



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
February 15, 2022
7:00 PM**

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

Public participation is welcome in the following ways:

- Attend in person. Please refrain from attending in person if you are not feeling well.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.
- Call-in. Call in during specific public comment periods at [406-761-4786](tel:406-761-4786). Please note that the call in option may not be the most ideal option as there is a time delay between what is being aired/streamed and the live meeting, and there may be significant waiting times depending on how many calls are in the queue. Public would need to watch the meeting through the viewing methods listed above and call in when prompted by the Mayor. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PROCLAMATIONS

PETITIONS AND COMMUNICATIONS

1. Miscellaneous reports and announcements.

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

NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

3. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

- 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.

- Minutes, February 1, 2022, City Commission Meeting.
- Total Expenditures of \$2,421,248 for the period of January 20, 2022 through February 2, 2022, to include claims over \$25,000, in the amount of \$1,788,602.
- Grants List.
- Approve the cancellation of City of Great Falls checks that remain outstanding and unpaid for a period of one (1) year or longer.
- Adopt Resolution 10435 and authorize the Public Works Director or his designee to request distribution of Bridge and Road Safety and Accountability Act (BaRSSA) program funds.
- Set a public hearing on Resolution 10443, Establishing Golf Fees, for March 1, 2022.
- Set a public hearing on Resolution 10444, Revising Fee Schedule for Great Falls Fire Rescue Superseding Resolution 10436, for March 1, 2022.

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

PUBLIC HEARINGS

- Resolution 10439, Establishing Fees for the City of Great Falls Engineering Division of the Public Works Department, *Action: Conduct a public hearing and adopt or deny Res. 10439. (Presented by Paul Skubinna)*
- Resolution 10440, Conditional Use Permit to allow a “Community center” land use in the R-3 Single-family High Density zoning district for 4.25 acres addressed as 3400 Flood Road. *Action: Conduct a public hearing and adopt or deny Res. 10440. (Presented by Craig Raymond) *Quasi-judicial**
- HOME-ARP Plan as an Amendment to the 2021 Annual Action Plan. *Action: Conduct a public hearing and adopt or deny the HOME-ARP Plan as an Amendment. (Presented by Craig Raymond)*

OLD BUSINESS

NEW BUSINESS

- Annual Comprehensive Financial Report (ACFR) and Audit Report, FY 2020-2021. *Action: Accept or deny the FY 2020-2021 ACFR, the Required Client Communication Letter and the City’s response to the Required Client Communication Letter, and authorize staff to submit the related reports to other government agencies and financial institutions as necessary. (Presented by Melissa Kinzler)*

16. Application for the Montana Historic Preservation Grant for funding a project to rejuvenate the Historic Mansfield Theater. *Action: Approve or not approve the application. (Presented by Tom Hazen)*

ORDINANCES / RESOLUTIONS

CITY COMMISSION

17. Miscellaneous reports and announcements from the City Commission.
18. Commission Initiatives.

ADJOURNMENT

(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.)

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

Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.

JOURNAL OF COMMISSION PROCEEDINGS
February 1, 2022

Regular City Commission Meeting

Mayor Kelly presiding

CALL TO ORDER: 7:00 PM

Commission Chambers Room 206

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney, Rick Tryon and Susan Wolff. Also present were City Manager Greg Doyon; Public Works Director Paul Skubinna; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; City Attorney Jeff Hindoen; Police Captain John Schaffer; and, Deputy City Clerk Darcy Dea.

AGENDA APPROVAL: City Manager Greg Doyon noted that Malmstrom Air National Guard would not be participating as scheduled with regard to Item 1. He further noted that there were corrections to Item 4. The suggested motion end date should be 2024 instead of 2022, as well as a small typo. 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.

PROCLAMATIONS: Black History Month (February 2022) and Career & Technical Education Month for Great Falls Public Schools (February 2022).

MILITARY UPDATES

1. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM MALMSTROM AIR NATIONAL GUARD.

Malmstrom Air National Guard did not participate as scheduled.

PETITIONS AND COMMUNICATIONS

- 2. Rev. Stephen Underwood**, Central Christian Church, 428 Central Avenue, expressed opposition to the recommendation made by a City Commissioner at the January 18 Commission meeting, to enforce the City's Criminal Nuisance Ordinance against First United Methodist Church for their hospitality towards the unhoused community in Great Falls. He encouraged the Commission to collaborate with Rev. Wakeley, Pastor of the First United Methodist Church, with regard to trying to solve the issue.

