,001	\$21,000	\$364.13	\$70,001	\$71,001	\$870.30	RESIDENTIAL PLAN REVIEW =
\$21,001	\$22,000	\$379.35	\$71,001	\$72,000	\$877.90	50% OF PERMIT FEE
\$22,001	\$23,000	\$394.57	\$72,001	\$73,000	\$885.51	
\$23,001	\$24,000	\$409.80	\$73,001	\$74,000	\$893.12	
\$24,001	\$25,000	\$425.03	\$74,001	\$75,000	\$900.74	COMMERCIAL PLAN REVIEW =
\$25,001	\$26,000	\$436.45	\$75,001	\$76,000	\$908.36	65% OF PERMIT FEE
\$26,001	\$27,000	\$447.85	\$76,001	\$77,000	\$915.96	
\$27,001	\$28,000	\$459.28	\$77,001	\$78,000	\$923.58	
\$28,001	\$29,000	\$470.69	\$78,001	\$79,000	\$ 931.19	IF CONSTRUCTION HAS STARTED
\$29,001	\$30,000	\$482.11	\$79,001	\$80,000	\$938.80	PRIOR TO THE ISSUANCE OF A REQUIRED
\$30,001	\$31,000	\$493.53	\$80,001	\$81,000	\$946.41	BUILDING PERMIT, AN INVESTIGATION FEE
\$31,001	\$32,000	\$504.94	\$81,001	\$82,000	\$954.02	WILL BE ASSESSED EQUAL TO THE
\$32,001	\$33,000	\$516.36	\$82,001	\$83,000	\$961.63	BUILDING PERMIT FEE
\$33,001	\$34,000	\$527.77	\$83,001	\$84,000	\$969.25	
\$34,001	\$35,000	\$539.20	\$84,001	\$85,000	\$976.85	
\$35,001	\$36,000	\$550.62	\$85,001	\$86,000	\$984.47	
\$36,001	\$37,000	\$562.02	\$86,001	\$87,000	\$992.07	
\$37,001	\$38,000	\$573.45	\$87,001	\$88,000	\$999.69	
\$38,001	\$39,000	\$584.86	\$88,001	\$89,000	\$1,007.30	
\$39,001	\$40,000	\$596.28	\$89,001	\$90,000	\$1,014.91	
\$40,001	\$41,000	\$607.71	\$90,001	\$91,000	\$1,022.53	
\$41,001	\$42,000	\$619.12	\$91,001	\$92,000	\$1,030.13	
\$42,001	\$43,000	\$630.57	\$92,001	\$93,000	\$1,037.75	
\$43,001	\$44,000	\$641.95	\$93,001	\$94,000	\$1,045.36	
\$44,001	\$45,000	\$653.37	\$94,001	\$95,000	\$1,052.97	
\$45,001	\$46,000	\$664.79	\$95,001	\$96,000	\$1,060.58	
\$46,001	\$47,000	\$676.19	\$96,001	\$97,000	\$1,068.19	
\$47,001	\$48,000	\$687.62	\$97,001	\$98,000	\$1,075.80	
\$48,001	\$49,000	\$699.03	\$98,001	\$99,000	\$1,083.42	
\$49,001	\$50,000	\$710.45	\$99,001	\$100,000	\$1,091.02	

Permit Issuance

1. For the issuance of each mechanical permit..... **\$34.39**

Unit Fee Schedule

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

1. Furnaces

For the installation or relocation of each forced-air of gravity-type furnace or burner, including ducts
 And vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW)..... **19.04**
 For the installation or relocation of each forced-air or gravity-type furnace or burner, including
 Ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)..... **22.72**
 For the installation or relocation of each floor furnace, including vent..... **19.04**
 For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted
 unit heater **19.04**

2. Gas Piping Systems

For each outlet..... **7.00**

3. Mobile/Manufactured Home hookup..... **19.04**

4. Appliance Vents

For the installation, relocation, or replacement of each appliance vent installed and not included
 in an appliance permit..... **10.07**

5. Repairs of Additions

For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit,
 absorption unit, or each heating, cooling, absorption or evaporative cooling system, including
 installation of controls regulated by the Mechanical Code..... **17.68**

6. Boilers, Compressors and Absorption Systems

For the installation or relocation of each boiler or compressor to and including three horsepower
 (10.6kW), or each absorption system to and including 100,000 Btu/h (29.3kW)..... **19.04**

For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW)
 To and including 15 horsepower (52.7kW), or each absorption system over 100,000 Btu/h
 (29.3kW) to and including 500,000 Btu/h (146.6kW)..... **34.15**

For the installation or relocation of relocation of each boiler or compressor over 15 horsepower
 (52.7kW) to and including 1,000,000 Btu/h (293.1kW)..... **46.78**

For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW)
 To and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h
 (293.1 kW) to and including 1,750,000 Btu/h (512.9kW)..... **68.26**

For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or
 each absorption system over 1,750,000 Btu/h (512.9kW)..... **113.81**

7. Air Handlers

For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s),
 including ducts attached thereto..... **13.87**

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

For each air-handling unit over 10,000 cfm. (4719L/s)..... **22.72**

8. Evaporative Coolers

For each evaporative cooler other than portable type..... **13.87**

9. Ventilation and Exhaust

For each ventilation fan connected to a single duct..... **10.07**

For each ventilation system which is not a portion of any heating or air-conditioning system
 authorized by a permit..... **13.87**

For the installation of each Type I commercial kitchen hood..... **62.61**

For the installation of each Type II commercial kitchen hood..... **13.87**

10. Incinerators

For the installation or relocation of each domestic-type incinerator..... **22.72**

For the installation or relocation of each commercial or industrial-type incinerator..... **91.10**

11. Miscellaneous

For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other
 Appliance categories, or for which no other fee is listed..... **13.87**

Other Inspection and Fees:

1. Inspections outside of normal business hours, per hour (minimum charge—two hours)... .. **Actual cost of jurisdiction**
2. ** Re inspection fee may be assessed for each inspection of re-inspection when such portion of
 work for which inspection is called is not complete or when corrections called for are not made.
 Minimum charge – one-half hour..... **62.62/hr**
3. Inspections for which no fee is specifically indicated, per hour (minimum charge—one-half hour)..... **62.62/hr**
4. Additional plan review required by changes, additions, or revisions to plans for which an
 initial review has been completed (minimum charge—one-half hour)..... **62.62/hr**
5. Investigation Fee for commencing work prior to permit issuance..... **EQUAL TO PERMIT FEE**

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

Permit Issuance

1. For the issuance of each plumbing permit.....	\$34.39
--	----------------

Unit Fee Schedule

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

1. Fixtures and Vents	
For each plumbing fixture or trap or set of fixtures on one trap	12.65
For repair of alteration of drainage or vent piping, each fixture.....	7.61
2. Water Service	
For repair, replacement or new (1 only).....	27.87
Utility stubs---2 or more water services ----12.65 ea. plus 34.39 per trip.....	
If included in plumbing/gas permit	12.65
For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.....	25.29
Rainwater systems—per drain (inside building).....	12.65
3. Water Piping and Water Heaters	
For installation, alteration, or repair of water piping or water-treating equipment or both, each.....	7.61
For each water heater.	16.46
4. Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices	
For each lawn sprinkler system on any one meter, including backflow protection devices therefore.....	19.04
For atmospheric-type vacuum breakers or backflow protection devices not included in Item 1:	
1 to 5 devices.....	16.46
Over 5 devices, each.....	4.42
For each backflow protective device other than atmospheric-type vacuum breakers:	
2 inches (50.8mm) and smaller.....	15.23
Over 2 inches.....	30.35
5. Swimming Pools	
For each swimming pool or spa:	
Public pool.....	112.57
Public spa.....	75.86
Private pool.....	75.86
Private spa.....	37.94
6. Miscellaneous	
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or which no other fee is listed	12.65

Other Inspections and Fees:

1. Inspections outside of normal business hours, per hour (minimum charge—two hours).....	Actual cost to jurisdiction
2. ** Re-inspection fees may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Minimum charge –1/2 hour	62.62/hr
3. Inspections for which no fee is specifically indicated, per hour (minimum charge—1/2 hour).....	62.62/hr
4. Additional plan review required by changes, additions, or revisions to plans for which an initial review has been completed (minimum charge—1/2 hour).....	62.62/hr
5. Investigation Fee for commencing work before permit issuance	EQUAL TO PERMIT FEE

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

ELECTRIC PERMIT FEES EFFECTIVE AUGUST 7, 2018

Table No. 3-B

For issuing each permit \$ **34.39**

Temporary Power Service: For temporary service pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each \$ **34.39**

System Fee Schedule

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

New Residential Buildings

The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.

1. ***Residential**: new construction and extensive remodeling based on square foot area. Included shall be all finished and unfinished rooms, including basements and residential garages. Multifamily dwellings or apartments, up to and including four units within a single structure, come under this section and each unit shall be counted as an individual residence.
 - a. 0 – 750 sq. ft. \$ **51.81**
 - 751 – 4,000 sq. ft. **51.81 plus \$.10 sq. ft. over 750 sq. ft.**
 - over 4,000 sq. ft. **\$273.17 plus \$.08 per sq. ft. over 4000 sq. ft.**
2. Mobile or Manufactured Homes: each connection or reconnection \$ **27.87**
3. Water pumps: any type
 - a. up to 25 h.p \$ **30.32**
 - b. over 25 h.p. **\$ 29.46 plus \$.10 per h.p. over 25 h.p.**
4. Private Swimming Pools & Hot Tubs: for new private, residential, in-ground, swimming pools & hot tubs for single-family, multi-family occupancies including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool or hot tub, each..... \$ **27.87**
5. Carnivals, Fairs, Outdoor Concerts and Similar Amusement Establishments and Other Public Assemblies of a Temporary Nature: Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable type rides, booths, displays and attractions.

The electrical inspection fee for each temporary installation shall be **\$65.81** for the entirety of the temporary installation, provided that such inspection can be completed within one hour. If additional inspection time is required, it will be charged at the rate of **\$32.92** for each additional 30 minutes or fractional parts thereof.

6. All Other: fees listed in this section shall apply to any and all electrical installations not specifically mentioned elsewhere in this rule. The wiring cost shall be the cost to the owner of all labor charges and all wiring materials and equipment installed as part of the wiring system. For uniformity of fee, when labor is performed by the owner, such labor cost shall be based at actual cost. The value of factory installed wiring, switches, and controls on equipment shall be included in wiring costs. Value of motors and appliances need not be included. Multifamily dwellings or apartments with five or more dwellings come under this schedule.

Mobile Home Parks – distribution wiring including pedestal or service is under this schedule. This does not include or permit the connection of the mobile home. Recreational Vehicle Parks – service conductors distribution and lot supply to individual units come under this schedule plus **\$6.99** per lot.

<u>Total Job Cost</u>	<u>Inspection Fee</u>
\$ 0 - \$ 1,000	\$ 62.01
\$ 1,001 - \$5,000	\$136.52
\$ 5,001 - \$10,000	\$260.51
\$10,001 - \$50,000	\$341.42 for first \$10,000 plus ½ of 1% of balance
More than \$50,000	\$617.03 for first \$50,000 plus ¼ of 1% of balance

7. Residential Appliances: For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges, self-contained room, console, or through-wall air conditions; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horsepower (HP) in rating, each **\$21.49**

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

8. **Nonresidential Appliances:** For residential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt-ampere (KVA), in rating including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each..... **\$21.49**

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

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

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

Up to and including 10, each.....	\$21.49
Over 10 and not over 50, each.....	30.32
Over 50 and not over 100, each.....	62.01
Over 100, each.....	92.88

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

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

10. **Services:** For services of six hundred volts or less and not over two hundred amperes in rating, each..... **\$39.17**
 For services of six hundred volts or less and over two hundred amperes to one thousand amperes in rating, each..... **\$75.86**
 For services over six hundred volts or over one thousand amperes in rating, each..... **\$152.97**

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

11. **Option to Permitting Commercial Work under \$300.00 Per Job Cost.** As an option to individual permits for work \$300.00 or under, total electrical job cost, a licensed electrical contractor may purchase an annual permit to cover all jobs of this description for the calendar year. The cost of this permit shall be..... **\$409.67**

Other Inspections and Fees:

12. Inspections outside of normal business hours (minimum charge – two hours)..... **Actual Cost to the Jurisdiction**
13. ****Reinspections:** A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections called for are not made (minimum charge – one half hour)..... **\$62.62/hr**
14. Inspections for which no fee is specifically indicated.....(minimum charge – one half hour).....**\$62.62hr**
15. Additional plan review required by changes, additions or revisions to approve plans (minimum charge - one half hour).....**\$62.62/hr**
16. Investigation Fee for commencing work before permit issuance.....**EQUAL TO PERMIT FEE**

* Includes a maximum of three (3) inspections.

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

SIGN FEES

EFFECTIVE

Title 17 - LAND DEVELOPMENT CODE

Chapter 60 SIGN CODE

Sign Electrician/Journeymen Certificate (annual).....	\$ 15.00
Sign Electrician Certificate - Class A License.....	\$150.00
Sign Examination Application Fee.....	\$ 50.00
Sign Permit Fees 0 – 24 Sq. Ft.....	\$ 38.78
25 Sq. Ft. or more is \$38.78 plus.....	\$ 1.62 sq ft
Reface Sign Permit/Inspection: existing permitted sign flat fee.....	\$ 65.90
Sign Electrical Inspection Fee.....	\$ 38.78
Bench Signs/Transit Shelter (annual).....	\$ 77.55
Bench Signs – One Time Design Review Fee.....	\$ 32.31
A-Type Sandwich Board Signs (annual).....	\$ 64.62
On-Premise Temporary Sign – 60 day permit.....	\$ 32.31
Annual permit.....	\$129.24
Central Avenue Banner/BNSF Underpasses – 30 Day Maximum.....	\$ 64.62
Investigation Fee for commencing work prior to permit issuance.....	EQUAL TO PERMIT FEE

HOUSE MOVING FEES EFFECTIVE

Can be issued only to licensed house mover.

Application signed by appropriate utilities and

departments. Fee:

Structures less than 14' wide less than 22' length less than 14' high -

\$33.35 Structures 14' to 26' wide 22' to 35' length 14' to 20' high -

\$66.57 Structures 26' wide & over 36' length & over 20' high -

\$133.11

If any one measurement of the building exceeds maximum given in any one fee schedule, the fee shall be determined by the next larger schedule.

Investigation Fee for commencing work before permit issuance.....EQUAL TO PERMIT FEE



Commission Meeting Date: November 4, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Public Hearing – Annexation of Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120, located in the SE ¼ of Section 14, Township 20 North, Range 3 East, P.M.M., Cascade County, Montana and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north; and establishment of R-2 Single-family Medium Density.

From: Lonnie Hill, Planner I, Planning and Community Development

Initiated By: Mike and Sheila Staigmiller, and Mark and Mary Staigmiller

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

Action Requested: City Commission adopt Resolution 10373, adopt Ordinance 3225, and approve the Annexation Agreements.

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:

Commissioner moves:

1: “I move that the City Commission (approve/deny) Resolution 10373 to annex Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north as legally described in the Staff Report, the Annexation Agreements, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicants.”

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

And;

2. “I move that the City Commission (approve/deny) Ordinance 3225 to assign R-2 Single-family Medium Density zoning for Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 as legally described in the Staff Report, and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicants.”

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

Staff Recommendation:

At the conclusion of a public hearing held on September 22, 2020, the Planning Advisory Board and Zoning Commission recommended the City Commission approve the annexation of the subject properties with the conditions of approval. The Zoning Commission then recommended that the City Commission approve the establishment of R-2 Single-family Medium Density zoning for the subject properties.

Staff recommends approval of the annexation of Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 and adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north, and assignment of R-2 zoning with conditions.

Conditions of Approval for Annexation and Establishment of Zoning:

1. **General Code Compliance.** Any future development of the properties shall be consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. **Annexation Agreements.** The applicants shall abide by the terms and conditions as well as pay all fees specified in the attached Annexation Agreements for the Subject Properties. The Annexation Agreements must be signed by the applicants and recorded at the Cascade County Clerk and Recorder.
3. **Land Use & Zoning.** Development of the properties shall be consistent with the allowed uses and specific development standards of the R-2 Single-family Medium Density zoning district.

Summary:

The owners of the properties legally described above and addressed as 2001, 2003, and 2005 Upper River Road submitted an application on July 24th to annex their properties into the City for the purpose of connecting to City water and sewer utilities. There is one existing residence addressed 2001 Upper River Road on Remainder Tract 1-A, and two existing residences on Tract 1 addressed 2003 and 2005 Upper River Road. They have requested R-2 Single-family Medium Density for both properties.

These properties are part of the Upper/Lower River Road Water and Sewer District (ULRRWSD) 5. The Service Districts were created to improve water quality, resolve public health issues, remove sources of groundwater contamination in the area, and improve the tax base of the community. Previously, Service Districts 1, 2, most of 3, and 4 were annexed into the City. District 5 is next in line to be annexed at an undetermined date. The City has not received enough petitions to move forward with a district annexation. Instead, individual properties have petitioned for annexation on an individual basis.

Public Notice for the City Commission Public Hearing was published in the *Great Falls Tribune* on October 19th, 2020. A notice was sent in the mail to neighbors within 150 feet of the subject properties.

Background:

Annexation Request:

The annexation request is for two properties; Tract 1, which consists of approximately 0.77 acres and Remainder Tract 1-A, which consist of approximately 0.46 acres. Both are contiguous to the existing City limits to the west via the western half of Upper River Road right-of-way. The adjacent eastern half of

Upper River Road right-of-way will be annexed as part of the request, including a small portion of right-of-way just north of the subject properties extending north to the current City limit boundary.

Water and sewer mains were extended to the subject properties as part of the ULRRWSD projects with the intention of each property connecting to these services as they annex. Water and sewer stub outs were constructed to the property line of the subject properties at the time of the construction of the mains. The applicants will connect to these stub outs for water and sewer service for each residence.

The basis for decision for an annexation by petition request is listed in OCCGF § 17.16.7.050. The recommendation of the Planning Advisory Board and the decision of the City Commission shall at a minimum consider the criteria which are attached as *Findings of Fact/Basis of Decision – Annexation by Petition*.

Establishment of Zoning Request:

Both Tract 1 and Remainder Tract 1-A are being proposed for R-2 Single-family Medium Density zoning. The R-2 zoning district aligns with the existing use of a single-family residence for Remainder Tract 1-A. Tract 1 currently has two separate single-family homes, which is classified as a two-family residence in the zoning code and is permitted as a conditional use in the proposed R-2 zoning district. Existing non-conforming uses within the ULRRWSD's have been allowed to continue when annexed into the City. Moving forward, the subject properties shall be consistent with the Official Code of the City of Great Falls (OCCGF) Title 17, Chapter 64, *Nonconformities*.

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls OCCGF § 17.16.40.030. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the criteria which are attached as *Findings of Fact/Basis of Decision – Zoning Map Amendment*.

Neighborhood Council Input:

The subject properties are adjacent to Neighborhood Council #6. The project was discussed at their October 7th meeting and was supported by the Council.

Fiscal Impact:

Water and Sewer service will be provided by the City, and the cost of the connection improvements will be borne by the applicant per the agreed upon terms of the attached Annexation Agreements. The annexation will add 2 lots within the city which will increase the City's tax base and increase revenue.

Alternatives:

The City Commission could recommend denial of the annexation and zoning map amendment request. For these actions, the City Commission must provide separate Findings of Fact/Basis of Decision for denial of the annexation and establishment of zoning.

Concurrences:

Representatives from the City's Public Works and Legal departments have been involved throughout the review and approval process for this project, and will continue to participate throughout the permit approval process. Both Engineering and Environmental Divisions of Public Works and the Legal Department have collaborated on the submitted Annexation Agreements.

Attachments/Exhibits:

- Resolution 10373
- Resolution 10373 Exhibit A
- Findings Of Fact/Basis of Decision – Annexation
- Aerial Map
- Ordinance 3225
- Ordinance 3225 Exhibit A
- Findings Of Fact/Basis of Decision – Zoning Map Amendment
- Allowable Uses by District for R-2
- Lot Area and Dimensional Standards for R-2
- Project Narrative
- Annexation Agreement for Tract 1
- Annexation Agreement for Remainder Tract 1-A

RESOLUTION 10373

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO EXTEND THE BOUNDARIES OF THE CITY OF GREAT FALLS TO INCLUDE TRACT 1 AND REMAINDER TRACT 1-A OF CERTIFICATE OF SURVEY NO. 4120, LOCATED IN THE SE 1/4 OF SECTION 14, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA AND THE ADJOINING RIGHT-OF-WAY OF UPPER RIVER ROAD FROM THE SOUTH PROPERTY LINE OF TRACT 1 TO THE EXISTING CITY LIMITS LINE TO THE NORTH IN ACCORDANCE WITH THE PROVISION OF SECTION 7-2-4601, MONTANA CODE ANNOTATED.

* * * * *

WHEREAS, the City of Great Falls is a city incorporated under the laws of the State of Montana, and having a population of more than ten thousand (10,000) is a city of the first class; and

WHEREAS, there is contiguous to said City, but without the boundaries thereof, a certain tract of land situated in the County of Cascade, State of Montana, and described as follows:

Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 located in the SE ¼ of Section 14, T20N, R3E, P.M.M., Cascade County, Montana;

all as shown on the map attached hereto marked “Exhibit A”, and by this reference made a part hereof; and

WHEREAS, Section 7-2-4601, Montana Code Annotated, provides that whenever the owners of real property contiguous to any incorporated city of the first class petition to have said property made a part of the municipal corporation, such lands may be embraced

within the corporate limits thereof and the boundaries of such city of the first class extended so as to include the same; and

WHEREAS, Mike and Sheila Staigmiller, and Mark and Mary Staigmiller, the owners of the hereinabove described properties have submitted a petition to have the subject properties annexed to the City of Great Falls; and

WHEREAS, the Great Falls Planning Advisory Board/Zoning Commission conducted a public hearing on September 22, 2020, to consider said annexation and assignment of zoning of R-2 Single-family Medium Density districts and, at the conclusion of said hearing, passed a motion recommending the City Commission annex and assign said zoning to the properties legally described as Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 located in the SE ¼ of Section 14, T20N, R3E, P.M.M., Cascade County, Montana and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north; and,

WHEREAS, the City Commission finds that it is to the best interest of the City of Great Falls and its inhabitants to proceed with the incorporation of said territory into the City of Great Falls; and

WHEREAS, all of the proceedings herein have been conducted in strict compliance with and in conformity to the laws of the Montana Code Annotated, Title 7, Chapter 2, Part 46, Annexation by Petition, and all conditions, acts, and actions required to be performed precedent to and in the passage and adoption of this resolution have been properly and legally done, and performed.

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

That the boundaries of the City of Great Falls, Montana, be, and the same are hereby extended so as to embrace and include within the corporate limits of said city, all of the land hereinabove described, included as: “Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 located in the SE ¼ of Section 14, T20N, R3E, P.M.M., Cascade County, Montana and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north” as shown on attached “Exhibit A.”

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

That the Cascade County Clerk and Recorder is hereby authorized and directed to change the appropriate boundaries of the City of Great Falls, Montana, to include said tract of land; and

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 this 4th day of November, 2020.

Bob Kelly, Mayor

ATTEST:

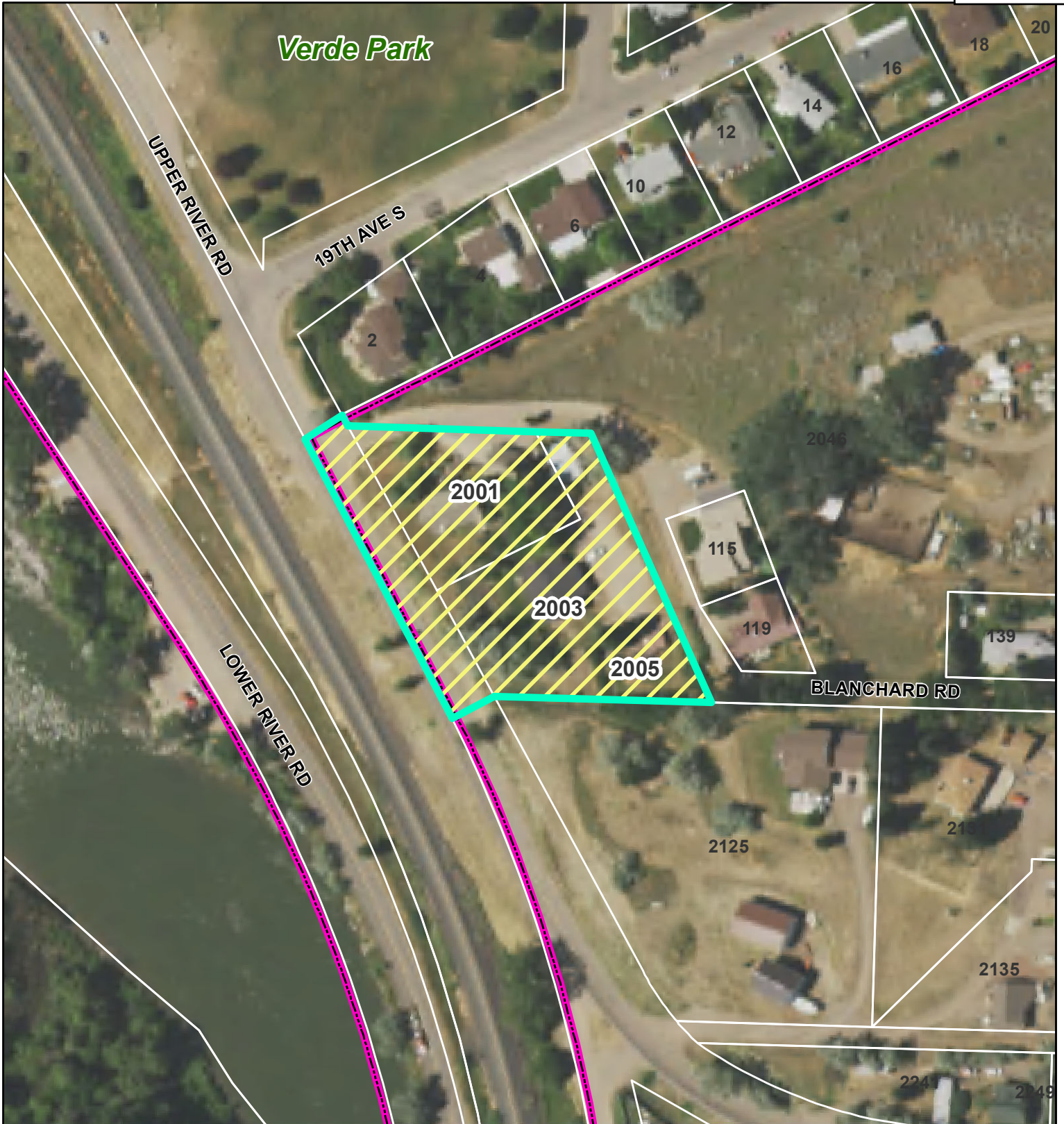
Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

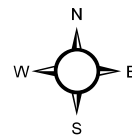
Sara R. Sexe, City Attorney

Resolution 10373 Exhibit A



 Resolution 10373 - Proposed Annexation & R-2 Zoning

 City Limits



0 50 100 200 Feet

FINDINGS OF FACT/BASIS OF DECISION – ANNEXATION

Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120, located in the SE ¼ of Section 14, T20N, R3E, PMM, Cascade County, Montana and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north.

PRIMARY REVIEW CRITERIA:

The basis for decision on annexation is listed in the Official Code of the City of Great Falls § 17.16.7.050 of the Land Development Code. The recommendation of the Planning Advisory Board and the decision of the City Commission shall at a minimum consider the following criteria:

1. The subject property is contiguous to the existing City limits.

The subject properties are contiguous to the existing City limits, with Upper River Road to the west.

2. The proposed annexation is consistent with the City's growth policy.

The proposed annexation is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. This project is supported by the following Social and Physical portions of the Growth Policy:

- Social Policy 1.4.12 – When annexing land for residential development, consider the timing, phasing and connectivity of housing and infrastructure development.
- Physical Policy 4.2.5 – Promote orderly development and the rational extension of infrastructure and City services.
- Physical Policy 4.3.11 – Consider the following annexation incentives for water and sewer hook-ups so as to lessen the cost of improvements - Assistance through grant monies.

3. The proposed annexation is consistent with applicable neighborhood plans, if any.

The subject properties are located adjacent to Neighborhood Council #6. There is no adopted neighborhood plan for Neighborhood Council #6, or any other Council within the City. Neighborhood Council #6 discussed the project at their October 7th meeting and it was supported by the Council.

4. The proposed annexation is consistent with other planning documents adopted by the City Commission, including a river corridor plan, transportation plan, and sub-area plans.

The subject properties are not located within any adopted plan or sub-area planning areas. The proposed annexation consists of existing residential homes and will not generate any additional traffic. As noted in the staff report, the subject properties are located within Upper/Lower River Road Water and Sewer District (ULRRWSD) 5. Previously, Service Districts 1, 2, most of 3, and 4 were annexed into the City. District 5 is next in line to be annexed at an undetermined date. The ULRRWSD's were created to improve water quality, resolve public health issues, remove sources of groundwater contamination, and improve the tax base of the community.

5. The City has, or will have, the capacity to provide public services to the subject property.

Water and sewer mains were extended to the subject properties as part of the ULRRWSD project with the intention of providing these public services to properties within each Service District. Although the streets in this area of the community are substandard, the impact of two residential lots on City services is minimal.

6. The subject property has been or will be improved to City standards.

Any future improvements to the subject properties will comply with current City code requirements. As noted above, the applicant will not be required to bring the portion of the right-of-way, including the street and boulevard, up to city standards as part of the annexation.

7. The owner(s) of the subject property will bear all of the cost of improving the property to City standards and or/ the owner(s) has signed an agreement waiving the right of protest to the creation of a special improvement district created to pay, in whole or in part, any necessary improvement.

An Annexation Agreement for each of the subject properties has been drafted and attached to the Agenda Report. This agreement outlines the responsibilities and costs for various improvements, and addresses the creation of any special improvement districts.

8. The subject property has been or will be surveyed and officially recorded with the County Clerk and Recorder.

Tract 1 and Remainder Tract 1-A were created with a family conveyance as part of Certificate of Survey No. 4120. The original parcel, Tract A, was created as part of Blanchard Tracts subdivision, which was filed in 1954.

9. The City will provide both water and sewer service to each of the uses in the subject property that may require potable water and waste water treatment and disposal.

Water and sewer mains were extended to the subject properties as part of the ULRRWSD project. The subject properties will connect to these mains for City water and sewer service.

10. The subject property is not located in an area the City Commission has designated as unsuitable for annexation.

The subject properties are not located in an area the City Commission has designated as unsuitable for annexation.

11. The subject property is not located in another city or town. (See: 7-2-4608 (1), MCA)

The subject properties are not located in another city or town.

12. The subject property is not used in whole or in part for agriculture, mining, smelting, refining, transportation, or any other industrial or manufacturing purpose or any purpose incidental thereto. (See: 7-2-4608 (2), MCA)

The subject properties are not used for the uses listed above. The properties surrounding the subject properties are existing residences.

ORDINANCE 3225

AN ORDINANCE ASSIGNING A ZONING CLASSIFICATION OF R-2 SINGLE-FAMILY MEDIUM DENSITY TO TRACT 1 AND REMAINDER TRACT 1-A OF CERTIFICATE OF SURVEY NO. 4120, LOCATED IN THE SE 1/4 OF SECTION 14, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA AND THE ADJOINING RIGHT-OF-WAY OF UPPER RIVER ROAD FROM THE SOUTH PROPERTY LINE OF TRACT 1 TO THE EXISTING CITY LIMITS LINE TO THE NORTH.

* * * * *

WHEREAS, the property owners, Mike and Sheila Staigmiller, and Mark and Mary Staigmiller, have petitioned the City of Great Falls to annex the subject properties, consisting of ±1.23 acres, as legally described above; and,

WHEREAS, Mike and Sheila Staigmiller, and Mark and Mary Staigmiller have petitioned the City of Great Falls to assign a zoning classification of R-2 Single-family Medium Density to Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120, upon annexation to the City; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on September 22, 2020, to consider said assignment of zoning of R-2 Single-family Medium Density district and, at the conclusion of said hearing, passed a motion recommending the City Commission assign said zoning to the properties legally described as Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 located in the SE ¼ of Section 14, T20N, R3E, P.M.M., Cascade County, Montana and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north; and,

WHEREAS, notice of assigning said zoning classification to the subject properties was published in the *Great Falls Tribune* advising that a public hearing on this zoning designation would be held on the 4th day of November, 2020, before final passage of said Ordinance herein; and,

WHEREAS, following said public hearing, it was found and decided that the assignment of R-2 zoning on said properties meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF), Section 17.16.40.030, and that the said zoning designation be made.

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

Section 1. It is determined that the herein requested R-2 zoning request meets the criteria and guidelines cited in Mont. Code Ann. § 76-2-304, and Section 17.16.40.030 of the OCCGF.

Section 2. That the zoning classification of “R-2 Single-family Medium Density” be assigned to Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120 located in the SE ¼ of Section 14, T20N, R3E, P.M.M., Cascade County, Montana and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north as shown in “Exhibit A”, subject to the setbacks, and other development standards and by this reference made a part hereof, as well as all other applicable regulatory codes and ordinances.

Section 3. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading October 6, 2020.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading November 4, 2020.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

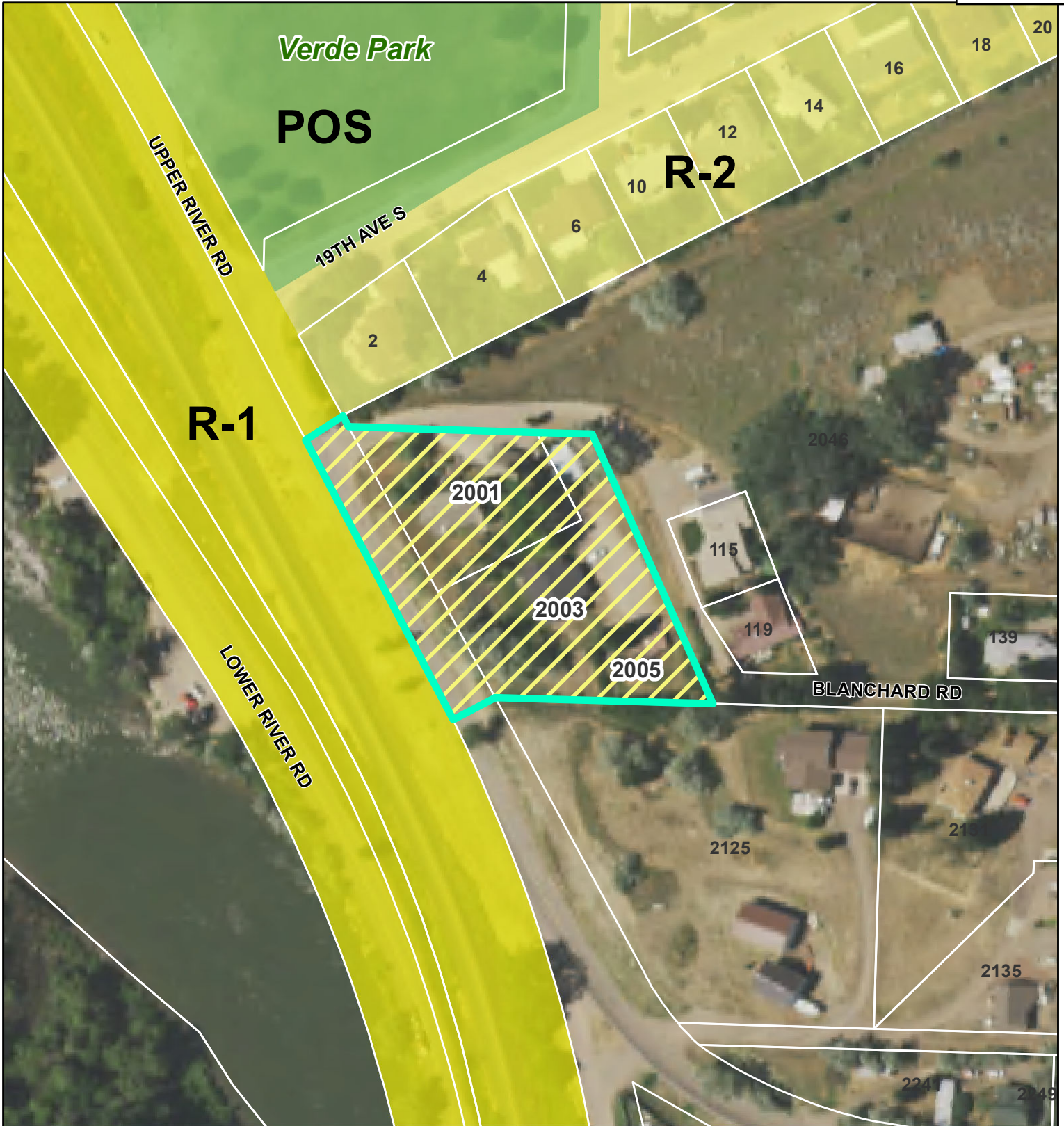
State of Montana)
County of Cascade : ss
City of Great Falls)





I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the City Commission, Ordinance 3225 on the Great Falls Civic Center posting board and the Great Falls City website.

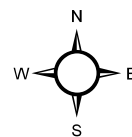
Lisa Kunz, City Clerk

(CITY SEAL)

Ordinance 3225 Exhibit A



-  Ordinance 3225 - Proposed Annexation & R-2 Zoning
-  R-1 Single-family Suburban
-  R-2 Single-family Medium Density
-  POS Parks and Open Space



0 50 100 200 Feet

FINDINGS OF FACT – ZONING MAP AMENDMENT

Tract 1 and Remainder Tract 1-A of Certificate of Survey No. 4120, located in the SE ¼ of Section 14, T20N, R3E, PMM, Cascade County, Montana and the adjoining right-of-way of Upper River Road from the south property line of Tract 1 to the existing City limits line to the north.

PRIMARY REVIEW CRITERIA:

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls (OCCGF) § 17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

1. The amendment is consistent with and furthers the intent of the City's growth policy.

The proposal to annex and establish R-2 Single-family medium density zoning is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. The proposed zoning map amendment specifically supports the following goals and policies:

- Social Policy 1.4.2 – Expand the supply of residential opportunities including single family homes, apartments, manufactured homes, and assisted living facilities.
- Physical Policy 4.2.5 – Promote orderly development and the rational extension of infrastructure and City services.

2. The amendment is consistent with and furthers adopted neighborhood plans, if any.

The subject properties are located adjacent to Neighborhood Council #6. There is no adopted neighborhood plan for Neighborhood Council #6, or any other Council within the City. Neighborhood Council #6 discussed the project at their October 7th meeting and it was supported by the Council.

3. The amendment is consistent with other planning documents adopted by the City Commission, including the river corridor plan, transportation plan and sub-area plans.

The subject properties are not located within any adopted plan or sub-area planning areas. The proposed lots to be zoned R-2 consist of existing residential homes and will not generate any additional traffic. As noted in the staff report, the subject properties are located within Upper and Lower River Road Water and Sewer District (ULRRWSD) 5. Previously, Service Districts 1, 2, most of 3, and 4 were annexed into the City. District 5 is the next in line to be annexed at an undetermined date. The ULRRWSD's were created to improve water quality, resolve public health issues, remove sources of groundwater contamination, and improve the tax base of the community.

4. The code with the amendment is internally consistent.

The proposed establishment of R-2 zoning is not in conflict with any portion of the existing City Code and will be consistent with the adjacent existing zoning of Prospect Heights 2nd Addition to the north. The existing single-family home of Tract 1-A will fit the context of the surrounding area based on the surrounding single family homes adjacent to the property. Tract 1 currently has two separate single-family homes, which is classified as a two-family residence in the zoning code and is permitted as a conditional use in the proposed R-2 zoning district. This and other existing non-conforming uses within the ULRRWSD's have been allowed to continue when annexed into the City. Moving forward, the subject properties shall be consistent with OCCGF Title 17 Chapter 64, *Nonconformities*. The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity.

5. The amendment is the least restrictive approach to address issues of public health, safety, and welfare.

There are no existing public health, safety, or welfare issues that have been identified for these properties. The zoning assignment will have no impact on these issues.

6. The City has or will have the financial and staffing capability to administer and enforce the amendment.

The City has the financial and staffing capability to administer and enforce the amendment if it is approved.

Exhibit 20-1. Principal Uses by District

Use	R-2	Special Standards
Agriculture, horticulture, nursery	-	17.20.6.005
Mobile home/park	-	17.20.6.010
Residence, single-family detached	P	
Residence, zero lot line	-	17.20.6.020
Residence, two-family	C	
Residence, multi-family	-	17.20.6.040
Residence, townhouse	C	17.20.6.050
Residence, manufactured/factory-built	P	17.20.6.060
Retirement home	C	
Community residential facility, type I	P	
Community residential facility, type II	C	
Day care center	C	
Emergency shelter	-	
Family day care home	P	
Group day care home	P	
Nursing home	-	
Campground	-	17.20.6.070
Hotel/motel	-	
Micro-brewery	-	
Restaurant	-	

Tavern	-	17.20.6.080
Agriculture sales	-	
Auction sales	-	
Construction materials sales	-	
Convenience sales	-	
General sales	-	
Manufactured housing sales	-	
Off-site liquor sales	-	
Secondhand sales	-	
Shopping center	-	
Administrative services	-	
Commercial kennel	-	17.20.6.090
Financial services	-	
Funeral home	-	
General services	-	
Professional services	-	
Sexually-oriented business	-	17.20.6.100
Veterinary clinic, large animal	-	
Veterinary clinic, small animal	-	17.20.6.110
Large equipment rental	-	
Small equipment rental	-	
General repair	-	
Vehicle fuel sales	-	

Vehicle repair	-	17.20.6.120
Vehicle sales and rental	-	
Vehicle services	-	
Agricultural commodity storage facility	-	
Climate controlled indoor storage	-	
Fuel tank farm	-	
Mini-storage facility	-	17.20.6.130
Freight terminal	-	
Warehouse	-	
Casino, type I	-	17.20.6.140
Casino, type II	-	17.20.6.150
Indoor entertainment	-	
Indoor sports and recreation	-	
Golf course/driving range	C	
Miniature golf	-	
Outdoor entertainment	-	
Park	P	
Recreational trail	P	
Administrative governmental center	-	
Animal shelter	-	17.20.6.160
Cemetery	C	17.20.6.170
Civic use facility	C	
Community center	C	

Community cultural facility	C	
Community garden	P	17.20.6.175
Public safety facility	C	
Worship facility	C	17.20.6.180
Health care clinic	-	
Health care facility	-	
Health care sales and services	-	
Commercial education facility	-	
Educational facility (K–12)	C	17.20.6.200
Educational facility (higher education)	-	
Instructional facility	-	
Composting facility	-	17.20.6.210
Recycling center	-	17.20.6.220
Solid waste transfer station	-	17.20.6.230
Amateur radio station	P	17.20.6.240
Telecommunication facility		17.20.6.250
Concealed facility	C	
Unconcealed facility	-	
Co-located facility	-	
Utility installation	C	
Airport	-	
Bus transit terminal	-	
Heli-pad	-	17.20.6.260

Parking lot, principal use	-	
Parking structure	-	
Railroad yard	-	
Taxi cab dispatch terminal	-	
Contractor yard, type I	-	17.20.6.270
Contractor yard, type II	-	17.20.6.280
Artisan shop	-	
Industrial, heavy	-	
Industrial, light	-	
Industrial park	-	
Junkyard	-	17.20.6.290
Light manufacturing and assembly	-	17.20.6.300
Motor vehicle graveyard	-	17.20.6.310
Motor vehicle wrecking facility	-	17.20.6.320

- The use is not permitted in the district

C The use is allowed through the conditional use process

P The use is permitted in the district by right, consistent with the development standards contained in Article 6 of this chapter, as appropriate

(Ord. No. 3056, § 1, 8-17-2010; Ord. No. 3068, § 2, 4-5-2011; Ord. No. 3087, § 1(Exh. A), 6-19-2012, eff. 7-19-2012; Ord. 3166, 2017)

Exhibit 20-2. Accessory uses by district

Use	R-2	Special Standards
Accessory living space	P	17.20.7.010
Agriculture, livestock	-	17.20.7.080
ATM, exterior	-	17.20.7.020
Bed and breakfast	C	17.20.7.030
Fences	P	17.20.7.040
Gaming, accessory	-	17.20.7.050
Garage, private	P	17.20.7.060
Home occupation	P	17.20.7.070
Private stable/barn	-	17.20.7.080
Residence, accessory	-	17.20.7.085
Roadside farmer's market	-	17.20.7.090
Storage containers	-	17.20.7.100
Wind-powered electricity systems	P	17.20.7.110

- The use is not permitted in the district

C The use is allowed in the district through the conditional use process

P The use is permitted in the district by right, consistent with the development standards contained in Article 7 of this chapter, as appropriate

(Ord. No. 3034, § 1, 7-21-2009; Ord. No. 3056, § 1, 8-17-2010; Ord. No. 3087, § 1(Exh. A), 6-19-2012, eff. 7-19-2012)

Exhibit 20-3. Temporary uses by district (see 17.20.8.010 for Special Standards)

Use	R-2	Special Standards
Garage sales	P	17.20.8.015
Itinerant outdoor sales	-	17.20.8.020
On-site construction office	P	17.20.8.030
On-site real estate sales office	P	17.20.8.040
Outdoor entertainment, temporary	-	
Sidewalk café	-	17.20.8.050
Sidewalk food vendor	-	17.20.8.060

- The use is not permitted in the district

C The use is allowed in the district through the conditional use process

P The use is permitted in the district by right, consistent with the development standards contained in Article 8 of this chapter, as appropriate

**Exhibit 20-4. Development standards for residential zoning districts
(see footnotes [4], [5] & [7] for general standards)**

Standard	R-1	R-2	R-3	R-5	R-6	R-9	R-10
Residential density	-	-	-	1,875 sq. feet of lot area per dwelling unit	500 sq. feet of lot area per dwelling unit	1,200 sq. feet of lot area per dwelling unit	10 dwelling units per acre
Minimum lot size for newly created lots	15,000 sq. feet	11,000 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	7,500 sq. feet	n/a
Minimum lot width for newly created lots	90 feet	80 feet	60 feet	50 feet	50 feet	50 feet	n/a
Lot proportion for newly created lots (maximum depth to width)	3:1	3:1	2.5:1	2.5:1	2.5:1	2.5:1	n/a
Maximum building height of principal building	35 feet	35 feet	35 feet	45 feet	65 feet	35 feet, single-family 50 feet, multi-family	12 feet to exterior wall
Maximum building height of detached private garage [1]	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	24 feet, but may not be higher than the uppermost elevation of the principal building	16 feet

Maximum building height of other accessory buildings	12 feet	12 feet	12 feet	12 feet	12 feet	12 feet	12 feet
Minimum front yard setback [2]	30 feet	20 feet	20 feet	10 feet	15 feet	10 feet	n/a
Minimum side yard setback [3]	Principal building: 15 feet each side; accessory building: 2 feet each side provided the front of the building is at least 50 feet from the front lot line	Principal building: 8 feet each side; accessory building: 2 feet each side provided the front of the building is at least 40 feet from the front lot line	Principal building: 6 feet each side; accessory building: 2 feet provided the front of the building is at least 40 feet from the front lot line	4 feet; 8 feet if adjoining a R-1, R-2, R-3 district	5 feet; 10 feet if adjoining a R-1, R-2, R-3 district	Principal building: 6 feet each side; accessory building: 2 feet each side provided the front of the building is at least 40 feet from the front lot line	n/a
Minimum rear yard setback [7]	20 feet for lots less than 150 feet in depth; 25 feet for lots 150 feet in depth and over	15 feet for lots less than 150 feet in depth; 20 feet for lots 150 feet in depth and over	10 feet for lots less than 150 feet in depth; 15 feet for lots 150 feet in depth and over	10 feet for lots less than 150 feet in depth; 15 feet for lots 150 feet in depth and over	15 feet	10 feet for lots less than 150 feet in depth; 15 feet for lots 150 feet in depth and over	n/a
Maximum lot coverage of principal and accessory buildings	Corner lot: 40% Other types: 30%	Corner lot: 45% Other types: 35%	Corner lot: 55% Other types: 50%	Corner lot: 60% Other types: 50%	Corner lot: 70% Other types: 60%	Corner lot: 70% Other types: 60%	none

[1] Attached private garages are considered a part of the principal building for application of height and setback development standards.