NEIGHBORHOOD COUNCILS

3. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Neighborhood Council #9 Secretary Karen Gray reported the following:

- Council #9 started a Facebook page that provides press releases and crime statistics

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- A grant was used to purchase a Little Free Library that is intended for Kranz Park
- Council #9 unanimously approved proposed Resolution of Intent 10411; however, moving forward, members would like to provide guidance with regard to the public's access to the practice field and the use of Kranz Park. Council #9 members requested that the playground equipment that is currently in storage, as well as the Little Free Library, be installed upon completion of the project

BOARDS AND COMMISSIONS

4. APPOINTMENT TO THE PARK AND RECREATION BOARD.

Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission appoint Arthur Taft and Shannon R. Wilson for three-year terms through December 31, 2024, to the Park and Recreation Board.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

5. APPOINTMENT TO THE ETHICS COMMITTEE.

Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission appoint David Sneddon to the Ethics Committee for a three-year term through December 31, 2024.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Mayor Kelly expressed appreciation to Mr. Sneddon for his involvement, even though he is fairly new to the community.

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

Motion carried 5-0.

6. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

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CITY MANAGER

7. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon reported that:

- City staff recommendations of the projects list for the use of American Recovery Plan Act (ARPA) funds will be provided to the Commission
- The City received \$1,207,970.19 for the 2022 Bridge and Road Safety and Accountability Program (BaRSAA) Fuel Tax Allocation from the Montana Department of Transportation (MDT) and will be an Agenda Item on the February 15, 2022 Commission meeting
- The City hosted a Montana Local Government Board, Commission and Council training with Dan Clark on January 26 and 27, 2022. There were 81 participants and a video of the training will be made available
- The Civic Center Events and Facilities Management in Planning and Community Development were consolidated into one group and Theodore (Ted) Fallat was hired as the new Facilities Manager

CONSENT AGENDA.

8. Minutes, January 18, 2022, City Commission Meeting.
9. Minutes, January 18, 2022, Special Commission Meeting
10. Total Expenditures of \$2,924,590 for the period of December 31, 2021 through January 20, 2022, to include claims over \$25,000, in the amount of \$2,401,876.
11. Contracts List.
12. Grants List.
13. Approve the purchase of one new 2022 Peterbilt 548 tandem axle dump truck from Jackson Group Peterbilt of Missoula through Sourcewell, formerly known as NJPA, for a total of \$167,771, including shipping.
14. Approve a Professional Services Agreement in the amount of \$138,813 to Morrison Maierle, Inc. for the Smith Ponds Stormwater Detention Evaluation, and authorize the City Manager to execute the agreement documents. **OF 1118.7**
15. Approve the final payments for the Indoor Aquatics & Recreation Center Water Main Relocation, in the amount of \$106,599.24 to Trenchless Solutions and \$1,076.76 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments. **OF 1770.0**

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- 16. Approve the final payments for the 22nd Avenue South Detention Pond Upgrades, in the amount of \$7,502.91 to Shumaker Trucking & Excavating Contractors, Inc., and \$75.79 to the State Miscellaneous Tax Fund and authorize making the payments. **OF 1554.7**
- 17. Set a Public Hearing for February 15, 2022, to consider the proposed HOME-ARP funding allocation plan.
- 18. Set a public hearing for March 1, 2022 on Resolution 10437, A request from property owner, Daniel Guest, for a Conditional Use Permit for a “Two-family residence” land use upon the property addressed as 1700 1st Avenue North.

Commissioner Tryon requested to pull Item 17 for separate discussion. He expressed opposition to there being no funding amount for Non-Congregate Shelters in the City’s Proposed Allocation Plan, prior to the public hearing.

Mayor Kelly responded that the public will have an opportunity to comment on the allocation at the public hearing on February 15, 2022 and that there will be an opportunity to edit the Proposed Allocation Plan.

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

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

ORDINANCES/RESOLUTIONS

- 19. **GREAT FALLS PUBLIC SCHOOL DISTRICT REQUEST TO REZONE PROPERTIES AND VACATE CITY RIGHT OF WAYS IN THE VICINITY OF GREAT FALLS HIGH SCHOOL AND KRANZ PARK.**
 - I. **ORDINANCE 3241, REZONE THE PROPERTIES LEGALLY DESCRIBED AS LOTS 5-10, BLOCK 736, OF THE TENTH ADDITION TO GREAT FALLS TOWNSITE, INCLUDING THOSE PORTIONS OF THE VACATED 17TH STREET SOUTH AND 4TH ALLEY SOUTH RIGHT OF WAY FROM PARKS AND OPEN SPACE TO PUBLIC LANDS AND INSTITUTIONAL.**

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II. RESOLUTION OF INTENT 10441, INTENTION TO VACATE 17TH STREET SOUTH BETWEEN 3RD AVENUE SOUTH AND 4TH AVENUE SOUTH, AS WELL AS THE PORTION OF 4TH ALLEY SOUTH ABUTTING LOTS 5-10, BLOCK 736.

Planning and Community Development Director Craig Raymond reported that on January 19, 2021, the City Commission approved a land swap agreement between the city and the school district wherein the city swapped a portion of Kranz Park to the school district. Even at that time, the school district had thoughts on how they might be able to utilize the land. The school district successfully completed numerous construction projects as part of a \$99 million levy. The Great Falls High HUB addition and school remodel was one of those major projects.

While a final design has not been submitted, this current project is a continuation of a bigger plan that will provide additional parking and shifting of athletic field locations. The existing 17th Street South right of way needs to be vacated and street deconstructed to make way for the new facilities. Additionally, there is a portion of a platted alley right of way that was never built upon that is also proposed to be vacated. In order to accommodate the new facilities, an existing sewer main will need to be abandoned. The City Public Works and Engineering Departments have been directly involved with this proposal and have approved the abandonment proposal. Additional utility easements will likely be necessary as the final design of the project is completed.

The second part of the proposal is to set a public hearing on a proposal to rezone the former City property from Parks and Open Space (POS) to Public Lands and Institutional (PLI). This zone change affords the school district consistency with the zoning designation of the remaining portions of the Great Falls High campus. It also is in keeping with the intended use of the subject property as to use.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission accept Ordinance 3241 on first reading, and set a public hearing for March 1, 2022.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission adopt Resolution 10441, and set a public hearing for March 1, 2022.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Barney Danishefsky, Neighborhood Council #9 Chairperson, explained that when the school district first considered using a portion of Kranz Park for a parking lot, neighbors and Council members accepted the idea, with the understanding that the public would have use of the parking

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lot when school was not in session. The proposal for the land swap was also accepted, with the understanding that the practice field would become an extension of Kranz Park when not in use by the school district. These discussions included not extending the permanent fencing and using temporary fencing for events.

Mr. Danishefsky continued that Great Falls Public School Superintendent Tom Moore informed Council #9 members that temporary fences would be cost prohibitive and that the fence was necessary to prevent vehicles from going onto the field and causing damage. He added that council member Karen Gray suggested a pedestrian gate at the west end of the fence would allow access without allowing vehicles onto the field and the gate would be open, unless being used by the school district.

Mr. Danishefsky commented that vacating 17th Street South would cause only minor inconveniences for vehicle traffic; however, would mean the loss of two sidewalks. The loss would result in Pedestrian traffic using Kranz Park in order to go around the practice field. The terrain at the border between Kranz Park and the practice field is not level and there would also be a path worn in Kranz Park. The western portion of the practice field would have to be leveled to match the level of the existing field. The school district is acquiring the street at no cost and the installation of a replacement sidewalk should be considered compensation to the neighborhood.

Mr. Danishefsky concluded that the new parking lot will increase traffic on 3rd Avenue South, which is currently a dead end and that 18th Street between 3rd and 2nd Avenue South was vacated years ago. The school district has claimed the east side of the street and property owners on the west side have done the same. Reopening 18th Street would greatly reduce traffic on 3rd Avenue South.

Commissioner Tryon encouraged Mr. Danishefsky to attend and reiterate his concerns at the public hearing on March 1, 2022.

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

Motion carried 5-0.

20. RESOLUTION 10439, ESTABLISHING FEES FOR THE CITY OF GREAT FALLS ENGINEERING DIVISION OF THE PUBLIC WORKS DEPARTMENT.

Public Works Director Paul Skubinna reported that Item 20 is to consider scheduling a public hearing on February 15, 2022 to hear testimony related to establishing a new encroachment permit fee and Right Of Way (ROW) occupation fee for the City's ROW by new linear, underground, private, utilities (fiber optic cable.) The agenda report has a few typos and a couple jumbled sentences that will be corrected prior the public hearing.

Currently, there is not an encroachment permit for underground linear projects and City staff is working on developing what that permit will look like and are seeking a one-time application fee of \$50 each to cover administrative costs for issuing the permit. City staff is also proposing an annual Linear Underground Permit fee of \$1 per inch diameter per foot installed. The intent of this fee is to off-set the City's costs to track, inventory, and maintain basic as-built information

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for project approved to occupy the City ROW. This information will help City staff to manage where companies are allowed to place fiber in our ROW's in the interest of dig once type policies. The goal is to manage City ROW's so that it remains functional both on the surface and below the surface for City infrastructure needs. The annual fee will help support these efforts. Currently the City is working with three different types of entities proposing to install fiber optic in our right of way including the following:

- (1) Those regulated by the Federal Communications Commission as a telecomm
- (2) Those regulated by the Public Service Commission as a Public Utility
- (3) Private for profit companies. These fees will apply to the 3rd category, the private for profit companies

At this time, the City has one project on the docket that is ready for permitting in the 3rd category and it is a private company that will be installing dark fiber. Dark fiber is a private dedicated network that may only be accessed by its owner or those entities the owner sells services to. At this time, staff knows the company will be providing service to the Great Falls School district and is expected that they will also be selling services to other private entities. This project is ready to permit and go to construction this spring. Staff has been approached by other private fiber providers also proposing smaller projects for this next construction season.

Commissioner Hinebauch moved, seconded by Commissioner Tryon, that the City Commission set a Public Hearing for Resolution 10439 on February 15, 2022.

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0.

CITY COMMISSION

21. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

22. COMMISSION INITIATIVES.

None.