[2] An unenclosed front porch on a single family residence may extend into the front yard setback up to nine (9) feet, provided the porch does not occupy more than sixty (60) percent of the length of the main part of the house.

(Ord. 2950, 2007)

[3] See Section 17.20.6.020 for side yard requirements for zero lot-line projects and Section 17.20.7.010 for accessory buildings with accessory living spaces.

[4] Smaller lots and reduced setbacks and frontages may be accomplished through a Planned Unit Development (PUD).

[5] An existing structure that does not meet the setback requirements stated above can be rebuilt on its original foundation or the original foundation location.

[6] For townhouses, see Section 17.20.6.050 for additional and superseding requirements.

(Ord. 2950, 2007)

[7] Permitted accessory structures and buildings shall have a minimum rear setback of 2 feet in all residential zoning districts.

(Ord. 2950, 2007)

To: City of Great Falls Planning and Community Development

From: Mark and Mary Staigmiller

2003 & 2005 Upper River Road

Great Falls, MT 59405

(406) 788-9703 Mark (406) 788-5872 Mary Staigmiller Email: marksmaryr@msn.com

Mike and Sheila Staigmiller

2001 Upper River Road

Great Falls, MT 59405

(406) 868-7475 Mike (406) 231-3727 Sheila

RE: Request to Annex to the City of Great Falls (R2 Zoning) for physical addresses:

2001 Upper River Road

2003 Upper River Road

2005 Upper River Road

To City Planners:

We are requesting annexation of the above listed properties to the city of Great Falls. We would like to annex so that we may connect to city water and sewer. We would like our zoning to be "R2" if we were allowed to annex.

Thank you for your time and consideration in this matter. We look forward to hearing from you and moving forward with this project.

Sincerely,



Mark and Mary Staigmiller

Mike and Sheila Staigmiller

**ANNEXATION AGREEMENT
TRACT OF LAND LEGALLY DESCRIBED AS TRACT 1 OF COS 4120, LOCATED IN SECTION 14,
TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA.**

The following is a binding Agreement dated this _____ day of _____, 2020, between Mark A and Mary J Staigmiller, hereinafter referred to as "Owners", and the City of Great Falls, Montana, a municipal corporation of the State of Montana, hereinafter referred to as "City", regarding the requirements for annexation of a tract of land into the corporate limits of the City legally described as Tract 1 of COS 4120 located in Section 14, Township 20 North, Range 3 East, P.M.M., City of Great Falls, Cascade County, Montana, hereinafter referred to as "Subject Property". Owners of the aforementioned Subject Property agree to, and are bound by, the provisions of this Agreement, and by signing this Agreement, therefore agree to terms applicable to the Subject Property. The City is authorized to enter into this Agreement by §17.68.010-040 of the Official Code of the City of Great Falls (OCCGF).

1. Purpose. The purpose of this Agreement is to ensure that certain improvements are made and certain conditions are fulfilled by the Owners, as required by the City's approval of the supporting documents. Generally, this Agreement:

- 1.1** Declares that the Owners are aware of and has properly accounted for any natural conditions that may adversely affect the Subject Property;
- 1.2** Insulates the Owners of the Subject Property from the impact of changes in the City's zoning regulations, provided that no substantial changes are proposed;
- 1.3** Requires the Owners to guarantee that the promised on-site improvements are made in a timely manner by as required by the Official Code of the City of Great Falls (OCCGF);
- 1.4** Waives protest by the Owners and their successors against the creation of special improvement districts that would provide and maintain necessary infrastructure;
- 1.5** Indemnifies the City from challenges to its approval of the Subject Property and holds it harmless from errors and omissions in the approval and oversight of the project.

2. Supporting Documents. Each of the following supporting documents are to be submitted for review and approval by the City.

- 2.1 Legal Documentation.** Legal documents, including but not limited to any easements, covenants, and restrictions establishing the authority and responsibilities of Owners, which may be recorded in the Clerk and Recorder's Office of Cascade County, Montana.

3. Changes. The Owners understand that failure to install required improvements in accord with the final construction plans is a breach of, and may void, this Agreement. The Owner also understands that such failure is a violation of the OCCGF, subject to the penalties provided for such violations. The City recognizes, however, that minor changes are often necessary as construction proceeds and the Administrator (the Administrator is the person or persons charged by the City Manager with the

administration of this improvement agreement) is hereby authorized to allow minor changes to approved improvements, as provided below:

3.1 Minor Changes. Minor changes to the improvements that are deemed appropriate and necessary by the Administrator and which do not materially affect the hereinabove mentioned Subject Property, can be made as follows:

3.1.1 Before making changes, the Owners must submit revisions to the Administrator for review. Failure to do this before the proposed change is made may be considered by the City to be a breach of this Agreement and a violation of the OCCGF. The Administrator shall respond to all proposed changes within fourteen (14) days of receipt of the revised plans.

3.1.2 Based on a review of the revisions, the Administrator may permit minor dimensional changes provided they do not result in a violation of the conditions of approval for the annexation Subject Properties or the OCCGF.

3.1.3 Minor changes in the location and specifications of the required improvements may be permitted by the Administrator. Owners must submit revised plans showing such changes to the Administrator. Revised plans are not accepted until approved by the Administrator.

3.2 Substantial Changes. Substantial changes are not permitted by this Agreement. A review and permitting process will be required for such changes. "Substantial Change" versus "Minor Change" is described as follows in order to further clarify what may be permitted as a "Minor Change":

3.2.1 A substantial change adds one or more lots; changes the permitted use; changes the location or extent of the area proposed to be cleared, graded, or otherwise disturbed by more than 4,000 square feet (a smaller change in the area that will be cleared, graded, or otherwise disturbed may be treated as a minor dimensional change); changes the location, extent, or design of any required public improvement, except where a minor change is approved by the Administrator; changes the approved number of buildings, structures or units; or the size of any building or structure by more than 10%. A smaller change in the size of a lot, building, or structure may be treated as a minor dimensional change.

4. Fees. The Owners understand that it is required to pay the following fees as they come due. The absence of any fee from this Agreement which is lawfully charged by the City in connection with construction activity associated with Subject Properties shall not constitute a waiver by the City.

4.1 Recording Fees. The Owners will pay all recording fees at the rate charged by Cascade County at the time a document or plat is submitted for recording.

4.2 Connection and Construction Fees. Water service tapping and water and sewer service connection fees have been previously paid as part of joining the Service District.

4.3 Storm Drain Fee. The Owners will pay a storm drain fee in the amount of \$250 per acre for annexation of the Subject Property. This equates to **\$192.83** for the total 0.7713 acres of the Subject

Property. The total storm drain fee shall be paid to the City no later than 30 days after City Commission action to annex the Subject Property into the City.

4.4 Payment of Application Fees Acknowledged. The following fees have been paid by the Owners: \$2,000.00 application fee for the establishment of zoning, and a \$500.00 application fee for annexation.

5. Site Conditions. The Owners warrant that they have conducted site investigations sufficient to be aware of all natural conditions, including, but not limited to, flooding, slopes, and soils characteristics, that may affect the installation of improvements of the Subject Property. The Owners further warrant that all plans submitted pursuant to this Agreement and all applications for building permits within the Subject Property will properly account for all such conditions. The Owners hold the City harmless for natural conditions and for any faults in their own assessment of those conditions.

6. On-Site Improvements. The on-site improvements shall include everything required to provide water, sanitary sewer, access, and other requirements as may be required by OCCGF. If required, access for purposes of emergency vehicles shall be installed to the specifications of the Public Works Department. If necessary, the Owners shall provide public utility easements for all required public utilities.

7. Permits. This Agreement must be approved by the City Commission and signed by the City Manager and the Owners before permits for any work will be approved, including, but not limited to trenching for the installation of utilities.

8. Vested Rights. This Agreement and approval by the City creates a vested right that protects the Owners from changes in the City zoning requirements within Title 17 of the OCCGF until this Agreement expires. This vested right does not exempt the Owners from compliance with other provisions of the OCCGF, including specifically those intended to prevent and remediate public nuisances, nor does it protect the Owners from changes in the City's building codes and fees, development fees, and inspection fees. This vested right does not exempt the Owners from compliance with changes to state and federal requirements. This vested right may be voided, in whole or in part, if the Owners propose substantial changes in the approved improvements of the Subject Property.

9. Maintenance Districts. Owners hereby agree to waive their right to protest and appeal the lawful creation by the City of maintenance districts for any proper purpose and shall pay the proportionate share of the costs associated with said maintenance districts as they may be applied to the Subject Property.

10. Park District. Owner acknowledges that the Subject Properties are, by operation of law and pursuant to Resolution No. 10238, adopted by the City Commission on June 5, 2018, included within the boundaries of the Great Falls Park District Number 1. Owner acknowledges that property within the Great Falls Park District Number 1, including the Subject Properties, are subject to annual assessments for the purposes of the Great Falls Park District Number 1 in amounts to be determined by the City Commission each year, in accordance with Resolution No. 10238, as it may be amended or supplemented.

11. City Acceptance and Zoning. In consideration of the terms of this Agreement, the City hereby accepts the Subject Property incorporation by annexation into the corporate limits of the City of Great Falls, Montana, with an assigned City zoning classification of R-2 Single-family Medium Density.

12. Limitation of Liability. The City will conduct a limited review of plans and perform inspections for compliance with requirements set forth in this agreement and/or in applicable law. The scope of such review and inspections will vary based upon development type, location and site characteristics. The Owners are exclusively responsible for ensuring that the design, construction drawings, completed construction, and record drawings comply with acceptable engineering practices, State requirements, and other applicable standards. The City’s limited plans review and inspections are not substantive reviews of the plans and engineering. The City’s approval of any plans or completed inspections is not an endorsement of the plan or approval or verification of the engineering data and plans. Neither the Owners, nor any third party may rely upon the City’s limited review or approval.

The Owners shall indemnify, hold harmless and defend the City of Great Falls, its officers, agents, servants and employees and assigns from and against all claims, debts, liabilities, fines, penalties, obligations and costs including reasonable attorney fees, that arise from, result from or relate to obligations relating to that Owners’ Subject Property described herein. Upon the transfer of ownership of the property, the prior owner’s (whether it is the Owners that signed this agreement or a subsequent owner) indemnity obligation herein for the transferred property is released as to that owner and the indemnity obligation runs to the new owner of the property. Only the owner of the parcel of property at the time the City incurs the claim, debt, liability, fine, penalty, obligation or cost is obligated to indemnify, and no owner of property is obligated to indemnify for adverse conditions on property owned by someone else. This indemnification by the Owners of the property shall apply unless such damage or injury results from the gross negligence or willful misconduct of the City.

13. Binding Effect. The provisions, covenants and terms of this Agreement shall run with the land and bind the present owners, their devisees, heirs, successors, and assigns; and any and all parties claiming by, through, or under them, shall be taken to agree and covenant with each of the parties to the Agreement, their devisees, heirs, successors and assigns, to conform to the provisions, covenants and terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal the day, month and year first hereinabove written.

THE CITY OF GREAT FALLS, MONTANA
A Municipal Corporation of the State of Montana

Gregory T. Doyon, City Manager

ATTEST:

(NOTARIAL SEAL)

ANNEXATION AGREEMENT
TRACT OF LAND LEGALLY DESCRIBED AS REMAINDER TRACT 1-A OF COS 4120, LOCATED IN SECTION 14, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M., CASCADE COUNTY, MONTANA.

The following is a binding Agreement dated this _____ day of _____, 2020, between Michael J and Sheila A Staigmiller, hereinafter referred to as "Owners", and the City of Great Falls, Montana, a municipal corporation of the State of Montana, hereinafter referred to as "City", regarding the requirements for annexation of a tract of land into the corporate limits of the City legally described as Remainder Tract 1-A of COS 4120 located in Section 14, Township 20 North, Range 3 East, P.M.M., City of Great Falls, Cascade County, Montana, hereinafter referred to as "Subject Property". Owners of the aforementioned Subject Property agree to, and are bound by, the provisions of this Agreement, and by signing this Agreement, therefore agree to terms applicable to the Subject Property. The City is authorized to enter into this Agreement by §17.68.010-040 of the Official Code of the City of Great Falls (OCCGF).

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4.1 Recording Fees. The Owners will pay all recording fees at the rate charged by Cascade County at the time a document or plat is submitted for recording.

4.2 Connection and Construction Fees. Water service tapping and water and sewer service connection fees have been previously paid as part of joining the Service District.

4.3 Storm Drain Fee. The Owners will pay a storm drain fee in the amount of \$250 per acre for annexation of the Subject Property. This equates to **\$116.03** for the total 0.4641 acres of the Subject

Property. The total storm drain fee shall be paid to the City no later than 30 days after City Commission action to annex the Subject Property into the City.

4.4 Payment of Application Fees Acknowledged. The following fees have been paid by the Owners: \$2,000.00 application fee for the establishment of zoning, and a \$500.00 application fee for annexation.

5. Site Conditions. The Owners warrant that they have conducted site investigations sufficient to be aware of all natural conditions, including, but not limited to, flooding, slopes, and soils characteristics, that may affect the installation of improvements of the Subject Property. The Owners further warrant that all plans submitted pursuant to this Agreement and all applications for building permits within the Subject Property will properly account for all such conditions. The Owners hold the City harmless for natural conditions and for any faults in their own assessment of those conditions.

6. On-Site Improvements. The on-site improvements shall include everything required to provide water, sanitary sewer, access, and other requirements as may be required by OCCGF. If required, access for purposes of emergency vehicles shall be installed to the specifications of the Public Works Department. If necessary, the Owners shall provide public utility easements for all required public utilities.

7. Permits. This Agreement must be approved by the City Commission and signed by the City Manager and the Owners before permits for any work will be approved, including, but not limited to trenching for the installation of utilities.

8. Vested Rights. This Agreement and approval by the City creates a vested right that protects the Owners from changes in the City zoning requirements within Title 17 of the OCCGF until this Agreement expires. This vested right does not exempt the Owners from compliance with other provisions of the OCCGF, including specifically those intended to prevent and remediate public nuisances, nor does it protect the Owners from changes in the City's building codes and fees, development fees, and inspection fees. This vested right does not exempt the Owners from compliance with changes to state and federal requirements. This vested right may be voided, in whole or in part, if the Owners propose substantial changes in the approved improvements of the Subject Property.

9. Maintenance Districts. Owners hereby agree to waive their right to protest and appeal the lawful creation by the City of maintenance districts for any proper purpose and shall pay the proportionate share of the costs associated with said maintenance districts as they may be applied to the Subject Property.

10. City Acceptance and Zoning. In consideration of the terms of this Agreement, the City hereby accepts the Subject Property incorporation by annexation into the corporate limits of the City of Great Falls, Montana, with an assigned City zoning classification of R-2 Single-family Medium Density.

11. Limitation of Liability. The City will conduct a limited review of plans and perform inspections for compliance with requirements set forth in this agreement and/or in applicable law. The scope of such review and inspections will vary based upon development type, location and site characteristics. The Owners are exclusively responsible for ensuring that the design, construction drawings, completed construction, and record drawings comply with acceptable engineering practices, State requirements, and other applicable standards. The City's limited plans review and inspections are not substantive reviews of

the plans and engineering. The City’s approval of any plans or completed inspections is not an endorsement of the plan or approval or verification of the engineering data and plans. Neither the Owners, nor any third party may rely upon the City’s limited review or approval.

The Owners shall indemnify, hold harmless and defend the City of Great Falls, its officers, agents, servants and employees and assigns from and against all claims, debts, liabilities, fines, penalties, obligations and costs including reasonable attorney fees, that arise from, result from or relate to obligations relating to that Owners’ Subject Property described herein. Upon the transfer of ownership of the property, the prior owner’s (whether it is the Owners that signed this agreement or a subsequent owner) indemnity obligation herein for the transferred property is released as to that owner and the indemnity obligation runs to the new owner of the property. Only the owner of the parcel of property at the time the City incurs the claim, debt, liability, fine, penalty, obligation or cost is obligated to indemnify, and no owner of property is obligated to indemnify for adverse conditions on property owned by someone else. This indemnification by the Owners of the property shall apply unless such damage or injury results from the gross negligence or willful misconduct of the City.

12. Binding Effect. The provisions, covenants and terms of this Agreement shall run with the land and bind the present owners, their devisees, heirs, successors, and assigns; and any and all parties claiming by, through, or under them, shall be taken to agree and covenant with each of the parties to the Agreement, their devisees, heirs, successors and assigns, to conform to the provisions, covenants and terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal the day, month and year first hereinabove written.

THE CITY OF GREAT FALLS, MONTANA
A Municipal Corporation of the State of Montana

Gregory T. Doyon, City Manager

ATTEST:

Lisa Kunz, City Clerk

(Seal of City)

APPROVED FOR LEGAL CONTENT*:



Commission Meeting Date: November 4, 2020
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Resolution 10375- A resolution by the City Commission of the City of Great Falls, Montana, establishing the rates, fees and penalties associated with title 10 of the Official Code of the City of Great Falls (OCCGF) pertaining to the City’s parking system; Passport Labs, Inc. software License and Service Agreement; Multi-space pay station purchase approval.

From: Craig Raymond, Director, Planning & Community Development

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

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

Action Requested: Conduct Public Hearing and Adopt Resolution 10375, approve Passport Labs, Inc. Software License and Service Agreement and approve the purchase of 16 Flowbird CWTBACC Pay stations through SP+ Corporation.

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 10375.”

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

And;

2. “I move that the City Commission (approve/deny) the Passport Labs, Inc. Software License and Service Agreement.”

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

And;

3. “I move that the City Commission (approve/deny) the purchase of 16 Flowbird CWTBACC Pay Stations through SP+ Corporation”

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

Staff Recommendation:

Staff recommends that the City Commission adopt Resolution 10375, approve the Software License and Service Agreement, and approve the purchase of 16 Flowbird Pay Stations.

Summary:

In March of 2020, a series of events transpired that ultimately led to the realization that replacement of on-street parking meters were necessary in order to provide a higher level of security, accountability, and efficiency. Staff and the Parking Advisory Commission (PAC) recommend purchasing multi-space electronic pay stations to be installed along Central Avenue. Due to cost and the status of the parking fund as “at risk”, staff and the PAC also recommend incremental replacement of on-street meters as funds allow. Staff and the PAC also desire to implement new parking enforcement and back-office software in addition to License Plate Recognition (LPR) equipment and software. Resolution 10375 provides for technology user fee adjustments to help offset ongoing costs associated with adopting, using, and maintaining new technology in the parking program.

Background:

In March 2020, the North Parking Garage was burglarized and a number of items were stolen from the garage office including a number of keys and a truck belonging to the city. Eventually the truck and some of the keys were recovered but the key to the on-street parking meters was not. Staff immediately took action to secure the money contained in the meters.

SP+ staff searched to find companies who could either provide new keys or find new parts for the meters themselves that would accept keys that were available. In short, securing a solution to restore the meters into service proved to be very costly. It was ultimately determined that investing such large sums of money into old antiquated equipment was not responsible stewardship of parking program funds. Replacement of the old on-street meters had to become a top priority.

Staff and the PAC began discussing various replacement options. Options considered, included purchasing single space smart meters, multi-space pay stations or choosing a 100% digital solution. Each choice has its pros and cons. Single space meters provide for the most familiar method of operation for users yet also include modern technology features and multiple payment options, but come with a higher purchase and installation cost.

The advantage to 100% digital solutions is the lowest initial and little long term equipment maintenance cost. The downside to the total digital solution at this point in time is that many people either do not use smartphones and/or are reluctant to use debit/credit cards in this manner. Digital solutions require complete user buy-in to a single payment option and adoption of new technology. While this is an attractive option from a cost standpoint, eventually the PAC voted against it. Ultimately, multi-space pay stations emerged as the preferred choice.

Multi-space pay stations coupled with LPR technology and equipment seem to be the best compromise between initial cost, future maintenance costs, utilization of available technology and provide multiple payment options for customer convenience. It fills the immediate need for revenue collection and enforcement tools and also significantly increases operational efficiency.

Multiple pay station designs and vendors have been investigated and considered. The city received multiple estimates for similar pieces of equipment through our current parking enforcement and management contractor SP+ Corporation. Flowbird rose as the preferred choice due to full consideration of price, features and customer service. Flowbird has also been awarded a “Master Agreement” contract through the National Cooperative Purchasing Alliance after a competitive Request for Proposal (RFP) process. Additionally, the city has the ability to realize substantial savings by making the purchase through SP+.

Once a revenue collection and enforcement equipment platform is chosen, a software solution that best integrates each area of the parking program management is needed. Although the city has used our current software suite since 2016, we do not use a parking permit management solution, take full advantage of on-line capabilities, or utilize automated vehicle registration data capture or utilize LPR technology. The Passport Labs, Inc. Integrated Parking Management System helps the city take advantage of available technology and resources and automates some functions that are currently manual or semi-automated workflows.

License Plate Recognition technology is a modern method of parking enforcement. Essentially, cameras are mounted to a vehicle and connected to a computer inside the vehicle. The system continually scans vehicle license plates, communicates with the multi-space pay stations and the mobile payment app., and will alert the driver when a vehicle has either not paid, their session has expired, or they have stayed in the same spot for over 2-hours. Once the driver receives the alert, they may stop the vehicle to write and print a citation. The significant advantage of adopting LPR technology is the speed, efficiency, and accuracy of covering the downtown parking enforcement district compared to patrolling on foot.

One additional important note, is that according to Mont. Code Ann. § 46-5-117, the city shall write and adopt a LPR Operations and Policy Manual that specifies how the LPR technology is to be used and what limitations shall strictly be adhered to when LPR is being used. Some communities across the United States have chosen to utilize LPR to assist in the identification and reporting to authorities of stolen vehicles. In some cases, as the enforcement vehicle would roll along, the cameras would read a license plate that would have been reported as a stolen vehicle and law enforcement would be notified. In Great Falls, this practice will not be permitted and a policy manual will be written to discourage any such unauthorized use of the capabilities that exist with LPR technology.

Due to the suspension of most parking enforcement activities and lack of on-street parking meter revenue, the fund balance has steadily decreased since March. Typical on-street meter revenue accounts for roughly \$25,000 to \$35,000 monthly. Staff is recommending that user fees be established so that traditional revenue streams can continue to be committed to operations, facility maintenance, and improvements, as we continue to recover from the economic consequence of suspending certain activities and fees while supporting downtown businesses during the COVID pandemic.

Passport Labs has adopted a unique cost recovery option that places certain costs and fees on those users that use different elements of the software as opposed to spreading the entire cost across all users equally whether or not they use all parts of the program or system. For example, only those users who receive a citation will receive a \$3.00 Citation Management Platform (CMP) fee in addition to the normal fine of \$5, \$10, \$20 or \$100. Only those users who receive a citation and do not pay the fine and CMP fee within 30 days will receive an additional 25% fee above the citation amount and CMP fee. Additional fees will also accumulate based on costs associated with letters and invoices sent and other efforts related to the collections or appeal process. Users who purchase monthly parking passes in the garages or surface lots will pay an additional \$2.50 per month for the digital permits. The transaction fee for Mobile Payment

for Parking (MPP) fee will be increased from \$.25 to \$.35. Resolution 10375 provides for passing along those user fees as described above. All other fees related to the parking program remain unchanged at this time.

Additional programs will be offered after this new software solution is implemented. Convenient electronic validation options and pre-paid parking “wallets” will be welcome improvements to the downtown parking program. Staff also anticipates that our current citation collections rate of roughly 40% will be significantly improved.

Fiscal Impact:

The majority of the user fees that will be paid is passed through to the software vendor supplying the parking system software. The only exception to this is \$.10 of each \$.35 Mobile Payment for Parking (MPP) fee will remain with the City to help cover costs associated with merchant service fees and credit card transactions that the City will incur for offering convenient payment options to the customer.

Alternatives:

The City Commission may elect to not adopt Resolution 10375 and propose a different cost recovery strategy for increased costs associated with the parking program.

Concurrences:

The Parking Advisory Commission has formally recommended implementation of each new element of equipment and technology. The PAC will also review and provide a specific recommendation on Resolution 10375 prior to the public hearing.

Attachments/Exhibits:

Resolution 10375

Flowbird CWT Pay Station Overview

Flowbird Quote

Software License and Service Agreement from Passport Labs, Inc.

Order form from Passport Labs, Inc.

Photos of the LPR Cameras

Downtown Parking Management District Map

RESOLUTION NO. 10375

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

WHEREAS, Title 10 of the OCCGF provides for various parking system related rates, fees and penalties to be established by Resolution; and

WHEREAS, a financially sound parking system and properly maintained parking facilities are essential to the continuing redevelopment of downtown Great Falls and to the many citizens and visitors who use those facilities; and

WHEREAS, the revenues earned by the parking system at this time are inadequate to provide for continuing operation without subsidies from other sources; and

WHEREAS, implementation of new equipment and technology require additional revenue to cover direct costs; and

WHEREAS, the Parking Advisory Commission has studied this matter and set forth the recommendations herein.

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

(1) Metered Parking.

A. Metered parking rate. The rate for metered parking shall be \$1.00 per hour.

B. Courtesy ticket. The first violation by a particular vehicle, as identified by license plate number, for failure to pay for parking as required by OCCGF Title 10, Chapter 9, or for an expired meter or overtime parking as provided by OCCGF Title 10, Chapter 9, shall result in the issuance of a courtesy ticket. Said courtesy ticket, thanks the driver for visiting downtown Great Falls and reminds him or her of the parking regulations. Courtesy tickets will not be issued for any of the other violations listed in OCCGF Title 10. A courtesy ticket will not be issued to the occupant of a vehicle that is associated with unpaid fees and/or penalties.

C. Accelerated penalties per year for failure to pay, expired meter, and overtime violations. The penalty for the second violation for failure to pay for metered

parking as set forth in OCCGF Title 10, Chapter 21, or violation of expired meter or overtime parking as set forth in OCCGF Title 10, Chapter 21, shall be \$5. The penalty for the third violation shall be \$10; and, all subsequent violations by a particular vehicle within one year shall be \$20 for each violation.

D. Other parking penalties. Penalties for all other violations listed in Title 10, of the OCCGF shall be \$20, except the fine for violations in disabled parking zones shall be \$100.

E. Miscellaneous parking fees.

- i. A \$.35 per transaction Mobile Payment for Parking (MPP) fee will be added to each parking transaction using the Mobile Payment App.
- ii. A \$3.00 per ticket paid, Citation Management Platform (CMP) Service and License fee will be added to each citation paid.
- iii. An additional 25% (CMP) service fee will be added to each citation that has not been paid within 30 days after the date of the citation for collection efforts.
- iv. A \$10 administrative fee shall be added to all penalties that are not paid within thirty (30) days after the date of the citation.
- v. A \$1.50 per notification letter fee shall be added to all citations that require notification letters to be sent to the registered owner(s) of vehicles which receive citations that are not paid within the (30) days after the date of the citation
- vi. Pursuant to OCCGF Title 10, Chapter 10, the immobilization or “boot” fee shall be \$150.
- vii. Pursuant to OCCGF Title 10, Chapter 9, the daily charge for a meter bag shall be \$5.
- viii. Pursuant to OCCGF Title 10, Chapter 9, the monthly metered parking permits shall be \$25.
- ix. Pursuant to OCCGF Title 10, Chapter 9, a nonrefundable \$100 fee must accompany an application to establish a freight or passenger loading zone, which is in addition to the actual costs of marking and/or signing the zone if the application is approved. The fee shall be waived for passenger loading zones at public schools.

x. Pursuant to OCCGF Title 10, Chapter 9, a \$75 combined application and installation fee shall be charged for disabled parking zones.

(2) **Courtesy parking.** Pursuant to OCCGF 10, Chapter 9, the cost of a courtesy parking space shall be \$400 per year for each parking space on Central Avenue, and \$300 per year for each parking space that is within the Downtown Parking Management District, but not on Central Avenue. This annual fee is in addition to the actual cost of installing the courtesy parking sign(s).

(3) **Pedlet Space Lease.** The cost for leasing each on-street parking space for the construction and occupancy of a “Pedlet” shall be the same cost as is established for a "Courtesy Parking Spot" prorated by month for the duration that the “Pedlet” consumes each on-street parking spot.

(4) **City parking facilities.** Pursuant to OCCGF Title 10, Chapter 9, the City Manager shall, on recommendation of the Parking Advisory Commission, establish the hourly, daily and monthly lease rates charged for parking in City owned or operated off street lots or garages.

A. **Parking Ramps/Garages.** The monthly lease rates for the City’s parking ramps/garages located at Second Avenue South/Third Street and First Avenue North/Fourth Street North shall be \$51 monthly. The City Manager may negotiate and authorize special incentive rates for bulk parking leases for customers who either lease numerous garage spaces and/or pre-pay leases for a period of one year or more. All fees for leases shall be non-refundable.

B. **City parking lots.** The lease rates for parking lots 2, 4, 6, 7 & 8, shall be \$0.50 per hour/\$5 per day/\$35 monthly. The City Manager may negotiate and authorize special incentive rates for bulk parking leases for customers who either lease numerous surface lot spaces and/or pre-pay leases for a period of one year or more. All fees for leases shall be non-refundable.

C. **Digital Permits for Parking.** A \$2.50 per month service and license fee will be added to each active monthly garage or parking lot permit.

(5) **Parking management district map.** The “Official Parking Management District Map of the City of Great Falls, Montana,” is adopted as appended to this Resolution.

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that Resolution No. 10375 supersedes Resolution 10292 on March 1, 2021.

PASSED AND ADOPTED by the City Commission of the City of Great Falls,
Montana, November 4, 2020.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Joseph Cik, Assistant City Attorney

CWT PAY STATION SYSTEM AND CWO BACK-OFFICE OVERVIEW

Physical Security and Lock

Flowbird CWT pay stations are comprised of an upper and lower compartment to create the cabinet. This construction provides additional security against cash theft. The upper compartment is where maintenance staff can perform maintenance tasks such as preventative activities and replacing empty paper spools. The lower compartment is where collection staff can perform cash collections. Like other pay stations where a collection door is reinforced, the collection door is made of 304 stainless steel, reinforcement is not required.

CWTs have a 4-Point locking solution ensuring maintenance and collections teams have access to the appropriate cabinet section. The upper section, lower section, collection door and vault are keyed differently. The upper and lower compartment doors have 4 locking hooks that connect the door to the compartment. Manual and electronic locks are supported. Credit card reader is recessed, prohibiting skimming devices from being attached.

Door hinges and seams are internal and tight to prevent the CWT from being pried open. Locks and bolts are out of public sight.

When the cabinet door is opened and/or coin box is removed the meter will send a notification to all valid recipients via text message or email. The coin box can only be opened with a collection key and is closed to the collector.

Vibration and shock sensors are offered as an option. If the sensor is triggered, an SMS/email is generated notifying the sensor has been triggered.

External Shell Frame

The CWT pay station cabinet is made with 304 stainless steel. This particular stainless steel adds protection against corrosion to many chemical corrodents, industrial atmospheres and marine environments. A graffiti-resistant powder coating is applied to the inside and outside of the cabinet. This provide additional protection against the elements, including human (vandalism) and environmental (weather). The powder coating makes it easier to remove unwanted paint, marker tags and adhesive materials.

The CWT is comprised of an upper and lower compartment to create the cabinet. This construction provides additional security against cash theft. The upper compartment is where maintenance staff can perform maintenance tasks such as preventative activities and replacing empty paper spools. The lower compartment is where collection staff can perform cash collections. Like other pay stations where a collection door is reinforced, the CWT collection door is made of 304 stainless steel, reinforcement is not required.



Display Screen

Flowbird offers 3 display options for the CWT –

- **9" Color Touch Screen.** The color touch screen moves all controls on to the display allowing for very flexible interfaces maximizing the potential of the pay station to do things beyond parking.
- **7" Color Screen,** the color screen provides all the benefits of the monochromatic screen but adds the ability to add visual cues (such as font customizations and images) and incorporate videos in to the user interface. Videos can be used to display instructions on how to use the pay station, a welcome message or commercials
- **6.5" Monochromatic Screen,** the monochromatic screen was traditionally used for parking operations. The screen options provide a dynamic flow and the option to display all rates and information on the display to minimize printed information on the meter.



Solar Panel

For coin/card CWTs, the solar panel is flush with the top of the meter and invisible to anyone under six feet. This both maximizes its exposure to sunlight and minimizes any negative effect on the meter design as well as the possibility of vandalism or theft. Flowbird uses a commercially available 12V 75AH recyclable sealed lead acid battery that usually last between 3-5 years. The battery supplies the power to the meter, and is trickle charged through a solar panel.

Key Pad

The 6.5" monochromatic screen and 7" color display includes an external key pad. The key pad has six Piezo-type action buttons under the display. Up to 42 additional button locations support alpha-numeric on the front of the meter. All button functions are programmable at the meter. The top six action buttons are generally used for Enter, Cancel, Rate Selections, Credit, Debit, Language selection, and Help information. The 42-button alpha-numeric support is generally used for space number and license plate number input. The Piezo keyboard plays an audible sound when buttons are pushed.

The keypad is also tamper, weather, and corrosive resistant. CWTs proved exceptionally durable during rigorous testing. Our meters are able to withstand various climates. These include the arid deserts of Southern California; the humid coastal communities of Florida; the "four seasons" climates of the Midwest and Northeast, and the extreme winter conditions of Montreal and Quebec, Canada.

The 9" color touch display does not offer a Piezo-type keypad. The key pad is incorporated into the display. The appropriate keys pad and buttons display depending on the information presented. Example: Home page may display information about rate structure and parking. A button will display informing the user to hit the button to continue. The next screen may ask for the license plate and will display the key board for the user to enter their license plate.

Openings on Pay Station Such as CC/Coin/Cup

The Flowbird CWT pay stations meet current ADA requirements by placing the maximum high side reach at 47 1/4", which is lower than the 48" requirement. Flowbird also maintains ADA guidelines by being able to operate the pay station with one hand and do not require tight grasping, pinching or twisting of wrist. The pay station may also provide for optional audio assistance, if used for a purpose other than parking. Audio comments may be relayed through an audio jack, or a speaker. (Audio jack is not standard, this is a special order.)

Coin acceptor includes an automatic shutter, which opens for coin insertion, but not for non-metal objects.

The credit card (CC) reader is flush-mounted with no part of the reader protruding outside the cabinet, this design limits the insertion of a credit card skimmer.

Coin Slot and Acceptor

Coin acceptor includes an automatic shutter, which opens for coin insertion, but not for non-metal objects. Non-programmed coins or anything metallic that is inserted will be directed to the coin return bowl, and not be found in the vault. The CWT pay station uses a free fall coin acceptance system to minimize the possibility of jamming of the unit and to reduce necessary maintenance, overall, on the system.

The CWTs are able to accept up to 16-coin denominations through our coin shutter/validator, which on accepts coins that have been programmed to be valid payment options.

Cash Vault Compartment

CWTs are equipped with a secure vault locking system. The vault system is located behind the outer door of the bottom cabinet which is secured with reinforced steel. The vault door is made of armored steel. The lock is an advanced, four-point locking point system. Flowbird offers an electronic lock option giving clients more control in the collection process. When the coin box is removed, the pay station will send a notification to all valid recipients via text message or email. The coin box can only be opened with a collection key and is closed to the collector. To eliminate the possibility of skimming, it can only be opened once. No maintenance or safety requirements are needed for the vault locking system.

Coin canister can hold 3,000 coins or up to \$650.

Printer, Paper and Payment Receipt

CWTs are equipped with a thermal printer using direct thermal printing to generate characters, symbols and graphics. Printed receipt design is configurable and support both landscape and portrait layouts. Paper options include security features such as foil and unique numbering to defend against counterfeit and duplicate receipts.

The printer module consists of the printer and the paper supply roll. The printer module is positioned on a vertical main assembly plate that can easily be removed for repairs or if the printer is no longer required (electronic receipts). Electronic receipts such as email and SMS text are supported.

Battery

CWT pay stations use a commercially available 12V 75AH recyclable sealed lead acid battery that usually last between 3-5 years. The battery supplies the power to the meter, and is trickle charged through a solar panel. Battery is located in the lower cabinet and can easily be removed for battery replacement.

Temperature and Moisture Specifications

Flowbird pay stations have proven its ability to withstand extreme conditions in varying climates. Flowbird pay stations are installed in areas with harsh environmental factors (United States, Canada, Sweden, Norway, Russia, etc.). The pay stations are not adversely affected by weather conditions despite the fact that they are often subjected to salt, air, humidity, frost, snow and ice. CWTs are rated to work in 99+ percent relative humidity and at temperatures up to 140° F and down to -22° F. CWTs protected LCD screen is tamper, weather and corrosion proof. The keypad is also tamper, weather, and corrosive resistant.

Components are dipped in conformal coating which protects the components from moisture. All Printed Circuit Boards (PCB) used in CWT pay stations are protected with a double solder mask lacquer (min 25 my) to shield certain areas, such as edge connectors from solder wetting. The PCB is then coated with an ultra-low viscosity, one-component silicone, which cures, at room temperature, to an elastomeric rubber upon exposure to humidity in the air. This product has a quick surface cure that is non-corrosive to metals, including sensitive metals such as copper, emits no harsh odors during curing and has good adhesion to a wide range of substrates. The cured material has superior anti-reversion properties, excellent resistance to various and extreme temperatures, electrical insulation properties, weather ability, water resistance and is ideally suited for general-purpose adhesive sealing, potting and coating of electrical and electronic parts. Coating used: TSE3991 CU.

Cellular Communication

CWT pay station modems utilize 3G/4G technology. Pay station supports up to two modems, supporting different carriers. Alternately, Flowbird has access to multi-operator SIM cards. CWT supported modems support multiple mobile internet speeds such as 4G LTE, 4G, 3G and 3rd party coverage.

CWT pay stations have the ability to process transactions when offline. When communication is restored, transactions are processed. Enforcement can access a pay station and print a list of transactions processed to assist with enforcement until communication is restored.

Payment Options and Payment Ability at the Pay Station

Payment methods supported include coin, bills, credit card, smart card (magnetic stripe and RFID), coupon codes, eValidations, tokens, and contactless payments. Additional hardware may be required depending on the payment products selected.

Flowbird has achieved certification as a PCI Level 1 Service Provider. Our EMV readers are level 1 and level 2 certified.

Coin acceptor supports multiple coin combinations. Standard US coin denominations include \$0.05, \$0.10, \$0.25, \$0.50, \$1.00. Coin acceptor includes an automatic shutter, which opens for coin insertion, but not for non-metal objects.

Credit card reader supports the major credit card brands such as Visa, MasterCard, Discover, American Express, Diners Club. The reader is dual directional.

Smart Card are reloadable cards. This is a great alternate to a credit card.

Coupon codes can be created and provided to an individual or group for free or discounted parking. Codes can be created by date range, time and number of uses.

Evalidations can be used by merchants or third parties to provide free or discounted parking. The license plate is recorded at a tablet, smartphone or computer and a parking session is automatically started. There is no need to go to the pay station.

ADA Compliancy

The CWT meets current ADA requirements by placing the maximum high side reach at 47 1/4", which is lower than the 48" requirement. Flowbird also maintains ADA guidelines by being able to operate the pay station with one hand and do not require tight grasping, pinching or twisting of wrist. The pay station may also provide for optional audio assistance, if used for a purpose other than parking. Audio comments may be relayed through an audio jack, or a speaker. (Audio jack is not standard, this is a special order.)

General Pay Station Design and Features

Parts

CWT components are "plug and play". As part of our on-site training, technicians will be providing detailed training on trouble-shooting and replacing components. The majority of our customers perform their own preventative maintenance including changing out components. Components can be changed out in a matter of minutes. No proprietary tools are required. A socket wrench and screw driver are all that is required.

CWTs are able to self-diagnose and send alarms in real-time to the back office; alarms will also alert designated parties via text or email. Pay station components are flush mounted to the door and to the back of the meter.

Data

Flowbird is PCI-DSS Level 1 and SAS70 certified. Flowbird follows the guidelines from the PCI-DSS standard and have regular penetration tests performed by external companies. These penetration tests are conducted both by systems and humans. Flowbird's back office management solution is reviewed by an external security audit every year and is under scheduled scans on a regular basis to detect any vulnerability.

To ensure security of the wireless information, Flowbird uses a RSA 2048-bit encryption on any sensitive customer data.

Cale WebOffice (CWO) is accessible to those with a valid user name and password. CWO's user administration allows for user roles. User roles determines what CWO functions a user will have access to. Typical user roles include enforcement, finance, pay station maintenance and administrator. Once roles are defined, user accounts can be created.

Alarm(s) are created in CWO alerting particular staff of the alarm(s). Alarms can be text, email or silent. CWO supports over 80+ alarm events. Alarms notification is configurable by each user. A sampling of alarms include door open, coin fishing attempt, vibration detection, and pay station not responding.

Management Software System Capabilities

CWO is a fully web-based service that requires no PC software to be installed or maintained by the user. Updates and new functions are installed by Flowbird Support. There are typically two updates per year. Updates are included in the monthly on-going service fee.

CWO offers several useful features that maximize your efficiency, profit and meter availability. The interface with the multi-space pay stations are transparent and, with a convenient drag and drop functionality, pay stations can be divided into groups (districts/zones). Updates can easily be pushed out to specific groups. There is no need to visit each pay station to apply an update. This is particularly useful for larger parking operations with large quantity of pay stations where different rate structures are used.

Security is the top priority. Protecting information from unauthorized access is one of the key elements on which the system is based. The administrator can assign different access levels and privileges to users. For example, one person can be authorized to deal with the alarm function, another only authorized to change meter groups, and a third authorized to analyze reports and statistics.

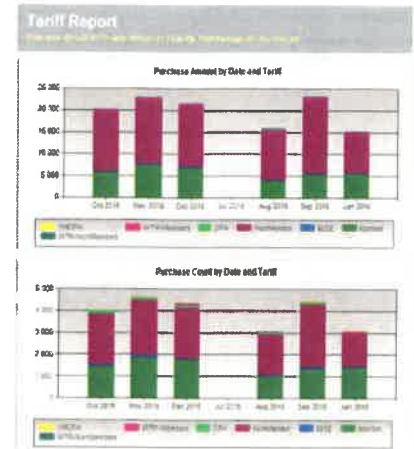
CWO also has an automatic alarm management feature. If a meter has been damaged, needs to be emptied, or malfunctions, a message is generated in CWO and can be sent to a technician.

Mapping of the terminals through Google Maps allows clients to easily obtain a visual indication of where pay stations are location and the status of the pay station. Clicking on a pay station icon will produce a "status bubble". The bubble will provide additional information about the pay station including any unresolved alarms.

Accounting and Reporting

CWO offers several reporting options. Each option allows for varying levels of flexibility in developing a report and the Flowbird implementation team will assist you in setting up the reports needed.

Standard Reports are pre-defined reports allowing the user to define parameters. Reports are broken down into categories such as Financial Overview, Terminal Balance, Collection, Purchase, Card Transaction, Event, Top 10 Statistics, and Scheduled Reports. Examples of standard included reports are Current Maintenance Action Required, Terminal Out-of-Order, Communications Problems, Maintenance Performed in the last seven days, Cash Collections for the last seven days, Cash-In-Terminals currently, Consumables Status (paper and batteries), Parking Activity (number sold and dollar amount), Ticket Sales Analysis, Transactions by Payment.



Custom reports can be created via the analysis function. The analysis function is a very powerful tool for refining statistical data and looking at the information from different perspectives. The technology used to process and present the information is OLAP (online analytical processing). The analysis function is available for collection, purchase and event data.

The Dashboard functionality equips users with up to date, graphical widgets that enable quick and easy data analysis so parking operations can focus on driving performance, not measuring it.

Occupancy

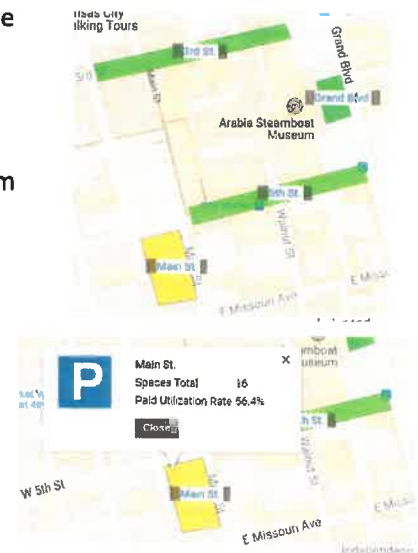
CWO offers an reporting and statistics on occupancy. Options include Online Paid Occupancy, Historical Paid Occupancy, Paid Occupancy Analysis and Occupancy Calculation. It starts with Google Maps and identifying zones, number of spaces and identifying terminal locations within each zone.

When viewing the map, the parking zones are highlighted on the map. Zoom feature allows for you to enlarge the map and see the shape of the parking zone. The name of the parking zone is also displayed.

A 3-color gradient scale is available from green to red to show occupancy levels. Green is low occupancy, yellow is around 50% occupancy and red is at or near 100% occupancy.