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ADJOURNMENT

There being no further business to come before the Commission, **Mayor Kelly moved, seconded by Commissioner Tryon, to adjourn the regular meeting of February 1, 2022, at 7:53 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: February 15, 2022



Commission Meeting Date: February 15, 2022
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

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

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

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

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

ACCOUNTS PAYABLE CHECK RUNS FROM NEW WORLD	JAN 20, 2022 - JAN 27, 2022	610,957.55
ACCOUNTS PAYABLE CHECK RUNS FROM MUNIS	JAN 21, 2022 - FEB 2, 2022	1,748,032.59
MUNICIPAL COURT ACCOUNT CHECK RUN FOR	JAN 21, 2022 - JAN 31, 2022	62,258.16
TOTAL: \$		<u><u>2,421,248.30</u></u>

GENERAL FUND

DEBT SERVICE

MOTOROLA SOLUTIONS CREDIT CO.	PUBLIC SAFETY RADIOS -CURRENT LEASE PAYMENT	231,570.00
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FIRE

MONTANA BOARD OF INVESTMENTS	DEBT SERVICE - 2 FIRE PUMPERS	38,775.82
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SPECIAL REVENUE FUND

PLANNING & COMMUNITY DEVELOPMENT

GREAT FALLS TRANSIT DISTRICT	UPWP REIMBURSEMENT FOR GREAT FALLS TRANSIT	26,233.74
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EAST MONTANA AG TECH PARK TID

GREAT FALLS AGRITECH PARK LLC	SEMI ANNUAL PAYMENTS JAN 1 - JULY 1	174,349.06
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DEBT SERVICE

DOWNTOWN TID BONDS

TALISMAN CONSTRUCTION	CIVIC CENTER FAÇADE	394,675.18
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ENTERPRISE FUNDS

WATER

DEPT. OF ENVIRONMENTAL QUALITY	PUBLIC WATER SUPPLY	43,282.00
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SOLID WASTE		
MONTANA BOARD OF INVESTMENTS	DEBT SERVICE - SOLID WASTE FLEET TRUCK	123,394.29
PARKING		
STANDARD PARKING CORP	PARKING PROGRAM CONTRACT	37,953.98
STANDARD PARKING CORP	PARKING PROGRAM CONTRACT	33,617.07
INTERNAL SERVICES FUND		
CENTRAL GARAGE		
MOUNTAIN VIEW CO OP	PURCHASE OF DIESEL/GASOLINE	41,527.14
SHUMAKER TRUCKING & EXCAVATING	FIRE STATION 1 - REMOVAL OF UNDERGROUND STORAGE TANK	42,577.92
TRUST AND AGENCY		
COURT TRUST MUNICIPAL COURT		
CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	53,284.32
PAYROLL CLEARING		
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	50,648.08
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	67,289.82
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	128,949.68
US BANK	FEDERAL TAXES, FICA & MEDICARE	213,154.49
MONTANA OE - CI TRUST FUND	EMPLOYEE CONTRIBUTIONS	25,328.57
UTILITY BILLS		
NORTHWESTERN ENERGY	#05614938 - JANUARY 2022 CHARGES	61,990.36
CLAIMS OVER \$25000 TOTAL:		\$ <u>1,788,601.52</u>

CITY OF GREAT FALLS, MONTANA

COMMUNICATION TO THE CITY COMMISSION

DATE: February 15, 2022

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

PRESENTED BY: Lisa Kunz, City Clerk

ACTION REQUESTED: Ratification of Grants through the Consent Agenda

MAYOR’S SIGNATURE: _____

GRANTS

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	GRANT AMOUNT REQUESTED	MATCH	PURPOSE
A	Public Works/ Engineering	Montana Department of Natural Resources and Conservation (DNRC)	2022-2026	\$2,000,000	\$10,387,922 Water and Sewer Funding	Ratification of Amended American Rescue Plan Act (ARPA) Grant Program Letter of Commitment for Lift Station No. 1 Improvements and Missouri River Force Main Crossing (OF 1758.0) (CR 072021.8A)



Commission Meeting Date: February 15, 2022
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Cancellation of Outstanding and Unpaid Checks Over a Year Old

From: Finance Department

Initiated By: Generally Accepted Accounting Principles

Presented By: Melissa Kinzler, Finance Director

Action Requested: Approve cancellation of outstanding and unpaid checks over one (1) year old

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/deny) the cancellation of City of Great Falls checks that remain outstanding and unpaid for a period of one (1) year or longer as authorized by section 7-6-4303 MCA.”

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

Staff Recommendation: Staff recommends that the City Commission approve the cancellation of checks that remain outstanding and unpaid for the period of one (1) year or longer.

Background: Section 7-6-4303, MCA, authorizes the City Commission to cancel municipal checks that have remained outstanding and unpaid for a period of one (1) year or longer. Available in the City Clerk’s Office is the required list of the instruments to be cancelled including the check number, date, amount, and payee. The Finance Department sends out two separate letters with affidavits to the address on record for the payee. If no response is received, a request to cancel the checks is sent to the City Commission. If a payee comes forward any time after the checks are cancelled, then the Finance Department will generate a replacement check. The cancellation of outstanding checks is done on an annual basis. The last time the City Commission approved cancellation of checks issued by the Finance Department was September 3, 2019, due to the accounting software conversion.

Fiscal Impact: The total amount of the checks that are written off (\$5,868.90) is placed in the General Fund miscellaneous revenue.

Attachments/Exhibits: Due to potential fraud concerns the list is not posted online. A list of checks to be cancelled is available in the City Clerk’s Office.



Commission Meeting Date: February 15, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10435, A Resolution requesting distribution of BaRSAA Funds

From: Engineering Division

Initiated By: Public Works Department

Presented By: Paul Skubinna, P.E., Public Works Director

Action Requested: City Commission adopt Resolution 10435, Resolution requesting distribution of Bridge and Road Safety and Accountability Act (BaRSAA) program funds

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (adopt/deny) Resolution 10435 and authorize the Public Works Director or his designee to request distribution of Bridge and Road Safety and Accountability Act (BaRSSA) program funds.”

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

Staff Recommendation: Adopt Resolution 10435.

Summary:

The purpose of Resolution 10435 is to authorize the Public Works Director or designee to request distribution of BaRSSA funds through the Montana Department of Transportation (MDT).

Background:

House Bill 473 (Revise Highway Revenue Laws, carried by Representative Frank Garner, passed by the 65th Legislature, signed by Governor Bullock on May 3, 2017, and codified at MCA 15-70-126) provided for a graduated 6 cent increase in the motor fuel tax by fiscal year 2023. Each fiscal year, 35% or 9.8 million of the proceeds, whichever is greater, is allocated to the Montana Department of Transportation (MDT) and the remainder is allocated to local governments through a new Bridge and Road Safety and Accountability Act (BaRSSA).

Beginning March 1st of each year, local governments may request distribution of their allocation from MDT. Local governments must match all distributions from the BaRSSA account with a 5% funding match. The City can use these funds for the construction, reconstruction, maintenance, and repair of city streets, alleys, and bridges that the City has the responsibility to maintain.

Significant Impacts:

The proposed projects for this year's funding are the East Fiesta Street Reconstruction, Office File 1787.0, and the Giant Springs Road Slide Repair O.F. 1789.0.

The East Fiesta Reconstruction project will include removal of the existing portland cement concrete pavement and base course; proper compaction of the subgrade soils; installation of drainage elements; installation of a separation and subgrade support fabric; installation and compaction of new base course; asphaltic concrete pavement and installing ADA compliant curb ramps.

The Giant Springs Road Slide repair will investigate and repair the existing road embankment that is sloughing and generating a potential hazard to the public. There is a significant risk that the current slide area will continue to expand enough to block the River's Edge Trail and/or cause damage to Giant Springs Road. The proposed project will include geotechnical investigation of the slide area and implementing recommended repairs.

Fiscal Impact:

The estimated budget for the East Fiesta project is \$991,947.37. The proposed resolution will allow the City to request \$940,326.21. The City's 5% match of \$47,016.31 and remaining \$4,604.85 will come from Public Works Street Division's Maintenance Funds.

The estimated budget for the Giant Springs Road Slide project is \$800,000.00. The proposed resolution will allow the City to request \$267,643.98. The City's 5% match of \$13,382.20 and remaining \$518,973.82 will come from the Street Division's Maintenance Funds.

Alternatives:

The City Commission could vote to deny the resolution. This action would result in the loss of additional street maintenance funds available for additional street projects.

Attachments/Exhibits:

Resolution 10435

Resolution 10435 Appendix A

Resolution 10435 Appendix B

Vicinity Map

RESOLUTION NO. 10435

**A RESOLUTION REQUESTING DISTRIBUTION OF
BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM FUNDS**

WHEREAS, the Bridge and Road Safety and Accountability Account created by the Montana Legislature by HB 473, codified at MCA 15-70-126, requires the Montana Department of Transportation to allocate accrued funds to cities, towns, counties, and consolidated city-county governments for construction, reconstruction, maintenance, and repair of rural roads, city or town streets and alleys, bridges, or roads and streets that the city, town, county, or consolidated city-county government has the responsibility to maintain; and

WHEREAS, a city, town, county, or consolidated city-county government that requests funds under the Bridge and Road Safety and Accountability Account must match each \$20 requested with \$1 of local government matching funds; and

WHEREAS, a city, town, county, or consolidated city-county government requesting distribution of allocated funds may make such a request to the Department of Transportation between March 1 and November 1 of the year the funds were allocated; and

WHEREAS, a description of the projects to be funded (or the money used to match federal funds) are detailed in Appendix A attached hereto and made a part hereof; and

WHEREAS, the local match for the allocated funds are identified in Appendix B attached hereto and made a part hereof.