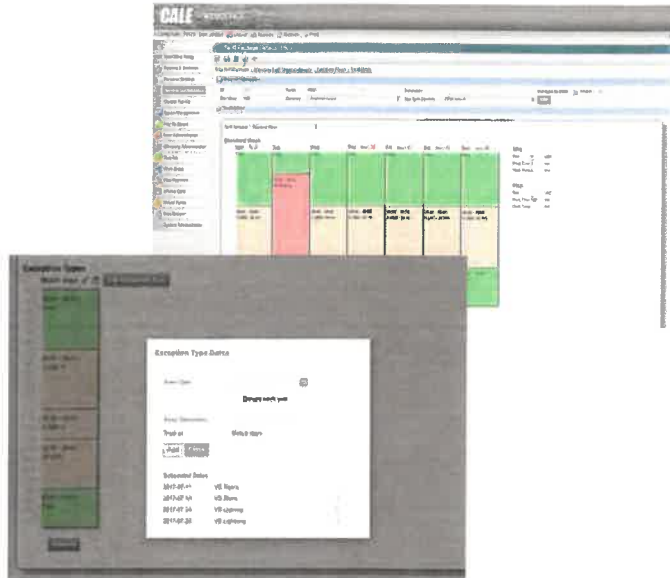
Occupancy views are available in real-time or in the past (historical) via playback.

In the Historical Paid Occupancy feature, you can look at occupancy counts in the past. Zones change color (green to red) to show occupancy levels at a particular date and time. Clicking on a particular zone will show the paid utilization rate for the particular time and date.



Rate Package Capabilities

CWO rate management functionality is displayed in the form of a standard week (Monday – Sunday) calendar. The calendar shows the standard rate structure for a given day and time. Exceptions to the standard rate schedule can be defined by date allowing for special rates such as event parking or free parking for holidays. The exceptions are automatically communicated to the CWT pay stations and rates are adjusted accordingly.



Rate management functionality can also be used to implement new rates on short notice. For short notice updates the back office uses the new remote management feature to communicate with the CWT pay station over cellular connection triggering the pay station to contact the back office and retrieve the new rate or command to execute.

Communications

Because of the properties of GPRS technology, communication is always initiated by a heartbeat pulse sent from a terminal. If, for instance, a schedule is set so that the coin collection balance should be retrieved each Monday at 12 pm, the file transmission will start at the first heartbeat after 12 o'clock.

Event information, such as warnings and alarms, are reported automatically by the terminal either immediately as they occur or after a certain delay set in the terminal.

Pay station job history logs are obtained under Terminal Administration.

API to Outside Data Warehouse

Flowbird offers both live and batch data exports. Information exported includes purchase, event, collection and file repository (batch export only). Data is exported in XML format and is requested by calling web services. The exported XML files are compressed to a ZIP file that is downloaded via an URL. All web services are documented. Manuals can be obtained from Support.

Credit Card Processing

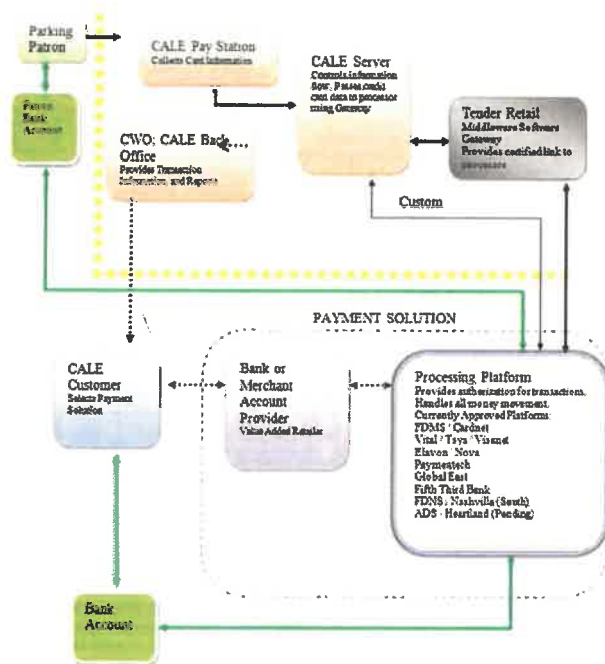
Flowbird is PCI-DSS Level 1 and SAS70 certified. Flowbird follows the guidelines from the PCI-DSS standard and have regular penetration tests performed by external companies. These penetration tests are conducted both by systems and humans. Flowbird’s back office management solution is reviewed

by an external security audit every year and is under scheduled scans on a regular basis to detect any vulnerability.

We are listed as a valid service provider for Visa Cardholder Information Security (CISP) and MasterCard Site Data Protection (SDP) programs.

A detailed step-by-step process of Flowbird’s CWT credit card acceptance procedure can be found below.

Lines in Black show the flow of information. Solid lines contain actual credit card information. Dashed lines show "partial PAN" information only. Lines in green show actual money flow. Generally speaking, other than the Patron information, CALE chooses and controls the processes included within the yellow line. The customers chose and control the processes to the left and below the yellow line.



Hosting Services

Flowbird provides all hosting of pay station and mobile payment data in our secure data centers.



Flowbird - Confidential Quotation

For: SP+ Montana

Quote Issued: October 2, 2020

Quote Expires: September 30, 2020

Quote Name: CWTBACC S4 *16*

Quote ID: 501

General Information

Bill To:
 SP+ Montana
 1055 13th St.
 Denver, Colorado 80202

Contact:
 SP+ Montana

Prepared By:
 Kerry Loomis

Prepared For:
 DANE LYON

Equipment

Product Name	Quantity	Unit Price	Year One Total	Year Two Total	Year Three Total
CWTBACC Pay Station <i>Color: Black Power: Solar (14) A/C (2) Payment Methods: Credit/Debit Card, Bills, Coins Configuration: Pay by Plate Warranty: 13-month Hardware Warranty</i>	16	\$9,691.00	\$155,056.00		
Color Touch Display <i>9" Touch</i>	16	\$0.00	\$0.00		
Sales Tax <i>To be added to final invoice when billed.</i>	1	\$0.00	\$0.00		
Annual Total			\$155,056.00	\$0.00	\$0.00

On-Going Services

Product Name	Quantity	Sales Price	Year One Total	Year Two Total	Year Three Total
WebOffice Professional Edition <i>Includes: Pay by Plate Configuration Maintenance alarms alerts to cell phone Pay Station Mapping (Google Maps) Reporting (standard and analytical) Credit Card Gateway Cellular Communication Fees 24/7 Support</i>	16	\$624.00	\$9,984.00	\$8,736.00	\$8,736.00
PartSmart Parts Exchange <i>Extended hardware warranty.</i>	16	\$300.00	\$0.00	\$0.00	\$4,200.00
Annual Total			\$9,984.00	\$8,736.00	\$12,936.00

General Services

Product Name	Quantity	Sales Price	Year One Total	Year Two Total	Year Three Total
CWT Installation <i>Flowbird will secure and level pay station to the ground and provide hardware training, review preventative maintenance and trouble shooting Ground preparation is not included.</i>	16	\$300.00	\$4,800.00		
Project Management, Programming, Training <i>Flowbird to provide project management, initial programming/configuration and remote training on Back Office Solution.</i>	1	\$750.00	\$750.00		
Estimated CWT Shipping	16	\$0.00	\$0.00		
Annual Total			\$5,550.00	\$0.00	\$0.00

Total Costs

Year One Total	Year Two Total	Year Three Total
\$170,590.00	\$8,736.00	\$12,936.00

All prices stated are exclusive of taxes and shipping costs unless specifically itemized in this quotation. Customer is responsible for all taxes or providing proof of tax-exempt status. By accepting this order, Customer agrees to be bound by all applicable terms and conditions or terms of existing contract(s) between Customer and Cale dba Flowbird for the same products and services, if any:

Accepted by: _____ Date: ____/____/____ PO _____



SOFTWARE LICENSE AND SERVICE AGREEMENT

This Software License and Service Agreement is effective as of _____ (the "Effective Date") and entered into by and between Passport Labs, Inc., a Delaware corporation ("Passport"), and Great Falls, MT ("Customer"). Passport and Customer are each a "Party" and collectively the "Parties."

Passport is in the business of providing, and Customer desires to obtain from Passport, certain parking- or transit-related software, hardware, and/or related services. This Agreement establishes the master terms and conditions that will apply to Customer's purchase from Passport of the products and services under this Agreement and Passport's delivery of the same to Customer. In consideration of the mutual promises and covenants contained herein, as well as other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. DEFINITIONS.

For purposes of this Agreement, the following terms shall have the meaning set forth below (or as otherwise defined in the Agreement):

1.1. "Agreement" means this Software License and Service Agreement, the Product-Specific Terms, the Order Form(s), the Statement(s) of Work, and all other attachments, exhibits, and schedules hereto.

1.2. "Confidential Information" means all information of either Party ("Disclosing Party") which is disclosed to the other Party ("Receiving Party") pursuant or in relation to this Agreement (a) if in written form, that is marked "Confidential," "Proprietary," or with words of similar import; and (b) if in written form, but not marked "Confidential," "Proprietary," or with words of similar import, or if disclosed verbally that a reasonable person would regard such information as confidential under the circumstances of disclosure or in view of the nature of the information. Confidential Information includes, by way of illustration and not limitation, this Agreement, the Passport System and all components thereof, the Intellectual Property, and all non-public know-how, inventions, techniques, processes, algorithms, software programs, schematics, designs, contracts, customer lists, financial information, pricing information, marketing information, and product plans.

1.3. "Customer" is the entity specified in the preamble and includes any entity directly or indirectly controlling, controlled by, or under common control with Customer including, without limitation, any subsidiary, affiliate, or parent of Customer on the Effective Date of this Agreement.

1.4. "Documentation" means the technical documentation for the Passport System provided by Passport to Customer, including all updates and versions thereof, whether in the form of electronic or printed materials, magnetic media, or machine-readable format.

1.5. "End User" means any individual who uses any component of the Passport System to transact for any Product.

1.6. "Go-Live Date" means the date on which the Passport System, or any individual Product thereof if more than one Product is purchased under this Agreement, is launched and begins to be utilized by Customer.

1.7. "Initial Term" means a period of thirty-six (36) months from the Go-Live Date, unless otherwise indicated in an Order Form.

1.8. "Intellectual Property" means all tangible and intangible property of Passport or its third-party vendors provided to Customer pursuant to this Agreement that is embodied in or used in connection with the Passport System, including, without limitation, trade names, source code, trademarks, copyrights, patents, and trade secrets, and/or which is protected or is protectable under copyright, patent, trade secret, service mark, trademark, or other intellectual property laws and/or regulations.

1.9. "License Fees" means the fees owed to Passport in consideration of providing Customer the Passport System pursuant to this Agreement as memorialized in the Order Form or elsewhere in the Agreement.

1.10. "Licensed Hardware" means the Passport hardware and any Third Party Hardware as more particularly set forth in an Order Form.

1.11. "Licensed Software" means the Passport software and any Third Party Software as more particularly set forth in an Order Form.

1.12. "Order Form" means that certain form bearing the same caption on which the Products, Third Party Products, and any other software, hardware, products, or services ordered by Customer under this Agreement, among other things, are specified.

1.13. "Passport System" means collectively the Licensed Software, Licensed Hardware, Documentation, and any Third Party Products licensed or sold under this Agreement by Passport to Customer.

1.14. "Product" means any product offered by Passport, including a mobile payments for parking platform, a citation issuance and management platform, a digital permits platform, a mobile payments for transit platform, a micromobility management platform, and a unified platform for the management and distribution of parking rates and business rules, as well as any other product identified in an Order Form.

1.15. "Product-Specific Terms" means those separate legal terms appended to this Agreement that apply to each Product purchased by Customer under this Agreement.

1.16. "Renewal Term" means a period of twelve months following the Initial Term, unless otherwise indicated in an Order Form.

1.17. "Statement of Work" or "SOW" means a statement of work agreed upon by the parties with reference to each Product purchased under this Agreement and appended to this Agreement or to an Order Form. Any variation to a Statement of Work must be memorialized in a change order that is agreed upon and signed by the parties.

1.18. "Substantial Completion Date" means the date that Passport has completed configuring the Passport System, or any individual Product thereof if more than one Product is purchased under this Agreement, to the specifications as set forth in the applicable SOW and is ready to be launched and utilized by Customer. Passport will notify Customer when it has achieved the Substantial Completion Date for each Product.

1.19. "Term" means the Initial Term and any Renewal Term(s).

1.20. "Third Party Hardware" means the hardware (and any related software embedded in or distributed with the hardware by the manufacturer of such hardware) manufactured by third parties and resold and/or sublicensed by Passport to Customer.

1.21. "Third Party Products" means Third Party Hardware and Third Party Software.

1.22. "Third Party Software" means all software owned by third parties, sublicensed by Passport to Customer and integrated into or interfaced by Passport into the Passport System.

2. SERVICES

2.1. Performance. Passport shall perform the services and deliver the software and products under this Agreement in a competent, professional, and workmanlike manner consistent with industry practices. Passport will maintain all permits, certificates and licenses required by applicable law and Passport's

employees performing the services will be qualified to perform the services and licensed as required. Passport will at all times during the Term be duly organized, validly existing and in good standing under the laws of the state of Delaware.

2.2. Order Forms. The Order Form shall set forth what Passport is to provide to Customer under this Agreement. To the extent Customer wishes to procure, and Passport wishes to provide, any additional products or services, the parties shall enter into one or more additional Order Forms as applicable that shall each form a part of and be subject to this Agreement.

2.3. Products. As of the Effective Date, Passport provides the Products (as defined above) in the marketplace (as well as related Third Party Products). Customer may request the addition of any Products and related services to the extent not provided by Passport to Customer as of the Effective Date and any additional software or platforms developed by Passport from and after the Effective Date, which shall be memorialized in a subsequent Order Form along with any additional terms (if applicable).

3. COMPLIANCE WITH LAW

3.1. In providing the services under this Agreement, Passport will comply at its sole cost and expense with all applicable federal, state, provincial, county, and municipal laws, statutes, rules, regulations and ordinances.

4. LICENSE; SERVICES

4.1. License Grant. Subject to the terms and conditions of this Agreement and all Third Party Software licenses, including, without limitation, the payment of all applicable License Fees, Passport hereby grants Customer a revocable, non-exclusive, nontransferable, non-subleaseable, and non-assignable license to use the Passport System during the Term for Customer's own internal operations in accordance with the terms of, and subject to the restrictions contained in, this Agreement.

4.2. License Restrictions. As a condition to the license set forth in Section 4.1, Customer shall not, directly, indirectly, alone, or with another person or entity (a) decompile, disassemble, interpret, reverse engineer, translate, or otherwise determine or attempt to determine any source code, algorithms, or underlying ideas of the Licensed Software or any portion thereof; (b) remove or modify any Passport or third-party markings, identification, copyright, or other notices from the Passport System; (c) sublicense, provide, lease, lend, pledge, use for timesharing or service bureau purposes, or allow others to use the Passport System to or for the benefit of third parties; (d) modify, change, incorporate into other software, create any databases other than as permitted herein, or create a derivative work of any part of the Licensed Software or Documentation; (e) disclose results of any performance information, analysis, or program benchmark tests without Passport's prior written consent; (f) make the Passport System, in whole or in part, available in any manner to any third party; (g) install or use the Passport System in any manner not in accordance with the license grant pursuant to Section 5.1; or (h) attempt to do any of the foregoing whether individually or with others.

4.3. No Other Licenses. Except as specifically granted in this Agreement, no license or other right is granted, either directly or indirectly, by implication or otherwise, to Customer, and all other rights are expressly reserved to Passport or its third-party vendors, as applicable.

5. THIRD PARTY PRODUCTS

5.1. The successful delivery of the Passport System may require that Customer use certain Third Party Products depending on Customer's operations, and, if so, Customer will be notified. Customer agrees to be bound to all licenses, obligations, restrictions, and limitations in connection with any Third Party Products. Excluding warranty of title to any Third Party Products, all other Third Party Product warranties, including, without limitation, warranties with respect to materials, workmanship, capability, and intellectual property rights are made by such manufacturers and not by Passport. Passport will use commercially reasonable efforts to pass through to Customer for Customer's benefit all end-user warranties

that the Third Party Products vendor(s) provides directly to Passport. Customer will look solely to such vendors or manufacturers for all remedies under such warranties.

6. INTELLECTUAL PROPERTY

6.1. Ownership. Customer acknowledges and agrees that the Intellectual Property is exclusively owned by and reserved to Passport, or to Passport's Third Party Software or Third Party Hardware providers, as the case may be, and Passport or such Third Party Software or Third Party Hardware providers will retain all right, title, and interest in the Intellectual Property. Customer will neither acquire nor assert any ownership or other proprietary rights in the Intellectual Property or in any derivation, adaptation, or variation thereof (regardless of who creates the derivation, adaptation, or variation) except as otherwise explicitly set forth in this Agreement.

6.2. Feedback. Nothing in this Agreement or in the Parties' dealings arising out of or related to this Agreement will restrict Passport's right to use, profit from, disclose, publish, keep secret, or otherwise exploit Feedback (as defined below), without compensating or crediting Customer or the individual providing such Feedback, except to the limited extent that Section 21 (Confidentiality; Trade Secrets) governs Feedback that constitutes Customer's Confidential Information. Notwithstanding the provisions of Section 21 (Confidentiality; Trade Secrets), Customer may not designate Feedback as its Confidential Information to the extent that such Feedback relates to the Passport System. "Feedback" refers to any suggestion or idea for improving or otherwise modifying the Passport System.

7. PRIVACY POLICY; TERMS OF USE

7.1. End users' use of the Passport System shall at all times be governed by Passport's Privacy Policy, which can be viewed at <https://passportinc.com/privacy-policy/>, and Passport's Terms and Conditions, which can be viewed at <https://passportinc.com/terms-and-conditions/>. Passport's Privacy Policy and Terms and Conditions may be amended from time to time in Passport's sole discretion.

8. SUPPORT SERVICES

8.1. Customer Support. Passport will provide telephone and email support to Customer's staff Monday through Friday between 8:00 a.m. to 7:00 p.m. ET to address technical support issues. Passport will provide 24/7 after-hours telephone support. Passport can be contacted for support issues at:

- 980-939-0990 or via email at help@passportinc.com (Monday-Friday 8AM-7PM ET)
- 866.815.3043 or help247@passportinc.com (after-hours support)

8.2. End User Support. Customer shall provide initial support, including inquiries via telephone and email, for End Users. If Customer is unable to address End User inquiries, Customer may direct End Users to Passport's End User support team, which is available Monday through Saturday between the hours of 8:00 a.m. to 9:00 p.m. ET at 704-817-2500 or via email at support@passportinc.com. Customer should not display Passport's support phone numbers (or other direct contact information for Passport) on any marketing or signage visible by End User.

9. PRODUCT UPDATES

9.1. Updates. To the extent that Passport releases any system-wide improvements, modifications, updates, or enhanced versions of the Licensed Software during the Term, the improvements, modifications, updates, or enhanced versions will, when available, be provided to Customer at no charge and will automatically be subject to the terms of this Agreement.

9.2. New Features. Customer may request new features or functionality to be built into the Passport System, and, to the extent that Passport plans in its sole discretion to incorporate such requested new features or functionality into the Passport System, Passport will develop such features and functionality at no cost to Customer pursuant to Passport's development timeline. If Customer desires to expedite such

development, Passport may, in its sole discretion, charge Customer an expedite fee to develop the requested features or functionality, provided, however, that Passport shall first notify Customer of the expedite fee and receive written approval from Customer to proceed. If Customer's requested features or functionality are created for Customer's use and Passport does not plan to incorporate such requested features into the Passport System, Passport may, in its sole discretion, charge Customer a custom development fee for the development of such features or functionality, provided again, however, that Passport shall first notify Customer of the custom development fee and receive written approval from Customer to proceed.

10. UPTIME

10.1. Passport will provide the Passport System with Uptime (as defined below) of at least ninety-nine percent (99.0%) calculated over a rolling six-month period ("Uptime Guarantee"). For any month during which the Passport System uptime drops below the Uptime Guarantee, Passport will provide a billing credit in an amount equal to the percentage difference between a) the lowest uptime reached at any point during the month (calculated on a rolling six month period) and b) the Uptime Guarantee, multiplied by the total fees payable to Passport for such month. For example, if Uptime falls to ninety-five percent (95.0%) during a given month and if during that month the fees payable to Passport were one hundred dollars (\$100.00), Passport will issue a billing credit of four dollars (\$4.00). Uptime is defined as any period of time during which end users of the Passport System can use the Passport System, excluding any scheduled maintenance performed by Passport after hours or unavailability or impaired functionality of the Passport System due to causes outside of Passport's reasonable control (e.g., disruptions caused by Passport's hosting or payment processing partners).

11. FEES; PAYMENT

11.1. License Fees. In consideration for the licenses granted to Customer under this Agreement, Customer shall pay to Passport the License Fees.

11.2. Annual License Fees. For License Fees that are payable on an annual basis, as indicated in an Order Form, License Fees for the first year of the Term are due and payable upon the Effective Date and, thereafter, on the anniversary of the Effective Date for the duration of the Term.

11.3. Third Party Products Fees. Customer shall pay Passport all fees related to Third Party Products supplied to Customer under this Agreement as set forth in an Order Form (collectively, the "Third Party Product Fees"), if applicable. Fees for Third Party Products provided through Passport from and after the Effective Date may be subject to change based on the then-prevailing market rates of any Third Party Product provider for such products.

11.4. Implementation or Monthly Minimum Fees. Customer shall pay Passport the implementation fees or monthly minimum fees, if any, as set forth in an Order Form.

11.5. Fee Assumptions. Passport's License Fees, gateway services fees, and merchant services provider fees as set forth in this Agreement as of the Effective Date are conditioned upon certain underlying information pertaining to Customer's operations provided to Passport by Customer relating to transaction volume (e.g., number of mobile pay transactions, number of citations written, or number of parking permits purchased), transaction rates (e.g., hourly parking rates, citation rates, and permits rates), and average dollar amount of transactions as of the Effective Date, as well as card network fees in effect as of the Effective Date. To the extent there are non-trivial changes in any of the foregoing from and after the Effective Date, the License Fees, gateway services fees, and/or merchant services provider fees are subject to change to maintain, as closely as possible, the economic arrangement anticipated, or subsequently achieved, based on the information and card network fees in effect as of the Effective Date. Passport and Customer shall negotiate in good faith with respect to the same, provided, however, that Passport shall not be obligated to continue providing the Passport System if the Parties are unable to reach agreement on a revised fee structure.

11.6. Expenses. Customer shall reimburse Passport for any reasonable travel, lodging, and meal expenses at State of Montana reimbursement rates (unless otherwise agreed to by the parties) that are incurred in connection with Passport's performance under this Agreement, which shall be invoiced as incurred.

11.7. Payment Terms. Unless otherwise indicated in an Order Form, all payments due to Passport hereunder are due and payable within thirty (30) days after the date of the invoice. Any amounts not timely paid shall bear interest at the rate of one and one-half percent (1.5%) per month from the due date or, if lower, the maximum rate permissible by law. If Customer fails to remit payment when due, Passport will have, in its sole discretion, the right to immediately suspend or terminate Customer's access to the Passport System in accordance with Section 17.2.1 and/or withhold funds in Passport's possession that would otherwise be remitted to Customer, in addition to any other remedies available to Passport under this Agreement or under law. Unless otherwise specified in an Order Form, all amounts payable to Passport hereunder are payable in full in United States Dollars without deduction or set off and shall be in addition to all tax obligations of Customer. If a currency other than the U.S. Dollar is specified in the Order Form, the exchange rate will be fixed at the foreign exchange rate published by the United States Federal Reserve on the date the remittance of payment is made or pursuant to a suitable commercially available service to the extent utilized by Passport in its sole discretion. If Customer requires remittance of funds by check or custom invoicing inconsistent with Passport's standard format, Passport reserves the right to assess reasonable additional fees that shall be communicated and agreed upon with Customer in advance.

12. CUSTOMER OBLIGATIONS.

In addition to the payment of fees as set forth above any other obligations of Customer set forth in this Agreement, Customer shall also be subject to the following covenants:

12.1. Customer shall use Passport as Customer's sole provider for the Products and services procured by Customer under this Agreement and any substantially similar products or services provided by other vendors that are capable of being provided by Passport.

12.2. Passport's pricing is conditioned on Customer's continuous use of the Passport System throughout the Term consistent with historical use of the Passport System or any predecessor system. Customer covenants that it will not, during the Term, take any action that would materially diminish or cease the use of the Passport System, except in the case of a termination pursuant to Section 17.2.

12.3. From and after the Effective Date, Customer shall cooperate reasonably and promptly with Passport, and devote sufficient personnel and resources, to support the configuration and implementation of the Passport System through and including the Substantial Completion Date and Go-Live Date, and thereafter as reasonably necessary to continue the ongoing operations and maintenance of the Passport System on behalf of Customer.

13. PAYMENT GATEWAY PROVIDER

13.1. Passport is a payment gateway provider and shall provide payment gateway services to Customer in connection with the Products delivered under the Passport System at the rates indicated in the Order Form.

14. MERCHANT SERVICES PROVIDER

14.1. Passport is a full-service Merchant Services Provider, meaning a service provider certified by the major card networks (Visa, Mastercard, Discover, and American Express) to process credit and debit card transactions. Passport shall serve as the Merchant Services Provider in connection with the provision of the Passport System at the rates indicated in the Order Form. Customer will be responsible for paying all merchant processing costs, including, without limitation, chargeback fees, settlement fees and interchange reimbursement fees.

15. TAXES

15.1. To the extent applicable, Customer agrees to pay all taxes levied by a duly constituted taxing authority against or upon the products and services provided pursuant to this Agreement, or arising out of this Agreement (excluding, however, taxes based on Passport's income) regardless of whether such taxes become due or payable at the time of delivery or use of the Passport System or subsequent thereto. Customer agrees to pay any tax for which it is responsible hereunder which may be levied on or assessed against Customer directly, and, if any such tax is paid by Passport, to reimburse Passport therefore, upon receipt of proof of payment by Passport. Customer agrees to indemnify, defend, and hold Passport harmless with respect to all taxes or duties which any federal, state, or local taxing authority requires Passport to pay on behalf of Customer.

16. SHIPMENT AND DELIVERY

16.1. If any Third Party Products are purchased by Customer under this Agreement, Passport will deliver the same FOB shipping point for delivery to the installation site designated by Customer. Customer agrees to pay all reasonable delivery charges for the Third Party Products. Delivery schedules may not be canceled, postponed, or changed without Passport's prior written consent. Unless otherwise expressly stated, shipments shall be separately invoiced and paid as billed without regard to subsequent deliveries. Failure to timely pay Passport any monies due or owing Passport shall excuse Passport from making further deliveries, in addition to any other remedies to which Passport is entitled under this Agreement. Title to and risk of loss in the Third Party Products shall pass to Customer when the delivery carrier takes possession of the Third Party Products.

17. TERM AND TERMINATION

17.1. Term. This Agreement is effective as of the Effective Date and shall remain effective for as long as there is an active Order Form, unless sooner terminated pursuant to Section 17.2 below. Upon expiration of the Initial Term of an Order Form, the Order Form shall automatically renew for successive Renewal Terms on the same terms and conditions, unless either Party notifies the other in writing not less than ninety (90) calendar days prior to the expiration date of the Initial Term or the applicable Renewal Term of its intent not to renew.

17.2. Termination. The following termination rights are in addition to any rights provided elsewhere in this Agreement and are without prejudice to any other right or remedy available to Passport or Customer at law or in equity:

17.2.1. Passport may terminate this Agreement and all licenses granted hereunder upon notice to Customer in the event that Customer fails to make full payment when due of any amount required to be paid by Customer under this Agreement within ten (10) calendar days of Passport's written notice of such failure to pay.

17.2.2. This Agreement may be terminated by either Party upon thirty (30) calendar days' prior written notice to the other Party in the event of a material breach of a material provision of this Agreement, provided, however, that the termination shall not be effective if, during the thirty (30) day notice period, or such other cure period as mutually agreed upon by the Parties, the breaching Party cures the breach.

17.3. Effect of Termination. Upon expiration or termination of this Agreement for any reason, (a) any licenses granted to Customer and all rights of Customer in and to the Passport System will immediately terminate; (b) Customer shall immediately cease using the Passport System; (c) Customer shall return to Passport any Licensed Hardware which Customer has not obtained title to as of such expiration or termination, and (d) all monies paid or due or owing to Passport by Customer up to such cancellation, completion, expiration, or termination shall be deemed non-refundable. Customer shall make payment on Passport's final invoice as set forth in Section 12.4. Passport will provide commercially

reasonable assistance to Customer to enable the transition of the services to a successor vendor, if requested by Customer, provided first, however, that Customer has remitted to Passport all outstanding balances.

18. WARRANTIES.

18.1. Passport Warranties.

18.1.1. Passport warrants that it has full power and authority to license the Passport System to Customer as provided herein without the consent of any other person, or, in the event such consent is required, Passport has obtained said consent.

18.1.2. Passport warrants that the unmodified Passport System will operate in accordance with its specifications. Under this warranty, Passport will correct any errors in the unmodified Passport System at no extra charge to Customer. The foregoing warranty shall not apply to Third Party Products.

18.1.3. Passport further represents and warrants that (a) it has the full power and authority to enter into this Agreement and to carry out its obligations under this Agreement; (b) this Agreement shall be the legal, valid, and binding obligation of Passport, enforceable against it in accordance with the terms hereof; (c) the execution and performance of this Agreement will not violate any federal, state, or local statute, rule, or regulation or any other contractual obligation of Passport, and (d) the person signing this Agreement on behalf of Passport is authorized to bind Passport to this Agreement.

18.2. Customer Warranties.

Customer represents and warrants that (a) it has the full power and authority to enter into this Agreement and to carry out its obligations under this Agreement; (b) this Agreement shall be the legal, valid, and binding obligation of Customer, enforceable against it in accordance with the terms hereof; (c) the execution and performance of this Agreement will not violate any federal, state, or local statute, rule, or regulation or any other contractual obligation of Customer, and (d) the person signing this Agreement on behalf of Customer is authorized to bind Customer to this Agreement.

19. DISCLAIMERS

19.1. GENERAL. EXCEPT AS EXPLICITLY SET FORTH IN THIS AGREEMENT, PASSPORT EXPRESSLY DISCLAIMS, AND CUSTOMER HEREBY EXPRESSLY WAIVES, ALL WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF QUALITY, CAPABILITIES, OPERATIONS, PERFORMANCE, SUITABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING FROM COURSE OF DEALING OR COURSE OF PERFORMANCE. PASSPORT DOES NOT WARRANT AND SPECIFICALLY DISCLAIMS ANY WARRANTIES OR REPRESENTATIONS THAT THE PASSPORT SYSTEM WILL MEET CUSTOMER'S REQUIREMENTS OR THAT THE OPERATION OF THE PASSPORT SYSTEM AND/OR ITS USE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT EVERY DEFECT IN THE PASSPORT SYSTEM WILL BE CORRECTED. THE PASSPORT SYSTEM IS EXPRESSLY PROVIDED "AS IS."

19.2. THIRD PARTY SOFTWARE AND THIRD PARTY HARDWARE DISCLAIMER. PASSPORT MAKES NO WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, AS TO THE THIRD PARTY SOFTWARE AND AS TO THE THIRD PARTY HARDWARE INCLUDING, WITHOUT LIMITATION, AS TO QUALITY, CAPABILITIES, OPERATIONS, PERFORMANCE, SUITABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, AND ALL OTHER WARRANTIES OR REPRESENTATIONS WITH RESPECT TO ANY THIRD PARTY SOFTWARE OR THIRD PARTY HARDWARE ARE HEREBY EXPRESSLY DISCLAIMED. THIRD PARTY SOFTWARE OR THIRD PARTY HARDWARE PROVIDED UNDER THIS AGREEMENT ARE EXPRESSLY PROVIDED "AS IS."

19.3. **EXCLUSIONS.** Notwithstanding any other provisions of this Agreement to the contrary, the limited warranties provided in this Agreement shall not apply to nonconformities, errors, or defects of any goods or services provided by Passport pursuant to this Agreement or any amendments thereto due to any of the following: (a) Customer misuse of the Passport System; (b) Customer modification of the Licensed Software; (c) Customer failure to utilize compatible computer and networking hardware and software or to install updated or enhanced versions of the Licensed Software provided by Passport; or (d) interaction with software or hardware not provided by Passport.

20. LIMITATION OF LIABILITY

20.1. IN NO EVENT SHALL PASSPORT'S LIABILITY ARISING OUT OF THIS AGREEMENT EXCEED THE AMOUNT OF ALL FEES ACTUALLY PAID BY CUSTOMER TO PASSPORT PURSUANT TO THIS AGREEMENT DURING THE SIX (6) MONTH PERIOD ENDING ON THE DATE OF THE EVENT GIVING RISE TO SUCH LIABILITY. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, COST OF COVER, PUNITIVE, OR EXEMPLARY DAMAGES, HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, ARISING OUT OF THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LOSS OF BUSINESS, LOSS OF REVENUE, OR LOSS OF ANTICIPATED PROFITS, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT APPLY (A) TO CUSTOMER'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT; OR (B) IN THE EVENT OF A BREACH OF THE PARTIES' CONFIDENTIALITY OBLIGATIONS CONTAINED IN THIS AGREEMENT.

20.2. PASSPORT AND CUSTOMER EACH ACKNOWLEDGE THAT THE PROVISIONS OF THIS AGREEMENT WERE NEGOTIATED TO REFLECT AN INFORMED, VOLUNTARY ALLOCATION BETWEEN THEM OF ALL RISKS (BOTH KNOWN AND UNKNOWN) ASSOCIATED WITH THE TRANSACTIONS CONTEMPLATED HEREUNDER. THE PROVISIONS OF THIS SECTION SHALL BE ENFORCEABLE INDEPENDENT OF AND SEVERABLE FROM ANY OTHER PROVISION OF THIS AGREEMENT.

21. CONFIDENTIALITY; TRADE SECRETS.

21.1. **Obligations.** Each Party will maintain in strict confidence all Confidential Information of the Disclosing Party. The Receiving Party will not disclose or grant use of the Disclosing Party's Confidential Information to any third party except to the Receiving Party's employees and other representatives who have a need to know such Confidential Information or as expressly authorized by the Disclosing Party in writing. The Receiving Party will not use the Disclosing Party's Confidential Information except as authorized by this Agreement. The Receiving Party will use at least the same standard of care to protect the Confidential Information of the Disclosing Party as it uses to protect its own confidential information of a similar nature, but in no event with less than reasonable care. The Receiving Party will cause each employee or other representative to whom the Receiving Party discloses the Confidential Information to be bound by an obligation of confidentiality that is at least as rigorous as the obligations contained in this Agreement. The Receiving Party will promptly notify the Disclosing Party upon discovery of any unauthorized use or disclosure of the Disclosing Party's Confidential Information. Unless otherwise set forth herein, upon the expiration or termination of this Agreement for any reason, or upon the request of the Disclosing Party, the Receiving Party shall promptly return to the Disclosing Party (or, at the Receiving Party's option, destroy) all of the Disclosing Party's Confidential Information and shall promptly certify in writing that it has done so; provided, however, that the Receiving Party shall not be obligated to return or destroy any Confidential Information stored in archival or back-up files for which return or destruction is not reasonably practicable or any Confidential Information that must be retained for as long as necessary for purposes of audit, compliance, dispute resolution, or record retention pursuant to this Agreement.

21.2. **Exceptions.** The foregoing obligations of confidentiality shall not apply to any information that the Receiving Party can show is or was: (a) already known to the Receiving Party at the

time of disclosure without obligation of confidentiality; (b) independently developed by the Receiving Party without use of or access to the Confidential Information of the Disclosing Party; (c) approved for disclosure by the Disclosing Party beforehand and in writing; (d) in the public domain without breach of this Agreement; or (e) lawfully received by the Receiving Party from a third party without obligation of confidentiality.

21.3. Permitted Disclosures. Nothing in this Section shall be construed to prohibit either Party from disclosing the Confidential Information of the other Party to the extent that such disclosure is required by applicable law or order of a court or other governmental agency, including pursuant to any open records law, open meetings law, or any other local public disclosure law applicable to Customer; provided, however, that the Receiving Party shall promptly notify the Disclosing Party in writing of such requirement and shall cooperate with the Disclosing Party to minimize the scope of any such disclosure and to obtain a protective or similar order.

21.4. Trade Secrets. Customer hereby acknowledges that the Passport System and its components, whether provided by Passport or its third-party vendors or licensors, constitute trade secrets of Passport and/or its third party-vendors or licensors, and as such are protected by civil and criminal law, are very valuable to Passport and/or its third-party vendors or licensors, and that their use must be carefully and continuously controlled. Customer agrees to notify Passport immediately of the unauthorized possession, use, or knowledge of any item supplied under this Agreement by any person or organization not authorized by this Agreement to have such possession, use, or knowledge. Customer will promptly furnish Passport full details of such possession, use, or knowledge and will cooperate fully with Passport in any litigation against third parties reasonably deemed necessary by Passport to protect its proprietary rights.

21.5. No Adequate Remedy. In the event of a breach of this Section 21, the parties agree that the Disclosing Party may not have an adequate remedy at law, in money, or damages and, accordingly, shall be entitled to seek an injunction against such breach without posting a bond, in addition to any other remedies at law or in equity.

21.6. Public Agency Interaction. Passport recognizes that this Agreement involves interaction with a public entity. Any oral or written information provided to the Customer or its employees by Passport may be subject to public inspection under Montana or other applicable law and may be subject to records retention laws. If a request for Passport's Confidential or Trade Secret information is made, Customer will notify Passport of such request. If Passport intends to claim that any such requested documentation is "Confidential Information" or confidential, proprietary, or trade secret information as identified in Mont. Code Ann. §30-14-402, or otherwise under applicable law, it will be required to take any and all steps necessary, including court action, to establish that the information is not subject to public disclosure.

22. DATA RIGHTS.

This Section shall govern the rights of Passport and Customer, as the case may be, with respect to the data that is subject to this Agreement. Passport will, by provisions in its Privacy Policy or otherwise, procure from such end users all such lawful consents and rights necessary to grant to Customer the rights in such data as stated in this Section. Passport's Privacy Policy, as it may be amended from time to time in Passport's sole discretion, can be viewed at <https://www.passportinc.com/privacy-policy>.

22.1. Operational Data. Operational Data is data specific to Customer's operation that is provided by Customer to Passport to be used in the configuration and provision of the Passport System for Customer's use. Operational Data is specific to Customer's operation, which is not available to Passport publicly or by other means. Operational Data may include, but is not limited to, zone information, rate information, operational schedules, business metrics, business rules, parking and other inventory and assets, and relevant details of partner agreements. In each case, Operational Data may refer to past, present, or future states of such items. Operational Data is the sole and exclusive property of Customer.

Customer grants Passport a perpetual, irrevocable, royalty-free, and non-exclusive license to Operational Data.

22.2. PCI-DSS Information. Payment Card Industry-Data Security Standard Information (“PCI-DSS Information”) consists of the following items, each as defined by the then-current Payment Card Industry Data Security Standards (“PCI-DSS”): Account Data; Cardholder Data; Primary Account Number; and Sensitive Authentication Data. Passport acquires a license or sublicense to the PCI-DSS Information from end users who share such data with Passport in connection with their use of the Software. In providing the services under this Agreement, Passport will maintain Payment Card Industry – Data Security Standard certification and secure PCI-DSS Information in accordance with PCI-DSS. As such, Passport may not grant Customer derivative rights to such PCI-DSS Information and Passport shall not be required to disclose such PCI-DSS Information to Customer.

22.3. Personal Identifiable Information. Personal identifiable information (“PII”) is any representation of information that permits the identity of an individual to whom the information applies to be reasonably determined or inferred by either direct or indirect means. Name, address, social security number, telephone number, or email address directly identify individuals. Certain data elements—including gender, race, birth date, geographic indicator (such as zip code or postal code), and other descriptors—can be used in conjunction or with other data elements to indirectly identify individuals. Passport may sublicense PII to Customer under certain conditions (including but not limited to Customer’s compliance with information security controls and applicable regulations) that shall be memorialized separately if and when applicable.

22.4. Activity Data. Activity Data is any data generated in the providing of services under this Agreement by Passport to Customer and by end users’ interactions with the services or with Passport directly that is not otherwise PCI-DSS information or PII as defined above. Activity Data may include, but is not limited to, user interaction data, geolocation data, opt-in/opt-out status (including compliance logs), purchase and session data, application diagnostic data, service performance data, and support data. Data that is derived from Activity Data is also Activity Data. Activity Data is the sole and exclusive property of Passport. Passport grants Customer an irrevocable, royalty-free, non-exclusive, non-assignable, and nontransferable license to Activity Data for the Term to the extent and in the format that Passport chooses in its sole discretion to expose such Activity Data through its administrative portal or as otherwise agreed upon with Customer and only for Customer’s internal use in connection with the services provided under this agreement.

23. PUBLICITY; USE OF NAMES AND MARKS.

Subject to the provisions of Section 21 (Confidentiality; Trade Secrets), the parties will have the right to publicly disclose that Passport is Customer’s provider of the Passport System as set forth herein by means of, by way of illustration and not limitation, news releases, public announcements, or other forms of publicity. Passport may use the name or marks of Customer, or reference the fact that Customer is a client of Passport, for business development purposes, as part of a portfolio or work, or in an illustrative list of clients.

24. DISPUTE RESOLUTION

24.1. Negotiation. If a dispute arises between or among Passport and Customer arising out of or concerning the meaning or interpretation of this Agreement or the terms or performance of this Agreement (collectively, a “Dispute”), Passport and Customer shall first attempt to settle such Dispute through good faith discussions and negotiations among principals of each Party authorized to bind each Party.

24.2. Venue; Jurisdiction. Any action or proceeding directly or indirectly arising out of a dispute will be settled exclusively in Cascade County in the state of Montana and the parties expressly submit to and consent that the courts and authorities of the state of Montana will have exclusive jurisdiction over any such litigation. The parties hereby consent to service, jurisdiction, and venue of such courts for any litigation.

24.3. Governing Law. This Agreement, and any Disputes arising hereunder, shall be governed, interpreted, construed, and enforced in all respects in accordance with the laws of the State of Montana, excluding its conflict of laws rules.

25. GENERAL PROVISIONS.

25.1. Complete Agreement. This Agreement is intended as the complete, final, and exclusive statement of the terms of the agreement between the parties regarding the subject matter hereof and supersedes all other prior or contemporaneous agreements or understandings, whether written or oral, between them relating to the subject matter hereof. No amendment to, or modification of, this Agreement shall be binding unless in writing and signed by a duly authorized representative of both parties. Each Party expressly acknowledges that there are no warranties, representations, covenants, or understandings of any kind, manner, or description whatsoever by either Party to the other except as expressly set forth in this Agreement.

25.2. No Waiver. Failure by either Party to insist upon or enforce strict performance of any provision of this Agreement or to exercise any rights or remedies under this Agreement will not be construed or deemed as a waiver or relinquishment to any extent of such Party's right to assert or rely upon any such provisions, rights, or remedies in that or any other instance; rather, the same will be and will remain in full force and effect. Any waiver by either Party of its rights under this Agreement must be in writing and signed by a duly authorized representative of the waiving Party.

25.3. Assignment. This Agreement and all of its provisions will be binding upon and inure to the benefit of the parties and their respective permitted successors and assignees. Neither Passport nor Customer may assign any rights, interests, or obligations hereunder without prior written consent of the other Party, provided, however, that Passport may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this agreement. Any purported assignment in violation of this section shall be void and of no effect.

25.4. Construction. The language of all parts of this Agreement will in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either of the parties. Headings of paragraphs herein are for convenience of reference only and are without substantive significance. No rule of law that requires that any part of the Agreement be construed against the Party drafting the language will be used in interpreting this Agreement.

25.5. Severability. In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be illegal, invalid, or unenforceable, (a) the Parties shall amend the pertinent provision(s) to reflect as nearly as possible the original intentions of the Parties, and (b) the remaining terms, provisions, covenants and restrictions of this Agreement shall remain in full force and effect.

25.6. Relationship of Parties. The Parties expressly understand and agree that each Party is an independent contractor in the performance of each and every part of this Agreement and is solely responsible for all of its employees and agents and its labor costs and expenses arising in connection therewith. Further, neither Party, by virtue of this Agreement, will have any right, power, or authority to act or create any obligation, expressed or implied, on behalf of the other Party.

25.7. No Third Party Beneficiaries. This Agreement is made for the benefit of Passport and Customer and not for the benefit of any third parties.

25.8. Notices. All notices or other communications required or permitted to be made or given hereunder by one Party to the other Party shall be in writing and shall be deemed to have been given:

(a) when hand delivered; (b) on the third (3rd) business day after the day of deposit in the United States mail when sent by certified mail, postage prepaid and return receipt requested; or (c) on the next business day after the day of deposit with reputable overnight delivery service. Such notices shall be sent to the address set forth below, or at such other addresses as may hereafter be furnished in writing by either Party to the other Party specifically as the Party's replacement address for notice under this Agreement.

If to Passport:

Passport Labs, Inc.
128 S. Tryon St., Suite 2200
Charlotte, NC 28202
Fax: (888) 804-1783
khristian.gutierrez@passportinc.com
Attn: Khristian Gutierrez

If to Customer:

Great Falls
2 Park Dr S #112
Great Falls, MT 59401
craymond@greatfallsmt.net

Attn: Craig Raymond

With a hard copy to General Counsel
and by email to
legal@passportinc.com

25.9. Force Majeure. If the performance of this Agreement or of any obligation hereunder is interfered with by reason of any circumstances beyond the reasonable control of the Party affected, including, by way of illustration and not limitation, fire, explosion, power failure, acts of God, war, revolution, epidemic, pandemic, or other public health concern, civil commotion, acts of public enemies, cybersecurity incident, any law, order, regulation, ordinance, executive order, or requirement of any government or legal body, delays or omissions attributable to third-party vendors, suppliers, or integration partners, or labor unrest, including, without limitation, strikes, slowdowns, picketing, or boycotts, then the Party affected shall be excused from such performance on a day-to-day basis to the extent of such interference (and the other Party shall likewise be excused from performance of its obligations on a day-to-day basis to the extent such Party's obligations are contingent on the performance so interfered with); provided that the Party so affected shall use reasonable efforts to remove such causes of nonperformance.

25.10. Survival of Obligations. All rights and obligations of the parties under this Agreement, including, without limitation, those contained in the confidentiality provisions herein, which by their nature would continue beyond the termination or expiration of this Agreement, shall survive termination or expiration of this Agreement and shall remain in full force and effect between the parties.


25.11. Counterparts. This Agreement may be executed in several counterparts, each of which when executed and delivered shall be deemed an original and each of which alone and all of which together shall constitute one and the same instrument. Facsimile signatures (or signatures in a .pdf or similar copy of the original) or electronic signatures shall be treated as original signatures for the purpose of enforcing this Agreement. Any signature delivered by a Party by facsimile transmission or electronic delivery shall be deemed to be an original signature hereto.