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

1. The City of Great Falls requests distribution of its share of the allocated Bridge and Road Safety and Accountability funds to be used for the projects identified in Appendix A.
2. That Public Works Director, or designee, is hereby authorized to execute such further documents as may be necessary to facilitate the distribution of said funds on behalf of the City of Great Falls.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 15th day of February, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

APPENDIX A

City of Great Falls East Fiesta Street Reconstruction, O.F. 1787.0

Introduction:

The proposed project includes reconstructing approximately 900-feet of roadway located in City of Great Falls. The area for street re-construction includes:

- East Fiesta from Ferguson Drive to Fox Farm Road.

The existing portland cement concrete paved surface along East Fiesta is 35-foot width and in very poor condition. City Street Division has indicated that this stretch of roadway has been the subject of numerous resident complaints and recurring maintenance issues.

The proposed project will include removal of the existing portland cement concrete pavement and base course, proper compaction of the subgrade soils; installation of drainage elements; installation of a separation and subgrade support fabric; installation and compaction of new base course; asphaltic concrete pavement, and installing ADA compliant curb ramps.

Giant Springs Road Slide Repair, O.F. 1789.0

Introduction:

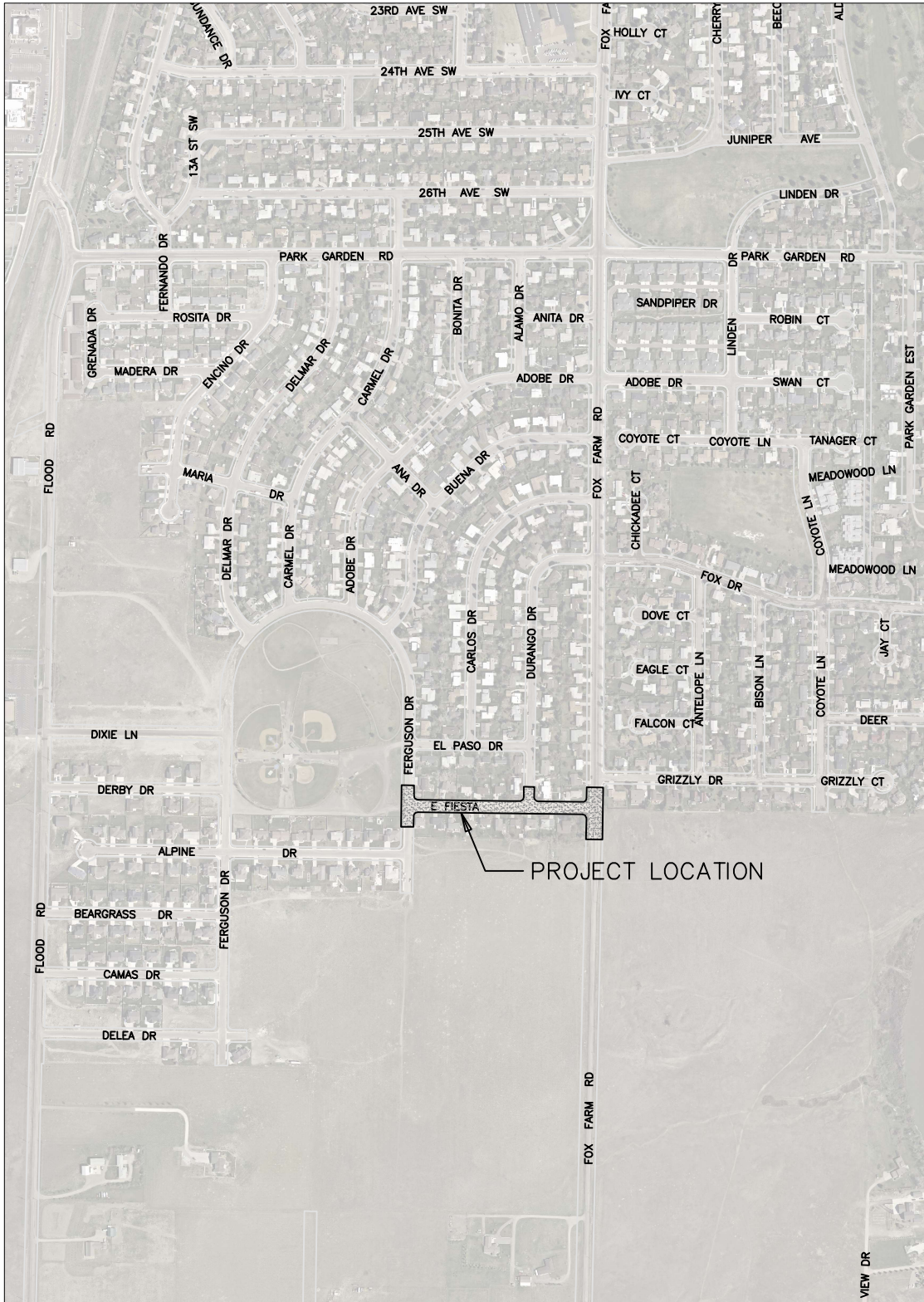
The proposed project includes repairing the active slide area along Giant Springs Road.

The existing road embankment is sloughing generating a potential hazard to the public. There is a significant risk that the current slide area will continue to expand enough to block the River's Edge Trail and/or cause damage to Giant Springs Road. The proposed project will include geotechnical investigation of the slide area and implementing recommended repairs.



Resolution 10435 Appendix B. Budget for O.F. 1787.0 East Fiesta Street Reconstruction and O.F. 1789.0 Giants Springs Road Slide Repair

Account	Account Description	O.F. 1787.0 Budget Amount	O.F. 1789.0 Budget Amount	Total Budget Amount
Fund Type Special Revenue Funds				
Fund 2821 - GAS TAX BaRSAA				
REVENUE				
Department 00 - NON-DEPARTMENTAL				
Division 072 - TRANSFERS				
38310	OPERATING TRANSFER IN (from Street Maintenance Revenue)	47,016.31	13,382.20	60,398.51
	Division 072 - TRANSFERS Totals	<u>\$47,016.31</u>	<u>\$13,382.20</u>	<u>\$60,398.51</u>
Department 31 - PUBLIC WORKS				
Division 531 - STREET MAINTENANCE				
33505	GAS TAX - SPECIAL ROAD/STREET ALLOCATION	940,326.21	267,643.98	1,207,970.19
	Division 531 - STREET MAINTENANCE Totals	<u>\$940,326.21</u>	<u>\$267,643.98</u>	<u>\$1,207,970.19</u>
	REVENUE TOTALS	<u>\$987,342.52</u>	<u>\$281,026.18</u>	<u>\$1,268,368.70</u>
EXPENSE				
Department 31 - PUBLIC WORKS				
Division 531 - STREET MAINTENANCE				
49310	IMPROVEMENTS OTHER THAN BUILDINGS	987,342.52	281,026.18	1,268,368.70
	Division 531 - STREET MAINTENANCE Totals	<u>\$987,342.52</u>	<u>\$281,026.18</u>	<u>\$1,268,368.70</u>
	EXPENSE TOTALS	<u>\$987,342.52</u>	<u>\$281,026.18</u>	<u>\$1,268,368.70</u>
	Fund 2821 - GAS TAX BaRSAA Totals			
	REVENUE TOTALS	987,342.52	281,026.18	1,268,368.70
	EXPENSE TOTALS	987,342.52	281,026.18	1,268,368.70
	Fund 2821 - GAS TAX BaRSAA Net Gain (Loss)	\$0.00	\$0.00	\$0.00



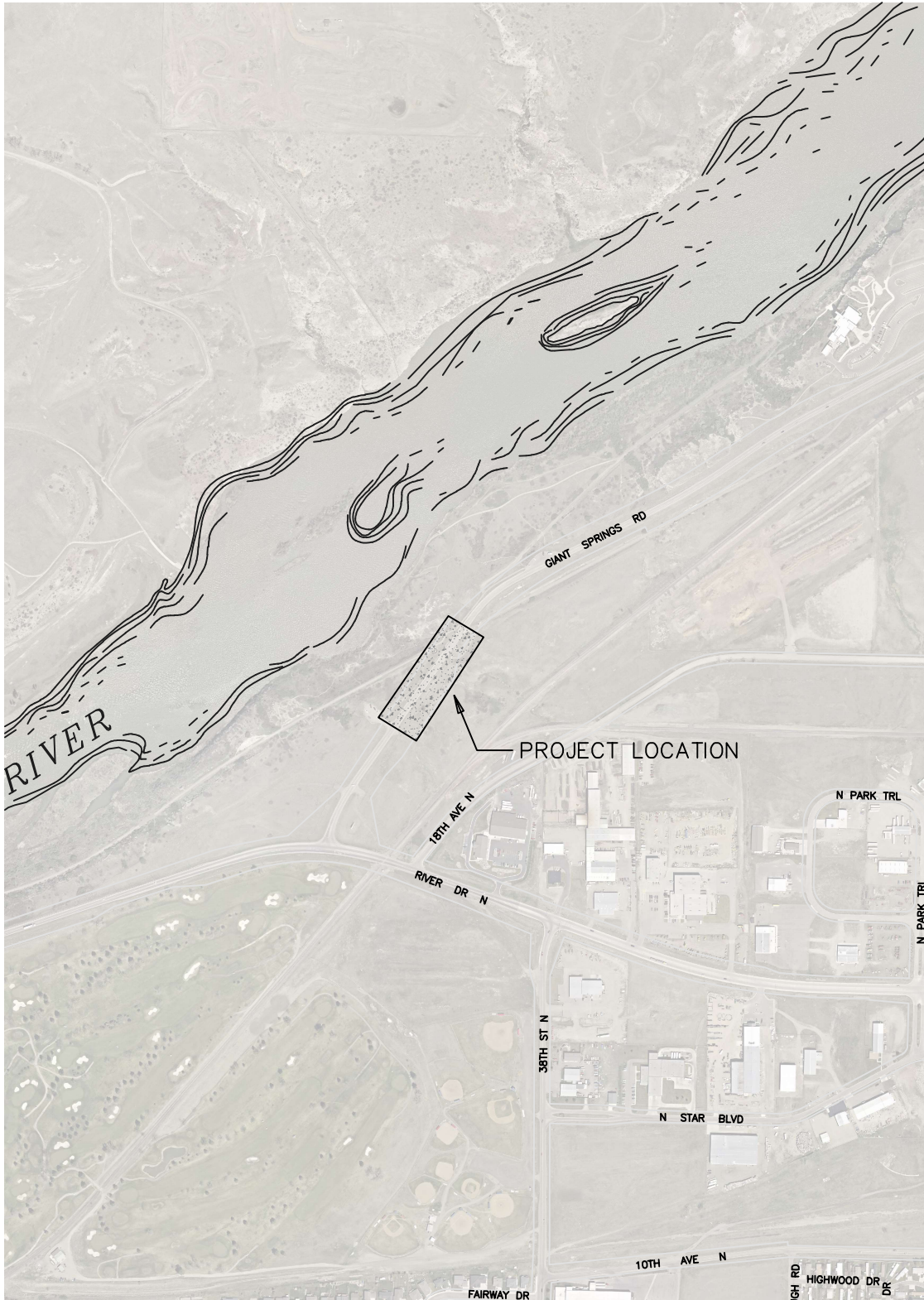
P:\Engineering\inspector\Russell\1 - Projects\1787_0-East-Fiesta-Reconstruction\1787_017 - Design Information-Engineering Reports\DWG\EastFiesta-BARSAA.dwg