26. INSURANCE REQUIREMENTS.

Passport shall maintain those insurances as may be required by Customer as set forth on the attached **Exhibit A**, Required Insurance Coverage, and before performing under this agreement, Passport shall provide Customer with proof of such insurance coverage, and at least annually thereafter, during the term of the Agreement. Passport shall notify Customer thirty (30) days prior to the expiration of any such required insurance coverage and shall ensure such required insurance coverage is timely renewed during the term of this Agreement so that there is no lapse in coverage during Passport's performance of this Agreement. Passport shall further notify Customer within two (2) business days of Passport's receipt of notice that any required insurance coverage will be terminated or Passport's decision to terminate any required insurance coverage for any reason. Each required insurance coverage must name the Customer and the architect and engineer as additional insureds.

IN WITNESS WHEREOF, each Party hereto, intending to be legally bound hereby, has caused its duly authorized representative to execute this Agreement and bind such Party effective as of the Effective Date.

PASSPORT:
PASSPORT LABS, INC.

By:  _____
Name: Khristian Gutierrez
Title: Chief Revenue Officer
Date: October 22, 2020

CITY OF GREAT FALLS, MONTANA

Gregory T. Doyon, City Manager

ATTEST

Lisa Kunz, City Clerk

CITY SEAL

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

EXHIBIT A

Required Insurance Coverage

Passport shall purchase and maintain insurance coverage as set forth below. The insurance policy must name the Customer, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured and be written on a “primary—noncontributory basis, and on an occurrence, not a claims made basis.” 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 Passport, the various acts of subcontractors, the Customer 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 the warranty period. All insurance policies must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to Passport, Customer, and all other additional insureds to whom a certificate of insurance has been issued. Insurance coverages shall be in a form acceptable to the Customer.

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 limit	\$1,000,000	combined	single
4.	Workers' Compensation	Not less than statutory limits		
5.	Employers' Liability	\$1,000,000		
6.	Tech E&O and Cyber Liability (only if applicable)	\$2,000,000		
7.	RESERVED.			
8.	Owner's and Contractor's Protective Liability	\$1,000,000 per occurrence \$2,000,000 aggregate		
9.	Contractual Liability Insurance (covering indemnity obligations)	\$1,000,000 per occurrence \$2,000,000 aggregate		

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

ORDER FORM

This Order Form (the "Order Form"), effective as of _____, is being entered into by and between Passport Labs, Inc. and Great Falls, MT ("Customer") pursuant and subject to the Software License and Service Agreement (the "Agreement") entered into by the Parties as of _____. Upon execution, this Order Form shall be incorporated by reference in and subject to the Agreement. Capitalized terms used but not defined herein shall have the same meanings as set forth in the Agreement.

I. SUMMARY OF THE PRODUCTS AND SERVICES

WHEREAS, the National Cooperative Purchasing Alliance Administration (the "NCPA") issued Requests for Proposals: #04-18 for Parking Products and Services, #26-16 Integrated Parking Management, and #12-16 License Plate Recognition Parking Management System.

WHEREAS, the NCPA issued Passport an annual contract for these aforementioned Requests for Proposals.

WHEREAS, Contractor desires to provide professional services as related to those matters and as defined herein to the City, and the City desires to use these services, pursuant to this Order Form, together with any Product Specific Terms attached hereto and made a part hereof in Schedule 1 and the SOW attached hereto and made a part hereof as Schedule 2, contains the terms and conditions applicable to the Products and related services purchased pursuant to the Agreement.

PRODUCTS AND SERVICES	
Mobile Payment for Parking Platform ("MPP")	<input checked="" type="checkbox"/>
Custom-Branded MPP	<input type="checkbox"/>
Citation Management Platform ("CMP")	<input checked="" type="checkbox"/>
Harvester	<input type="checkbox"/>
Digital Permits for Parking Platform ("DPP")	<input checked="" type="checkbox"/>
License Plate Recognition Platform ("LPR")	<input checked="" type="checkbox"/>

II. FEES

A. Fees. The fees are as follows:

Products and Services	Fee(s)	Fee Type(s)
Mobile Payment for Parking ("MPP"):		
Per Transaction MPP Service and License Fee	\$0.25	Per Transaction ¹
Maximum Convenience Fee Passed through to Parking Customers	\$0.35	Per Transaction
Citation Management Platform ("CMP"):		
CMP Service and License Fee	\$3.00	Per Ticket Paid
Additional CMP Service and License Fee After Citation Amount Escalation	25% of escalated citation amount	Per Ticket Paid
Cost Per Notification Letter Sent by Passport	\$1.50	Per Notification Letter
Digital Permits for Parking ("DPP"):		
DPP Service and License Fee	\$2.50	Per Active Permit per month
Merchant Services Fee	2.9% + \$0.25	
Payment Gateway Fee	\$0.05	

¹ 1. An MPP "Transaction" is a single parking session lasting less than twenty-four (24) hours in duration.

Monthly Minimum Fee	DPP: \$1,500.00
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LPR Subscription Pricing Table

LPR Pricing	
Hardware: LPR Unit	\$25,750.00
Hardware Implementation: PM & Training	\$3,500.00
Hardware Implementation: Mobile Installation	\$2,000.00
Hardware Implementation: Travel	\$2,000.00
One Time System Cost	\$3,840.00
Recurring Software Cost: Base Software	\$4,880.00
Recurring Software Cost: Patroller Connection	\$375.00
Annual Support: Mobility Support	\$315.00
Annual Support: Support Server	\$3,150.00
Annual Support: Preventative Maintenance	\$2,000.00
Extended Warranty	\$10,773.00
One-Time Total	\$47,863.00
Annual Recurring Total	\$10,720.00
<i>Per System Per Year</i>	
<i>Per Unit Per Year</i>	
Total Year One Cost	\$58,583.00

III. BILLING INFORMATION


Billing Contact Name:	Craig Raymond
Billing Email Address:	craymond@greatfallsmt.net
Billing Address:	2 Park Dr S #112 Great Falls, MT 59401

IN WITNESS WHEREOF, Passport and Customer have each caused this Order Form to be executed by its duly authorized representatives.

Great Falls, MT

Passport Labs, Inc.

By: _____
 Name: _____
 Title: _____
 Date: _____

By:  _____
 Name: Khristian Gutierrez
 Title: Chief Revenue Officer
 Date: October 22, 2020

SCHEDULE 1

MOBILE PAYMENT FOR PARKING

Services:

Passport will provide services and license software, including all web and mobile applications and related documentation necessary for Customer to operate a mobile payment for parking program ("MPP") which allows all parking customers in any parking facilities owned or managed by Customer (the "Premises") the ability to pay for parking using a smartphone application or mobile web application.

Equipment:

Passport will provide Customer an initial quantity of signs and decals consistent with Passport's marketing best practices at no charge to support the implementation of the MPP. Customer will be solely responsible for installing all signs and decals in the Premises. Additional signs and decals shall be charged at Passport's then-prevailing unit prices. Passport will provide a design file to allow Customer to print replacement signs and decals at no charge.

Ancillary Fees:

- a) Customer will pay a ten dollar (\$10) administrative fee in addition to sign and shipping costs per sign for any additional or replacement signs purchased through Passport.
- b) Customer will pay a one dollar (\$1) administrative fee in addition to decal and shipping costs per decal for any additional or replacement decals purchased through Passport.

Third Party Providers:

In order to expand the management data available to Customer and to improve access and the user experience for a broader group of individuals wishing to pay for parking and engage in related transactions via channels other than the MPP provided by Passport, Passport may, at its option, allow the use of third-party provider's (each a "Third Party Provider") interfaces for initiating parking transactions or to enhance the mobility experience, including any and all possible methods available to parkers to request the right to access and occupy a parking space or otherwise-denominated curb space for any period of time (in accordance with Customer's applicable rates, rules, ordinances, and regulations). Such interfaces will include, but not be limited to, in-dash vehicle systems, navigation systems (whether in-dash or smartphone-based), business intelligence solutions, and mobile payments for parking applications other than Passport's MPP (each an "Interface").

Should Passport exercise this option, such Third Party Provider(s) shall contract directly with Passport to establish the integrations necessary for Passport to facilitate all mobile payments for parking sessions and related transactions for the Third Party Provider(s) and its end users. The term "facilitate" includes, but is not limited to: (a) all tasks related to parking rights management, including the calculation of parking session prices, (b) the management of rates, rules, and restrictions and zones, spaces, or other units of parking or curbside inventory; (c) transactional reporting; (d) tasks related to transmission of parking rights data to parking enforcement systems and any data processing systems; (e) tasks related to refund issuance, parking rule management, reconciliation of funds, invoicing, and other administrative functions; and (f) all back-office management interfacing necessary to manage the foregoing and all other tasks necessary or desirable for Passport to effectively manage the issuance and processing of parking rights on behalf of City (the "Shared Services"). For parking transactions initiated via a Third Party Provider's Interface, payment processing must be conducted by Passport.

Notwithstanding anything to the contrary in the Agreement, Passport may share Operational Data with Third Party Providers to the extent necessary to enable the Shared Services.

Customer acknowledges and agrees that a Third Party Provider may configure and control the feature set of its own Interface so long as it is capable of performing the functions required to interact with Passport's platform and execute parking transactions as designated in the scope of work. Customer further acknowledges and agrees that certain data received from Third Party Providers may be more limited than what Passport can provide to Customer as Customer's MPP provider and may need to be provided, if at all, on an aggregated and/or anonymized basis; Passport shall, however, use commercially reasonable efforts to supply such data as may be reasonably requested by Customer for its internal purposes.

To utilize the Shared Services, each Third Party Provider will be required to integrate with application programming interface endpoints provided by Passport, which cannot be accessed or utilized by such Third Party Provider prior to the execution of a standalone contract with Passport governing the access, use, pricing, disclosure, and governance of the Shared Services consistent with the foregoing paragraphs and as otherwise determined by Passport in its sole discretion.

Except in the case of Third-Party Providers pursuant to the foregoing paragraphs, Passport shall be the exclusive mobile payments for parking service provider for City during the term of this Agreement.

CITATION MANAGEMENT PLATFORM**Services:**

Passport will provide services and license all software, including all web and mobile applications and related documentation, necessary for Customer to operate the CMP, which allows Customer's parking enforcement officers in any or all parking facilities owned or managed by Customer the ability to issue parking citations that may be paid online through Passport's payment portal, as follows:

- a) Passport will provide an online payment portal through which parking violators may pay outstanding parking citations.
- b) After a number of days as mutually agreed upon by the Parties and reflected in the SOW, parking citations will escalate in price and Passport will automatically generate and send a letter to each parking citation owner for which Passport has necessary state licensure authorization to perform a driver record lookup informing such parking violator that they have an outstanding parking citation and that the citation amount has increased. The "Additional CMP Service and License Fee After Citation Amount Escalation" fees as indicated above shall be applicable to each citation starting with the first letter sent.
- c) Passport will send a second letter after a number of days as mutually agreed upon by the Parties after issuance for each applicable unpaid citation owner.

Harvester: Passport will send additional letters on Customer's behalf to any subset, as selected by Customer, of historical parking violators that have not paid their parking citations within a time period selected by Customer, informing them that they have an outstanding parking citation and that they can pay such outstanding parking citation through Passport's payment portal or by mailing payment in full according to address and payment method specifications to be provided to Passport by Customer.

Equipment:

- a) Customer must purchase a sufficient number of Android-based handheld devices for each parking enforcement officer to have access to one device while conducting parking enforcement activities.
- b) Customer must maintain at its sole cost one (1) wireless data plan for each Android device.
- c) Customer must possess at least one (1) Bluetooth-enabled printer per Android device described above.
- d) If Customer chooses to purchase additional Bluetooth-enabled printers through Passport, the price will be quoted at the time of order.
- e) Customer shall be responsible for applying the necessary configurations to any Android-based handheld devices and any printers it purchases using specifications provided by Passport, provided, however, that Passport shall provide the initial configuration to any printers purchased through Passport
- f) In addition to the hardware unit costs, Customer will be responsible for paying all shipping costs and printer paper costs
- g) If Customer orders custom printer paper through Passport, Customer will be responsible for paying the costs of creating, printing, and shipping such custom paper plus a service fee to Passport; Passport is unable to provide estimated costs until specific details of Customer order have been confirmed due to the variable costs of Passport's third-party vendors.

SCHEDULE 2

Statement of Work

City of Great Falls, MT
October 21st, 2020

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Project Overview

Passport will transition the City of Great Falls, MT (“City”) from their legacy enforcement and permitting solutions to Passport’s Citation Management and Digital Permit Products.

In addition, Passport will work with Route 1 and Genetec to provide the City with Genetec’s AutoVu Automated License Plate Recognition system (“LPR system”).

Passport will integrate with the LPR system to provide the following functionality through the LPR system:

- Monitor parking rights
- Monitor scofflaws
- Transfer citations data and images from the LPR system to the OpsMan Mobile issuance application

The Genetec LPR system, supported by Route 1, is a third party solution that Passport has integrated with to provide the functionality listed above. Genetec may build new or enhanced features; however, these features if available may not be supported by Passport directly and must function independently in the Genetec LPR system without additional integrations with Passport, unless explicitly listed in this statement of work. All support requests or feature requests should be sent to Route 1.

Passport will work with the City to define the installation plan for the LPR system and the associated parking management software once the project is kicked off from an implementation perspective. Passport, through Route 1, will provide installation and training services for the LPR system on the City-owned enforcement vehicles.

Passport understands that the City is working to purchase and install Flowbird multi-space parking meters in the near future to replace a portion of the existing single space coin operated meters. As such, Passport will work with the City to rezone the existing Passport mobile parking application environment, switching the relevant zones from pay by space to pay by license plate.

Passport will perform architecture, design, implementation, and information transfer services for the project.

Scope of Work

Configurations

Passport will provide Gateway and Merchant Processing services directly to the City, eliminating the need for an external provider.

The City will be responsible for paying all gateway and merchant processing fees.

Funds will be remitted to the City, less the gateway, merchant processing, and Passport fees, on a monthly basis after the close of a month.

Citation Management Product

Legacy Citation Import

Passport will import the legacy citation data that is available from the City's existing enforcement provider into its system. Passport will work with the City to determine what information needs to be migrated over from the existing provider's system in advance of the actual import. A sample set of data will be provided to Passport by the City so that we can begin mapping the data points that will be provided to Passport for the full import.

Passport will provide the City with its template import files that can be used to verify the availability of specific data.

The City will resolve any open adjudicated citations prior to the full import.

Passport will plan to import the past one (1) year of citation records.

Operator Management Back-Office Portal

Passport will provide the City with direct access to the Passport Operator Management ("OpsMan") back-office system portal, which will enable daily operations management of reporting, citation management, payment tracking, and auditing data.

OpsMan includes the following Citation Management Product functionality:

- Fully hosted by Passport cloud services
- Secured Access with user specific login credentials and custom privileges per user
 - There is not a cap on the number of users that can be setup
- Real-time aggregator of citation data from Passport's Android issuance application, OpsMan Mobile
- Whitelist and Blacklist configuration
- Voids
- Refunds / Reversals
- Escalation Schedule Resets
- On-Demand Letter Generation for staff use
- Officer activity logging
- Supports and provides maintenance/edits for data fields upon proper user permissions being set
- Access to on-demand Reporting tools, including:
 - Citation Payment Reports

- Citation Status Reports
- Custom Report
 - Extensive filtering options to query for certain results.
- Violation Summary Report (by Officer, Area, Location)
- Violation Detail Print-Out (with photo images)
- Voided Reason Report
- Officer Activity Log
- Officer Productivity
- Violation Print-Out Report
- Hot List (boot and tow eligible) of Vehicles
- Disposition Code Report
- Citation Audit Trail
- Open Appeals Report
- Appeal Disposition Summary Report
- Closed Appeal report
- Online user knowledge base
- Manual citation entry for handwritten violations
- Manual appeal entry for in-office or mailed in appeals
- Audit Trail for citation processing and specific activities
- In-office Payment Acceptance
 - Passport does not process in-person credit card payments.
 - All in-person credit card payments need to be done online through the portal or manually logged in OpsMan Web after being processed through an external system.
 - Passport will not integrate with a cash draw or check reader
 - Any cash payments will need to be manually logged in OpsMan Web after being processed through an external system.
 - Any check payments will need to be manually logged in OpsMan Web after being processed through an external system.

OpsMan Mobile Monitoring and Issuance Application

Passport will deliver its monitoring and issuance application, OpsMan Mobile, to the City to be used in conjunction with the monitoring and issuance devices the City secures.

Passport's OpsMan Mobile is an Android application that provides the following functionality:

- Secured permission-based access for application functionality
- Real-time aggregator or parking rights from Passport Parking, parking meters and permits
- Seamless workflow for entering the required key data for each citation
- Real-time citation issuance and back-office system upload for all violations
- Real-time warning issuance and back-office system upload for all warnings

- Real-time scofflaw indication notifications, if applicable
- Real-time permit indication notifications, if applicable
- Real-time enforcement list indication notifications
- Historical LPN violation issuance history notifications
 - The system will provide previous issuance data on the LPN as far back as there is data in the system.
- Offline citation and warning issuance with automatic data upload upon reconnection
- Time limit marking (electronic chalking)
 - One vehicle tire stem marking functionality
 - Capability to print chalking marks on overtime violations. Stem value positioning marks are not able to be printed on the citation.
- Parking enforcement officer notes with the ability to print or not print the notes on the citations
 - Regardless of printing, all notes are available in the backend system, Operator Management
- Citation reprints
- Real-time citation voiding capabilities
- Last second citation data input verification
- Last second payment verification before issuance
- Barcode printing
- Violation cost increases for late penalties based on a set schedule
- Color photographs that are electronically attached to each violation

Citation Lifecycle

After a citation has been issued, the citation can be either paid or appealed before the citation begins to escalate in price after a certain number of business days of no action from the violator. Please see below for a dedicated overview of each of these scenarios.

Citation Payments and Adjudication

Passport will provide a web portal for violators to make payment on their citation(s). The web portal will be visually configured to match the colors and logo preference of the City.

Passport understands that online appeals will not be offered. All citation appeals must be facilitated through the court.

Please see below for an overview of the web portal for payments:

Payments

The web portal provides the following search and payment functionality:

- Mobile friendly, City-branded portal that allows violators to search for and pay their citations online.

- Search by Citation Number, License Plate Number or VIN
 - Citation status indication is provided as well as full details on the specific citation.
 - External Note(s) and Photographic Evidence is provided to the violator for each citation viewed.
 - Payment capabilities.
- Online Payment Capabilities
 - Shopping cart style feature to allow single or multiple citations to be paid in one transaction.
 - Credit or Debit Card payment acceptance.
 - Email notification to the payer of payment.

The City will be responsible for processing mailed-in, walk in, and after hours drop box payments and manually marking the citations as paid within OpsMan.

Adjudication

Given that online appeals will not be offered, Passport will customize its online portal's search results page text so that information is provided to the violator making the violators aware that appeals must be heard in open court.

In the event a citation appeal is heard in court, the City will be informed of the specific citation and will utilize the back-office system to pull the relevant citation information to provide to the court.

Once a decision is made by the court, then the City will manually mark the appeal decision through the back-office system.

Citation Escalation Procedure

Passport will configure the citations to match the City's existing escalation fine schedule, currently set as follows:

If a citation is not paid within thirty (30) business days after ticket issuance, then the initial fine amount will be increased by \$10. This escalation fine schedule applies for all violation types even though not all violation types have the same initial fine amount.

Passport understands that the City may further change the initial citation fines as well as the fine schedule in the future or add and remove violation types. Passport will accommodate these changes in the future, but must be provided advanced notice to ensure that the City's changes can be accommodated.

Automatic Physical Notice Letter Sending

Passport has out-of-the box capability to template, produce and send physical letters via USPS based on configured criteria.

Passport will configure the automated letter production and sending system for the City to automatically send physical letters to those violators who have not paid their citations at a predetermined number of days post citation issuance.

Passport will configure the automated notice letter sending system to send three notice at the following points:

- First Notice
 - The first notice letter will be sent thirty-one (31) business days after citation issuance. This notice will coincide with the violation increasing in amount due after 30 business days have elapsed from citation issuance.
- Second Notice
 - The second notice letter will be sent sixty (60) business days after citation issuance.
- Third Notice
 - The third and final notice letter will be sent ninety (90) business days after citation issuance.
 - This notice will inform the violator that they will be sent to third party collections if no payment is received.

Passport will work with the City to ensure that the proper contact phone numbers are included in on the notices for customer service purposes.

Passport will work with the City to determine any other physical letter sending needs.

Passport will leverage email communications for other customer communications, such as:

- Citation payment receipts

Scofflaw List Management and Notifications and Boot Procedures

Passport will maintain the City's scofflaw list and notify officers when a violation meets the boot criteria. Passport understands that the City's current scofflaw eligibility rule set is any vehicle based on the license plate number that has five (5) or more citations each of which have not been paid within thirty ("30") calendar days of issuance.

Scofflaw notifications will appear within Passport's monitoring and issuance application, OpsMan Mobile as well as through Genetec's LPR system. Scofflaw notifications do not prohibit

the officer from taking an alternative course of action, they are provided for insight and guidance purposes.

Booting

If a scofflaw vehicle is located, then the vehicle is eligible to be booted by the enforcement officers.

- The enforcement officer will call the Parking Division to verify the vehicle is eligible for the boot.
- Once verified, the officer will issue a boot fee citation to place on the vehicle's windshield in addition to a warning notice. The boot can then be applied to the vehicle.
- The violator must first pay all outstanding parking citations and then pay the additional boot fee to release the boot.

Passport will work with the City to configure the boot module to keep track of all booted and bootable vehicles.

Registered Owner Information Lookup

Passport will provide registered owner lookup services to the City via TLO. TLO provides registered owner lookups based on Passport providing TLO with license plate information.

Registered owner information provided by TLO will be pulled for each individual citation one day after the citation is issued. The registered owner information will be used to populate a late payment notice to the violator if they have not paid or appealed their violation within a certain amount of days post issuance.

The registered owner information will be able to be viewed within OpsMan for each issued citation if TLO provides the registered owner information back to Passport.

Please note that lookup success rates vary based on the variance of data available in the unique DMV systems. This means that some lookups will fail based on missing correlating DMV data. This is not something that Passport can remedy or be held accountable for.

Passport understands that the City is in the process of trying to obtain an S-ORI for the purpose utilizing NLETS for registered owner lookups. Passport will work with the City to remove TLO and add NLETS as the registered owner lookup service as soon as the S-ORI is obtained.

Digital Permits Product

Legacy Provider Permit Data Import

Passport understands that the City would like to import its existing permit data into Passport's system for the system transition. The City is looking to complete the permit import for the fiscal year 2021 permit renewals, which will begin in December 2020.

As such, Passport will provide the City with its template permit data import format file so that the Client is able to provide Passport with the permit data to be imported.

All imported permits will be assigned a Link Code. The Link Codes allow new Passport permit customer accounts, once signed up through the online portal, to be linked to their digital permits that have been imported or issued through the back-office system. The Link Code allows the customer to pull in their imported permit into the customer's account.

Link Codes will be provided to the permit holder via email or through a physical mailing.

Operator Management Back-Office Portal

Passport will provide the City with direct access to its back-office portal, Operator Management ("OpsMan"), that allows permit system administrators to manage their entire permit system, including the approval queue, waitlists, and reports. The back office portal also allows administrators to manage customer accounts and issue permits.

Manage Permits

Manage permits functions as a search user interface to quickly search for a specific permit and then take an action:

Core functionality includes:

- Viewing a permit's status and general details
- View and add notes to a permit
- View the historical actions taken on a permit
- View the user associated with the permit
- View the payment history of the permit
- Email or print previous receipts
- Edit unrestricted Permit details
- Update the status of a permit: suspend, unsuspend, or disable
- Renew and apply payments to permits
 - Passport does not accept in-person credit card payments.
 - All credit card payments need to be done online through the portal.
 - Passport will not integrate with a cash draw or check reader

- Any cash payments will need to be manually logged in OpsMan Web after being processed through an external system.
- Any check payments will need to be manually logged in OpsMan Web after being processed through an external system.

Issue Permits

Issue permits functions as a quick action drawer user interface to manually issue permits through the back-office system.

Core functionality Includes:

- Waitlist / limit information
 - Passport understands that the City does not utilize any permit waitlists.
- Eligibility requirement and document submission override
 - Passport understands that the City does not require any eligibility documentation requirements for purchasing a permit.

Approval Queue

Passport's permitting software provides the ability to set up approval queues for the City to review permit applications and make the approval decision. The approval queue functions as a single first in, first out list with searching capabilities. Individual applications can be inspected via a drawer user interface within the same page. Relevant Search and Filtering capability is also provided.

Passport understands that the City does not currently have an approval process, but may be interested in setting up an approval process in the future. Passport will work with the City to set up the approval process in the event that the City moves forward with an approval process.

Reporting

Reports are made available within the City portal. All reports are presented as a list with the ability to filter for reports. The digital permits product has three core reports available:

- Exportable permit payment and refund report
 - All cashflow shown in one report.
 - Allows filtering by date range
- Exportable permit zone report
 - Allows filtering by zone, status, and/or date range.
- Exportable permit detail report
 - Allows filtering by type, cycle, status, and/or date range.

Employee/Fleet Account Management

Passport's employer permits module allows the City to centralize the management of all permits associated with a single employer, under one single account, controlled by appointed employer administrators.

This functionality includes better management experience for large scale employers, easier billing, and enables custom limitations, rules, or pricing that would not be available to individual permits. Accounts can have multiple administrators who have the ability to add, update, or disable permits as needed. The ability to make payments or take other billing related actions, however, is limited to one single administrator.

End-User Customer Portal

Passport will provide the City with a web-based portal that is publicly accessible and allows permit applicants/holders to apply, purchase, and manage their permit(s).

Customization with City Branding

The permit portal will be accessible online at a white-labeled domain name determined by Passport with feedback provided by the City. The permit portal provides the following branding capabilities:

- City's logo - no color adjustments can be accommodated.
 - The City must provide JPEG (or similar format) of their logo.
- One primary and secondary color should be defined by City
- URL
 - The URL for end-user customer portal will be <subdomain>permits.rmcpay.com

Portal Functionality

The following functionality will be available to the end-users through the customer portal:

- View available permit types
- View waitlist position
- Complete an online application to apply for the permits
 - Upload supporting collateral to meet permit qualification requirements (i.e. Proof of Residency, vehicle registration, etc.)
- Shopping cart style checkout for purchasing multiple permit payments.
- Add / remove debit or credit cards
- Auto-renewals
- FAQ's

Application Workflow

Permit applications function as a stepped, progressive series of data collection covering all information required of the applicant. The workflow allows open selection and application for any permit type.

- All applications are started by selecting a permit type.

Core functionality includes:

- Ad hoc custom fields for required vehicle or permit holder / applicant information
- Requirement validation on input fields
- Proof of Eligibility document upload
 - Passport understands that the City does not require any proof of eligibility documentation requirements for purchasing a permit.

Manage Permit

Core functionality includes:

- Permit details: view general details and call to act to manually renew if eligible
- Permit holder Information: view / edit all fields related to the permit holder
- Vehicle Holder Information: view / edit all fields related to a vehicle, add and remove vehicles, if allowed.
- Payment History: view all previous payments and refunds toward the individual permit as well as downloading payment receipts.

License Plate Recognition

Passport will work with Route 1 and Genetec to provide the City with Genetec's City Mobile License Plate Recognition system comprised of the following software and hardware components:

- Security Center
 - The LPR parent application that is used to configure and manage the AutoVu Patroller system.
- AutoVu Patroller
 - The software application that is installed on the ruggedized in-vehicle computer.
 - AutoVu Patroller sends LPR data to Security Center
- OpsMan Mobile
 - The issuance application to print physical citations
- AutoVu SharpZ3 Camera Components
 - The cameras and associated hardware used to capture license plate images and send the data to Patroller or Security Center to verify against certain vehicle lists.

- SharpZ3 camera unit
- SharpZ3 VGA camera unit
- AutoVu LPR Processing Unit

Passport will integrate with the LPR system to provide the following functionality through the LPR system:

- Monitor parking rights from mobile applications, digital permits, and multispace parking meters once installed.
- Transfer citations data and images from the LPR system to the OpsMan Mobile issuance application

The LPR system will also be used to chalk vehicles for overtime purposes as the vehicle patrols certain areas.

The Genetec LPR system, supported by Route 1, is a third party solution that Passport has integrated with to provide the functionality listed above. Genetec may build new or enhanced features; however, these features may not be supported by Passport directly and must function independently in the Genetec LPR system without additional integrations with Passport, unless explicitly listed in this statement of work. All support requests or feature requests should be sent to Route 1 for the LPR system.

Overview

The LPR system will be licensed for installation on one (1) ruggedized in-vehicle computer to be used in conjunction with the City's soon to be purchased AutoVu SharpZ3 Cameras. The LPR software solution will be configured to allow for the issuance of printed citations from the City's mobile issuance device and printer.

Genetec AutoVu SharpZ3 Camera Components Hardware and Installation

The AutoVu SharpZ3 camera components are the license plate recognition cameras that capture vehicle plates and send the data to Patroller or Security Center to verify against certain vehicle lists.

The installation of the camera hardware will be completed by Route 1 on one (1) City provided vehicle.

The AutoVu SharpZ3 camera bundle will be installed on the roof of the vehicle in front of any lightbar. There should not be a sunroof on the vehicle's roof.

Possible locations for the installation of the AutoVu LPR Processing Unit are listed below:

- The trunk of the vehicle

- Behind the back seat of the driver or passengers seats

The City will use the LPR system on the following vehicles:

- One (1) vehicle that has yet to be purchased.

Genetec Security Center Software

Security Center seamlessly integrates with the AutoVu Sharp camera and City Patroller components to provide advanced data mining and reporting through Genetec's Security Desk user interface. The user can use Security Desk to generate a variety of LPR reports. The reports results can be filtered based on date, time, patrolling unit, type of hit, and more.

Please note that Genetec's Security Center software is completely separate from Passport's back-office software system. This means that no data from the LPR system will flow into Passport's back-office system. If a citation is issued based on an offense located by the LPR system, then that citation will be available in Passport's back-office system.

Genetec City Patroller Software

City Patroller is the AutoVu software application that is installed on the ruggedized in-vehicle computer.

City Patroller will be used to do the following:

- Verify license plate reads from the AutoVu SharpZ3 cameras against certain vehicle lists
- Alert the vehicle driver of hits so that subsequent actions can be performed
- Collect data from time-limited parking enforcement

In order to ensure that the ruggedized in-vehicle computer is able to be properly installed in the vehicle, the City must ensure that there are no additional computers within the vehicle. In addition, the City must ensure that there are no firewalls or other barriers to the application's internet access.

LPR System Functionality

The LPR system allows the enforcement officer to manually select the enforcement zone or time-limited parking restrictions to be enforced in a parking zone. In concert with the monitoring and issuance handhelds utilizing OpsMan Mobile and the wireless bluetooth printers, the following workflow and features are available from the LPR system:

- AutoVu Patroller will be installed in an enforcement vehicle and connected to the internet.
 - The officer must also have the OpsMan Mobile issuance application device and connected wireless bluetooth printer if they wish to issue parking citations.

- Valid parking rights are sent to the in-vehicle Patroller software on a regular basis which keeps the device up to date of all active parking sessions and permits so incorrect citations are not issued.
- The driver selects the zone in Patroller to start monitoring and overtimeing.
 - Please note that Genetec AutoVu does have the ability to geolocate zones if the location of those zones is set up in Security Center.
 - This capability exists entirely within the Genetec system and is outside of Passport's system or control.
- As the enforcement vehicle drives a lot or street, the license plate of the parked vehicle is read by the SharpZ3 cameras and sent to the Patroller application.
 - Genetec Patroller will then compare the read to the certain list of vehicle parking rights.
 - A hit alarm will trigger within Patroller when a sighting of a license plate number does not match a valid parking right or highlights a time-limited infraction.
 - AutoVu allows the driver to simultaneously enforce against parking rights and time-limited parking restrictions.
 - At this point, the officer in the vehicle can choose to enforce the hit, which will push the citation data and images to the Violations from LPR section in Opsman Mobile.
 - If a valid parking right is available for the read, then the LPR system will continue to the next vehicle.
 - Please note that AutoVu is unable to enforce time-limited parking restrictions for a vehicle that has a valid parking right. In other words, if a vehicle has a valid parking right, then the LPR system will not be able to chalk that vehicle.
- If a hit is located, then the officer will stop to write the citation within OpsMan Mobile.
 - After enforcing a violation hit in Patroller, the vehicle data and image evidence will be automatically transferred to OpsMan Mobile so that the violation can be issued seamlessly without duplicate data entry.
 - LPR system citation data can be found in the Violations from LPR section in Opsman Mobile.

Future LPR Vehicle Installations

If the City elects to purchase a new vehicle to be used with the LPR system, then the City will inform Passport of these plans so that Passport can verify the vehicle's ability to utilize the LPR system. The City will inform Passport of the vehicle type, make, model and planned equipment to be installed on or inside the soon to be purchased vehicle.

Passport will then work with the City to confirm that the LPR system software and hardware will be able to be successfully installed within the vehicle prior to the actual installation of the LPR software and hardware.

Passport will provide the City with all equipment specification sheets and installation requirements to allow the City to select a vehicle that will be compliant with the LPR system.

Custom Integrations or Configurations

Flowbird Multispace Parking Meter Integration

Passport understands that the City will be purchasing and installing Flowbird license plate based multi-space parking meters. As such, Passport will integrate with the Flowbird multispace parking meters for the purpose of monitoring parking meter sessions within the OpsMan Mobile handheld application and LPR system.

Passport will work with the City to obtain the relevant integration credentials from Flowbird as soon as they are available.

Single Space Coin Operated Parking Meters

Passport understands that the City currently has a parking meter inventory of only single space coin operated meters and will retain an inventory of single space coin operated parking meters even after the Flowbird multispace parking meters have been installed.

As such, Passport will not be able to integrate with the City's coin operated parking meters as there is no way to facilitate this technical integration. The Client will continue to visually inspect parking meter payments at the single space coin operated parking meters.

Third Party Collections Integration

Passport will integrate with Centron Services Inc. ("Collections Agency") so that the collections agency can perform 3rd party collections activities on unpaid citations.

Passport will host a secure file transfer protocol process so that Passport can transfer unpaid citation files to the Collections Agency after one hundred and twenty (120) days post issuance. The Collections Agency will then perform collections activity to prompt payment on these unpaid citations through Passport's payment portal.

Passport will provide the Collections Agency with a workflow document outlining the integration workflow.

Courts Integration

The City understands that Passport will not integrate with the court in any direct manner. The City will be responsible for interfacing with the court and utilizing the back-office system to support the courts adjudication process.

LPR Integration: Genetec/Route 1

Passport will work with Route 1 to integrate Passport's system with the Genetec license plate recognition system for the purposes of monitoring parking rights and scofflaw vehicles as well as implementing a transfer protocol of violation details from the LPR system to the OpsMan Mobile application for citation issuance.

Passport will ensure that parking rights and scofflaw license plate numbers are being transferred to the LPR system for monitoring purposes.

In addition, the transfer process will be set up and confirmed so that when the LPR system receives a hit and the officer enforces the violation, the LPR system will transfer the violation details and associated images to OpsMan Mobile for citation issuance.

Enforcement Hardware

Monitoring and Issuance Devices

Handheld Devices

The City will be utilizing their existing Android-based devices for the purpose of monitoring enforcement activities and issuing citations.

The City understands that the Android devices need to support the latest Android operating system. Passport recommends choosing a device that is the latest model or a model that is no older than the third newest model.

The City is responsible for maintaining and paying for the data plans.

LPR Hardware

Passport will provide the following hardware for the LPR system for the initial vehicle:

- One (1) Panasonic Toughpad FZ-G1 tablet
 - The City is responsible for the data plan associated with the tablet.

- One (1) two-piece mounting kit:
 - Tablet bracket
 - Cup holder base
- One (1) A/C Adapter
- One (1) A/C to D/C converter (Blue converter with a male cigarette lighter end and the standard wall outlet and female cigarette lighter port)
- One (1) Genetec Mobile LPR Kit
 - Two (2) Genetec SharpZ3 Cameras with magnetic base.
 - Two (2) camera connection cables (Silver BNC connector on one end with an orange dongle and RJ-45 plug on the opposite end).
 - One (1) AutoVu LPR Processing Unit (black box). Processing component of the SharpX system. The LPR Processing Unit is available with two or four camera ports. In mobile installations, the LPR Processing Unit is sometimes referred to as the “trunk unit” because it is typically installed in the vehicle's trunk.
 - One (1) DC Power Cable for black box (cigarette lighter male adapter on one end with an black dongle on opposite end).
 - One (1) 6 foot ethernet cable for LAN connection between black box and Panasonic tablet.

Issuance Printers

Passport will secure, configure, and deliver three (3) Zebra Thermal ZQ320 wireless bluetooth printer kits.

- Each printer kit will come with the following accessories:
 - One (1) Printer
 - One (1) Power Supply Plug
 - One (1) Shoulder Strap
 - One (1) Roll Blank Paper
- While Passport will provide the printers to the City, the City will be invoiced at the price listed in the order Form.
- Any subsequent printers secured, configured, and delivered to the City will be invoiced at the price listed in the Order Form.

Custom Citation Issuance Paper

Passport will customize the front of the citation to include the City's name, the online payment portal website, the required values/fields for printing, the layout, barcodes, and other stylistic requirements.

The City may choose to customize the back of the citation, including information related to payment options and the adjudication process. Passport will work with the City to ensure that

the proper contact phone numbers are included in the back of the citation for customer service purposes.

Passport will work with the City to create the digital proof of the citation paper. Passport will place the initial order and all subsequent orders for paper. Passport will not order paper unless they are provided with written approval from the City.

Paper cost and inventory tracking will be the City's responsibility. Paper orders take 4-5 weeks to process for both initial orders and subsequent orders. This cannot be expedited.

Assumptions & Notes

While performing these services, Passport will rely upon the concerted engagement, direction, authorization, approvals or other information provided by the City's primary stakeholder and technical teams.

The City's Project Manager and respective team will be responsible for contributing to and reviewing Weekly Status Reports and reporting Project issues.

Additional City responsibilities include:

- Providing operational information in a timely manner.
- Providing a list of stakeholders for preliminary implementation
- Making a good faith effort to facilitate the continued progress of the implementation.
- Perform user acceptance testing to confirm the accuracy of configured attributes in the system
- Provide written approval on each aspect of the system

Deliverables or activities not specifically identified as in scope throughout this document are by definition out of scope, unless accompanied by an approved Scope Change Order.

Project Change Control

Changes may be required to manage unanticipated or new information that may arise during the course of the implementation and delivery of this solution that impacts an existing (or creates a new) deliverable, restriction, milestone, or dependency. This Project Change Control process is meant to enforce a process to ensure changes are tracked and approved appropriately throughout the project.

Process

- A Passport representative will complete a Scoping Change Order form describing the exchange to be evaluated.
- Passport will perform an impact assessment (cost, schedule, risk, etc) and provide a recommendation for how to achieve the City's objectives in the context of the latest information.
- The City will decide whether or not to proceed with Passport's recommendation or to suggest an alternative approach.
- If the Change Request is approved by the City and returned back upon full execution, then the Change Request document will be incorporated as part of the Statement of Work.

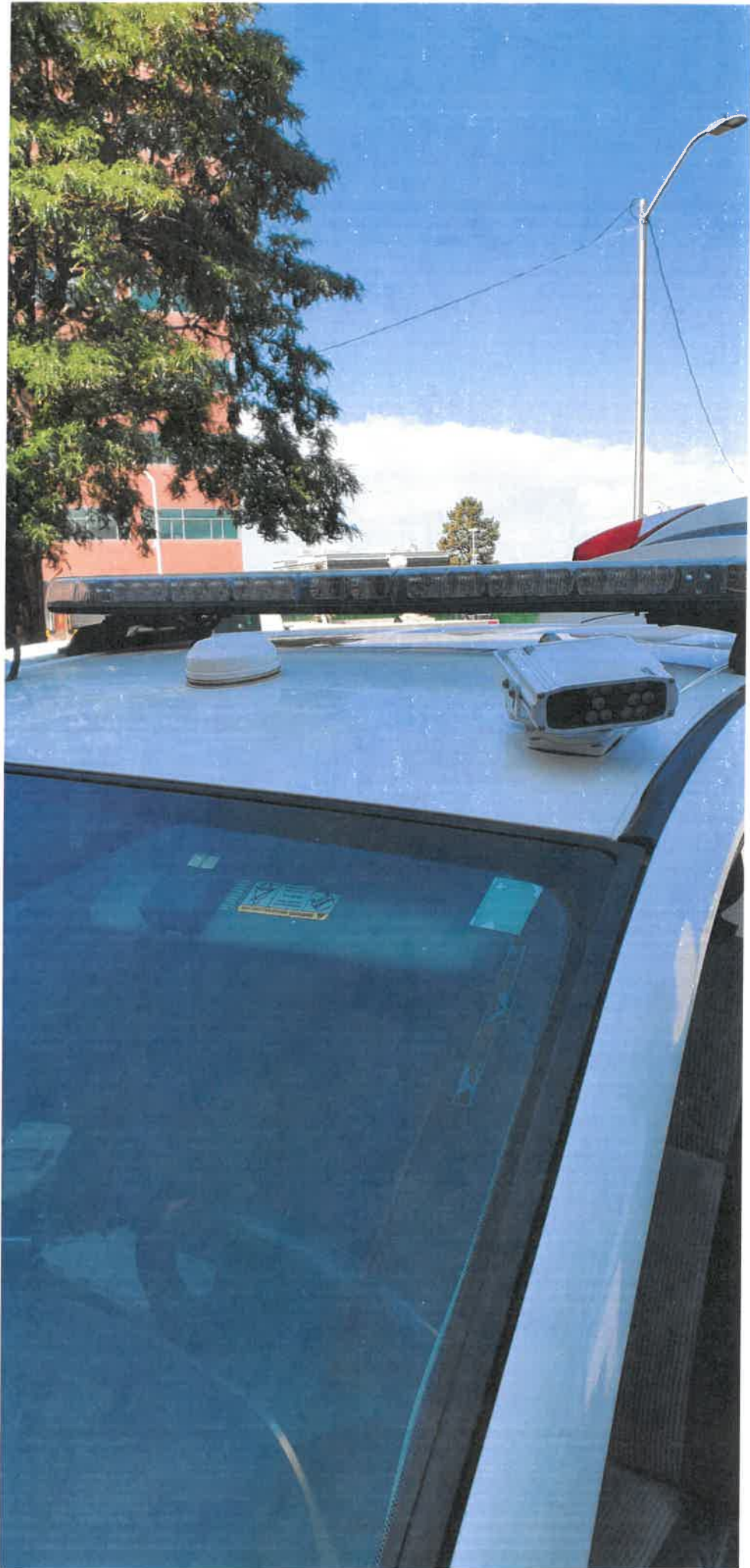
Timeline Effects

- Upon approval by all parties, the impact assessment associated with such a change request shall augment any prior commitments or estimates of timeline and pricing in this Statement of Work, which shall no longer apply. Passport will use commercially reasonable efforts to maintain the timeline and cost associated with this Statement of Work, augmented by any and all Change Request(s) approved by all parties.

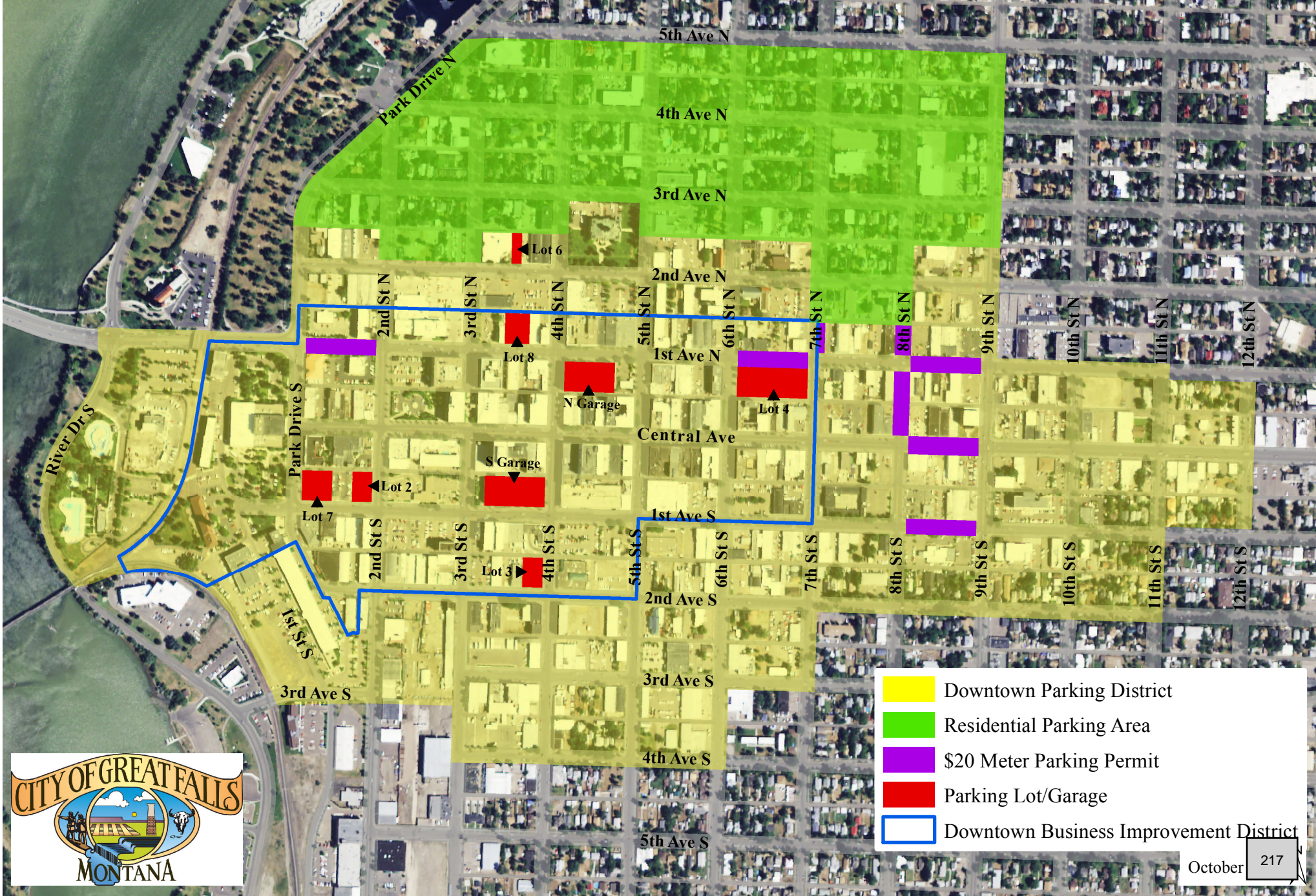
LPR CAMERAS



LPR CAMERAS



The Official Parking Management District Map of the City of Great Falls, Montana





Commission Meeting Date: November 4, 2020
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Setting a Public Hearing to adopt the 2020-2024 Consolidated Plan and 2020 Annual Action Plan.

From: Planning and Community Development

Initiated By: Tom Micuda, Deputy Director, Planning and Community Development

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

Action Requested: Set the Required Public Hearing to adopt the 2020-2024 Consolidated Plan and 2020 Annual Action Plan.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission set the public hearing for the 2020-2024 Consolidated Plan and 2020 Annual Action Plan for December 1, 2020.”

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

Staff Recommendation:

Staff recommends that the City Commission set a public hearing for the 2020-2024 Consolidated Plan and 2020 Annual Action Plan for December 1, 2020.

Summary:

In order for the City of Great Falls to operate its entitlement program and allocate Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds, the City is required to have an adopted 5-year plan setting goals for assisting low-moderate income residents in the community.

This plan is known as the Consolidated Plan. The most recent Consolidated Plan set funding priorities for the federal fiscal years covering 2015-2019. In order for the City to spend future allocations of entitlement funds for fiscal years 2020-2024. The City Commission and Housing and Urban Development (HUD) must approve the proposed 2020-2024 Consolidated Plan. This Plan also contains the 2020 Annual Action Plan that provides more specific guidance on funding priorities for the current fiscal year ending on June 30, 2021.

Process for Creating the Plan: Developing the proposed 5-year Consolidated Plan requires a public involvement process in order to determine program goals for assisting low-moderate income residents in the community. The public involvement process consisted of the following activities:

- Consolidated Plan Kickoff Meeting – This meeting occurred on December 16, 2019. At this meeting, staff reviewed the current Consolidated Plan, particularly the funding goals of the current Plan, federal requirements for eligible activities, and the upcoming opportunities for citizens to get involved in setting priorities for the upcoming Plan.
- Community Needs Survey – Staff distributed the survey for a 30-day period running from January 8, 2020 through February 7, 2020. This survey received a tremendous local response – 529 completed surveys were received.
- Presentation to the Council of Councils – This occurred on January 28. This presentation resulted in both direct input as well as additional survey responses from residents located in Neighborhood Council Districts.
- Focus Group Meeting – This occurred on February 27. At this meeting, staff presented the results of the Community Needs Survey and conducted a work session with attendees to develop the goals of the proposed 2020-2024 Consolidated Plan.

After the Focus Group Meeting, staff intended to write the Plan document and seek City Commission approval in May or June of this year. Due to the pandemic and the need to amend the 2019-2020 Annual Action Plan to incorporate new CDBG funding priorities stemming from the CARES Act, HUD extended the deadline for preparation of new Consolidated Plans. Staff has now completed the Plan and will start a 30-day public comment period on the document running from October 26 to November 24. Discussion of COVID-19 CDBG funding priorities are not included in the proposed Consolidated Plan because those priorities (and any future allocations of COVID CDBG funds) will be covered in the amended 2019-2020 Annual Action Plan.

Plan Overview: The 2020-2024 Consolidated Plan document contains six major sections. These are as follows:

- Section 1 – *Executive Summary* – This portion of the Plan contains seven community goals to provide services to low-moderate income residents of Great Falls. These goals are: 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.
- Section 2 – *The Process* – This chapter outlines the agencies that provide services to implement the Plan as well as explains the process followed to develop the Plan itself.
- Section 3 - *Needs Analysis* – This section is data intensive and provides detailed statistical information concerning low-moderate income needs in the community.
- Section 4 – *Housing Market Analysis* – This portion of the Plan is similar in approach to Section 3, but focuses on the local housing market and the resultant needs for affordable housing.
- Section 5 – *Strategic Plan* – This chapter provides much greater detail concerning the seven goals contained in the *Executive Summary* section of the Plan.
- Section 6 – *Annual Action Plan* – This section outlines the program goals and expected resources for the 2020-2021 fiscal year.

Changes between the 2015-2019 and 2020-2024 Consolidated Plans: Because the community’s needs for low-moderate income residents have not changed significantly in the last five years, the proposed Consolidated Plan’s goals are largely consistent with the current Plan. Minor changes in the proposed Plan include:

- Removal of Transitional Housing as a discrete Plan goal – The current Consolidated Plan listed Transitional Housing as one of its seven goals. While the number of Transitional Housing units is

still an unmet community need, this type of housing is one of several housing needs and was folded into the larger goal of Affordable Housing under the proposed Plan.

- Addition of Slum and Blight Removal descriptions under the goals of Affordable Housing and Public Facilities and Improvements. Slum and blight removal is considered a national objective for the CDBG program. However, slum and blight removal was never identified within the current Consolidated Plan. This objective has been added to the Proposed Plan.
- Priorities for future Public Service Grants – Based on community input, the following priorities have been identified to guide selection for Public Service agency grant awards: 1) services that target homelessness, 2) support for persons with mental, physical, and developmental disabilities, 3) supporting services that addresses alcohol and other addiction problems, 4) crime prevention services, 5) youth and children’s services.
- Addressing the Needs of the Great Falls Housing Authority – The current Plan does not provide supporting language to address facility improvements for the Great Falls Housing Authority. The proposed Plan adds supporting language for the Housing Authority under the Housing Rehabilitation goal. This will make it possible for the Housing Authority to apply for funding.

Fiscal Impact:

If the proposed 2020-2024 Consolidated Plan is adopted by the City Commission and accepted by HUD, the City could potentially receive approximately \$5 million of federal entitlement funds into the local community over the 5-year period. These funds provide significant assistance in areas such as affordable housing, non-profit agency support, and support for City projects that benefit low-moderate income residents.

Alternatives:

The Commission could choose not to set the public hearing for this item. This would delay potential adoption of the Plan and its submission to HUD. HUD’s acceptance of the Plan will allow significant CDBG and HOME Program entitlement funds to be released to the City for projects benefiting low-moderate income residents in the community.

Concurrences:

No other City department concurrences are necessary for this item. Staff notes that City departments and elected officials have participated in the public involvement process to create the funding priorities in the 2020-2024 Consolidated Plan.

Attachments:

2020-2024 Consolidated Plan

CITY OF GREAT FALLS

2020-2024 Consolidated Plan for HUD-Funded Programs



The City's Five-Year Plan for 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

Draft Released: October 26, 2020
Public Comment: October 26-November 24, 2020
Public Hearing: December 1, 2020
Approved by City Commission: TBD
Submitted to HUD: TBD
Approved by HUD: TBD

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Section 1 | Executive Summary

ES-05 Executive Summary 24 CFR 91.200(c), 91.220(b)

Introduction

The City of Great Falls Consolidated Plan (Consolidated Plan or “ConPlan”) for the five-year period from 2020 through 2024 received approval by the Great Falls City Commission on December 1, 2020, following a 30-day comment period extending from October 26 – November 24, 2020. City Commission action on the Consolidated Plan followed a plan development process which included input from local organizations and residents through a community needs assessment survey; a community kick-off meeting on December 16, 2019; a focus group discussion held on February 27, 2020; and a public hearing on the proposed Consolidated Plan and 2020-2021 Annual Action Plan on December 1, 2020.

The purpose of the Consolidated Plan is to identify the housing and community development needs of low to moderate income residents of Great Falls and develop strategies for addressing those needs in a comprehensive, coordinated fashion using available federal and non-federal resources. The Consolidated Plan includes the one-year Annual Action Plan for 2020-2021, which serves as the budget for the City of Great Falls 2020-2021 Community Development Block Grant (CDBG) Program and Home Investment Partnerships Program (HOME). Funding priorities for the 2020-2021 Annual Action Plan have been approved by City Commission to carry out strategic goals identified and detailed in the Consolidated Plan.

The Consolidated Plan is 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, which allows program planning and citizen participation to take place in a comprehensive context.

Seven priorities and related objectives are identified in the 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.

Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The City of Great Falls identified seven 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 affordable housing efforts that require funding to remediate properties negatively affected by slum and blighted conditions.

Goal 3: 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 CDBG funding.

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.

Evaluation of past performance

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.

Five of the seven goals from the City's 2015-2019 Consolidated Plan have been maintained or reinforced for use as goals in the new 2020-2024 Plan. The two new goals that have been added to the 2020-2024 Plan are Affordable Housing and Planning and Administration. Two previous goals outlined in the 2015-2019 Consolidated Plan, Transitional Housing and Homeownership, remain priorities for the City and are included within the 2020-2024 Affordable Housing goal.

Prior to the preparation 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 and Citizen Participation Plan documents 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 sub-recipients 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.

The evaluation of these issues led to updating the City's Grant Policies in 2018. The City now balances the funding of sub-recipients 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 the 2020-2021 program year.

Summary of citizen participation process and consultation process

Community involvement is a critical component of the planning process for the effective use and prioritization of CDBG and HOME funds. The City's Citizen Participation Plan was updated in June 2020 and outlines the purpose of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER), as well as the strategy for greater community participation. This includes the publishing requirements of public notices in local newspapers, an explanation of the Grant Review Committee for the allocation of CDBG and HOME-funded projects, and the methods of direct communication and information distribution to public and nonprofit agencies and faith-based organizations. A copy of the Citizen Participation Plan can be found in Appendix D of this document and on the City's [website](#).

A community needs assessment survey and two public meetings were held to gather citizen input for the creation of the 2020-2024 Consolidated Plan. The community needs assessment was conducted via electronic and paper surveys and was available to the public from January 8 - February 7, 2020. Public outreach for the survey included direct survey distribution to stakeholder partner agencies, Neighborhood Council members, and City employees via email. Electronic survey links and paper survey locations were provided to and distributed by traditional and social media outlets, including the Great Falls Tribune, The Electric, and the City's Facebook page and webpage. Paper copies of the survey were available at the Planning and Community Development office, the public library, and upon request to all public, nonprofit, faith-based, and stakeholder agencies. A total of 529 survey responses were received.

The community kick-off meeting was held on December 16, 2019, and was attended by 26 individuals representing public agencies, nonprofit agencies, Neighborhood Council members, and community residents. A second public meeting was conducted in a focus group format on February 27, 2020. Twenty representatives from public agencies, nonprofit agencies, and Neighborhood Councils attended and participated in a focus group discussion to review results from the community needs assessment survey and to identify and further prioritize community goals. The 2020-2024 Consolidated Plan draft was made available to the public for a 30-day comment period from October 26 – November 24, 2020. A final City Commission public hearing to review the Consolidated Plan draft occurred on December 1, 2020. All public comments received and themes addressed in public meetings were transcribed and attached to this document as Appendix G.

Summary of public comments

A summary of public comments can be found in Appendix G.

Summary of comments or views not accepted and the reasons for not accepting them

All public comments were noted, transcribed, or accepted into the Consolidated Plan where applicable.

Summary

The needs of low to moderate income residents in 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, constant communication with public and nonprofit leaders, as well as the added oversight provided by the Grant Review Committee, seek 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 meet the expressed needs of the community. Great Falls is the only municipality in Montana with this position.

Section 2 | The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

Describe 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 (HOME) programs within the City of Great Falls, Montana. A Consolidated 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 has received CDBG and HOME funds as an entitlement community and participating jurisdiction, respectively. The City Commission reviews and approves the Consolidated Plan and will continue to do so in December 2020. Following City Commission approval, the City of Great Falls is seeking HUD approval for the 2020-2024 Consolidated Plan in December 2020. The 2020-2024 Consolidated Plan is being submitted under a deadline extension granted by HUD and in accordance with the mega-waiver permissions released by HUD in response to the Novel Coronavirus disease (COVID-19) pandemic in 2020. 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

PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

Introduction

The 2020-2024 Consolidated Plan was primarily 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 services, and housing developers were heavily involved in both the creation and fulfillment of past Consolidated Plan goals and objectives and are crucial to the further fulfillment of these goals for the next five-year period.

Sources of public data used in creating the Consolidated Plan include: U.S. Department of Housing and Urban Development (HUD User, CHAS 2011-2015, Office of Community Planning and Development, Office of Public and Indian Housing); the U.S. Bureau of the Census (2010 Census and American Community Survey 5-year estimates for 2011-2015 and 2014-2018); Montana Department of Public Health and Human Services; and Cascade City-County Health Department. All citizen participation meetings are documented as appendices and include attendance records. Other relevant planning or housing documents developed before the 2020-2024 Consolidated Plan are referenced later in this section (Table 3).

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 both residents and assisted housing residents from the Great Falls Housing Authority and Opportunities, Inc., to provide input to the City on whether their needs in regards 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.

From the 2020 Citizen Participation Plan, as posted publicly on the City of Great Falls website:

1. The City will contact local affordable housing and public service agencies, the Great Falls Housing Authority and the Neighborhood Councils to obtain information and comments to make citizens aware of the Consolidated Plan or Annual Action Plan process. The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities,

persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. State relay 711 and reasonable accommodations are available upon request.

2. The proposed Consolidated Plan or Annual Action Plan will be available to all citizens on the City internet site and the City Planning & Community Development Department. Citizens will be informed about the availability of the proposed Consolidated Plan or Annual Action Plan by notifications on the City website, publishing display advertisements in the Great Falls Tribune and emailing notices to a wide variety of public service agencies. Notification will describe the availability of the plan and the 30-day period to receive public comment.
3. The City Commission will provide three public meetings requesting input from citizens and representatives of low to moderate income level people on grant policies and as to the needs of the community, including but not limited to housing, community development, infrastructure, economic development and homeless assistance.

The City will provide a reasonable number of free copies of the Consolidated Plan or Annual Action Plan to citizens and groups upon request.

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 most recent Point-in-Time count and survey was conducted on January 30, 2020; however, data from that survey was not available at the time of this report. For that reason, data from the 2019 Point-in-Time survey has been used in this report.

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.

The City encourages 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 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. Although no agencies in Great Falls other than Opportunities, Inc., have received any federal homeless grant funding for more than 16 years, the City will continue to cooperate with the MT CoCC as much as possible to meet whatever requirements are established.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the 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 jurisdictions 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
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings and hearings, responded to and distributed community surveys, provided input on community needs. Attended meetings with City staff to develop potential project ideas for proposed Affordable Housing funds.

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
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to surveys, provided input on community needs, and attended meetings with City staff to develop potential project ideas for proposed Economic Development funds.
3	Agency/Group/Organization	QUALITY LIFE CONCEPTS
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to surveys, provided input on community needs.
4	Agency/Group/Organization	GREAT FALLS AREA HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing Services - Housing Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to surveys, provided input on community needs.

5	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
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to surveys, provided input on community needs. Attended meetings with City staff to develop potential project ideas for proposed Public Infrastructure funds.
6	Agency/Group/Organization	CENTER FOR MENTAL HEALTH
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to community survey, provided input on community needs, attended CoC meetings and bi-monthly Case Conferencing meetings.
7	Agency/Group/Organization	Great Falls Public Housing Authority
	Agency/Group/Organization Type	Housing PHA Service-Fair Housing Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to and distributed community survey, provided input on community needs, attended CoC meetings and bi-monthly Case Conferencing meetings.

8	Agency/Group/Organization	INDIAN FAMILY HEALTH CLINIC
	Agency/Group/Organization Type	Services-Health Health Agency Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to and distributed community survey, provided input on community needs, attended CoC meetings and bi-monthly Case Conferencing meetings.
9	Agency/Group/Organization	YOUNG PARENTS EDUCATION CENTER
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education Services-Employment Service-Fair Housing Childcare
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to community survey, provided input on community needs.
10	Agency/Group/Organization	St. Vincent de Paul
	Agency/Group/Organization Type	Services - Housing Services-homeless Food Boxes
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Anti-poverty Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to community survey, provided community needs input, attended CoC meetings and bi-monthly Case Conferencing meetings.
11	Agency/Group/Organization	Great Falls Public Schools
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings and provided input on community needs.
12	Agency/Group/Organization	North Central Independent Living Services
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, responded to and helped distribute community surveys, attended CoC meetings, provided input on community needs.
13	Agency/Group/Organization	United Way of Cascade County
	Agency/Group/Organization Type	Services-homeless Services-Health Services-Education Services-Employment

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Attended public meetings, provided input on community needs, 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 meeting invitations 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. The agencies in attendance at our planning meetings, however, cannot fully represent the entire spectrum of needs in the community.

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 objective for very low to low income needs; included 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	City of Great Falls	Goals and strategies that address Fair and Affordable Housing; the Analysis of Impediments is currently being updated and drafted as a statewide collaboration coordinated by Montana Department of Commerce, Community Development Division
Comprehensive Housing Affordability Strategy	City of Great Falls	Needs assessment for previous goals and included in previous Strategic Plans (2011-2015; 2015-2019)

HUD Table 3 – Other local / regional / federal planning efforts

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, representative 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.

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting.

A community needs assessment survey and two public meetings were held to gather citizen input for the creation of the 2020-2024 Consolidated Plan draft. The community needs assessment was conducted via electronic and paper surveys and was available to the public from January 8 - February 7, 2020. Public outreach for the survey included direct survey distribution to stakeholder partner agencies, Neighborhood Council members, and City employees via email. Electronic survey links and paper survey locations were provided to and distributed by traditional and social media outlets, including the Great Falls Tribune, The Electric, and the City’s Facebook page and webpage. Paper copies of the survey were available at the Planning and Community Development office, the public library, and upon request to all public, nonprofit, faith-based, and stakeholder agencies. A total of 529 survey responses were received.

The community kick-off meeting was held on December 16, 2019, and was attended by 26 individuals representing public agencies, nonprofit agencies, neighborhood council members, and community residents. A second public meeting was conducted in a focus group format on February 27, 2020. Twenty representatives from public agencies, nonprofit agencies, and Neighborhood Councils attended and participated in a focus group discussion to review results from the community needs assessment survey and to identify and further prioritize community goals. The 2020-2024 Consolidated Plan draft was made available to the public for a 30-day comment period from October 26 – November 24, 2020. A final City Commission public hearing to review the Consolidated Plan draft occurred on December 1,

2020. All public comments received and themes addressed in public meetings were transcribed and attached to this document as Appendix G.

Citizen Participation Outreach

1		Mode of Outreach: PUBLIC MEETING
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	The community kick-off meeting was held on December 16, 2019, and was attended by 26 individuals representing public agencies, nonprofit agencies, neighborhood council members, and community residents. Attendees were invited to review the goals of the 2015-2019 Consolidated Plan and the planning timeline and participation opportunities for the 2020-2024 Consolidated Plan.
	Summary of comments received	No comments were received.
	Summary of comments not accepted and reasons	No comments were received or rejected.

2		Mode of Outreach: PUBLIC MEETING
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	A focus group meeting was conducted on February 27, 2020. Twenty representatives from public agencies, nonprofit agencies, and Neighborhood Councils attended and participated in a focus group discussion to review results from the community needs assessment survey and to identify and further prioritize community goals. Invitations were sent via electric mail to area agencies, civic leaders, and Neighborhood Councils.
	Summary of comments received	Attendees' comments included ideas that further prioritize activities that address Community Service, Homelessness, Housing, Community Facilities, and Economic Development.
	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, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	The public hearing is scheduled for December 1, 2020, during a regularly scheduled City Commission meeting. Any comments received will be summarized here and included at length in Appendix G.
	Summary of comments received	<i>Any comments received will be summarized here and included at length in Appendix G.</i>
	Summary of comments not accepted and reasons	
	URL (If applicable)	

4		Mode of Outreach: IN-PERSON OUTREACH
Target of Outreach		Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
Summary of response/attendance		Staff member attended Council of Councils meeting on January 28, 2020, to present information on citizen participation opportunities during the consolidated planning process, including distributing physical copies of the community needs assessment as well as online survey link.
Summary of comments received		No comments were received.
Summary of comments not accepted and reasons		No comments were received or rejected.

5		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 community needs assessment was conducted via electronic and paper surveys and was available to the public from January 8-February 7, 2020. Public outreach for the survey included direct survey distribution to stakeholder partner agencies, Neighborhood Council members, and City employees via email. Electronic survey links and paper survey locations were provided to and distributed by traditional and social media outlets, including the Great Falls Tribune, The Electric, and the City's Facebook page and webpage. Paper copies of the survey were available at the Planning and Community Development office, the public library, and upon request to all public, nonprofit, faith-based, and stakeholder agencies. A total of 529 survey responses were received.
Summary of comments received		Priorities identified from survey responses include projects and activities related to Community Services, Affordable Housing, Homelessness Services and Prevention, Community Facilities and Infrastructure, and Economic Development.
Summary of comments not accepted and reasons		No comments were rejected.

6		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 Public Notice for the Community Needs Assessment survey from January 8-February 7, 2019; to provide Public Notice of the 30-day comment period for the proposed Consolidated Plan draft from October 26, 2020 to November 24, 2020; to provide notice of the scheduled December 1, 2020 Public Hearing; to host the direct link for the Community Needs Assessment survey; and to host the proposed Consolidated Plan draft for public review and comment.
Summary of comments received		<i>Any comments received will be summarized here and included at length in Appendix G.</i>
Summary of comments not accepted and reasons		
URL (If applicable)		

7	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: October 25, 2020 and November 15, 2020 for the Public Notice of the 30-day comment period from October 26, 2020-November 24, 2020, for the Consolidated Plan draft; November 15, 2020 and November 29, 2020 for the Notice of the scheduled December 1, 2020 Public Hearing.
	Summary of comments received	<i>Any comments received will be summarized here and included at length in Appendix G.</i>
	Summary of comments not accepted and reasons	

Table 1 – Citizen Participation Outreach

Section 3 | Needs Assessment

NA-05 Overview

Needs Assessment Overview

The consolidated planning process includes the identification and prioritization of community needs. Community needs were determined by analysis of data presented in this section combined with consideration of the City of Great Falls Community Needs Assessment Survey results, focus group key takeaways, City Commission Public Hearing, and public comments received, all of which were conducted between January-November 2020.

The City received 529 responses from its Community Needs Assessment Survey, which was available to the public from January 8 - February 7, 2020. Priorities identified from survey responses include a wide range of projects and activities related to:

1. Community Services (Public Services)
2. Affordable Housing
3. Homelessness Services and Prevention
4. Community Facilities and Infrastructure (Public Facilities and Improvements)
5. Economic Development

Key takeaways from the focus group held on February 27, 2020, include:

1. Prioritization of *Community Service Activities* that address:
 - a. youth and children's services
 - b. mental health needs
 - c. crime prevention
 - d. substance abuse
2. Prioritization of *Homelessness Activities* that address:
 - a. transitional and permanent supportive housing
 - b. rapid rehousing
 - c. transportation services
 - d. case management
3. Prioritization of *Housing Activities* that address:
 - a. residential rehabilitation
 - b. affordable rental and homeowner housing

- c. homebuyer assistance
 - d. slum and blighted property removal
4. Prioritization of *Community Facilities Activities (Infrastructure)* that address:
- a. youth centers
 - b. park and recreation
 - c. community centers
 - d. public restroom facilities
5. Prioritization of *Economic Development Activities* that address:
- a. removing barriers to work (i.e., lack of public transportation)
 - b. increasing equitable pathways to opportunity (i.e., education, training, economic mobility)

The data tables presented in this section have been pre-populated by two HUD-provided data sets, including 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) data and 2011-2015 American Community Survey (ACS) data. This Needs Assessment provides an overview of the population and demographic makeup of the City of Great Falls, identifies the groups of people in most need of housing assistance, and clarifies where gaps in services currently exist. The intent of the assessment is to provide a data-driven basis for the prioritization of needs that may be addressed in the Consolidated Plan.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	58,505	59,565	2%
Households	23,998	25,195	5%
Median Income	\$40,718	\$42,896	5%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	3,595	3,525	4,315	2,780	10,975
Small Family Households (2-4 members)	1,085	1,040	1,595	940	5,430
Large Family Households (5+ members)	145	210	170	255	725

Household contains at least one person 62-74 years of age	520	625	1,005	420	2,380
Household contains at least one person age 75 or older	415	915	760	545	925
Households with one or more children 6 years old or younger	675	554	775	365	610

Table 6 - Total Households Table
Data Source: 2011-2015 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing Lacking complete plumbing or kitchen facilities	35	50	0	45	130	10	0	30	0	40
Severely Overcrowded With >1.51 people per room (and complete kitchen and plumbing)	105	100	115	4	324	10	0	4	0	14
Overcrowded With 1.01-1.5 people per room (and none of the above problems)	90	65	0	0	155	0	0	20	4	24
Housing cost burden greater than 50% of income (and none of the above problems)	1,360	245	80	35	1,720	490	375	125	20	1,010
Housing cost burden greater than 30% of income (and none of the above problems)	480	915	650	25	2,070	135	415	625	230	1,405
Zero/negative Income (and none of the above problems)	160	0	0	0	160	40	0	0	0	40

Table 7 – Housing Problems Table
Data Source: 2011-2015 CHAS

2. Housing Problems 2

(One or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	1,590	455	195	90	2,330	510	375	180	25	1,090
Having none of four housing problems	1,015	1,390	1,835	1,015	5,255	285	1,305	2,105	1,655	5,350
Household has negative income, but none of the other housing problems	160	0	0	0	160	40	0	0	0	40

Table 8 – Housing Problems 2

Data Source: 2011-2015 CHAS

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related (2-4 related members)	570	455	375	1,400	155	295	300	750
Large Related (5+ related members)	125	120	25	270	4	40	45	89
Elderly (ages 62+)	330	354	114	798	224	285	245	754
Other	945	325	210	1,480	260	165	190	615
Total need by income	1,970	1,254	724	3,948	643	785	780	2,208

Table 9 – Cost Burden > 30%

Data Source: 2011-2015 CHAS

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related (2-4 related members)	455	125	15	595	130	110	25	265
Large Related (5+ related members)	115	50	0	165	4	20	25	49
Elderly (ages 62+)	210	54	29	293	150	120	45	315
Other	685	60	30	775	230	120	30	380
Total need by income	1,465	289	74	1,828	514	370	125	1,009

Table 10 – Cost Burden > 50%

Data Source: 2011-2015 CHAS

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	195	130	100	4	429	4	0	24	0	28
Multiple, unrelated family households (e.g. more than one unrelated household living in a single dwelling unit)	0	40	0	0	40	4	0	0	4	8
Other, non-family households	0	0	15	0	15	0	0	0	0	0
Total need by income	195	170	115	4	484	8	0	24	4	36

Table 11 – Crowding Information – 1/2

Data Source: 2011-2015 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	<i>DATA UNAVAILABLE</i> <i>local CHAS data does not track this statistical category</i>							

Table 12 – Crowding Information – 2/2

Data Source: 2011-2015 CHAS (data unavailable)

Describe the number and type of single person households in need of housing assistance.

According to ACS data presented in Table 5, the population of Great Falls in 2015 was 59,565. This is an increase of 2% from the city’s total population in 2009. The city’s number of households grew from 23,998 in 2009 to 25,195 in 2015, an increase of 5%. The household area median income increased at the same rate, from \$40,718 in 2009 to \$42,896 in 2015. Table 6 indicates that 45.4% of Great Falls’ households earned 0-80% of the household area median income in 2015.

The household category designated as “Other” in the tables above is likely similar to single person households. Tables 9 and 10 indicate that Other households represent 42.4% of renters experiencing severe cost burdens and 37.5% of renters experiencing cost burdens. This is the largest household category noted by percentage with the percentages being especially noteworthy in the 0-30% AMI range. In that instance, household renters with 0-30% AMI represent 24% of renters experiencing cost burden, with the percentage jumping to 37.5% of in the severe cost category. This data suggests that non-family, single person households in Great Falls have the greatest need for housing assistance.

As of August 2020, the Great Falls Housing Authority has 42 single-person households on its public housing wait list and 97 single-person households on its Housing Choice Voucher wait list. Of the Housing Authority’s 490 public housing units, 132 are one-bedroom units; 8 are efficiency apartments.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

Disabled: The American Community Survey estimates that 8,877 residents of Great Falls are living with at least one disability, making up more than 15% of the City's 56,979 civilian, noninstitutionalized population (ACS, 2018). In 2017, the Great Falls Housing Authority reported 110 disabled households in public housing and 99 disabled households in the Housing Choice Voucher program. As of August 2020, the Housing Authority estimates 11 people with disabilities on the public housing wait list and 19 on the Housing Choice Voucher list.

North Central Independent Living Services, Inc., (NCIL) employs and serves north central Montanans with disabilities. NCIL coordinates support services and provides information, referral, and housing navigation services for its consumers who are experiencing housing instability. NCIL advocates for increased physical accessibility, visitability standards (no-step entry, ground-level accessible restrooms) and universal design in rental and homebuyer housing stock in Great Falls. Universal design efforts accommodate people with disabilities as well as senior populations who desire to age in place.

Domestic Violence: The YWCA Mercy Home, the primary provider of emergency/transitional housing and supportive services for victims of domestic abuse, has the capacity to house 30 women & children at one time. Supportive services 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 YWCA Great Falls website reports that from July 2018 to June 2019 the organization provided 156 women and children fleeing domestic violence with more than 4,071 shelter nights. Along with housing assistance, victims of domestic violence may require financial assistance for basic needs, counseling, legal assistance and training/education to assist with employment.

What are the most common housing problems?

Cost burden and severe cost burden are the most common housing problems in Great Falls. HUD defines cost burden as housing costs that are greater than 30% of a household's income. Severe cost burden exists when housing costs exceed 50% of a household's income. Table 9 indicates that 3,948 renter households with 0-80% AMI experienced cost burden in 2015, while 2,208 homeowner households with 0-80% AMI experienced cost burden in the same year reported. For severe cost burden (Table 10), the totals are 1,828 and 1,009 for 0-80% AMI renters and homeowners, respectively. Combined, these numbers indicate that 35.7% of total 0-80% AMI households in Great Falls experienced some degree of housing cost burden in 2015. Consequently, households experiencing rent and mortgage cost burdens may have difficulty affording other necessities critical for basic quality of life, including food, clothing, transportation, and medical care.

Are any populations/household types more affected than others by these problems?

More than half of households with 0-30% AMI have one or more severe housing problems at a rate of 58%. Other, single-person household renters with 0-30% AMI represent 24% of renters experiencing cost burden and 37.5% of renters experiencing severe cost burden. Small, related household renters with 0-80% AMI represent 35% of renters experiencing cost burden and 32.5% of renters experiencing severe cost burden. HUD-determined Fair Market Rents for Great Falls in 2015 for efficiency, one-bedroom, and two-bedroom units--units of size that would likely serve these populations--were \$485, \$505, and \$685, respectively. The supply of these units is not great enough to respond to the large demand in the community of Great Falls.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance.

The [2019 Montana Homeless Survey](#) reports that 34 households with school-aged children were experiencing homelessness and living in emergency shelters at the time the survey was administered on January, 31, 2019. Together, those 34 households include 47 children ages 5-17, or 70 children ages birth-17.

According to [data](#) released by the Great Falls Public School District in 2018, Great Falls has the highest percentage of free and reduced lunch eligibility for AA district elementary schools in the state, with nearly 50% of elementary students qualifying for free and/or reduced lunches. Additionally, the District reported an increase in the number of homeless students during recent years. Any “child who lacks a fixed, regular, and adequate nighttime residence” is considered to be experiencing homelessness by the Great Falls Public School District. During the 2017-2018 school year, the number of students believed to be experiencing homelessness was more than 350.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

The City does not provide a numerical estimation of the at-risk population.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness.

Cost burden and severe cost burden are the most common housing problems in Great Falls and can lead to housing instability. From 2010 to 2018, census data indicates the median home price in Great Falls

increased at a rate of more than 17%, from \$144,200 in 2010 to \$168,900 in 2018. During the same time span, the median household income increased at a smaller rate of 11.4%, from \$40,935 in 2010 to \$45,620 in 2018.

The basic housing affordability problem for many residents is the disparity between income levels and housing costs, especially for low and moderate income households. Average housing prices have grown faster than income levels, making it difficult or impossible for many families to save enough for a down payment or to afford the monthly cost of a mortgage, interest, insurance and taxes. This problem is worse for people with poor credit histories, especially those people with low and moderate incomes.

Housing that is considered affordable is defined as housing units that have sales prices or rents that are within the means of a low or moderate income household. The private housing market does not generally provide affordable housing without some type of subsidy or incentive. Public agencies and non-profit organizations have been very active in housing programs for many years, as described elsewhere in this report. Despite their success, however, the ability of low and moderate income families to acquire housing has still been adversely affected as a result of costs rising faster than incomes.

Another problem related to housing affordability is a shortage of quality houses in certain price ranges. Housing units that may be affordable to residents within certain income groups often have physical problems that make the units ineligible for financing from private lending institutions, as well as unattractive to potential buyers. In other cases, the houses may be in good enough condition to qualify for a loan, but the unit is priced too high for low or moderate income potential buyers to afford.

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Based on Tables 13-16 below, disproportionately greater need exists among certain racial or ethnic groups based on housing problems despite their small percentage of the population. Disproportionately greater need is defined by being at least 10% larger than the total income level (all races combined).

For 0%-30% AMI:

- 75.6% of extremely low income households have one or more of four housing problems. All 40 (100%) of Asian households in this AMI range suffer from one or more housing problems, while 91.2% of American Indian/Alaska Native households with 0-30% AMI experience one or more housing problems.

For 30%-50% AMI:

- 61% of low income households have one or more of four housing problems. Again, 100% (all 10) of Asian households in this AMI range have one or more housing problems. 87.5% of Hispanic households with 30-50% AMI suffer from one or more housing problems.

For 50%-80% AMI:

- 38.2% of moderate income households have one or more of the four housing problems. Once again, 61.5% of American Indian/Alaska Native in this AMI category have one or more housing problems, and 52% of Hispanic households are experiencing one or more housing problems.

For 80%-100% AMI:

- 13.3% of households with 80-100% AMI have one or more of the four housing problems, but 44.4% of Asian households suffer from one or more housing problems.

0%-30% of Area Median Income

Housing Problems 1. Lacks complete kitchen facilities 2. Lacks complete plumbing facilities 3. More than one person per room 4. Cost Burden greater than 30%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,720	680	200
White	2,115	545	185
Black / African American	0	0	0
Asian	40	0	0
American Indian, Alaska Native	414	40	0
Pacific Islander	0	0	0
Hispanic	50	20	15

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

30%-50% of Area Median Income

Housing Problems 1. Lacks complete kitchen facilities 2. Lacks complete plumbing facilities 3. More than one person per room 4. Cost Burden greater than 30%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,155	1,370	0

White	1,890	1,270	0
Black / African American	0	0	0
Asian	10	0	0
American Indian, Alaska Native	95	60	0
Pacific Islander	0	0	0
Hispanic	70	10	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI
Data Source: 2011-2015 CHAS

50%-80% of Area Median Income

Housing Problems 1. Lacks complete kitchen facilities 2. Lacks complete plumbing facilities 3. More than one person per room 4. Cost Burden greater than 30%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,650	2,665	0
White	1,370	2,340	0
Black / African American	40	85	0
Asian	4	35	0
American Indian, Alaska Native	80	50	0
Pacific Islander	0	0	0
Hispanic	125	115	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI
Data Source: 2011-2015 CHAS

80%-100% of Area Median Income

Housing Problems 1. Lacks complete kitchen facilities 2. Lacks complete plumbing facilities 3. More than one person per room 4. Cost Burden greater than 30%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	370	2,415	0
White	335	2,130	0
Black / African American	0	25	0
Asian	20	25	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	4	115	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI
Data Source: 2011-2015 CHAS

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Based on Tables 17-20 below, disproportionately greater need exists among certain racial or ethnic groups based on severe housing problems despite their small percentage of the population. Disproportionately greater need is defined by being at least 10% larger than the total income level (all races combined).

For 0%-30% AMI:

- 58.3% of extremely low income households have one or more of the four severe housing problems identified; but all ten (100%) of Asian households suffer from one or more severe housing problems, while 84.7% of American Indian/Alaska Native households in this income category have one or more severe housing problems.

For 30%-50% AMI:

- 23.5% of low income households have one or more of the four severe housing problems identified; but 100% of Asians with 30-50% AMI have one or more severe housing problems. Nearly 69% of Hispanic households in this income category suffer from one or more severe housing problems.

For 50%-80% AMI:

- 8.7% of moderate income households have one or more of the four severe housing problems identified; but 28% of American Indian/Alaska Native households and nearly 21% of Hispanic households with 50-80% AMI have one or more of four severe housing problems.

For 80%-100% AMI:

- Only 4% of households have one or more of the four severe housing problems provided. According to Table 20, there is no disproportionately greater need within this AMI range.

0%-30% of Area Median Income

Severe Housing Problems 1. Lacks complete kitchen facilities 2. Lacks complete plumbing facilities 3. More than 1.5 persons per room 4. Cost Burden over 50%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,100	1,300	200
White	1,540	1,115	185
Black / African American	0	0	0
Asian	40	0	0
American Indian, Alaska Native	389	70	0
Pacific Islander	0	0	0
Hispanic	40	30	15

Table 17 – Severe Housing Problems 0 - 30% AMI
Data Source: 2011-2015 CHAS

30%-50% of Area Median Income

Severe Housing Problems 1. Lacks complete kitchen facilities 2. Lacks complete plumbing facilities 3. More than 1.5 persons per room 4. Cost Burden over 50%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	830	2,695	0
White	710	2,455	0
Black / African American	0	0	0
Asian	10	0	0
American Indian, Alaska Native	24	130	0
Pacific Islander	0	0	0
Hispanic	55	25	0

Table 18 – Severe Housing Problems 30 - 50% AMI
Data Source: 2011-2015 CHAS

50%-80% of Area Median Income

Severe Housing Problems 1. Lacks complete kitchen facilities 2. Lacks complete plumbing facilities 3. More than 1.5 persons per room 4. Cost Burden over 50%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	375	3,940	0
White	285	3,420	0
Black / African American	0	125	0
Asian	0	39	0
American Indian, Alaska Native	35	90	0
Pacific Islander	0	0	0
Hispanic	50	190	0

Table 19 – Severe Housing Problems 50 - 80% AMI
Data Source: 2011-2015 CHAS

80%-100% of Area Median Income

Severe Housing Problems 1. Lacks complete kitchen facilities 2. Lacks complete plumbing facilities 3. More than 1.5 persons per room 4. Cost Burden over 50%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	115	2,670	0
White	105	2,355	0
Black / African American	0	25	0
Asian	0	45	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	0	120	0

Table 20 – Severe Housing Problems 80 - 100% AMI
Data Source: 2011-2015 CHAS

[NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 \(b\)\(2\)](#)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

The table below indicates that a high number of households (71.8%) are not cost burdened based on the data. The remaining 28.2% of Great Falls households are cost-burdened, meaning they pay more than 30% of their income on housing needs. In this cost-burdened category, 15.6% of cost-burdened households pay between 30-50% of their income on housing while 11.6% pay greater than 50% of their income on housing (severely cost burdened).

Housing Cost Burden

Housing Cost Burden	<=30% (no cost burden)	30-50% (cost burden)	>50% (severe cost burden)	No / negative income (not computed)
Jurisdiction as a whole	18,080	3,940	2,940	235
White	16,290	3,470	2,355	225
Black / African American	200	40	0	0
Asian	260	30	50	0
American Indian, Alaska Native	405	160	355	0
Pacific Islander	0	0	0	0
Hispanic	510	120	85	15

Table 21 – Greater Need: Housing Cost Burdens AMI
Data Source: 2011-2015 CHAS

Discussion

According to the data presented in Table 21, American Indian/Alaska Native households experience disproportionately greater need in regard to severe housing cost burden (paying more than 50% of their income toward housing). While 11.6% of the population as a whole is severely cost burdened, 38.6% of American Indian/Alaska Native households are severely cost burdened.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Disproportionately greater need is defined by being at least 10% larger than the total income level (all races combined). Based upon the data provided in section NA-20, disproportionately greater needs exist among certain racial or ethnic groups despite their small percentage of the population. For extremely low incomes (0-30% AMI), Asian households and American Indian/Alaska Native households have disproportionate needs, while in the low income category (30-50% AMI) Asians and Hispanics have disproportionately greater needs. When considering moderate incomes (50-80% AMI), American Indian/Alaska Native and Hispanic populations have disproportionately greater needs.

If they have needs not identified above, what are those needs?

Great Falls has not specified or determined any targeted needs based on race outside of the findings above.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

A review of the Community Planning and Development (CPD) Maps data provided by HUD reveals that there are some isolated concentrations of minority races in Great Falls. American Indians are located in all census tracts with the highest concentrations downtown in Tracts 108, 4, and 7; persons of Hispanic Origin are located in all census tracts with the highest concentration downtown in Tracts 7 and 8. Malmstrom Air Force Base is located on the far east side of town in Tract 12, where a high concentration of all races are represented. Tract 12 sits largely outside the city limits.

NA-35 Public Housing – 91.205(b)

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).

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.

GFHA is governed by a seven-member Board of Commissioners appointed by the Great Falls City Commission. The community members of the Board serve five-year terms and the resident members serve two-year terms. All members serve without compensation. The Board contracts for staff and management services from the City of Great Falls.

The Great Falls Housing Authority will continue the processes it has in place to improve the living environment for its residents, including using capital funds to rehabilitate housing units as necessary. A rehabilitation project continuing through the next five years is the infrastructure upgrade and major renovation of AMP 1, which consists of 156 units at the main housing site (Chowen Springs).

Tables 22-26 below include data from the Office of Public and Indian Housing and offer demographic information for public housing residents and Housing Choice Vouchers administered by the Great Falls Housing Authority.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers in use	0	0	469	184	0	183	0	0	0

Table 22 - Public Housing by Program Type, Data Source: PIC (PIH Information Center)

**includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition*

Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project - based	Tenant - based	Special Purpose Voucher	
						Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income (in dollars)	0	0	11,976	12,647	0	12,602	0	0
Average length of stay (in years)	0	0	3	3	0	3	0	0
Average Household size (# of persons)	0	0	2	2	0	2	0	0
# Homeless at admission	0	0	0	0	0	0	0	0
# of Elderly Program Participants (>62 yrs of age)	0	0	61	31	0	31	0	0
# of Disabled Families	0	0	109	63	0	63	0	0
# of Families requesting accessibility features	0	0	469	184	0	183	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of Domestic Violence victims	0	0	0	0	0	0	0	0

Table 24 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant -based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
White	0	0	369	149	0	149	0	0	0
Black/African American	0	0	14	8	0	7	0	0	0
Asian	0	0	6	0	0	0	0	0	0
American Indian/Alaska Native	0	0	77	26	0	26	0	0	0
Pacific Islander	0	0	3	1	0	1	0	0	0
Other	0	0	0	0	0	0	0	0	0

Table 25 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

**includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition*

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Hispanic	0	0	11	5	0	5	0	0	0
Not Hispanic	0	0	458	179	0	178	0	0	0

Table 26 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

**includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition*

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

In reviewing the Section 504 Needs Assessment, the Great Falls Housing Authority is in compliance with the physical handicapped accessibility requirements for housing authority facilities. The Great Falls Housing Authority will take into account the handicap accessibility requirements (5% standard for percentage of ADA accessible units) during any rehabilitation projects. The Great Falls Housing Authority has housing designated for the elderly/disabled and has established partnerships with assistive agencies within the community to assist those residents.

In 2017, GFHA reported 110 households with disabilities residing in public housing and 99 households with disabilities utilizing Housing Choice Vouchers. As of August 2020, there are 11 households with disabilities on the public housing wait list and 19 households on the Housing Choice Voucher wait list. Currently, none of the households with disabilities on either wait list have requested physical handicapped accessible units.

Most immediate needs of residents of Public Housing and Housing Choice Voucher holders:

The excerpt below from the 2015 Analysis of Impediments remains accurate according to Great Falls Housing Authority leasing staff. Fair Market Rents (FMR) released by HUD for Great Falls decreased across all bedroom sizes from federal fiscal years 2019 to 2020. Although FMRs now show an increase across all bedroom sizes for federal fiscal year 2021, they remain well below the city’s market rate rents, which does not encourage participation in the HCV program by landlords in the private market.

From the Analysis of Impediments (2015): *Fair market rents are too low. The Great Falls Housing Authority and Opportunities, Inc., report Housing Choice Voucher participants are having difficulties*

finding landlords that will accept vouchers. The primary problem is fair market rents are below the city market rents and in a strong rental market, landlords will rent to the open market for higher rents. A second problem is the landlord would have to hold the rental open until the Housing Quality Standards (HQS) inspection was completed and compliance with HQS requirements achieved, meaning that rental income is lost during the transition. This waiting period, coupled with lower than market rent, results in landlords being reluctant to accept Housing Choice Vouchers.

How do these needs compare to the housing needs of the population at large?

The need for decent, affordable housing was re-emphasized in survey results from the January 2020 Community Needs Assessment, as well as the citizen participation focus group meeting held in February 2020. Survey results and community input continue to indicate that affordable rental and homeownership opportunities rank high among community needs. The decrease in public funding for nonprofit partner agencies affects all housing organizations in the community. This, along with disproportionate increases in wages and housing costs, creates a housing burden for those depending on these agencies for housing assistance.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction

At the time of this report, data from the 2020 Point-in-Time Count and Housing Inventory Count has not been released. The data in this section reflects the 2019 Homeless Point-in-Time Count and reports on sheltered and unsheltered persons experiencing homelessness by household type and subpopulation provided by the Montana Continuum of Care Coalition and Department of Public Health and Human Services. On the night of January 31, 2019, 223 people were counted as homeless in Great Falls. Of the total, 200 were in an emergency shelter, 13 were in transitional housing, and 10 were unsheltered. When considering household type, there were 110 respondents with family, which made up 34 family households and included a total of 70 accompanying children aged 17 and under; 113 respondents were counted as individuals.

Homeless Needs Assessment, January 31, 2019

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate # experiencing homelessness each year	Estimate # becoming homeless each year	Estimate # exiting homelessness each year	Estimate # of days persons experience homelessness
	Sheltered	Unsheltered				
			<i>Yearly Data Estimates Not Reported</i>			
Persons in Households with Adult(s) and Child(ren)	110	0				
Persons in Households with Only Children	0	0				
Persons in Households with Only Adults	103	10				
Chronically Homeless Individuals	15	3				
Chronically Homeless Families	16	0				
Veterans	14	0				
Unaccompanied Child	0	0				
Persons with HIV	0	0				

Table 27 - Homeless Needs Assessment

Data Source: 2019 Point-in-Time Count, Montana Continuum of Care Coalition, <http://mthomelessdata.com/2019/>

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth).

Chronically homeless is defined by HUD as an individual or family with a disabling condition who has been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. The 2019 Point-in-Time survey counted 18 individuals and 16 families as chronically homeless. The number of veterans experiencing homelessness the night of the count was 14, and the number of people with disabilities experiencing homelessness was 60.

The number of homeless families with children in Great Falls has increased, representing nearly 50% of the total 2019 count. To meet this growing need, the Great Falls Rescue Mission completed construction of the Cameron Family Center in November of 2016 and can serve approximately 134 people experiencing homelessness, 70 of which, on average, are children. While the number of

unaccompanied youth is undefined, other family service agencies report receiving children from family members due to methamphetamine use by one or more parents.

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

On the night of January 31, 2019, 223 people were counted as homeless in Great Falls. Of that total, there were 110 respondents with family, which made up 34 family households and included a total of 70 accompanying children aged 17 and under. The number of veterans experiencing homelessness during the one-night count was 14.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

The 2019 Point-in-Time count reflects a disproportionate rate of American Indian/Alaska Natives experiencing homelessness in Great Falls. American Indian/Alaska Natives make up less than 6% of the city's total population, yet they represent 20% of those experiencing homelessness. Great Falls serves as the social services hub of all of North Central Montana, and the surrounding Cascade County jurisdiction contains larger American Indian/Alaska Native populations than the city limits. Populations of surrounding municipalities are served by homeless providers in Great Falls and have access to public transportation within a city block of the Great Falls Rescue Mission properties.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Of the total respondents on the night of January 31, 2019, 90% reported being in an Emergency Shelter and nearly 6% in Transitional Housing within the city. Less than 5% of respondents indicated that they slept in an unsheltered location. Unsheltered was interpreted as outside or other place not meant for sleeping (e.g. on the street, under a bridge, in a park, car, bus station, abandoned building, etc.).

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction

Non-homeless special needs include populations of the elderly; those who are mentally, developmentally, or physically disabled; those dependent on alcohol and drugs; victims of domestic violence; persons with HIV/AIDS; at-risk youth; and individuals depending on home care services and employment services.

Describe the characteristics of special needs populations in your community.

Elderly: According to the 2018 Census estimates, there are 10,663 residents age 65 years and over living in Great Falls, representing 18% of the total population (58,990). Approximately 35% of the city's elderly residents live alone.

Frail Elderly: *Frail elderly* is defined as individuals age 75 years and over or individuals age 65 years and over with functional impairments that affect daily living. In 2018, an estimated 1,530 residents between the ages of 65-74 were living with at least one disability in Great Falls. Of the 4,682 residents age 75 years and older, approximately 2,242, nearly 48%, are living with at least one disability.

Persons with Disabilities: The 2018 American Community Survey estimates that 8,877 Great Falls residents age five years or older are living with at least one disability. There are an estimated 3,113 residents age 18 years or older with an independent living difficulty; 1,513 residents age 18 years or older with a self-care difficulty; 3,917 residents with an ambulatory difficulty; 3,957 residents with a cognitive difficulty; 1,118 residents with a vision difficulty; and 2,493 residents with a hearing difficulty.

Mental Health: The 2016 Cascade County [Community Health Needs Assessment](#) reported that survey respondents ranked mental health and access to mental health services among the top 5 health concerns for the county, identifying depression, work-related stress, and alcohol use as the three mental health issues most impacting respondents' families. Based on survey results from the [2016 Behavioral Risk Factor Surveillance System](#), the Montana Department of Public Health and Human Services reports that 19.5% of all Montanans age 18 years and over have ever been diagnosed with a depressive disorder.

Substance Abuse: Substance dependency and abuse is a statewide concern of pressing importance. A 2017 report conducted by the Montana Department of Justice (DOJ) found that one in 10 Montanans is dependent on or abusing alcohol or drugs, and 40% of adult felony convictions are for possession or distribution of drugs or felony DUI. The National Survey of Drug Use and Health (2012-2014) estimates that 18,000 residents of the state are dependent on or abusing illicit drugs, while 66,500 are dependent on or abusing alcohol. Alcohol is the most commonly used substance in Montana, and high rates of consumption start early according the Montana DOJ study, which reports that 61% of Montana high school students who drink engage in binge drinking behavior. Across the state, substance use

contributes to more than 20,000 hospital and emergency room visits each year and is a key contributor to Montana's high rates of suicide, which are consistently twice the rate in the United States.

Victims of Domestic Violence: The YWCA Mercy Home is the primary provider of emergency/transitional housing and supportive services for victims of domestic abuse in Great Falls. The YWCA Great Falls website reports that from July 2018 to June 2019 the organization provided 156 women and children fleeing domestic violence with more than 4,071 shelter nights.

Persons with HIV/AIDS: According to the Montana Department of Public Health and Human Services, there are approximately 600 persons with HIV living in the state in 2016. On average, there have been 20-22 new cases of HIV identified annually over the last 15 years. The majority of persons with HIV in Montana are white males.

What are the housing and supportive service needs of these populations and how are these needs determined?

Persons with Disabilities and Elderly/Frail Elderly: Accessible Space, Inc., provides 23 units of accessible, subsidized housing for low income adults with severe mobility impairments and/or traumatic brain injuries at Southwinds Estates and 17 units at Meadow Lark Apartments. Twenty-four hour personal care attendant services are provided or available at both housing complexes. ASI also provides 47 units of accessible housing with availability of personal care attendant services for low income elderly residents at The Portage and 37 units of accessible housing at Voyageur Apartments.

Easter Seals-Goodwill Industries provides a variety of services to people with disabilities and disadvantaging conditions. Services include supportive and organizational employment, employment placement and training support, supported living, adult day programs, home care and home health care.

Quality Life Concepts, Inc., provides housing services for adults with developmental and/or physical disabilities. QLC also provides supportive living services for disabled people living in their own homes, as well as providing community-based day programs/services including: day activities and programming; assistance with finances, medical appointments, shopping, transportation and other day-to-day living needs; vocational rehabilitation services; recreational/social activities and assistance to families whose children have a developmental disability or are at risk for developmental delays.

Cascade County Area VIII Agency on Aging provides supportive services such as home meal delivery, home attendants, health promotion, foster grandparents, retired senior volunteer programming and transportation to assist elderly people who are not homeless. The Great Falls Senior Citizens Center provides on-site, low-cost meals, health and exercise programs, tax return preparation assistance, telephone outreach, educational workshops and recreational/social activities for elderly people in the community.

Health/Mental Health: The City-County Health Department provides a wide variety of health care services to the entire community, including people with low income and who are homeless. These services include disease prevention and control, nutrition education, food supplements, primary health care, dental care, mental health counseling, case management, assistance with obtaining prescriptions and specialty medical care, sexually transmitted disease testing and medication and parenting instruction. The Health Department provides educational services to inform the public and professional community members about lead-based paint hazards when requested.

The Indian Family Health Clinic provides primary medical care, diabetes clinical services, prescription medication, behavioral health programs (including chemical dependency and tobacco prevention, HIV/Hepatitis C prevention), wellness services, limited community resource advocacy and limited mental health counseling.

Alluvion Health is a non-profit Federally Qualified Health Center and offers medical, dental, behavioral, and substance abuse disorder services. Additional services include care coordination, crisis management, and referrals to community and housing services.

Substance Abuse and Drug Addiction: Gateway Community Services provides comprehensive alcohol and drug abuse treatment services, including evaluation, intensive outpatient treatment, adult and adolescent co-occurring mental health services, residential treatment services for low and moderate income people diagnosed with a chemical dependency addiction, case management, relapse prevention, anger management and monthly monitoring, early intervention and community prevention classes and outreach activities for community awareness.

Victims of Domestic Violence: The YWCA Mercy Home, the primary provider of emergency/transitional housing and supportive services for victims of domestic abuse, has the capacity to house 30 women & children at one time; supportive services include crisis intervention, support groups, information and referral, group counseling, personal advocacy, parenting classes, 911 cell phone lending program, transportation, legal advocacy, resume building & employment coaching. The YWCA Great Falls website reports that from July 2018 to June 2019 the organization provided 156 women and children fleeing domestic violence with more than 4,071 shelter nights. Along with housing assistance, victims of domestic violence may require financial assistance for basic needs, counseling, legal assistance and training/education to assist with employment.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

In Cascade County in 2018, the HIV infection rate was 65 of every 100,000 people according to data reported by AIDSvu.org. With a 2018 county population of 81,688, this means there are approximately 58 persons living with HIV in Cascade County. In 2019, the Montana Department of Public Health and

Human Services reported 26 newly diagnosed HIV cases across the state. The City of Great Falls does not receive Housing Opportunities for Persons With AIDS (HOPWA) funds as of 2020.

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Most non-profit social service agencies continue to have difficulty securing the financial resources to pay for code deficiencies, badly needed rehabilitation or handicap accessibility in their buildings. In many cases the rehabilitation is necessary for the agency to continue to offer services and, in some cases, the demand for the service has increased so dramatically that additional space is needed. In addition to the needs presented by agencies, needs are seen within City departments to complete upgrades at a variety of City public facilities to comply with Americans with Disabilities Act (ADA) requirements. As noted previously, the City will continue to work toward meeting ADA requirements for handicap accessibility in infrastructure and public facilities.

City departments and a number of non-profit agencies apply for CDBG funding each year and the dollar amounts of these requests has been increasing over the recent years. Funding requests for public facility projects received during program year 2019 totaled \$881,526 and included applications from two City departments. The total dollars requested for public facility projects was greater than the City's annual allocation for the 2019 program year. Funding was requested for a broad range of activities such as handicap accessibility, sidewalk repairs, building renovations and energy efficiency upgrades. Based on the current trend, a high level of requests for CDBG funding for public facility improvement projects is expected to continue throughout the next five years.

How were these needs determined?

A community needs assessment survey and two public meetings were held to gather citizen input for the creation of the 2020-2024 Consolidated Plan. The community needs assessment was conducted via electronic and paper surveys and was available to the public January 8 - February 7, 2020, and a total of 529 survey responses were received. The community kick-off meeting was held on December 16, 2019, and was attended by 26 individuals representing public agencies, nonprofit agencies, neighborhood council members, and community residents. A second public meeting was conducted in a focus group format on February 27, 2020. Twenty representatives from public agencies, nonprofit agencies, and neighborhood councils attended and participated in a focus group discussion to review results from the community needs assessment survey and to identify and further prioritize community goals. Additionally, one public hearing was held on December 1, 2020. All comments received are noted in Appendix G.

In 2017, the City of Great Falls Public Works Department completed its ADA Transition Plan per Title II of the Americans with Disabilities Act (ADA). The main goal of this transition plan is to evaluate existing pathways, such as sidewalks, curb cuts, and curb ramps; identify any barriers to accessibility; determine who should remove these barriers; and schedule the needed removal. This Transition Plan is guiding the City in efforts to provide accessible transportation and programs through the implementation of a program that identifies physical barriers on City properties and in the public rights of way.

Describe the jurisdiction's need for Public Improvements:

For the purposes of the City's implementation of the CDBG Grant Program, Public Improvement projects are categorized under Public Facilities. Please refer to the Public Facilities section of this Plan for the jurisdiction's need and how these needs were determined.

How were these needs determined?

For the purposes of the City's implementation of the CDBG Grant Program, Public Improvement projects are categorized under Public Facilities. Please refer to Public Facilities for the jurisdiction's need and how these needs were determined.

Describe the jurisdiction's need for Public Services:

A number of social service agencies apply for CDBG funding each year. A broad range of requests are received from social service agencies seeking funding for activities such as child care scholarships, food programs, youth services, homeless services, and housing/rental counseling. The trend for this high level of funding requests is expected to continue throughout the next five years. It is anticipated the needs will continue to increase exponentially in this category, especially if non-profit social service agencies continue to be faced with governmental funding cuts.

How were these needs determined?

A community needs assessment survey and two public meetings were held to gather citizen input for the creation of the 2020-2024 Consolidated Plan. The community needs assessment was conducted via electronic and paper surveys and was available to the public January 8 - February 7, 2020, and a total of 529 survey responses were received. The community kick-off meeting was held on December 16, 2019, and was attended by 26 individuals representing public agencies, nonprofit agencies, neighborhood council members, and community residents. A second public meeting was conducted in a focus group format on February 27, 2020. Twenty representatives from public agencies, nonprofit agencies, and neighborhood councils attended and participated in a focus group discussion to review results from the community needs assessment survey and to identify and further prioritize community goals. Additionally, one public hearing was held on December 1, 2020. All comments received are noted in Appendix G.

According to the community needs assessment survey results and the focus group discussions, providing support for Community Services (Public Services) rank as the highest community need, with specific emphasis given to supporting programs targeting youth services, mental health needs, substance abuse, crime prevention, child care, and homelessness services.

Describe the jurisdiction's need for Economic Development:

The Great Falls Development Authority (GFDA) is the primary economic development organization in the community. The GFDA's mission is to grow and diversify the Great Falls regional economy, create higher wage employment opportunities, and improve the community's economic competitiveness. Key economic development target areas include: 1) increasing entrepreneurial business activity as well as expanding and retaining existing businesses, 2) attracting real estate and business investment along the Missouri River corridor as well as within downtown Great Falls, 3) market-based business recruitment, 4) diversifying targeted manufacturing clusters, 5) workforce development, and 6) increased investment in commercial and housing development. One of GFDA's strategic priorities continues to be the development and marketing of "shovel-ready" heavy industrial sites within the Great Falls AgriTech Park. This rail-served industrial park contains 197 acres of property comprising 10 parcels. Occupants of the park include a FedEx distribution facility, Helena Chemical, and Montana Specialty Mills.

GFDA provides a number of key services to assist business development and ensure the creation/retention of higher wage job opportunities. GFDA's Community Development Finance Institution (CDFI) provides gap and bridge financing assistance for entrepreneurs and businesses. Additionally, their Community Development Corporation (CDC) provides SBA 504 loans. The Small Business Development Center (SBDC) is also housed within GFDA and provides valuable training and technical assistance to businesses, particularly to new startup efforts.

GFDA has been allocated CDBG funds in the past to expand their CDBG revolving loan fund to provide gap financing to existing and start-up businesses that enable these businesses to create jobs for low income people. Past examples of successful partnerships between GFDA and the City CDBG program include financial assistance for the new Montana Eggs project and assistance for the SpringHill Suites hotel project.

GFDA reports they are seeing a sharp increase in needs in the following three financial areas as a result of challenges in the local credit market:

- 1) Filling gaps in conventional lending markets; and
- 2) Additional unconventional loan capital to assist existing businesses and start-up entrepreneurs; and
- 3) Real estate revitalization loan funds to address the gap financing needs of commercial real estate developers who are trying to renovate distressed properties.

The Great Falls community has a number of economic development strengths. Its workforce is mature, experienced, and skilled. Prior to the COVID-19 pandemic, community unemployment was low. Housing costs, relative to many other areas in the country, continue to be affordable. The community's biggest challenge continues to be its wages versus cost of living. Although the community has made strides in the past Consolidated Plan cycle, the percentage is still well below 100%.

How were these needs determined?

The community's economic development needs were developed based upon the results of the Community Needs Survey process, Focus Group discussion, review of the GFDA website (growgreatfallsmontana.org), and review of the *Labor Supply Report of Great Falls MSA, Montana*, prepared for GFDA by CHMURA Economics & Analytics on August 3, 2017. This labor market study was funded by CDBG funds.

Section 4 | Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview

The majority of data and analysis presented in this Housing Market Analysis are derived from the HUD pre-populated tables throughout the section, as well as the 2018 American Community Survey ([ACS](#)) 5-year Estimates and HUD's Community Planning Development [mapping tools](#). Additional sources are referenced throughout as needed.

Great Falls is located in Cascade County in the north central region of Montana, where the geography is typical of the Northern Plains. The Rocky Mountain front is nearby to the west. The residential housing stock can be found in the relatively flat, original townsite stretching east towards Malmstrom Air Force Base or within the hills of the city's northwest side. In 2010, the population of Great Falls was measured at 58,505, a slight increase from 55,392 in 1990. According to the 2018 census estimate, the population of Great Falls remains relatively flat at approximately 58,990.

The population of Great Falls is largely White/Non-Hispanic, with minorities representing 12.9% of the total population. American Indian/Alaska Natives make up the largest minority group at 5.8% of the total population, while persons of Hispanic origin make up 4.6% of the population. Census Tract 7 has the highest concentration of racial minorities and is one of the oldest areas of the city.

The median age in Great Falls is 38.6 years; nearly 22% of the population is under 18 years, and 22% is 62 years or older. Of the people aged five years or older, 15% report living with at least one disability. As the population of the community matures in larger numbers, there is continued demand for assisted living facilities and elderly support services. As demographic changes occur, the housing market will need to change to serve these residents.

In 2018, the highest percentages of those employed in private industry was 25.4% in educational services, health care, and social assistance; 13.6% in retail trade; and 11.9% in arts, entertainment, recreation, accommodation, and food services. In 2018, the unemployment rate for Great Falls was 4.1% and was estimated to be 3.8% in March 2020 (U.S. Bureau of Labor Statistics).

The median household income in Great Falls in 2018 was \$45,620, and the median family income was \$62,110. Per capita income was \$29,203, which was 89.5% of the national average. Median house value was \$168,900. The highest concentrations of low income households are in census Tracts 108 and 9, with poverty rates of 43% and 35.25% respectively. The poverty rate for Great Falls is 14.5%.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The 2011-2015 American Community Survey estimates that there are 27,165 residential properties within Great Falls. Nearly 63% of these units are single family houses; 27% are multi-unit, or multifamily housing. Only 6% of homes are manufactured housing. These numbers do not reflect characteristics outside of the city limits, where Malmstrom Air Force Base contains a large concentration of housing and county lands contain either larger lot homes or manufactured housing.

All Residential Properties by Number of Units

Property Type	Number	%
1-unit, detached structure	17,100	63%
1-unit, attached structure	940	3%
2-4 units	2,715	10%
5-19 units	2,780	10%
20 or more units	1,905	7%
Mobile Home, Boat, RV, Van, etc.	1,725	6%
Total	27,165	100%

Table 31 – Residential Properties by Unit Number
Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	8	0%	810	8%
1 bedroom	385	2%	2,505	26%
2 bedrooms	3,725	24%	3,970	41%
3 or more bedrooms	11,340	73%	2,450	25%
Total	15,458	99%	9,735	100%

Table 32 – Unit Size by Tenure
Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

Through CDBG and HOME funding, the City and its subrecipients have provided services that assist low-to-moderate income households. These services include the new construction of homeowner and rental units, rehabilitation of older units (both to comply with ADA and code standards and to add formerly-vacant units to the housing market in the downtown core), and home loan assistance.

An effective tool for managing and mapping assisted units through CDBG and HOME funds is the Community Planning Development (CPD) Maps web program, or Consolidated Plan mapping tool. This

at-a-glance measure is available to public agencies and residents of Great Falls at <https://egis.hud.gov/cpdmaps/>.

Assisted properties, Low Income Housing Tax Credit (LIHTC) projects, and public housing projects have been mapped below, along with housing voucher concentration.

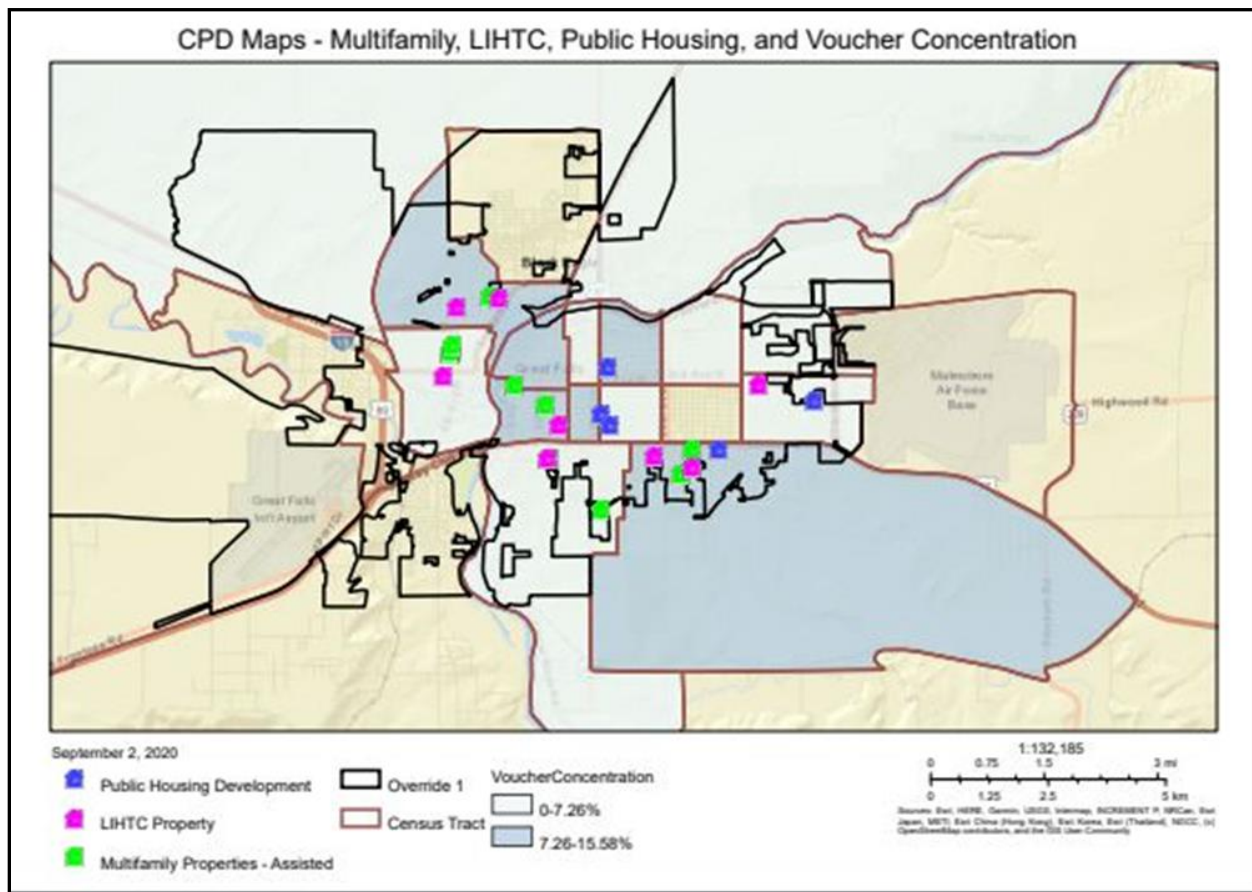


Figure 1 – Multifamily, LIHTC, Public Housing, and Voucher Concentration

Data Source: U.S. Department of Housing and Urban Development, CPD Maps

HUD Multifamily properties in Great Falls:

- Aspen Village (60 units)
- Broadview Manor Apartments (20 units)
- Centennial Village (48 units)
- Park Manor (103 units)
- Parkview Apartments (83 units)
- Rainbow House (40 units)
- Sunshine Village (70 units)

- The Elmwoods (18 units)
- River Run Apartments (92 units)

Low Income Housing Tax Credit (LIHTC) properties in Great Falls:

- Autumn Run Apartments (121 units)
- Cascade Ridge Senior Living (39 units)
- Franklin School (40 units)
- Rainbow House Apartments (40)
- Sandstone Village (47 units)
- Soroptimist Village (55 units)
- Town Site NHS Apartments (20 units)
- Rockcross Commons (124 units)

Other assisted properties in Great Falls include but are not limited to:

- First Avenue Estates (12 units)
- The Voyageur (38 units)
- Meadowlark Apartments (18 units)
- The Portage (48 units)
- Southwind Estates (24 units)
- Sand Hills (16 units)
- Holland Court (16 units)

The Great Falls Housing Authority provides housing for approximately 700 households through its public housing, Section 8/Housing Choice Voucher, and affordable housing programs. Additional information on the Great Falls Housing Authority is detailed in the Public Housing sections of this report (NA-35; MA-25).

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

According to the Great Falls Housing Authority staff, there have been minimal complaints received regarding the rejection of Section 8/Housing Choice Voucher (HCV) eligible individuals and families by landlords and property managers. Fair Market Rents (FMR) established by HUD for Great Falls have seen yearly decreases across all bedroom sizes for the past several years, and although FMRs show an increase across all bedroom sizes for federal fiscal year 2021, they remain well below the city's market rate rents. This presents a challenge for encouraging participation in the Housing Choice Voucher program by landlords in the private market. To remain competitive in the market, the Housing Authority continues to set their payment standards to 110% of the effective FMR in an effort to ensure a reasonable pool of landlords and property managers participating in the Section 8 HCV program.

Does the availability of housing units meet the needs of the population?

The population of Great Falls experienced little growth from 2010 to 2018, increasing from 58,505 in 2010 to 58,990 at the 2018 census estimate, an increase of less than one percent. During that same time span, an estimated 1,004 housing units were added to Great Falls' housing stock, most of which are single-family homes and can be seen on the city's northwest side.

The City has worked with local developers and non-profit agencies to produce new housing opportunities. Unfortunately, the number of new affordable units is still smaller than the demand from low and moderate income residents. In order to produce units for these residents, it is often necessary to provide the tenants or developers with some type of federal and/or state subsidy or incentive. The City clearly does not have sufficient resources to provide such assistance, and the annual level of state and federal assistance is difficult to predict. The private sector is unable to build affordable single-family homes, except in limited numbers, and it takes an increasing grant subsidy for non-profit housing agencies to provide affordable units.

The ability to produce affordable rental housing varies by the targeted rent levels, and multi-family construction seems to be more dependent on market demand than single-family construction. A clear need for a demonstrated number of rental units must be shown in order to justify the substantial investment needed to construct a large multi-family residential development. The private market is generally able to produce new rental housing that is affordable to households earning above 80% of the median income level when there is sufficient demand.

Mobile or manufactured homes represent another significant component of the housing market. There are approximately 12 developed mobile home parks where residents can rent a mobile home or a pad if they already own a unit. Mobile home parks provide a form of affordable housing; however, conditions in these parks vary dramatically. Anecdotal evidence indicates limited availability of parks that will allow mobile homes which are more than five years old. In addition to developed parks, there are a number of properties located throughout the community that contain two or more mobile homes. These are often older units in crowded and poorly maintained conditions. Since 1977, the City zoning ordinance has allowed only manufactured homes to be located on lots in single-family zoning districts.

Describe the need for specific types of housing.

As indicated in the Needs Assessment in Section 3, cost burden and severe cost burden are the most common housing problems in Great Falls and are experienced by renters and homeowners alike in the 0-80% AMI range. In 2015, 35.7% of total households in Great Falls experienced some degree of housing cost burden. Consequently, households experiencing rent and mortgage cost burden may have difficulty affording other necessities, including food, clothing, transportation, and medical care.

The development and rehabilitation of affordable housing continues to be among the greatest housing needs in Great Falls. Results from the 2020 Community Needs Assessment, as well as key takeaways from the focus group planning meeting, reiterate this priority need within Great Falls.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

In the year 2000, the median home value in Great Falls was \$89,700. Since then, homeowners have experienced significant increases in housing costs. The 2011-2015 ACS data in Table 33 below shows a median home value of \$160,900 in 2015, which represents an increase of nearly 80% since 2000. On average, median home values have increased 5.3% annually. This is similar to trends seen in other large cities in Montana.

Median contract rent increased from \$365 in 2000 to approximately \$539 in 2015, representing an increase of nearly 48%. This equates to greater housing costs for renters as well as homeowners. As illustrated in Table 34 below, most renters pay \$500 to \$999 per month, followed by those who pay \$500 or less. On average, median contract rent has increased 3.2% annually. While rents are low, this increase in rent negatively affects many of Great Falls’ lowest income residents. There are only 1,175 units affordable to households earning 30% HUD Area Median Family Income (HAMFI) as seen in Table 35 below.

Table 36 includes 2019 HUD-established Fair Market Rents for Great Falls, as well as high and low rent limits for Home Investment Partnerships (HOME) Program-funded rental properties for the same year. HUD FY 2021 FMRs have since been released and show an increase from \$587 for a one-bedroom unit in 2019 to \$613 in 2021. Two-bedroom units have increased from \$777 to \$808. Three and four-bedroom units have increased from \$1,085 to \$1,126 and \$1,337 to \$1,359, respectively. The difference in Fair Market Rents between two and three-bedroom units continues to be more than \$300, creating an increasing cost burden on larger families who rent as well as limiting housing choice.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	\$133,800	\$160,900	20%
Median Contract Rent	\$442	\$539	22%

Table 33 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid

Rent Paid	Number	%
Less than \$500	4,100	42.1%
\$500-999	4,795	49.2%

\$1,000-1,499	600	6.2%
\$1,500-1,999	75	0.8%
\$2,000 or more	170	1.8%
Total	9,740	100.0%

Table 34 - Rent Paid

Data Source: 2011-2015 ACS

Housing Affordability

Number of Units Affordable to Households Earning	Renter Households	Owner Households
30% HAMFI	1,175	No Data
50% HAMFI	4,080	1,275
80% HAMFI	6,995	3,935
100% HAMFI	No Data	5,995
Total	12,250	11,205

Table 35 – Housing Affordability

Data Source: 2011-2015 CHAS

2019 HUD-Established Monthly Rents (FMR and HOME Rents)

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	584	587	777	1,085	1,337
High HOME Rent	584	587	777	1,085	1,238
Low HOME Rent	584	587	773	893	996

Table 36 – Monthly Rent

Data Source: HUD FMR and HOME Rents

Is there sufficient housing for households at all income levels?

To make this comparison, we can consider 2011-2015 CHAS Housing Affordability data provided in Table 35 of this section as well as Number of Households data from Table 6 in the Needs Assessment section of this report (NA-10). This compiled data is presented in the table below, and while the total number of affordable units exceeds the number of 0-80% HAMFI households, there is an estimated deficit of 2,420 housing units for households earning 30% HAMFI. For households earning 50% and 80% HAMFI, there are more affordable units available than what is needed, with an estimated surplus of 555 and 2,680 housing units, respectively.

Household Income Levels	Total Affordable Units	Total Households	Difference Between Units and Households
30% HAMFI	1,175	3,595	(2,420)
50% HAMFI	4,080	3,525	555
80% HAMFI	6,995	4,315	2680
Total	12,250	11,435	815

Data Source: 2011-2015 CHAS, Compiled Data from HUD Tables 6 and 35

This data is consistent with the Needs Assessment analysis in Section 3, reiterating that housing choice is most limited for extremely low income households, those earning 0-30% AMI.

How is affordability of housing likely to change considering changes to home values and/or rents?

The basic housing affordability problem for many residents is the disparity between income levels and housing costs, especially for low and moderate income people. Average housing prices continue to grow faster than income levels, making it difficult or impossible for many families to save enough for a down payment or to afford the monthly cost of a mortgage, interest, insurance and taxes. This problem is worse for people with poor credit histories, especially those people with low and moderate incomes.

Another problem related to housing affordability is a shortage of quality houses in certain price ranges. Housing units that may be affordable to residents within certain income groups often have physical problems that make the units ineligible for financing from private lending institutions, as well as unattractive to potential buyers. In other cases, the houses may be in good enough condition to qualify for a loan but the unit is priced too high for low or moderate income potential buyers to afford.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Using data from HUD Table 36 above, which considers HUD-established Fair Market Rents for Great Falls, as well as high and low rent limits for rental properties in Great Falls funded by the Home Investment Partnerships (HOME) Program, Fair Market Rents are comparable to HOME rents when considering efficiency, one-bedroom, and two-bedroom units. Gaps increase, however, between HOME rents and FMR when considering larger apartments, those with three and four bedrooms. Comparing Fair Market Rent to Low HOME Rent for a three-bedroom unit shows a \$192 gap between the higher (\$1,085) FMR and lower (\$893) Low HOME Rent. For four-bedroom units, the gap increases, showing a \$341 difference between the higher (\$1,337) FMR and lower (\$996) Low Home Rent. This data compared to the median contract rent of \$539 (HUD Table 33), suggests that large families or families with children in the rental housing market face both limited housing choices and higher costs. Since Table 32 indicates that 25% of renters in Great Falls occupy housing units that consist of three bedrooms or more, this is a significant housing issue in the community.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

When evaluating the physical condition of housing, it is helpful to consider the age of residential structures. According to 2011-2015 American Community Survey data in Table 38 below, 79% of all

housing units in Great Falls (owner-occupied and renter-occupied) were built before 1980. As the community’s housing units continue to age, increased investment for maintenance, repairs, rehabilitation and replacement will be needed to maintain the quality of living conditions and prevent the deterioration of neighborhoods.

Describe the jurisdiction's definition for "substandard condition" and "substandard condition but suitable for rehabilitation."

Standard condition, for the purposes of this Consolidated Plan, refers to a dwelling unit that passes HUD’s Housing Quality Standard (HQS) inspection and meets all applicable building codes. *Substandard condition* describes a dwelling unit that does not meet some or all the aforementioned requirements. *Substandard condition but suitable for rehabilitation* is defined as a dwelling unit that does not meet HQS requirements and/or some of the applicable building codes, but the rehabilitation of the dwelling unit is financially feasible.

A household is considered to have a housing problem if experiencing any one or more of the following four problems HUD considers in CHAS data:

- Housing unit lacks complete kitchen facilities.
- Housing unit lacks complete plumbing facilities.
- Household is overcrowded.
- Household is cost burdened.

HUD defines “overcrowding” and “cost burden” as:

- Overcrowding – More than 1 person per room
- Severe overcrowding – More than 1.5 persons per room
- Cost burden – monthly housing costs (including utilities) exceed 30% of monthly income
- Severe cost burden – monthly housing costs (including utilities) exceed 50% of monthly income

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	2,745	18%	4,250	44%
With two selected Conditions	45	0%	265	3%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	12,665	82%	5,220	54%
Total	15,455	100%	9,735	101%

Table 37 - Condition of Units
Data Source: 2011-2015 ACS

According to the map of Great Falls below, Census Tracts 3, 4, and 108 in downtown and Census Tract 21 in the southeast part of the City contain the highest percentages of low income households with substandard housing, ranging from 1.79-4.24% of households in each tract.

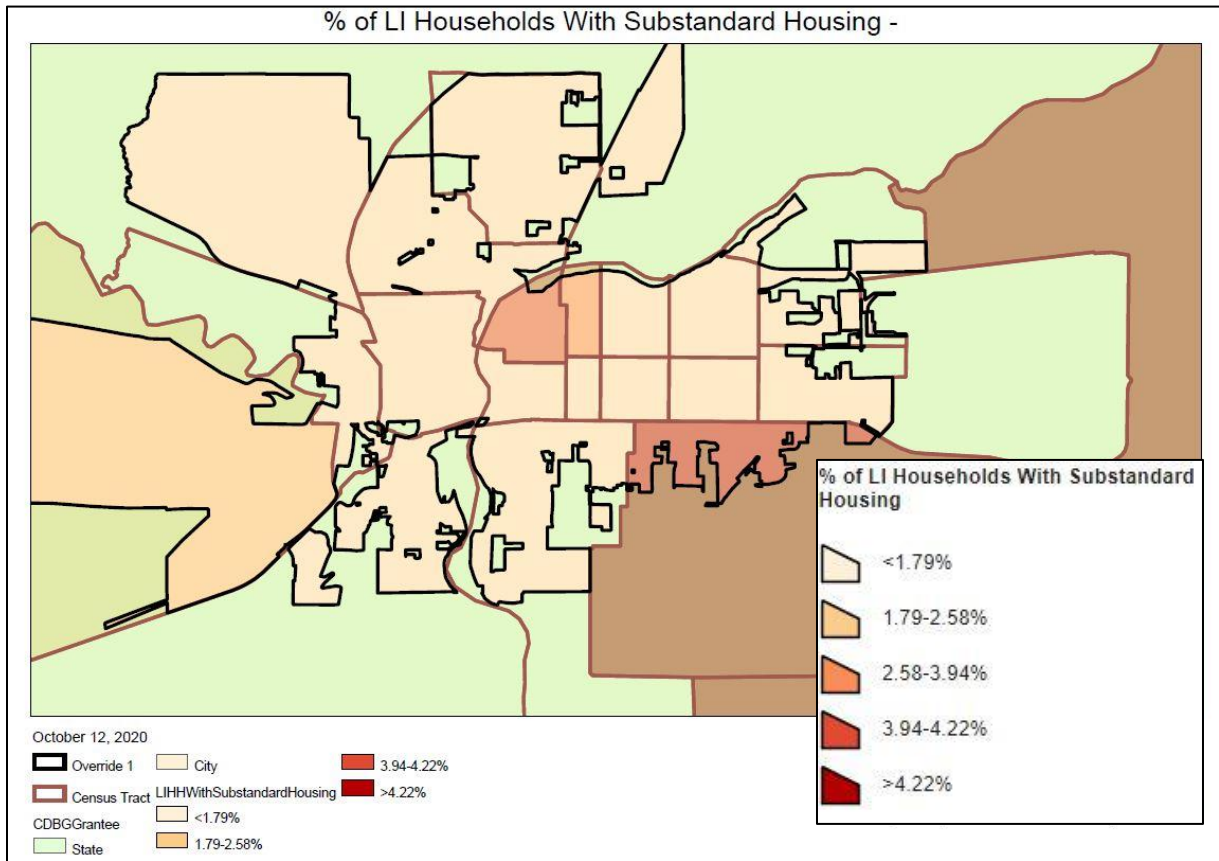


Figure 2 - Percent of Low Income Households with Substandard Housing

Data Source: U.S. Department of Housing and Urban Development, CPD Maps

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	1,460	9%	545	6%
1980-1999	2,080	13%	1,210	12%
1950-1979	8,170	53%	5,375	55%
Before 1950	3,740	24%	2,610	27%
Total	15,450	99%	9,740	100%

Table 38 – Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	11,910	77%	7,985	82%
Housing Units Built Before 1980 with Children Present	784	5%	530	5%

Table 39 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	2,151	0	2,151
Abandoned Vacant Units	0	0	0
REO (Real Estate Owned)* Properties	10	0	10
Abandoned REO Properties	0	0	0

Table 40 - Vacant Units

Data Source Comments: Suitability for rehabilitation undetermined using ACS dataset

**A Real Estate Owned (REO) property is a residential property that a lender becomes an owner of after they complete a foreclosure and take possession of the property.*

Need for Owner and Rental Rehabilitation

According to Table 37, which considers Condition of Units, 82% of owner-occupied units have no selected conditions (housing problems as defined by HUD), while only 54% of renter-occupied units met that definition. A total of 6,995 housing units have one selected condition, while 310 units have two selected conditions. There were no units in the three and four selected conditions categories. Of the units with one or two selected conditions, 62% are renter-occupied.

For almost 40 years, the City of Great Falls has offered some type of rehabilitation loan program to its residents. The City currently offers four programs to target the rehabilitation of affordable owner and rental housing units for eligible LMI applicants: the Residential Improvement Loan Program, Rental Improvement Loan Program, Residential Water and Sewer Loan Program, and Rental Water and Sewer Loan Program.

Vacant Units: As noted in Table 40 above, 2018 ACS data estimates that there are 2,141 vacant housing units in Great Falls, with a homeowner vacancy rate of 0.8% and a rental vacancy rate of 6.9%. This is a slight decrease from the 2015 ACS vacancy estimates of 1.7% and 7.3%, respectively.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Using both ACS and CHAS data sources provided in Table 39, there are approximately 784 owner-occupied units and 530 renter-occupied units built before 1980 with children present. While each accounts for only 5% of their respective total units, a risk to children in our community does exist. Only

21% of housing units in Great Falls were built after 1980, making for a significantly older housing stock than other large Montana cities.

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.

MA-25 Public and Assisted Housing – 91.210(b)

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 (HCV).

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.

In-depth information regarding GFHA can be found in the Needs Assessment (Section 3) of this Consolidated Plan (NA-35 Public Housing).

Total Number of Units

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers available			490	250			0	0	0
# of accessible units									

Table 41 – Total Number of Units by Program Type
Data Source: PIC (PIH Information Center)

**includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition*

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

GFHA owns and operates 490 main public housing units, ranging in size from 1-4 bedrooms. GFHA’s mission is to responsibly and respectfully provide safe and affordable housing to qualifying residents. They educate and assist residents to develop skills necessary to maintain successful residency, to improve quality of life, and to pursue self-sufficiency.

The most recent inspection was completed in February 2020. Under PHAS (Public Housing Assessment System), GFHA received a physical indicator score of 27 out of 40. Due to COVID-19, inspections will be listed for completion in late September, with physical inspections beginning in October 2020. Scoring for this inspection will be informational only and scoring will continue in 2021. As of September 2020, GFHA confirms that the issues identified in the most recent inspection have been corrected, with the exception of the concrete project in Chowen Springs, which is nearing completion.

Public Housing Condition

Public Housing Development	Average Inspection Score (of 100)
Austin Hall/Parkdale MT002000001	81
Austin Hall/Parkdale MT002000005	95
PARKDALE MT002000002	78
Sunrise Courts MT002000003	81
Yeoman Tynes/Russel MT02000004	83

Table 42 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

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. This modernization project began in 2015 and is expected to take 10 to 15 years to complete, contingent upon funding.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The Great Falls Housing Authority's mission is to responsibly and respectfully provide safe and affordable housing to qualifying residents. They educate and assist residents to develop skills necessary to maintain successful residency, to improve quality of life, and to pursue self-sufficiency. 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.

In addition to preparing and distributing quarterly newsletters that offer residents seasonal information, updates, and reminders, GFHA hosts public hearings to obtain input from residents as to their needs and opinions, including those related to the annual plan and proposed rehabilitation of housing units. The information obtained from these hearings is considered in the annual grant application.

GFHA offers a number of tenant programs to its residents. These programs are outlined on their [website](#) and are listed below:

- The Great Falls Housing Authority has one full-time Community Police Officer.
- Police Youth Activity Club (PYAC) is an activity group for school-age kids in the City's Public Housing and Section 8 Voucher programs. The PYAC program is directed by Housing Authority Community Police Officers and presents an opportunity for building an atmosphere of trust and mentoring with the Officers, as well as having some great times. Parent participation is encouraged.
- The Great Falls Housing Authority offers a satellite unit of the Boys & Girls Club located at 1722 Chowen Springs Loop.
- GFHA offers scholarships to graduating seniors who plan to pursue higher education. Applicants must be residents of the GFHA's Public Housing or Section 8 Voucher program and must maintain a 2.5 grade point average to apply for the scholarship. GFHA also provides scholarship money for children to assist with extracurricular activities.

- Little Buddies is a monthly program for pre-school children and their parents offering a fun-filled hour of play and an added bonus of lunch for the families.
- Dronen Hall, a community hall attached to the Housing Authority office at 1500 Chowen Springs Loop, is available for tenant use for birthday parties, baby showers, etc. A \$40.00 deposit is required and refunded when the hall is cleaned and the key is returned.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

There is a robust network of public service organizations in Great Falls who work to meet the needs of those experiencing homelessness or who are at risk of homelessness. The City participates in the local Continuum of Care for Homelessness (CoC) group, which seeks to make homelessness brief, rare, and non-recurring. The CoC meets monthly to expand understanding of the services needed by those experiencing homelessness, to facilitate consolidation and coordination of homeless services, and to improve service delivery. The CoC meetings provide a networking opportunity and assist in keeping funding options open for future HUD homeless grant funds. The agencies listed below assist with emergency shelter needs in the community:

The Great Falls Rescue Mission (Rescue Mission) includes a men’s shelter, women’s shelter, and family shelter and is the primary emergency shelter provider in Great Falls. Overall, there are 52 beds available in the men’s shelter and 65 beds in the women shelter. In an emergency such as life threatening weather, the Rescue Mission provides additional mats on the floor and foldaway cribs to accommodate need. The Rescue Mission’s Cameron Family Center can serve approximately 134 people experiencing homeless, 70 of which, on average, are children.

The YWCA Mercy Home is the primary provider of emergency/transitional housing and supportive services for victims of domestic abuse and has the capacity to house 30 women & children at one time. The YWCA Great Falls website reports that from July 2018 to June 2019 the organization provided 156 women and children fleeing domestic violence with more than 4,071 shelter nights. Along with housing assistance, victims of domestic violence may require financial assistance for basic needs, counseling, legal assistance and training/education to assist with employment.

St. Vincent de Paul’s Grace Home provides transitional housing for homeless men who are veterans, with the capacity to house 14 men at a time. During cold and/or inclement weather, Grace Home offers shelter services beyond its usual capacity.

The Center for Mental Health provides transitional housing for individuals with severe or serious disabling mental illness who demonstrate a need for additional supportive living services.

Opportunities, Inc., receives Emergency Solutions Grant (ESG) funding and offers emergency assistance through rapid re-housing and homeless prevention services.

Alliance for Youth’s Youth Resource Center serves youth ages 13-20 who are disadvantaged, homeless, or at risk of becoming homeless. Services offered include medical, dental, behavioral health care, substance abuse treatment, housing search support and advocacy. Additionally, drop-in centers operate in tandem with outreach programs, family engagement services, emergency shelters and transitional housing.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	118	5	104	0	0
Households with Only Adults	71	20	71	207	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	12	0	0
Unaccompanied Youth	22	0	22	0	0

Table 43 - Facilities and Housing Targeted to Homeless Households

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.

The Great Falls Rescue Mission conducts outreach to chronically homeless people through the day room program and provides sleeping mats to chronically homeless people during nights which have life threatening weather.

The Center for Mental Health has an adult case manager who provides outreach and wellness checks for chronically homeless people.

Alluvion Health is a non-profit Federally Qualified Health Center and offers medical, dental, behavioral, and substance abuse disorder services. Additional services include care coordination, crisis management, and referrals to community and housing services.

Opportunities, Inc., provides support to chronically homeless people through screening for homelessness issues during intake, referrals, limited 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 Indian Family Health Clinic provides community resource information through group sessions provided by staff members.

St. Vincent de Paul of North Central Montana provides weekly outreach to those experiencing unsheltered homelessness and through the food bank and charity services offered at their Angel Services Center.

The organizations referenced above, among others, help coordinate and reduce the duplication of homeless services for individuals and families in Great Falls by participating in the Continuum of Care's bimonthly Case Conferencing meetings.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Chronically Homeless: The Great Falls Rescue Mission (Rescue Mission) includes a men's shelter, women's shelter, and family shelter and 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; therefore, they can be flexible regarding bed usage. Whether a specific bed is used for emergency or transitional shelter is driven by actual need that particular day. Overall, there are 52 beds available, with 65 beds in the women shelter. In an emergency such as life threatening weather, the Rescue Mission provides additional mats on the floor and foldaway cribs to accommodate need.

Families with Children: To meet the growing need for shelter services for homeless families, the Great Falls Rescue Mission completed construction of the Cameron Family Center in November of 2016. The Cameron Family Center can serve approximately 134 people experiencing homeless, 70 of which, on average, are children.

Veterans: Volunteers of America provides individualized service coordination to veterans who are homeless or at risk of being homeless through rapid rehousing, homelessness prevention, and emergency shelter as funding allows. St. Vincent de Paul's Grace Home offers transitional housing for homeless veterans, as well as employment and other general assistance.

Unaccompanied Youth: Young Parents Education Center provides on-site developmental day care, family support and outreach, pre-vocational activities and parenting/child development education to assist pregnant and parenting teens and young adults to build self-sufficiency.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

While there are numerous agencies in Great Falls that provide services and offer assistance to members of the community with special needs, the search for affordable housing is complicated for individuals facing serious disabilities or other special situations. Public and government agencies have become increasingly aware of the need to work with the private sector and non-profit organizations to develop viable housing options for people with special needs, including the elderly, disabled, homeless and single female-headed households. An important component of successfully addressing housing needs is integrating low income and special needs housing units into the community. In addition, people with disabilities or those individuals who have other special needs require supportive services concurrent with housing assistance.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs.

Persons with Disabilities and Elderly/Frail Elderly: Although it is difficult to identify the precise number of people who have special needs, the 2018 American Community Survey estimates that 8,877 Great Falls residents age five years or older are living with at least one disability, and 10,663 residents are age 65 years and over.

Accessible Space, Inc., provides 23 units of accessible, subsidized housing for low income adults with severe mobility impairments and/or traumatic brain injuries at Southwinds Estates and 17 units at Meadow Lark Apartments. Twenty-four hour personal care attendant services are provided or available at both housing complexes. ASI also provides 47 units of accessible housing with availability of personal care attendant services for low income elderly people at The Portage and 37 units of accessible housing at Voyageur Apartments.

Easter Seals-Goodwill Industries provides a variety of services to people with disabilities and disadvantaging conditions. Services will include supportive and organizational employment, employment placement and training support, supported living, adult day programs, home care and home health care.

Quality Life Concepts, Inc., provides housing services for adults with developmental and/or physical disabilities. QLC will also provide supportive living services for disabled people living in their own homes, as well as provide community-based day programs/services including: day activities and programming; assistance with finances, medical appointments, shopping, transportation and other day-to-day living needs; vocational rehabilitation services; recreational/social activities and assistance to families whose children have a developmental disability or are at risk for delay.

Cascade County Area VIII Agency on Aging provides supportive services such as home meal delivery, home attendants, health promotion, foster grandparents, retired senior volunteer programming and transportation to assist elderly people who are not homeless. The Great Falls Senior Citizens Center will provide on-site, low-cost meals, health and exercise programs, tax return preparation assistance, telephone outreach, educational workshops and recreational/social activities for elderly people in the community.

Health/Mental Health: The City-County Health Department provides a wide variety of health care services to the entire community, including people with low income and who are homeless. These services include disease prevention and control, nutrition education, food supplements, primary health care, dental care, mental health counseling, case management, assistance with obtaining prescriptions and specialty medical care, sexually transmitted disease testing and medication and parenting instruction. The Health Department provides educational services to inform the public and professional community members about lead-based paint hazards when requested.

The Indian Family Health Clinic provides primary medical care, diabetes clinical services, prescription medication, behavioral health programs (including chemical dependency and tobacco prevention, HIV/Hepatitis C prevention), wellness services, limited community resource advocacy and limited mental health counseling.

Alluvion Health is a non-profit Federally Qualified Health Center and offers medical, dental, behavioral, and substance abuse disorder services. Additional services include care coordination, crisis management, and referrals to community and housing services

Substance Abuse and Drug Addiction: Gateway Community Services provides comprehensive alcohol and drug abuse treatment services, including evaluation, intensive outpatient treatment, adult and adolescent co-occurring mental health services, residential treatment services for low and moderate income people diagnosed with a chemical dependency addiction, case management, relapse prevention, anger management and monthly monitoring, early intervention and community prevention classes and outreach activities for community awareness.

Public Housing Residents: The Great Falls Housing Authority provides 22 units of public housing which are ADA compliant for combined physical, hearing and vision impairments and nine units of handicap

accessible affordable housing at Holland Court and Sand Hills. They will also provide accommodations to all tenants as directed by 504 requirements.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.

The Center for Mental Health (CMH) provides children and adults with integrated community-based mental health services and substance abuse services. In addition to housing assistance options, services include psychiatric assessment and treatment; medication monitoring; crisis stabilization; individual, group, and family therapy; day treatment; and supportive services such as case management, supported employment and recreational activities. CMH administers the Program for Assertive Community Treatment (PACT), which assists people with chronic severe mental illness in transitioning from the Montana State Hospital to independent living situations. This program offers 24-hour coverage for clients with psychotic disorders and is operated at the Wellness Recovery Center. The agency operates the New Directions Center to provide services such as case management, adult therapeutic aide services, and supported employment. Day treatment educational classes are provided on a part-time basis at the New Directions Center.

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 affordable housing efforts that require funding to remediate properties negatively affected by slum and blighted conditions.

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 CDBG 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.

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.

The City's one-year goals are listed in the Annual Action Plan section of this report (AP-35).

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

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 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 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 initiated construction 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.

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.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

The economy of Great Falls includes agriculture and livestock, military, state and federal government, light manufacturing, healthcare, and service industries. The labor force in Great Falls continues to expand at a moderate rate. According to the Bureau of Labor Statistics, March 2020 saw an unemployment rate of 3.8%. Unemployment at the time of the 2011-2015 ACS was measured at 5.21%.

Economic Development Market Analysis

Business Activity

Business by Sector	# of Workers	# of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	280	70	1	0	-1
Arts, Entertainment, Accommodations	3,830	4,322	16	16	0
Construction	1,480	1,600	6	6	0
Education and Health Care Services	5,225	5,967	22	23	0
Finance, Insurance, and Real Estate	1,623	1,953	7	7	0
Information	504	606	2	2	0
Manufacturing	929	1,055	4	4	0
Other Services	984	1,041	4	4	0
Professional, Scientific, Management Services	1,220	1,375	5	5	0
Public Administration	0	0	0	0	0
Retail Trade	3,846	4,883	17	19	2
Transportation and Warehousing	787	559	3	2	-1
Wholesale Trade	1,090	1,221	5	5	0
Total	21,798	24,652	--	--	--

Table 45 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Labor Force	
Total Population in the Civilian Labor Force	28,995
Civilian Employed Population 16 years and over	27,485
Unemployment Rate	5.21
Unemployment Rate for Ages 16-24	20.29
Unemployment Rate for Ages 25-65	3.09

Table 46 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector

Occupations by Sector	Number of People
Management, business and financial	5,750
Farming, fisheries and forestry occupations	945
Service	3,940
Sales and office	6,500
Construction, extraction, maintenance and repair	2,820
Production, transportation and material moving	1,675

Table 47 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number (of people)	Percentage
< 30 Minutes	25,825	94%
30-59 Minutes	1,190	4%
60 or More Minutes	450	2%
Total	27,465	100%

Table 48 - Travel Time

Data Source: 2011-2015 ACS

Education

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,080	150	1,175
High school graduate (includes equivalency)	6,455	355	1,970
Some college or Associate's degree	8,075	340	2,370
Bachelor's degree or higher	6,515	95	905

Table 49 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age (number of people)

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	110	44	50	205	495
9th to 12th grade, no diploma	750	815	330	955	720
High school graduate, GED, or alternative	2,170	2,220	1,540	5,060	3,865
Some college, no degree	2,210	2,410	1,835	3,715	2,350
Associate's degree	335	970	625	1,605	430
Bachelor's degree	380	1,630	1,130	2,505	1,630
Graduate or professional degree	10	610	635	1,295	745

Table 50 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months (in dollars)

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	13,635
High school graduate (includes equivalency)	23,253
Some college or Associate's degree	30,013
Bachelor's degree	38,083
Graduate or professional degree	53,355

Table 51 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Located within the “Golden Triangle” region of agriculture in Montana, the economic base of the city has long been perceived as a regional center for farming needs and healthcare. Data from Table 45 above, however, indicates that this Agriculture, Mining, Oil & Gas Extraction business sector employs only 1% of workers within the city limits and represents 70 jobs.

Education and Health Care Services contain the largest number of workers (5,225) and jobs (5,967) in Great Falls, while Retail Trade and Arts, Entertainment, and Accommodations rank second and third among major employment sectors with 3,846 workers (4,883 jobs) and 3,830 workers (4,322 jobs), respectively.

Describe the workforce and infrastructure needs of the business community.

The Great Falls Development Authority (GFDA) is the primary economic development organization in the community and coordinates its activities with organizations such as the City of Great Falls, Cascade County, the Great Falls International Airport Authority, the Great Falls Chamber of Commerce and various educational institutions. GFDA’s mission is to grow and diversify the Great Falls economy and support the creation of high wage jobs.

GFDA provides a number of key services to assist business development and ensure the creation/retention of higher wage job opportunities. GFDA’s Community Development Finance Institution (CDFI) provides gap and bridge financing assistance for entrepreneurs and businesses. Additionally, their Community Development Corporation (CDC) provides SBA 504 loans. The Small Business Development Center (SBDC) is also housed within GFDA and provides valuable training and technical assistance to businesses, particularly to new startup efforts. Additionally, the GFDA operates a Brownfield Revolving Loan Fund, which provides critical assistance for property owners in identifying and cleaning up previously contaminated properties so they can be redeveloped safely for future use.

Finally, GFDA provides training on procuring government contracts for local businesses through its Procurement Technical Assistance Center (PTAC).

GFDA has two revolving loan funds that originated from CDBG allocations. These revolving loan funds continue to be used by GFDA for the creation of new jobs for persons from low to moderate income households.

As more of the population approaches 55 or older, there may be shortages of entry level workers and an increase in an aging workforce. According to the 2018 American Community Survey, an estimated 18,237 individuals (more than 30% of the population) are age 55 or over, an increase of nearly 10% since 2010, when the Census counted 16,741 individuals age 55 or over.

Travel time is not an issue in the Great Falls community; 94% of workers have a commute less than 30 minutes. Infrastructure (utilities and roads) is generally available to support continued economic growth in the community. Important rail access has been added to the City's AgriTech industrial park. Significant investments have been made to improve the City's Water and Wastewater Plants to keep up with growing demands.

Moving forward, the following workforce needs have been identified: 1) closing the gap between wages and cost of living, 2) meeting the challenge of providing training and upskills to an increasingly aging work force, 3) finding ways to integrate homemakers, disabled individuals, and the underemployed back into the workforce, and 4) increasing the community's overall population growth rate and new job opportunities.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

Despite the community's slow rate of population growth, Great Falls has the advantage of having a stable base of employment through its health care sector, military affiliation, and strategic advantage in capturing agriculture related industries. This allows the community to weather downward trends in the national economy. Unfortunately, economic conditions in Great Falls are suffering in 2020 due to the COVID-19 pandemic. This has led to such impacts as large cutbacks in air travel for the Great Falls International Airport, business closures, evictions, and across the board reductions in revenue for sectors depending on tourism and commerce. This economic downturn will significantly affect the community's use of federal entitlement funds.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

According to Table 50, which considers Educational Attainment by Age, 90% of the 46,384 individuals counted have attained at least a high school diploma or equivalent. 58% of the total represented have attended some college or earned college degrees. According to Table 51, those with graduate or professional degrees record the highest median earnings, an estimated \$53,355. Median earnings are lowest for those without a high school diploma or equivalency.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Rural Dynamics, Inc., (RDI) is the primary financial education resource within the city. RDI's Assets for Montana project assists families with savings accounts, the use of tax credits, financial education and will expand a website and network of non-profit organizations focused on building assets. RDI holds financial education workshops and free financial literacy classes and administers a youth financial literacy program and Montana Foster Child Independence Program. This agency also provides income tax assistance to help eligible low income people file their federal tax returns and provides matched savings incentive. Families are provided with financial literacy training, one-on-one counseling, and assistance for down payment.

Opportunities, Inc., provides a wide variety of programs to assist very low and low income people. The Human Service Resource Center within Opportunities, Inc., provides emergency services related to food, housing, clothing, eye care, medical care, prescriptions, dental care and transportation. Opportunities, Inc., administers the following programs which focus on assisting people out of poverty:

- Family Self-sufficiency Program which teaches participants how to become self-sufficient;
- Work Force Investment Act Program which provides dropout, low income, at risk and special needs young adults ages 16 through 22 with year round, full-time employment; and
- HeadStart Program which provides education of preschool-age children, child care, parent education, job training, continuing education, GED preparation, life skills classes, assistance with applying for financial aid for college and coordination with other community services.

Opportunities, Inc., provides assistance to low income households through the Low Income Energy Assistance Program and the Weatherization Program which gives financial assistance to low income families to help with utility bills, furnace repair/replacement and other energy efficiency services.

The YWCA of Great Falls offers services that promote self-sufficiency, reduce violence and achieve equal opportunities for people. Services include life skills training classes and women's health workshops. Vouchers are available to community service organizations for used clothing.

Young Parents Education Center provides on-site developmental day care, family support and outreach, pre-vocational activities and parenting/child development education to assist pregnant and parenting teens and young adults to build self-sufficiency.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDs)? If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Sweetgrass Development is a private, non-profit corporation created in 2004 to support economic development in the counties of Glacier, Cascade, Pondera, Teton, and Toole, as well as the Blackfeet Nation. It is diverse area that includes a large metropolitan area (Great Falls), small towns, rural farming areas, several Hutterite Colonies, and the Blackfeet Reservation.

The most recent [Comprehensive Economic Development Strategy](#) covers planning years 2017-2021. The Executive Summary of the plan describes economic strengths and weaknesses of the region as follows:

“The SWOT analysis revealed economic strengths of the region including a stable agricultural economic base, strong road and rail transportation systems, ample local infrastructure and proximity to Glacier National Park. Weaknesses include challenges recruiting and retaining skilled workers, lack of workforce housing, limited value-added agriculture and a need for economic diversification. Employers and community leaders are concerned with the aging workforce and the fact few young people are returning to replace workers when they retire.”

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

The Community Planning Development mapping tool ([CPD Maps](#)) provided by HUD identifies a concentration of low income households experiencing any of the four severe housing problems in the city's downtown area, specifically in Census Tracts 4, 7, and 108, with 40-80% of households residing in those tracts experiencing at least one of four severe housing problems. As mentioned elsewhere in this report, HUD uses the following four categories to make such determinations: housing unit lacks complete kitchen facilities; housing unit lacks complete plumbing facilities; household is severely overcrowded (more than 1.5 persons per room); and household is severely cost burdened (monthly housing costs (including utilities) exceed 50% of monthly income).

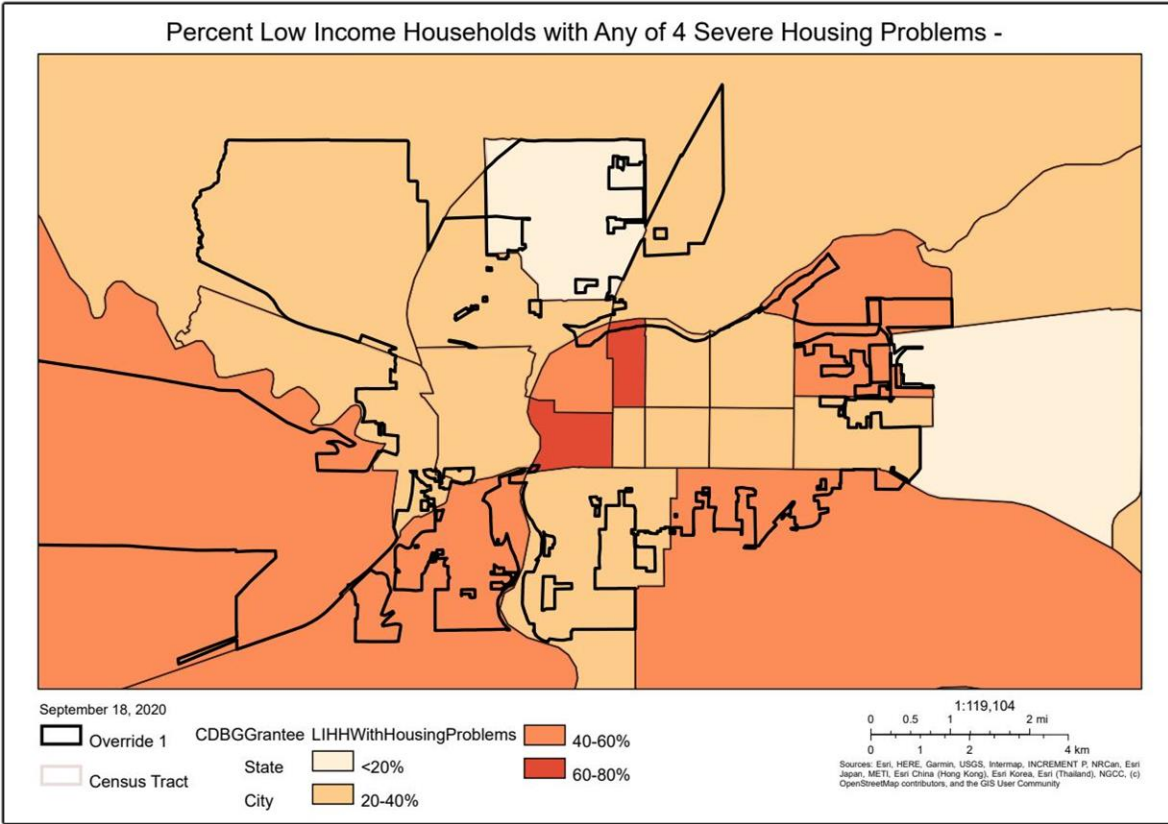


Figure 3 – Percent of Low Income Households with Any of 4 Severe Housing Problems
 Data Source: U.S. Department of Housing and Urban Development, CPD Maps

Data tools within the CPD Maps indicate the percentage of low income households in Census Tracts 4, 7, and 108 with any one of the four severe housing problems are 45.76%, 63.77 %, and 43.48%, respectively.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

The population of Great Falls is largely White/Non-Hispanic, with minorities representing 12.9% of the total population. American Indian/Alaska Natives make up the largest minority group at 5.8% of the total population, while persons of Hispanic origin make up 4.6% of the population. Asian and Black or African American residents represent less than 1% of the city’s population.

HUD Minority Neighborhood: This is defined as a neighborhood in which the percentage of persons of a particular racial or ethnic minority is at least 20 points higher than that minority's percentage in the housing market as a whole; the neighborhood's total percentage of minority persons is at least 20 points higher than the total percentage of minorities for the housing market area as a whole; or in the case of a

metropolitan area, the neighborhood's total percentage of minority persons exceeds 50 percent of its population.

The most racially-diverse census tract in the region is Tract 7 in the lower south downtown area, where 40% of the 842 total households is made up of minority populations. American Indian/Alaska Native represent the largest minority population in the tract at 12.9%, while persons with Hispanic origin represent 11.97% of the tract's population. In the lower north downtown area (Tract 108), 26% of the tract's 1,546 households are minority households. Again, American Indian/Alaska Native and persons of Hispanic origin represent the largest minority groups in the tract at 13.75% and 6.17%, respectively. Areas of racial and ethnic concentrations exist relative to the small percentage of overall population they represent, but there are no census tracts in the City of Great Falls that qualify as a HUD Minority Neighborhood.

CPD Maps identify areas of low income households across Great Falls as depicted in the map below. The largest percentage of low income households is in the lower north downtown area in Census Tract 108, where nearly 70% of households are low to moderate income. Other tracts in the downtown area have concentrations of low income households, ranging from 30-50% per tract.

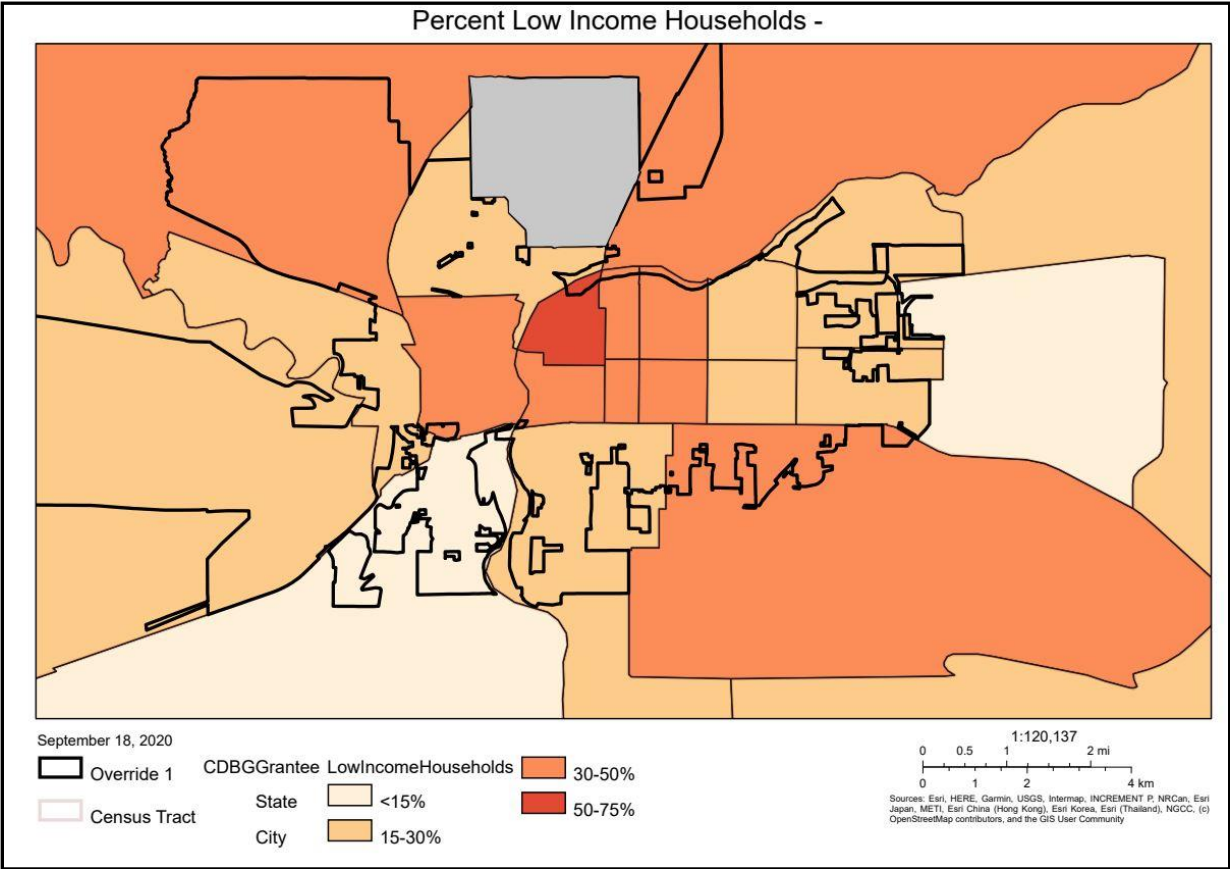


Figure 4 – Percent of Low Income Households, Data Source: U.S. Department of Housing and Urban Development, CPD Maps

What are the characteristics of the market in these areas/neighborhoods?

Census Tracts 108, 7, 8, 9, and 16 are all designated as Low to Moderate Income areas, and all at some point were included as part of a HUBZone (Tract 8 has since been reclassified). Census Tract 108 contains the city’s historic main street, Central Avenue, and the Central Business Historic District, which is recognized as a National Register Historic District by the National Park Service. Quoting the U.S. Small Business Administration (SBA) website:

The program encourages economic development in historically underutilized business zones - "HUBZones" - through the establishment of preferences. SBA's HUBZone program is in line with the efforts of both the Administration and Congress to promote economic development and employment growth in distressed areas by providing access to more federal contracting opportunities.

HUBZones Great Falls



Figure 5 – HUBZones in Great Falls
Data Source: [\(HUBZone Mapping\)](#)

Are there any community assets in these areas/neighborhoods?

Census Tract 108 contains the city's historic main street, Central Avenue, and the Central Business Historic District. Tract 108 also contains the Great Falls Historic Railroad District (extending south into Tract 7), Great Falls Northside Residential Historic District and the city's two central parks, Gibson Park and Riverside Park. The Great Falls Housing Authority's main site is located in Tract 9.

The Great Falls Business Improvement District (BID) has focused its activities on façade and interior building improvements; cleaning, maintenance and beautification; new business activity; and residential development in the downtown area. BID provides financial support for façade improvements, new tenant rent payment, and interior renovation projects. Additionally, the BID is active in supporting the beautification and increased vibrancy of downtown through outdoor art projects. They also have a community ambassador program and are a key part of the Downtown Business Watch program which educates people about various safety issues.

The BID will coordinate efforts with organizations such as the City, the GFDA, Chamber of Commerce, Downtown Great Falls Association and NeighborWorks for business development and revitalization of the downtown area.

The City Historic Preservation Officer and the Great Falls-Cascade County Historic Preservation Advisory Commission will continue to promote the use of investment tax credits for certified rehabilitation as an important tool for revitalization of the downtown area. The City will continue to be an active participant in the Downtown Development Partnership and will work to incentivize downtown revitalization. The City, BID, GFDA, the Chamber of Commerce and Great Falls Tourism are actively collaborating on the development of a community wayfinding sign plan to promote enhanced tourism and revitalization of the city's urban core.

Are there other strategic opportunities in any of these areas?

The Downtown Master Plan was adopted in October 2011 in an effort to revitalize several tracts within the downtown core and to consolidate revitalization efforts among interest groups within Great Falls, including the City, nonprofit agencies, and community leaders. The Downtown Master Plan study area extends fifteen blocks east of the Missouri River and encompasses portions of Tracts 4, 7, 8, and 108. The Plan was developed around four community Working Groups:

Vitality: Downtown's role as the center of commerce, culture, and community events—year-round, throughout the day, and into the night.

Livability: the enrichment of the physical, social, and personal well-being of Downtown residents, employees, and visitors.

Character: the physical elements that create a unique sense of place that distinguishes the Downtown area from other parts of the city.

Mobility: the ability of residents, employees, and visitors to have the option of using multiple modes of transportation to reach Downtown destinations in a safe and efficient manner.

These working groups later comprised the Downtown Development Partnership (DDP), an inter-agency cooperative group which meets monthly to discuss issues specific to this area.

The Montana Main Street program, through the Montana Department of Commerce, awards grants to affiliate communities (which include Great Falls) upon providing a quarterly Community Reinvestment Report. All activities within the Downtown Master Plan area are included and consist of all building rehabilitations, volunteer activities, and new businesses. The DDP has been extremely successful in obtaining these grants, which have been successful in implementing the downtown outdoor dining “pedlet” program, a Downtown Block Visioning study, and (in process) development of the community Wayfinding Sign Study.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

The 2018 ACS estimates 75% of Great Falls households have a broadband internet subscription. The City has not yet determined what portion of low and moderate income households make up this percentage of the population.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

According to broadband deployment information released by the Federal Communications Commission (FCC) in June 2019, there are nine broadband internet service providers in the Great Falls area offering service at speeds greater than or equal to 25/3 Mbps. The FCC map below indicates area access to broadband services as well as the number of fixed residential service providers.

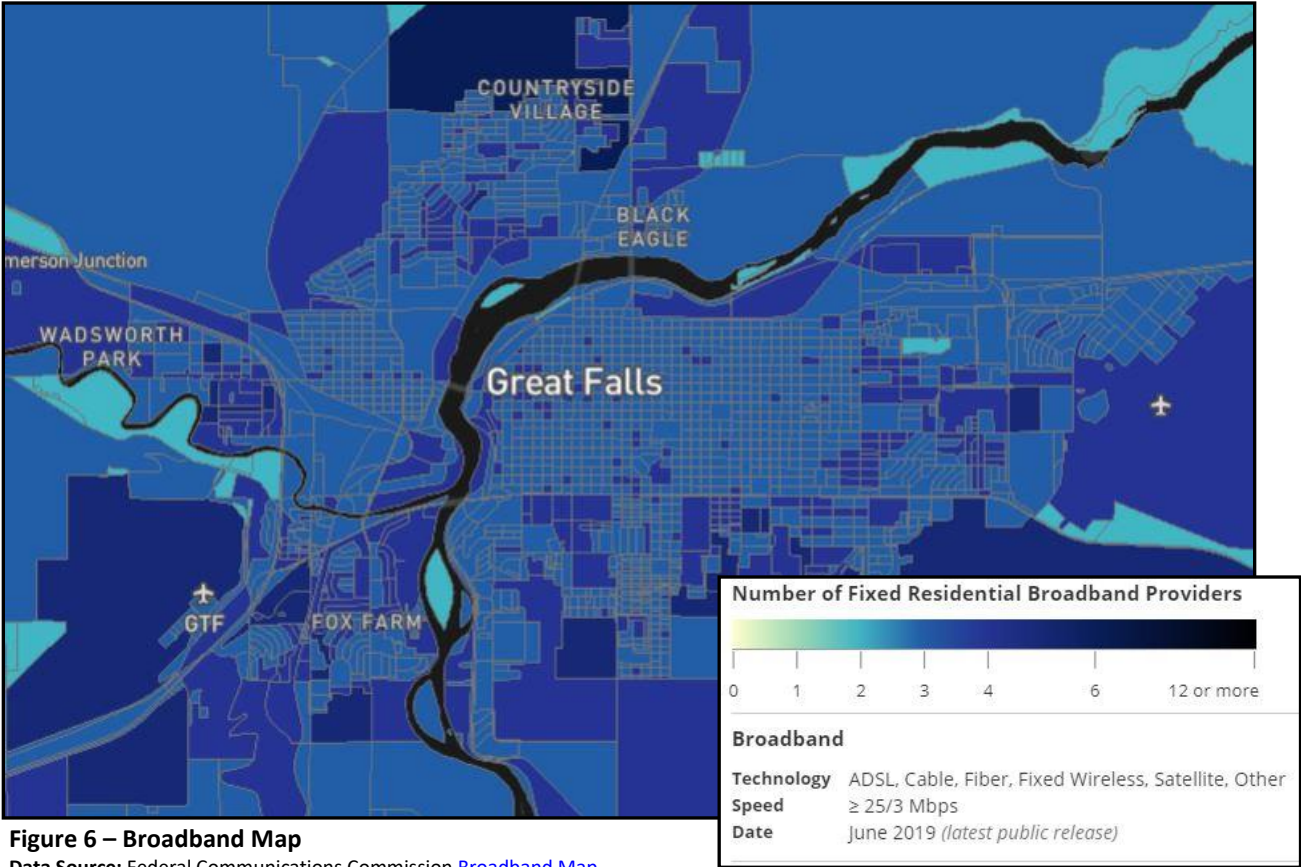


Figure 6 – Broadband Map
Data Source: Federal Communications Commission [Broadband Map](#)

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction’s increased natural hazard risks associated with climate change.

According to the 2017 Montana Climate Assessment, annual average temperatures in the state have risen 2-3 degrees Fahrenheit since 1950. This is approximately double the rate of the nation as a whole. Annual average temperatures are projected to increase 4.5-6.0 degrees Fahrenheit by the middle of the century and 5.6-9.8 degrees Fahrenheit by the end of the century. The anticipated results of rising temperatures in the state include reduced snowpack, shifts in streamflow patterns, increases in frequency and severity of wildfires, and added strain on the state’s water supplies.

Governor Bullock issued an executive order on July 1, 2019, creating the Montana Climate Solutions Council and joining the state of Montana to the U.S. Climate Alliance. The Council completed the [Montana Climate Solutions Plan](#) in August 2020, which outlines recommendations and strategies to prepare Montanans for climate impacts, reduce greenhouse gas emissions, foster innovation and advanced manufacturing across Montana’s economy, and address the needs of communities in transition through appropriate economic development and workforce strategies.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

The Missouri and Sun Rivers run through Great Falls, and the community has suffered severe flooding events in past decades. In particular, major past flooding events caused significant damage to west side neighborhoods that housed a number of low-moderate income residents. After the significant flooding event of the Sun River in 1975, a 7.5 mile levee system was constructed and completed in 1984. This has significantly reduced the severity of community flooding.

The City’s Land Development Code contains up to date floodplain regulations that significantly restrict the amount of residential development that can take place in designated flood hazard areas. Additionally, the City has a dedicated staff person who is a Certified Floodplain Manager. The City participates in the *National Flood Insurance Program Community Rating System*, which means that its flood insurance program meets all requirements of the Federal Emergency Management Agency (FEMA). Despite the City’s rigorous floodplain regulations and program management, there are pre-existing dwelling units, particularly older mobile home parks, which are located in floodplain areas.

Section 5 | Strategic Plan

SP-05 Overview

Based on data contained in this report as well as input the City has received from the community, the City of Great Falls chose seven (7) objectives or goals to implement the 2020-2024 Consolidated Plan. The goals identified in relation to community needs are: Public Services, Housing Rehabilitation, Economic Development, Affordable Housing, Fair Housing, Public Facilities and Improvements, and Planning and Administration.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

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. The city does not have any census tract areas of minority concentration based on Federal Financial Institutions Examination Council (FFIEC) data. However, the city does have areas of low-income concentration, which are defined as areas where 51% of the population has income at or below 80% AMI.

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction.

The City of Great Falls does not allocate funding priorities based on a geographic preference. 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, based on HUD's area benefit calculation tool. That is the only geographic distinction that is made by the City of Great Falls.

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, 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, Non-housing Community Development
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

Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Housing Rehabilitation	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
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, 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
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
<i>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.</i>					
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, 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, Non-housing Community Development
	<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>				
Priority Need	Priority Level	Income Level	Family Types	Homeless Categories	Non-Homeless Special Needs
Planning and Administration	High				
	<i>Description: City staff to administer, manage, and monitor CDBG and HOME funded activities.</i>				

SP-30 Influence of Market Conditions – 91.215 (b)

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	Median Contract Rent has increased which equates to greater housing costs for renters. The increase in rent negatively affects many of Great Falls’ lowest income residents and many depend on rental assistance.
TBRA for Non-Homeless Special Needs	The search for affordable housing is complicated for individuals facing serious disabilities or other special situations. Both the public and government agencies have become increasingly aware of the need to work with the private sector and non-profit organizations to develop viable housing options for people with special needs. An important component of successfully addressing housing needs is integrating low income and special needs housing units into the community. In addition, people with disabilities or who have other special needs require supportive services concurrent with housing assistance.
New Unit Production	The City has worked with local developers and non-profit agencies to produce new housing opportunities. Unfortunately, the number of new affordable units is still smaller than the demand from low and moderate income residents. Costs for building new housing have greatly increased in recent years. The building codes require over-engineered foundations and this may be a significant cost; however, it is necessary because of the clay formation underlying much of the city. 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. Additionally, no affordable housing incentives such as reduced lot sizes and setbacks or waived building permit fees are available to developers of affordable housing. Currently, no affordable housing zoning ordinances exist. The City has been successful working with NeighborWorks to use PUD zoning to achieve higher density housing (Rockcross Commons/Meriwether Crossing). This approach will continue in the future as NeighborWorks needs additional lots for affordable housing development.
Rehabilitation	Housing units that are affordable to residents within certain income groups often have physical problems making the units ineligible for financing. Rehabilitation of these units will help bring them up to code, improve physical appearance and maintain affordability.
Acquisition, including preservation	The basic housing affordability problem for many residents is the disparity between income levels and housing costs, especially for low and moderate income people. Average housing prices have grown faster than income levels, making it difficult or impossible for many families to save enough for a down payment or to afford the monthly cost of a mortgage, interest, insurance and taxes. This problem is worse for people with poor credit histories, especially those people with low and moderate incomes. The Great Falls-

	Cascade County Historic Preservation Advisory Commission (HPAC) is included in all projects throughout the area that have historic considerations. This ensures that historic preservation is considered at all levels of City and County decision-making related to the demolition or renovation of structures in historic districts or those that may be eligible for historic designation due to their age.
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Table 54 – Influence of Market Condition

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

The following table describes the City of Great Falls’ CDBG & HOME anticipated resources to carry out the goals of the Consolidated Plan.

Program	Source of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan
		Annual Allocation:	Program Income:	Prior Year Resources:	Total:	
CDBG	public - federal	\$808,347	\$300,327	\$81,333	\$1,190,007	\$3,200,000
<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	\$280,426	\$453,901	\$823,185	\$1,557,512	\$1,120,000
<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>					

Table 55 – Anticipated Resources

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 state and local funds as well as outside (private) sources of funding. Both CDBG and HOME projects can maximize local impact 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.

The City of Great Falls does not anticipate that publicly owned land will be utilized to address needs identified in the Consolidated Plan. However, it is anticipated that the City will be an annual applicant for funds to address public buildings, active transportation needs (sidewalks and trails), as well as public park facilities.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Geographic Area Served
City of Great Falls	Government	Jurisdiction
<i>Entity's Role</i>	<i>Economic Development, Non-homeless Special Needs, Planning, Neighborhood Improvements, Public Facilities, Public Services</i>	
Great Falls Housing Authority	PHA	Jurisdiction
<i>Entity's Role</i>	<i>Public Housing</i>	

Table 56 - Institutional Delivery Structure

Assess Strengths and Gaps in the Institutional Delivery System

The City is a public entity whose purpose relative to housing and other categories pertinent to CDBG and HOME grant funding involve such areas as planning, financing, code enforcement, zoning enforcement, building inspection, plan review and overall community development. The City’s financial resources for assistance are the CDBG and HOME programs. In addition to having its own housing programs, the City allocates federal funds to housing and non-profit agencies to address housing, economic development, public facility and public services issues. These programs are administered through the Planning & Community Development Department with support, as necessary, from other departments within the City of Great Falls. Policy oversight is provided by the City Commission. Administrative oversight is provided by the City’s department director and the City Manager.

The City works in conjunction with the various entities described in the previous section (such as local housing, community development and social service providers) and groups such as the Continuum of Care for Homelessness to ensure the Consolidated Plan accurately reflects the needs of the community. The City Grant Committee, comprised of staff professionals who are familiar with CDBG and HOME Program requirements, provides application funding recommendations, and the City Commission makes

the final decision on the direction the City will take to meet the needs identified in the Consolidated Plan.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X	X	
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics			
Other Street Outreach Services	X	X	
Supportive Services			
Alcohol & Drug Abuse	X	X	X
Child Care	X	X	
Education	X	X	X
Employment and Employment Training	X	X	X
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X	X	X
Transportation	X	X	X

Table 57 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth).

The various entities previously described have a history of collaboration with the City in seeking to meet the needs of low income and at-risk populations, including service needs of the homeless and chronically homeless. This collaboration has become increasingly crucial as funding resources have decreased at most governmental levels. The City anticipates being able to implement the programs/projects proposed in the Consolidated Plan unless federal funds become unavailable, reduced or delayed for a substantial period of time. The City works in conjunction with local housing, community development and social service providers, as well as groups such as the Continuum of Care for Homelessness, to ensure the Consolidated Plan accurately reflects the needs of the community.

Describe the strengths and gaps of the service delivery system for special needs populations and persons experiencing homelessness, including, but not limited to, the services listed above.

Individuals experiencing homelessness and persons with HIV have clear gaps in services. However, service gaps evident for persons with HIV are partially due to the low level of HIV/AIDS population currently in Great Falls. The jurisdiction does not currently receive HOPWA funding, and City-County Health Services provides health and treatment related services to those with HIV rather than providing housing assistance as HOPWA is intended. Gaps in homeless services may be explained by the Great Falls Rescue Mission being the primary emergency shelter and provider of homeless services in the community. As a faith-based organization, the Rescue Mission prefers not to accept federal funding for their projects and is financially supported almost exclusively with donations. Thus, no CDBG funds have been used to support or increase service delivery to homeless individuals.

Locally, the turnover of some non-profit agency leadership due to lack of available funding or retirements have created a gap in experience and knowledge in the local workforce. Mentorship and replacing these key community leaders is essential for maintaining current level of service.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs.

Coordination between local nonprofit agencies and services is essential to overcoming gaps. Discussing current best practices and success stories through collaborative meetings will avoid duplication or gaps in services provided and avoid agencies competing against each other for scarce CDBG/HOME funding dollars when applying yearly.

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	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	Affordable Housing, Fair Housing, Public Services	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: \$1,300,000	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	

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 affordable housing efforts that require funding to remediate properties negatively affected by slum and blighted conditions.
3	Goal Name	Housing Rehabilitation
	Goal Description	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 CDBG funding.
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.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2).

The City of Great Falls estimates the number of LMI families to be as follows:

- Assistance to first-time home buyers (35 households served)
- Affordable Housing Construction & Rehab (10 households served)
- City's Revolving Loan Fund (30 households served)

This amounts to approximately 75 households served, not including current services provided in subsidized housing.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Not applicable.

Activities to Increase Resident Involvement

The Great Falls Housing Authority (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.

In addition to preparing and distributing quarterly newsletters that offer residents seasonal information, updates, and reminders, GFHA hosts public hearings to obtain input from residents as to their needs and opinions, including those related to the annual plan and proposed rehabilitation of housing units. The information obtained from these hearings is considered in the annual grant application submitted by GFHA.

In-depth information regarding GFHA can be found in the Needs Assessment and Housing Market Analysis (Sections 3 and 4) of this Consolidated Plan (NA-35 Public Housing; MA-25 Public and Assisted Housing).

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the ‘troubled’ designation

Not applicable. The Great Falls Housing Authority is not currently designated as troubled.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

Great Falls first adopted a zoning ordinance to regulate the use of land and buildings in 1930. The most recent comprehensive update of the City’s zoning and subdivision regulations occurred when the Unified Land Development Code was adopted in 2005. The new code implements the City’s Growth Policy, Missouri River corridor plan, neighborhood plans and the City’s 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 and approval 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 subjects development applications to 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 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 was approximately 1% of the structure’s value. The building codes may require engineered foundations and this could be a significant cost; however, it 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 at a 7-day turnaround time based on 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, setbacks or waived building fees are available to developers of affordable housing. Due to land prices and infrastructure costs, smaller lots are being developed for condensed housing at this time. As noted previously in this Plan, the City

and NeighborWorks have partnered by using Planned Unit Development zoning to bring both affordable multifamily units and owner occupied homes into the Great Falls market.

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 many existing 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 services 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. Meeting storm water quality requirements mandated by the Federal government has increasingly affected the feasibility of some housing development proposals. While these requirements affect the cost of housing, these standards also dictate the quality, permanence, safety and environmental aspects of a community.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The foundation for the City's fair housing program is the Analysis of Impediments to Fair Housing Choice. The most recent Analysis of Impediments is being conducted as a statewide effort among the State of Montana Department of Commerce and Montana's three CDBG entitlement cities: the City of Billings, the City of Missoula, and the City of Great Falls.

In effort to remove and reduce barriers to affordable housing and housing choice, the City will assist in preserving and increasing access to affordable housing for renters and homeowners through the following CDBG and HOME-funded programs:

CDBG:

- City Revolving Loan Program: City-administered loans for code-related repairs, improvements, and water and sewer upgrades to improve the quality of homeowner and rental housing stock for low to moderate income households
- Projects and activities for the development of affordable housing, including funding for site acquisition and the remediation of properties negatively affected by slum and blighted conditions
- Fair Housing outreach and education

HOME:

- First-time Homebuyer Assistance: downpayment and gap financing assistance for income-eligible households. This program is administered by NeighborWorks Great Falls with HOME program income.
- Projects and activities that fund the development of new construction or rehabilitation of homeowner and rental housing

As part of its fair housing outreach and education activities, the City will distribute pamphlets about fair housing and equal opportunity, landlord and tenant law, accessibility guidelines and HUD programs community-wide, free of charge. Current information will also be available on the City and Housing Authority websites. Fair housing education programs will be presented quarterly at NeighborWorks Great Falls, and the City will provide fair housing information and referral services to landlords and tenants as requested.

The City's Fair Housing Specialist will be involved with activities that pertain to public housing through a partnership between the City of Great Falls and the Housing Authority. Housing Authority procedures that pertain to federal and state landlord and tenant law for public housing will be reviewed. Investigations will be conducted about tenant complaints. When requested by HUD, workshops will be presented to provide information to tenants about their responsibilities and rights under state and federal law.

The City's Chief Building Official will provide a summary of accessibility requirements to each individual who requests an architectural and engineering plan review through the City Planning and Community Development Department. These handouts will include the HUD Accessibility Guidelines *Seven Technical Requirements* pamphlet and a summary listing of the Fair Housing Act accessibility requirements and the Section 504 of the Rehabilitation Act of 1973 accessibility requirements.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Continuum of Care (CoC) group participates in the annual homeless Point-in-Time Count, which is undertaken to identify the number and demographics of homeless people in the state. On the night of January 31, 2019, there were 223 people counted as homeless in Great Falls. Of the total, 200 were in an emergency shelter, 13 were in transitional housing, and 10 were unsheltered.

Although the City does not receive CoC or Emergency Solutions Grant (ESG) funds to directly impact homelessness, there is a robust network of public service organizations in Great Falls who work to meet

the needs of those experiencing homelessness or who are at risk of homelessness. A complete list of homeless service and outreach providers is included in Section 4 of this report (MA-30 Homeless Facilities and Services).

Addressing the emergency and transitional housing needs of homeless persons

The Great Falls Rescue Mission (Rescue Mission) includes a men's shelter, women's shelter, and family shelter and 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; therefore, they can be flexible regarding bed usage. Whether a specific bed is used for emergency or transitional shelter is driven by actual need that particular day. Overall, there are 52 beds available in the men's shelter and 65 beds in the women shelter. In an emergency such as life threatening weather, the Rescue Mission provides additional mats on the floor and foldaway cribs to accommodate need. The Rescue Mission's Cameron Family Center can serve approximately 134 people experiencing homeless, 70 of which, on average, are children.

The YWCA Mercy Home, the primary provider of emergency/transitional housing and supportive services for victims of domestic abuse, has the capacity to house 30 women & children at one time; supportive services include crisis intervention, support groups, information and referral, group counseling, personal advocacy, parenting classes, 911 cell phone lending program, transportation, legal advocacy, resume building & employment coaching. The YWCA Great Falls website reports that from July 2018 to June 2019 the organization provided 156 women and children fleeing domestic violence with more than 4,071 shelter nights. Along with housing assistance, victims of domestic violence may require financial assistance for basic needs, counseling, legal assistance and training/education to assist with employment.

St. Vincent de Paul's Grace Home provides transitional housing for homeless men who are veterans, with the capacity to house 14 men at a time. During cold and/or inclement weather, Grace Home offers shelter services beyond its usual capacity.

The Center for Mental Health provides transitional housing for individuals with severe or serious disabling mental illness who demonstrate a need for additional supportive living services.

Opportunities, Inc., receives Emergency Solutions Grant (ESG) funding and offers emergency assistance through rapid re-housing and homeless prevention services.

Alliance for Youth's Youth Resource Center serves youth ages 13-20 who are disadvantaged, homeless, or at risk of becoming homeless. Services offered include medical, dental, behavioral health care, substance abuse treatment, housing search support and advocacy. Additionally, drop-in centers operate

in tandem with outreach programs, family engagement services, emergency shelters and transitional housing.

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.

Chronically Homeless: As noted previously, the Great Falls Rescue Mission is the primary emergency shelter provider in Great Falls. Opportunities, Inc., receives Emergency Solutions Grant (ESG) funding and offers emergency assistance through rapid re-housing and homeless prevention services.

Families with Children: To meet growing need for shelter services for homeless families, the Great Falls Rescue Mission completed construction of the Cameron Family Center in November of 2016. The Cameron Family Center can serve approximately 134 people experiencing homeless, 70 of which, on average, are children.

Veterans: Volunteers of America provides individualized service coordination to veterans who are homeless or at risk of being homeless through rapid rehousing, homelessness prevention, and emergency shelter as funding allows. St. Vincent de Paul's Grace Home offers transitional housing for homeless veterans, as well as employment and other general assistance.

Unaccompanied Youth: Young Parents Education Center provides on-site developmental day care, family support and outreach, pre-vocational activities and parenting/child development education to assist pregnant and parenting teens and young adults to build self-sufficiency. Alliance for Youth's Youth Resource Center serves youth ages 13-20 who are disadvantaged, homeless, or at risk of becoming homeless. Services offered include medical, dental, behavioral health care, substance abuse treatment, housing search support and advocacy. Additionally, drop-in centers operate in tandem with outreach programs, family engagement services, emergency shelters and transitional housing.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Opportunities, Inc., is the central intake point for social service providers in Great Falls. This agency provides a wide range of services for homeless and low income people. Opportunities, Inc., will provide

referral, limited case management and designated payee's status for Social Security recipients to prevent people from becoming homeless. This agency will collaborate with the Center for Mental Health to provide services for homeless individuals who have mental illness by referral for emergency services and direct assistance services.

Kairos Youth Services, Inc., provides emergency shelter, transitional housing and supportive services as noted in the previous chart. Supportive services will include housing, meals, recreational programming, tutoring, coping skills training, independent living skills training, individual treatment planning, case management and individual, group and family counseling. Kairos will operate aftercare/early intervention mentoring programs with the Eighth Judicial District Youth Court, administer the Montana Foster Care Independence Program in Region 2 and provide Psychiatric Residential Treatment Facility Program services.

A sampling of other agencies who will provide a variety of services for people who are homeless or threatened with homelessness include the Great Falls Community Food Bank, St. Vincent de Paul, Great Falls Rescue Mission, Salvation Army and many churches. In addition, numerous programs through government departments such as the Cascade County Office of Public Assistance will work toward meeting the needs of homeless people.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

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 its housing rehabilitation programs, only adding cost to homeowners if a contractor needs to be hired.

Lead-based paint hazards will be taken into consideration on all pertinent CDBG-funded projects being undertaken by sub-grantees.

NeighborWorks Great Falls will comply with all HUD lead safe requirements on all City-funded housing rehabilitation projects for properties constructed prior to 1978. NWGF is a certified abatement company and has staff that is certified in lead safe practices. NWGF will have certified inspectors from the Housing

Authority do initial tests using the XRF Lead Analyzer to check for the presence of lead-based paint in all projects involving a building constructed prior to 1978. If lead-based paint is found, NWGF staff or subcontractors certified in lead safe practices will do abatement or mitigation and obtain laboratory clearance tests from an EPA certified risk assessor after the abatement is completed.

The Housing Authority will provide all new tenants with lead-based paint hazard reduction information and will include lead-based paint considerations in their policies. Lead-based paint hazards will be taken into consideration as part of the Housing Choice voucher program inspections which are done for private rentals. This process will include initial testing using the XRF Analyzer on all houses built prior to 1978 when peeling paint is present and children will be in the home. Safe work practices and clearance testing will be undertaken when the presence of lead-based paint is found.

The Housing Authority has retained an engineering consulting firm to address lead-based paint testing and mitigation, if required, at the main site rehabilitation project. The Housing Authority will provide information regarding previous lead-based paint testing to the City as each building is vacated, along with any clearance test results if abatement is required.

How are the actions listed above related to the extent of lead poisoning and 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.

How are the actions listed above integrated into housing policies and procedures?

Lead-based paint hazards will be taken into consideration on all pertinent CDBG-funded projects being undertaken by sub-grantees.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

Rural Dynamics, Inc., (RDI) is a non-profit organization which provides programs designed to assist low to moderate income people to obtain financial security. RDI was awarded grant funds through the Northwest Area Foundation several years ago to provide programs to help people get out of poverty. RDI will use these grant funds locally to provide credit building loans, enroll participants in a small business individual development account program and maintain a support group for people

participating in financial security programs. RDI will hold financial education workshops, provide free financial literacy classes for low income people and administer a youth financial literacy program. The agency will also partner with local agencies to provide income tax assistance sites to assist eligible low income people file their federal tax returns and claim earned income tax credits.

Opportunities, Inc. will provide a wide variety of programs to assist very low and low income people, including administration of the following programs which focus on assisting people out of poverty:

- Work Force Investment Act Program: Provides year-round, full-time employment services for high-school dropouts, those with low incomes, and at risk and special needs young adults ages 16 through 22
- HeadStart Program: Provides education of preschool-age children, child care, parent education, job training, continuing education, GED preparation, life skills classes, assistance with applying for financial aid for college and coordination with other community services
- Low Income Energy Assistance Program and Weatherization Program: Provides financial assistance to low income families to help with utility bills, furnace replacement/repair and other energy efficiency services

Young Parents Education Center will provide on-site developmental day care, family support and outreach, pre-vocational activities and parenting/child development education to assist pregnant and parenting teens and young adults to build self-sufficiency.

The YWCA of Great Falls will offer services that promote self-sufficiency, including life skills training classes, women's health workshops and self-defense training.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan?

The Consolidated Plan is a guiding document for the next five years within the community, and affordable housing is a crucial portion of the Plan, as indicated in the goals set forth in the Strategic Plan and expressly stated in the Executive Summary. The Montana Continuum of Care is the coordinating agency for the chronically homeless and for those at risk of homelessness, but local agencies such as the Great Falls Rescue Mission are essential in supporting those goals.

The City of Great Falls' goals, programs and policies are aligned with local nonprofit, faith-based and private businesses to provide decent, safe, and affordable housing as stated in the goals and objectives. The Consolidated Plan, citizen participation process for every Annual Action Plan, and the monthly coordination meetings between service and housing providers aim to align agency goals with those stated in the Consolidated Plan. Assistance to LMI persons will be guided by the input provided to create the affordable housing objectives outlined in this Plan.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City will be responsible for managing the day-to-day operations of the CDBG and HOME programs. This includes monitoring the performance of all CDBG and HOME subrecipients by reviewing program agreements and requirements with grant subrecipients prior to project start, monitoring projects through project completion, and obtaining required documents prior to paying out full grant funds.

Grant award letters for each CDBG and HOME Program funding agreement will include language regarding the need for timeliness in project implementation. See the following Performance Measurement section regarding actions which will be taken to monitor performance as related to meeting priorities and objectives set forth in the Consolidated Plan. All entities receiving CDBG and HOME funding are required to provide quarterly project updates and project completion information which includes individual and community benefit.

All CDBG subrecipients other than City departments will be monitored on-site at least once during the grant activity period. All CDBG subrecipients receiving and retaining program income will be monitored on-site annually to assure compliance with CDBG regulations.

All rental housing developed with the use of HOME funds will be monitored for property standard requirements and rent restrictions in accordance with HOME requirements and periods of affordability.

All CDBG Revolving Loan Program rental rehabilitation projects undertaken by the City will be monitored in the first year of residency and again in the second year as required by the program policies of the City Rental Improvement Loan Program to verify that rents are being kept within the required range.

All projects which involve construction contracts of more than \$2,000 will be monitored to assure compliance with Davis-Bacon Act regulations.

A current listing of local minority business enterprises (MBEs) taken from the Montana Department of Transportation website will be provided to all subrecipients who will be procuring services with CDBG grant funds. Subrecipients will be encouraged to submit a request for proposal directly to any appropriate MBEs. Bids for an amount over \$80,000 will be required to advertise in a regional newspaper.

Section 6 | Annual Action Plan

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. The grant amounts are actual allocations for Program Year 2020. 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 Year 1				Expected Amount Available Remainder of ConPlan
		Annual Allocation:	Program Income:	Prior Year Resources:	Total:	
CDBG	public - federal	\$808,347	\$300,327	\$81,333	\$1,190,007	\$3,200,000
<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	\$280,426	\$453,901	\$823,185	\$1,557,512	\$1,120,000
<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>					

Table 59 - 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. Both 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 publically 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	2020	2024	Homeless, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Services	CDBG: \$95,000	Public service activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted
2	Affordable Housing	2020	2024	Affordable Housing, Homeless, Non-Homeless Special Needs	City of Great Falls	Affordable Housing	HOME: \$400,000	Homeowner Housing Added: 3 Household Housing Unit Direct Financial Assistance to Homebuyers: 7 Households Assisted
3	Housing Rehabilitation	2020	2024	Affordable Housing, Public Housing, Non-Homeless Special Needs	City of Great Falls	Housing Rehabilitation	CDBG: \$140,000	Rental units rehabilitated: 1 Household Housing Unit Homeowner Housing Rehabilitated: 5 Household Housing Unit
4	Fair Housing	2020	2024	Affordable Housing, Public Housing, Homeless, Non-Homeless Special Needs	City of Great Falls	Affordable Housing, Fair Housing, Public Services	CDBG: \$25,000	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	2020	2024	Non-Housing Community Development, Economic Development	City of Great Falls	Economic Development	CDBG: \$60,000	Jobs created/retained: 3 Jobs Businesses assisted: 2 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: \$260,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
7	Planning and Administration	2020	2024	Planning and Administration	City of Great Falls	Planning and Administration	CDBG: \$161,669 HOME: \$28,042	

Table 60 – Goals Summary

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, 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 homelessness, health/mental health, 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.
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 with the use of CDBG funding.
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 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 seven 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 need. The City is required to have no more than 1.5 times its annual 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 2020 Projects	
	Project Name
1	2020 Public Services
2	2020 Residential Housing Rehabilitation
3	2020 Public Facilities and Improvements
4	2020 Fair Housing Program
5	2020 HOME Investment Partnership Program Projects
6	2020 HOME-NeighborWorks Direct Assistance to Homebuyers
7	2020 HOME CHDO Projects
8	2020 Great Falls Development Authority Job Creation
9	2020 CDBG/HOME Administration

Table 61 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.

The funding allocation priorities recommended are primarily driven by community input through a community survey, neighborhood council meetings, focus group meeting, public hearing, and 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	2020 Public Services
	Target Area	City of Great Falls
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$95,000
	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, 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 homelessness, health/mental health, and youth services.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1000 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, 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 homelessness, health/mental health, and youth services.
2	Project Name	2020 Residential Housing Rehabilitation
	Target Area	City of Great Falls
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation Affordable Rental Housing
	Funding	CDBG: \$140,000

	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 with the use of CDBG funding.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	6 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 with the use of CDBG funding.
3	Project Name	2020 Public Facilities and Improvements
	Target Area	City of Great Falls
	Goals Supported	Public Facilities and Improvements
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$260,000
	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	6/30/2021

	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.
	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	2020 Fair Housing Program
	Target Area	City of Great Falls
	Goals Supported	Public Services, Fair Housing, Affordable Housing
	Needs Addressed	Public Services, Fair Housing, Affordable Housing
	Funding	CDBG: \$25,000
	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	6/30/2021
	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	2020 HOME Investment Partnership Program Projects
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing Housing Rehabilitation
	Needs Addressed	Affordable Housing Housing Rehabilitation
	Funding	HOME: \$100,000
	Description	Allocate HOME Investment Partnership 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.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	At least 2 Low-Income Households will benefit from this project.
	Location Description	City of Great Falls
Planned Activities	Allocate HOME Investment Partnership 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.	
6	Project Name	2020 HOME-NeighborWorks Direct Assistance to Homebuyers
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$300,000
	Description	NeighborWorks Great Falls will utilize HOME program income to provide direct assistance to first-time homebuyers.
	Target Date	6/30/2021

	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.
7	Project Name	2020 HOME CHDO Project
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing Housing Rehabilitation
	Needs Addressed	Affordable Housing Housing Rehabilitation
	Funding	HOME: \$42,063.90
	Description	15% set-aside for HOME CHDO Project
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	At least 1 Low-Income Households will benefit from this project.
	Location Description	City of Great Falls
	Planned Activities	Activities to increase affordable housing stock.
8	Project Name	2020 GFDA Job Creation
	Target Area	City of Great Falls
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	HOME: \$60,000

	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	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	3 LMI jobs created/retained and 2 business assisted.
	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.
9	Project Name	2020 CDBG/HOME Administration
	Target Area	City of Great Falls
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$161,669.40 HOME: \$28,042.60
	Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.
	Target Date	6/30/2021
	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.

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. Minority populations represent less than 14% of the city’s total population, and the population of minority groups is greater 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

Table 62 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Great Falls does not allocate funding priorities based on a 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. That 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	15
Special-Needs	0
Total	15

Table 64 - 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	2
Rehab of Existing Units	6
Acquisition of Existing Units	7
Total	

Table 65 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

The City of Great Falls relies on the Great Falls Housing Authority (GFHA) to provide public housing within the City. The GFHA will responsibly and respectfully provide safe, basic, affordable housing for qualified residents.

GFHA currently manages five public housing sites and two affordable housing sites. These facilities provide 490 units to income qualifying residents through the GFHA’s subsidized housing program and another 32 units that are not subsidized but are affordable to low/moderate income households through the GFHA’s affordable housing programs.

GFHA is also a manager for Housing Choice Vouchers, formerly known as the Section 8 Program. This program allows private landlords to contract with the GFHA, who inspects the units for Housing Quality Standards and subsidizes the rent for the approved tenant.

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. 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 assist with the facilitation of 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 homeless people. The City will provide support to the meetings. 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, 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 (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 Rescue Mission will also provide additional mats on the floor for men and women and foldaway cribs for children.

The Rescue Mission has recently constructed the Cameron Family Center, a ~43,000 square foot facility that 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 opportunities for training for 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 eviction, 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 will provide 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, limited 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 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 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 initiated construction 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.

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. It is anticipated that the Growth Policy document will be updated 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 (PCD) department administers the CDBG and HOME grant funds that the City is allocated each year. For the 2020/2021 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

Affordable housing will be one of the priorities to be addressed by the City. The City will focus efforts for affordable housing with both HOME and CDBG Funding. The overall housing strategy is described in detail in the Consolidated Plan. The strategy was developed based on a market analysis, an assessment of housing needs and extensive community involvement.

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 2020/2021 activities 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 the 15% of the CDBG Budget, approximately \$120,000, 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 Youth Services/Childcare, Alcohol and Drug Treatment/Healthcare/Suicide Prevention/Mental health, Senior Services, Homelessness, and Housing Counseling and Education. The Public Service priorities were identified by the received community feedback. All public service projects must be new and/or expanding services that benefit low-to-moderate income persons.

The City will also work with Opportunities, Inc., which provides a number of programs to assist LMI families.

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. It is anticipated that the City will expand the size of its staff Grant Committee and also 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, review of loan requests, 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 Housing Authority Board acts as a loan committee and reviews loan requests for the City's CDBG-funded housing rehabilitation programs. This agreement was last reviewed in July 2013. 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.

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 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.

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 will be used to enforce HOME Program requirements and contain the following provisions:

- 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 2015. 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 to this 2020-2024

Consolidated Plan as Appendix C.

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.



Commission Meeting Date: November 4, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item:	Ordinance 3226 – An ordinance assigning a zoning classification of R-6 Multi-family High Density to the South 153.4 feet of the N1/2 SW1/4 SW1/4 NW1/4 excepting the west 30.0 feet which is county road in Section 35, T21N, R3E, P.M.M., Cascade County, Montana and the adjoining right-of-way of 6 th Street NW and the adjoining right-of-way of Skyline Drive NW extended to the west right-of-way line of 6 th Street NW.
From:	Lonnie Hill, Planner I, Planning and Community Development
Initiated By:	Joshua Johns, Skyline Heights, LLC
Presented By:	Craig Raymond, Director, Planning and Community Development
Action Requested:	City Commission accept Ordinance 3226 on first reading and set a public hearing for December 1, 2020.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (accept/not accept) Ordinance 3226 on first reading and (set/not set) a public hearing for December 1, 2020.”

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

Staff Recommendation:

At the conclusion of a public hearing held on October 13, 2020, the Zoning Commission recommended the City Commission approve the establishment of R-6 zoning for the subject property. Staff also recommends approval of the applicant’s proposed R-6 zoning request, subject to the fulfillment of the following Conditions of Approval:

Conditions of Approval for Annexation and Establishment of Zoning:

1. **General Code Compliance.** The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.

2. **Improvement Agreement.** The applicant shall abide by the terms and conditions as well as pay all fees specified in the attached Improvement Agreement for the Subject Property. The Improvement Agreement must be signed by the applicant and recorded at the Cascade County Clerk and Recorder.

3. **Land Use & Zoning.** Development of the property shall be consistent with the allowed uses and specific development standards of the R-6 Multi-family High Density zoning district.

4. **Utilities.** The final engineering drawings and specifications for public improvements for the subject property shall be submitted to the City for review and approval.

Summary:

The applicant, Skyline Heights, LLC, is proposing annexation and establishment of R-6 Multi-family High Density zoning for an approximately 2.15 acres parcel generally located southeast of the intersection of Skyline Drive NW and 6th Street NW and legally described in the Staff Report. The subject property is adjacent to the City limits of Great Falls on the south and east. The proposed development includes four three-story 12-plex multi-family buildings for a total of 48 residential units. Parking for the project will be provided by an off-street parking lot with 72 parking spaces and 2 driveway approaches to Skyline Drive NW. The project is expected to be built in phases over multiple years.

Background:

Establishment of Zoning Request:

The subject property is proposed for establishment of R-6 Multi-family High Density zoning. The R-6 zoning district aligns with specific goals and objectives within the Growth Policy, including encouraging a diverse, safe, and affordable supply of housing in the City. This project will expand the supply of residential apartments and encourage a variety of housing types and densities so that residents can choose by price or rent, location and place of work.

The proposed R-6 zoning also aligns with appropriate uses for the location of the site. The proposed project is located at the corner of 6th Street NW and Skyline Drive NW, both of which function as collector streets. Generally, intersections of higher classification streets are appropriate for higher intensity of use. In this case, the location of an apartment complex adjacent to collector streets is advantageous to connect these residents to the greater community via 6th Street NW. In addition, the required improvements associated with developing the site are cost prohibitive to single-family residential use. The applicant will be responsible for extending utility mains and roadway improvements per City requirements. The commercial nature of the project will create perpetual revenue that can offset the cost of the improvements over time, which would not be possible with the development of single-family lots on the subject property.

The basis for decision on zoning map amendments is listed in OCCGF § 17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the criteria which are attached as *Findings of Fact/Basis of Decision – Zoning Map Amendment*.

Required Improvements:

Water Main Improvements. The owner agrees to extend a sixteen (16) inch public water main through the public right-of-way of Skyline Drive NW from the existing sixteen (16) inch main to the east and run to the western boundary of the subject property. The improvement is to be owned and maintained by the City upon completion. The City shall pay for the costs associated with upsizing the water main.

Sanitary Sewer Main Improvements. Installation of a public sanitary sewer main shall extend from the existing eight (8) inch main located near the southeast corner of the City water plant. The line shall run north to the right-of-way of Skyline Drive NW and run west to the western boundary of the Subject Property. The improvement is to be owned and maintained by the City upon completion.

Roadway and Sidewalk Improvements. The owner agrees to construct Skyline Drive NW from the existing improved roadway section to the east to the intersection of 6th Street NW. Construction of this street shall include curb and gutter. The owner additionally agrees to install sidewalk, boulevard landscaping and trees along the south side of Skyline Drive NW along the frontage of the subject property. The owner agrees to dedicate the westernmost ten (10) feet of the Subject Property for use of public right-of-way of 6th Street NW.

Future Improvements:

The owner agrees to pay for its proportionate share of future improvements to 6th Street Northwest and its intersection with Skyline Drive Northwest when such improvements are deemed necessary by the City of Great Falls.

Traffic Analysis:

Existing Traffic Volumes: There are two regularly counted traffic volume count locations on 6th Street NW – one north of the subject property on the gravel section, and one south of the property near the crest of the hill. Additionally, a special count was taken in April 2015 on Skyline Drive NW, just west of 3rd Street NW, providing an indicator of traffic volume on Skyline Drive NW. Additionally, intersection volumes were counted in January 2020. The traffic for each location is shown on Table 1, along with the expected growth from the development.

Trip Generation: Using a trip generation rate from the ITE Trip Generation Manual, 9th Ed., a development of this type would be expected to generate an average of 6.65 trips per dwelling unit on a weekday, for a **total estimated average of 320 trips per weekday**.

Traffic from the proposed development during “peak hour” – that is, the hour of the day generating the highest traffic – is expected to be generated at the rate of .67 vehicles per dwelling unit for a one hour period generally between 4 and 6 PM. For the 48 units, **this equates to 33 vehicles during that hour** (*Source: ITE Trip Generation Manual, 9th Ed., Land Use: Apartment (220)*).

Trip Distribution: All of the trips generated by the site would use Skyline Drive NW due to the proposed location of the driveways. Because the most direct connection to the greater community is via 6th Street NW, it is expected that the majority of trips generated by the development would go/come from the west and south. For analysis of the probable impact of the proposed development, it is estimated that 80% of the trips would use Skyline Drive NW and 6th Street NW to the west/south, 20% would use Skyline Drive NW to the east, and a negligible number of new trips would use Skyline Drive and 6th Street NW to the west/north.

Peak Hour Traffic: Because the exits are proposed onto Skyline Drive NW, and assuming the direction of 80% of the trips generated by the development would be to/from the west, the **peak-hour volume on the east leg of the intersection would grow approximately 19% to around 170 vehicles**. The same number of vehicles are expected upon the south leg of the intersection, as well. Table 1 shows the projected growth by road segment.

Because nearly all of the movements through the intersection are north-to-east and west-to-south (movements that do not conflict), there is little peak-hour delay at the intersection. With the maximum estimated growth of 27 peak-hour trips, the west-bound traffic would increase to 86 – or, an average of around three vehicles every two minutes – up from around two vehicles every two minutes.

TABLE 1

STREET SEGMENT	VOLUME (DAILY)	PROJECTED GROWTH (DAILY)	PROJECTED VOLUME (DAILY)	VOLUME (PEAK HOUR)	PROJECTED GROWTH (PEAK HOUR)	PROJECTED VOLUME (PEAK HOUR)
Skyline Dr. east of the site	1,927	64	1,991	220	6	226
Skyline Dr. west of the site	1,927	256	2,183	143	27	170
6 th St. NW south of the site	1,696	256	1,952	147	27	174
6 th St. NW north of the site	369	0	369	30	0	30

Note: all numbers are vehicle trips per day (DAILY) or vehicle trips per peak hour (PEAK HOUR)

Traffic Recommendations/Conclusions: The existing street network has sufficient capacity to accommodate the traffic that would be generated by the proposed development. Upgrading Skyline Drive NW to urban standards, with sidewalk, would ensure a safe, connected system would be in place. No additional traffic control would be necessary.

Provision of bicycle storage facilities at each of the 12-plexes is recommended and encouraged. Such facilities would be installed in compliance with Title 17, Chapter 36 of the OCCGF.

Due to the upgrade of the roadway to urban standards and development of the subject property, establishment of final posted speeds on Skyline Drive NW should be performed after development of the subject development and reconstruction of Skyline Drive NW. Posted speeds on 6th Street NW are not expected to be immediately affected by the development.

Neighborhood Council Input:

The subject property is adjacent to Neighborhood Council #3. The applicant presented to the Council on October 1, 2020. The Council met again for a special meeting on October 8, 2020 to adopt a letter which was provided to the Planning Advisory Board and Zoning Commission prior to their meeting and is provided as an attachment to the staff report.

Fiscal Impact:

Water and Sewer service will be provided by the City, and the cost of the connection improvements will be borne by the applicant per the agreed upon terms of the attached Improvement Agreement. Roadway improvements of Skyline Drive NW will also be borne by the applicant. Once the roadway and utilities are constructed they will be dedicated to and maintained by the City. Additionally, City Police and Fire response will be provided. The City Commission should consider the impact that expansion of the city limits has on the ability to provide key emergency services at an acceptable level. The annexation will increase the City’s tax base and increase revenue.

Alternatives:

The City Commission could deny acceptance of Ordinance 3226 on the first reading and not set the public hearing.

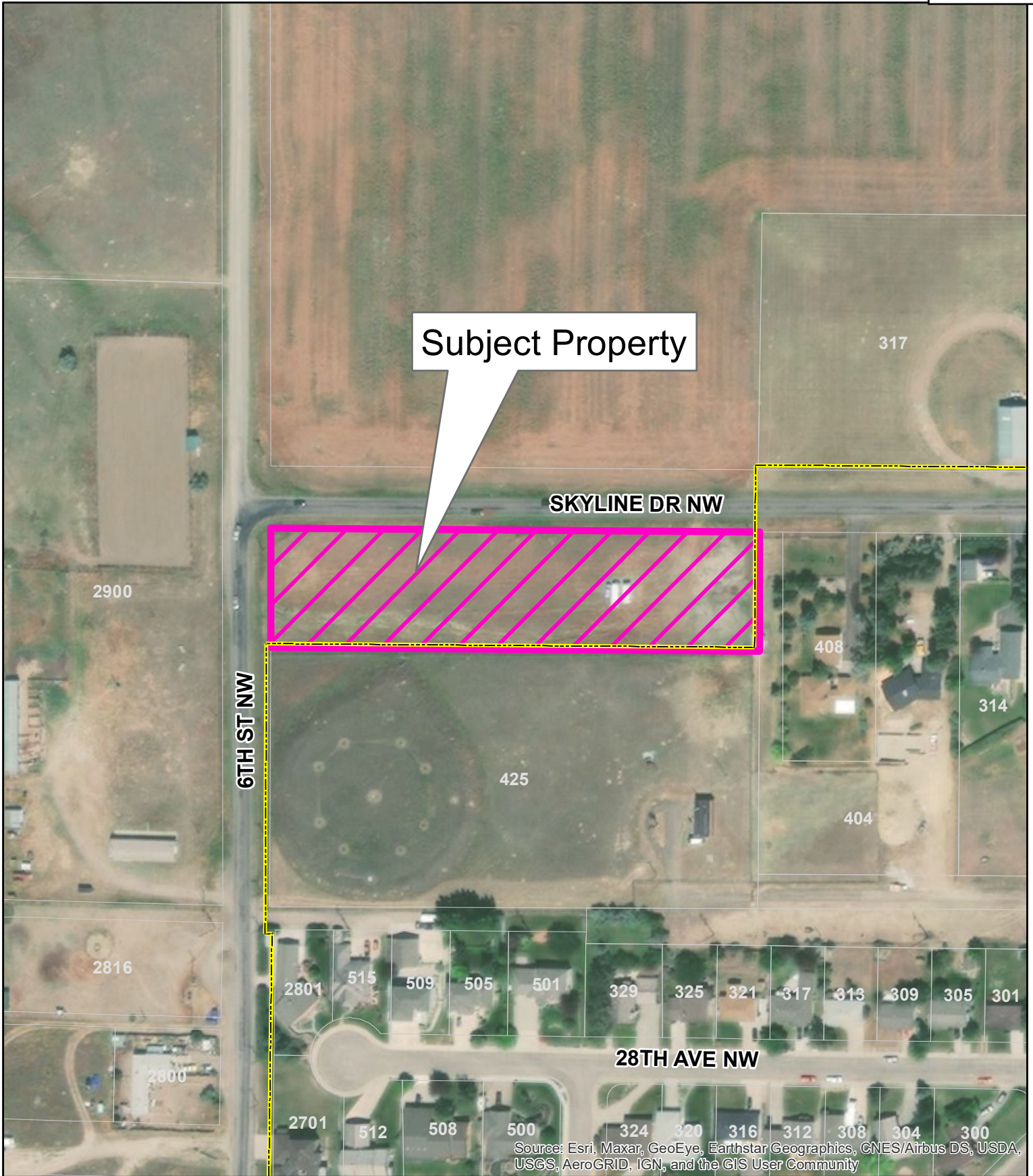
Concurrences:

Representatives from the City's Public Works, Fire, and Legal Department have been involved throughout the review and approval process for this project and will continue to participate throughout the permit approval process. Both Engineering and Environmental Divisions of Public Works and the Legal Department have collaborated on the submitted Improvement Agreement.

Attachments/Exhibits:

- Aerial Map
- Project Narrative
- Preliminary Site Plan
- Ordinance 3226
- Ordinance 3226 Exhibit A
- Findings of Fact/Basis of Decision – Zoning Map Amendment
- Neighborhood Council #3 Letter

Location Map



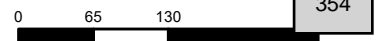
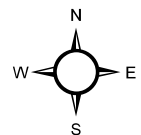
Subject Property



City Limits



Parcels



SKYLINE HEIGHTS APARTMENTS
S35, T21 N, R03 E, IN SW4NW4 MK 30
2.19 ACRES

PROJECT DESCRIPTION:

- ◇ FOUR NEW 12-PLEX UNITS ARE PROPOSED TO BE CONSTRUCTED ON THE EXISTING LOT IN CASCADE COUNTY.
- ◇ THE LOT IS CURRENTLY ZONED URBAN RESIDENTIAL AND IS PROPOSED TO BE ANNEXED INTO THE CITY LIMITS WITH A ZONING OF R-6.
- ◇ THE SITE WILL BE REGRADED FOR ACCESS, PARKING, AND DRAINAGE.
- ◇ SKYLINE DRIVE WILL BE IMPROVED TO FULL CITY ROAD STANDARDS.



NOT FOR CONSTRUCTION

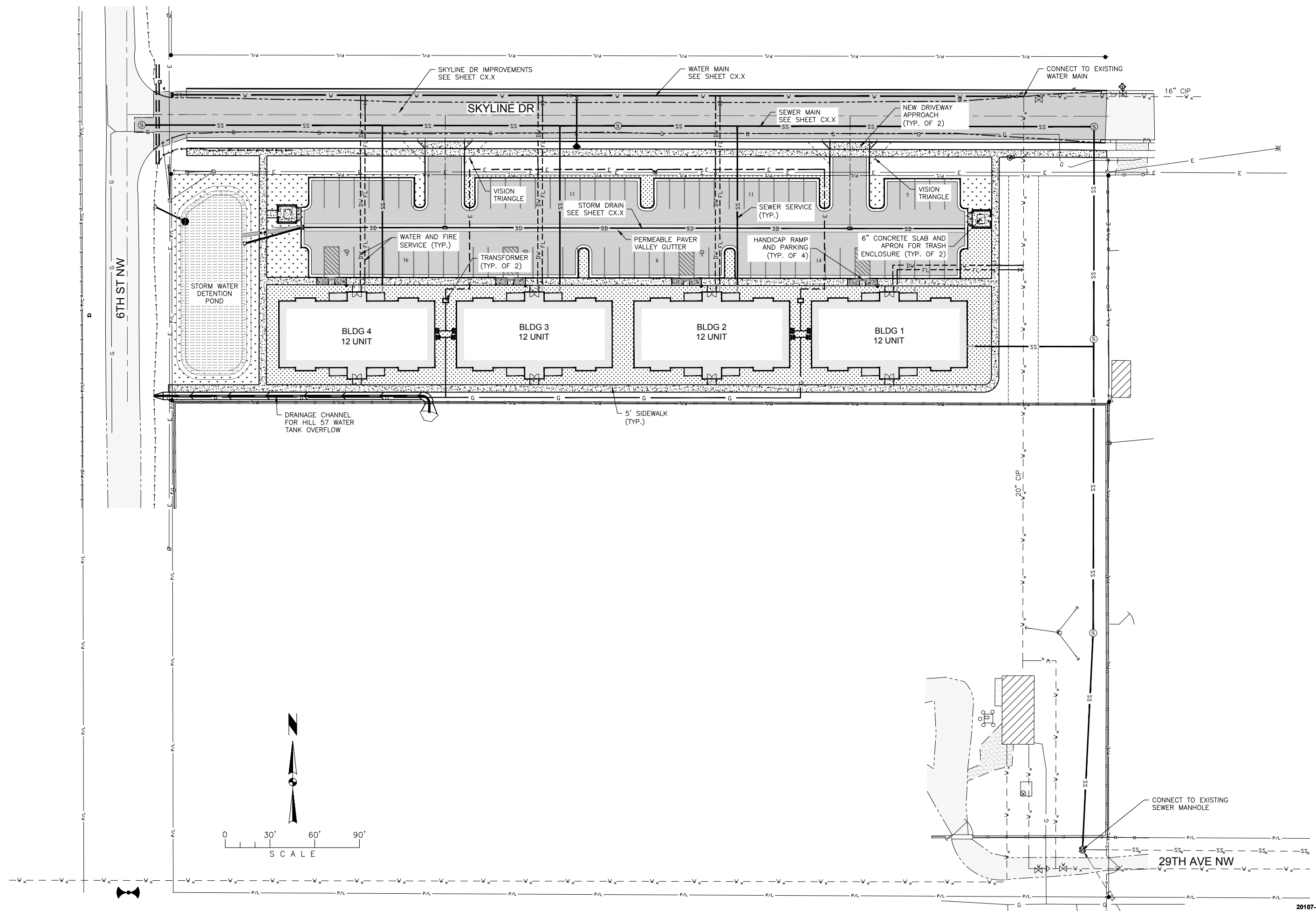
REV	DATE	REVISION



DRAWN BY: MWC
DESIGNED BY: RCB
QUALITY CHECK:
DATE: 7/27/2020
JOB NO. 20-107
FIELDBOOK

SKYLINE HEIGHTS APARTMENTS
GREAT FALLS, MONTANA
PRELIMINARY SITE LAYOUT PLAN

J:\2020\20-107 Skyline Apt 6th NW_Skyline Dr\CADD\CIVIL\20107-PRELIMINARY SITE LAYOUT.dwg, 7/30/2020 5:33:06 PM, RCB1



20107-PRELIMINARY SITE SHEET

ORDINANCE 3226

AN ORDINANCE ASSIGNING A ZONING CLASSIFICATION OF R-6 MULTI-FAMILY HIGH DENSITY TO THE SOUTH 153.4 FEET OF THE N1/2 SW1/4 SW1/4 NW1/4 EXCEPTING THE WEST 30.0 FEET WHICH IS COUNTY ROAD IN SECTION 35, T21N, R3E, P.M.M., CASCADE COUNTY, MONTANA AND THE ADJOINING RIGHT-OF-WAY OF 6TH STREET NW AND THE ADJOINING RIGHT-OF-WAY OF SKYLINE DRIVE NW EXTENDED TO THE WEST RIGHT-OF-WAY LINE OF 6TH STREET NW.

* * * * *

WHEREAS, the property owner, Skyline Heights, LLC, has petitioned the City of Great Falls to annex the subject property, consisting of ±2.15 acres, as legally described above; and,

WHEREAS, Skyline Heights, LLC has petitioned the City of Great Falls to assign a zoning classification of R-6 Multi-family High Density to the south 153.4 feet of the N1/2 SW1/4 SW1/4 NW1/4 excepting the West 30.0 feet which is County road in Section 35, T21N, R3E, P.M.M., Cascade County, Montana, upon annexation to the City; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on October 13, 2020, to consider the assignment of zoning of R-6 Multi-family High Density district and, at the conclusion of said hearing, passed a motion recommending the City Commission assign R-6 zoning to the property legally described as the south 153.4 feet of the N1/2 SW1/4 SW1/4 NW1/4 excepting the West 30.0 feet which is County road in Section 35, T21N, R3E, P.M.M., Cascade County, Montana, and also the adjoining right-of-way of 6th Street NW and the adjoining right-of-way of Skyline Drive NW extended to the west right-of-way line of 6th Street NW; and,

WHEREAS, notice of assigning said zoning classification to the subject property was published in the *Great Falls Tribune* advising that a public hearing on this zoning designation would be held on the 1st day of December, 2020, before final passage of said Ordinance herein; and,

WHEREAS, following said public hearing, it was found and decided that the assignment of R-6 zoning on said properties meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF), Section 17.16.40.030, and that the said zoning designation be made.

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

Section 1. It is determined that the herein requested R-6 zoning request meets the criteria and guidelines cited in Mont. Code Ann. §76-2-304, and Section 17.16.40.030 of the OCCGF.

Section 2. That the zoning classification of “R-6 Multi-family High Density” be assigned to the south 153.4 feet of the N1/2 SW1/4 SW1/4 NW1/4 excepting the West 30.0 feet which is County road in Section 35, T21N, R3E, P.M.M., Cascade County, Montana; and also the adjoining right-of-way of 6th Street NW and the adjoining right-of-way of Skyline Drive NW extended to the west right-of-way line of 6th Street NW as shown in “Exhibit A”, subject to the setbacks, and other development standards and by this reference made a part hereof, as well as all other applicable regulatory codes and ordinances.

Section 3. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading November 4, 2020.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading December 1, 2020.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

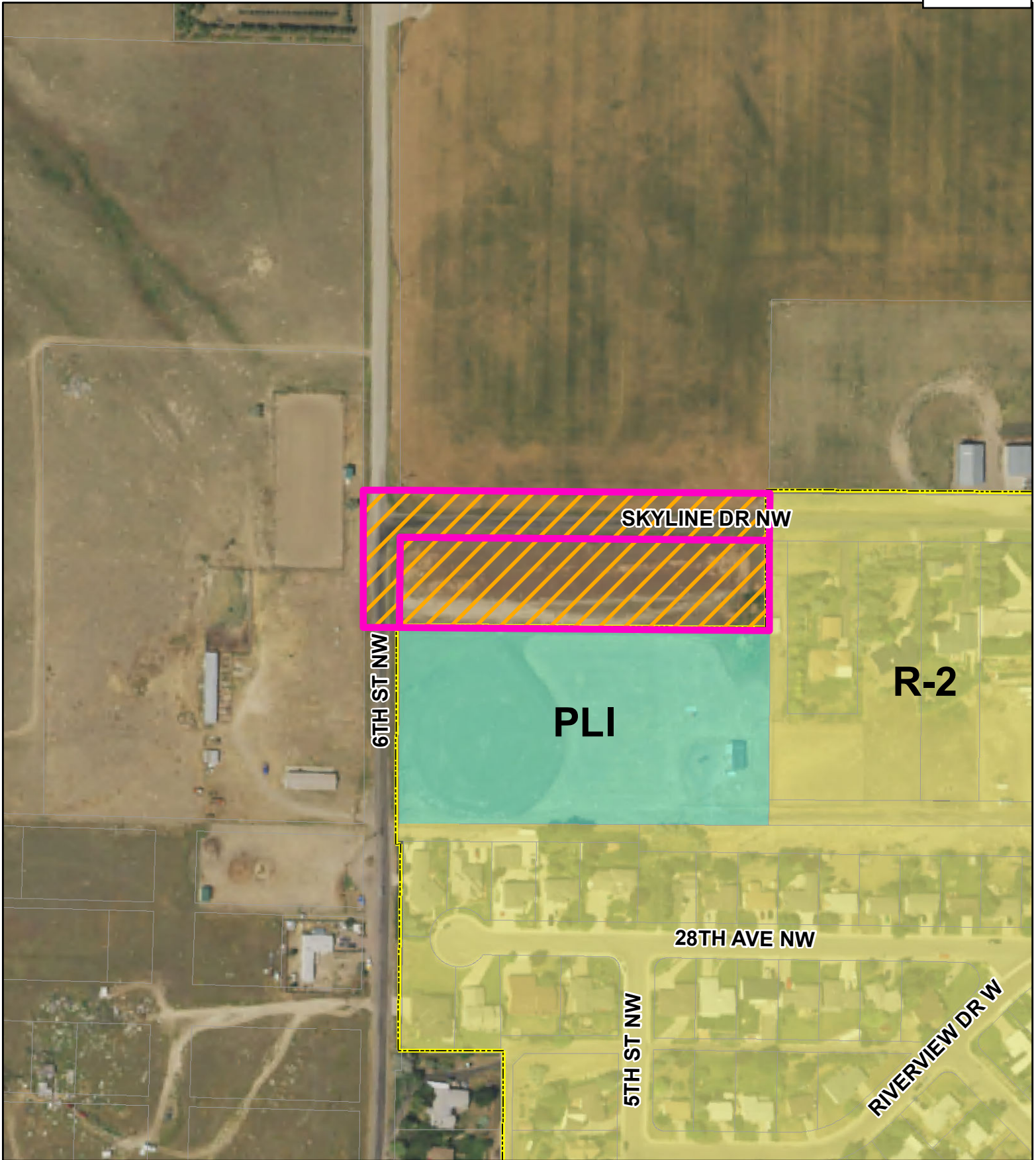
Sara Sexe, City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the City Commission, Ordinance 3226 on the Great Falls Civic Center posting board and the Great Falls City website.

Lisa Kunz, City Clerk

(CITY SEAL)



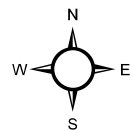
Ordinance 3226 - Proposed Annexation and R-6 Zoning



R-2 Single-family Medium Density



PLI Public Lands and Institutional



FINDINGS OF FACT – ZONING MAP AMENDMENT

The south 153.4 feet of the N1/2 SW1/4 SW1/4 NW1/4 excepting the West 30.0 feet which is County road in Section 35, T21N, R3E, P.M.M., Cascade County, Montana; and also the adjoining right-of-way of 6th Street NW and the adjoining right-of-way of Skyline Drive NW extended to the west right-of-way line of 6th Street NW

PRIMARY REVIEW CRITERIA:

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls (OCCGF) § 17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

1. The amendment is consistent with and furthers the intent of the City's growth policy.

The proposed annexation is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. This project is strongly supported by the Social, Environmental and Physical portions of the Growth Policy, specifically the goals and principles to 1) encourage a diverse, safe, and affordable supply of housing in the City and 2) encourage a balanced mix of land uses throughout the City.

Additionally, the annexation specifically supports the following goals and policies:

Social – Housing

- Soc1.4.2 Expand the supply of residential opportunities including single family homes, apartments, manufactured homes, and assisted living facilities.
- Soc1.4.6 Encourage a variety of housing types and densities so that residents can choose by price or rent, location and place of work.
- Soc1.4.12 When annexing land for residential development, consider the timing, phasing and connectivity of housing and infrastructure development.

Physical – Zoning

- Phy4.2.5 Promote orderly development and the rational extension of infrastructure and City services.

Physical - Efficient Infrastructure

- Phy4.3 Optimize the efficiency and use of the City’s public facilities and utilities.
- Phy4.3.2 Plan for the provision of appropriate infrastructure improvements, where needed, to support development.

2. The amendment is consistent with and furthers adopted neighborhood plans, if any.

The subject property is located adjacent to Neighborhood Council #3. There is no adopted neighborhood plan for Neighborhood Council #3, or any other Council within the City. The applicant presented to Neighborhood Council #3 on October 1, 2020. The Council met again for a special meeting on October 8, 2020 to adopt a letter which was provided to the Planning Advisory Board/Zoning Commission prior to their meeting and is provided as an attachment to the staff report.

3. The amendment is consistent with other planning documents adopted by the City Commission, including the river corridor plan, transportation plan and sub-area plans.

The subject property is not located within any adopted plan or sub-area planning areas. The proposed improvements for all roads related to the development are consistent with City transportation planning documents and City standards. At this time, estimated traffic generation counts were provided for the development and an analysis of those counts have been included in the agenda report.

4. The code with the amendment is internally consistent.

The proposed establishment of R-6 zoning is internally consistent. The proposed R-6 zoning aligns with appropriate uses for the location of the site. The proposed project is at the corner of 6th Street NW and Skyline Drive NW, both of which function as collector streets. Generally, intersections of higher classification streets are appropriate for higher intensity of use. In this case, the location of 48 apartment units adjacent to collector streets is advantageous to connect these residents to the greater community via 6th Street NW. In addition, the required improvements associated with developing the site are cost prohibitive to single-family residential use. The applicant will be responsible for extending utility mains and roadway improvements per City requirements. The commercial nature of the project will create the revenue that can offset the cost of the improvements over time, which would not be possible with the development of single-family lots.

5. The amendment is the least restrictive approach to address issues of public health, safety, and welfare.

There are no existing public health, safety, or welfare issues that have been identified for the subject property. The zoning assignment will have no impact on these issues.

6. The City has or will have the financial and staffing capability to administer and enforce the amendment.

The City has the financial and staffing capability to administer and enforce the amendment if it is approved.

October 9, 2020

Great Falls Planning Advisory Board/Zoning Commission
 Planning and Community Development Office
 Civic Center, Room 112, #2 Park Drive South
 Great Falls, Montana 59401

Dear Planning Advisory Board/Zoning Commission members,

Neighborhood Council 3 held its regular monthly meeting on October 1, 2020. The district of NC3 includes the neighborhoods of Valley View, Riverview, Skyline, and Eagles Crossing.

The meeting agenda included the discussion of a proposed annexation of property located southeast of the intersection of 6th Street N.W. and Skyline Drive N.W. The proposed housing development would be assigned a city zoning classification of R-6, multi-family high density. The property owner, Mr. Josh Johns of Skyline Heights, LLC, stated his intent is to build four 12-plex apartment complexes and a parking lot at this location.

Several residents of our neighborhood voiced their concerns about this proposed development during the meeting.

Mr. Michael Winters, of 2609 6th Street N.W., stated that city planners were using figures that were flawed and underestimated concerning traffic on 6th Street N.W. He said the street was designed as a neighborhood street and not a feeder artery. Winters said that residents living on 6th Street N.W. have a problem backing out of their driveways now due to rude drivers on the road, adding that cars driving in icy conditions have slid onto homeowners yards during the winter. Winters said the street is not capable of handling additional traffic without improvements being made. He also said that large fire engines may encounter problems driving on the narrow roadway to get to fires burning in the area. Neighborhood Council 3 does not have a fire station located in its district.

Mrs. Bettie Ambuehl, of 774 33rd Avenue N.E., said dangerous ditches exist on Skyline Drive N.W., and there is no police presence in the area. She would like to see the city and county work together to fix these problems.

Mr. John Mizelle, of 1020 Valley View Drive, said the data is greatly skewed in favor of the proposed development and disputes the traffic count numbers that were presented. He would like to see 6th Street N.W. fixed before the complex is built.

City planning staff stated during the meeting that traffic will be split between 6th Street N.W. and Skyline Drive N.W. It is our opinion that the majority of the new vehicle traffic will use 6th Street N.W., as the speed limit increases from 25 mph to 30 mph after crossing Smelter Avenue N.W. and is a direct route to the Northwest Bypass. Traveling to and from the proposed development on Skyline Drive N.W. routes traffic that meanders through sections of Skyline and Riverview. The posted speed limit is restricted to 25 mph throughout these neighborhoods.

We support this development and recognize the need in Great Falls to provide affordable housing for low and moderate-income individuals and families, but we have concerns about the lack of fire protection in our district and the additional traffic that would be generated by the number of residents living in this 48-apartment complex.

If this apartment complex is built, we believe motor vehicle traffic in the Valley View, Riverview, and Skyline neighborhoods may be adversely impacted and safety hazards may be introduced to residents currently living in the area.

We request that the Great Falls Planning Advisory Board/Zoning Commission take our concerns into account and prioritize improvements to 6th Street N.W. as development continues in the district of Neighborhood Council 3. This road needs to be widened, curbs and gutters need to be installed, and a method to control vehicle speed must be created to make this a safe thoroughfare for future development.

Sincerely,

Sue Dickenson, Kathleen Gessaman, Sharron Mashburn, Eric Peterson
Great Falls Neighborhood Council 3 representatives