EAST FIESTA STREET RECONSTRUCTION

VICINITY MAP

OF 1787.0

02-15-20





Commission Meeting Date: February 15, 2022
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Resolution 10443 Golf Fees
From: Park and Recreation Department
Initiated By: Great Falls Golf LLC
Presented By: Steve Herrig, Park and Recreation Director
Action Requested: Set a Public Hearing

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing on Resolution 10443, Establish Golf Fees, for March 1, 2022.”

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 Resolution 10443 to Establish Golf Fees on March 1, 2022. Resolution 10443 would repeal Resolution 10384 and set a new fee structure beginning with the 2022 golf season.

Background: In an effort to maintain current operations, anticipate future demands, and promote the golfing community, fees need to be established that will help offset expenditures relating to operation, administration, equipment replacement, capital-improvement, debt, and labor costs associated with the Eagle Falls Golf Club (EF) and Anaconda Hills Golf Course (AH). Fees have not been increased since February 16, 2021, and therefore, Great Falls Golf LLC, along with staff recommends, the following:

1. Season Pass Fees

- a. Increase EF adult season pass fees 2.8%, AH adult season pass fees 3.9%, EF adult weekday only pass fees 2.6%, AH adult weekday only pass fees 4.3%, EF junior full pass fees 2.2%, AH junior full pass fees 2.4%, EF junior weekday only pass fees 2.8%, AH junior weekday only pass fees 2.9%, adult full joint pass fees 3.0%, adult joint weekday only pass fees 3.1%, junior joint full pass fees 2.0%, junior joint weekday only pass fees 2.6%, season trail pass fees 1.5%, in 2022.

2. Green Fees

- a. Increase EF 18 hole weekday fees by 2.9%, 18 hole weekend fees by 2.7%, 9 hole weekday fees by 4.8%, and 9 hole weekend fees by 4.8%.

- b. Increase AH 18 hole weekday fees by 7.1%, 18 hole weekend fees by 6.3%, 9 hole weekday fees by 5.3%, and 9 hole weekend fees by 4.5%, twilight weekday 5.3%, twilight weekend 4.5%.
3. Cart Storage Fees
- a. Increase storage fees for electric carts by 3.2%.

Eagle Falls Golf Club 2022 Proposed Pricing				
Category	Item Description	2021 Prices	2022 Proposal	% Increase
Green Fees				
	Monday - Thursday			
	Retail 18 Holes	\$34.00	\$35.00	2.9%
	Twilight Rate	\$20.00	\$20.00	0.0%
	Retail 9 Holes	\$21.00	\$22.00	4.8%
	Friday - Sunday			
	Retail 18 Holes	\$37.00	\$38.00	2.7%
	Twilight Rate	\$26.00	\$26.00	0.0%
	Retail 9 Holes	\$21.00	\$22.00	4.8%
Cart Fees				
	18 Holes	\$16.00	\$16.00	0.0%
	Twilight	\$13.00	\$13.00	0.0%
	9 Holes	\$10.00	\$10.00	0.0%
Range Fees				
	per token	\$4.00	\$4.00	0.0%
Membership				
	See Passes Tab			
Other				
	Rental Clubs	\$15.00	\$15.00	0.0%
	Push Carts	\$5.00	\$5.00	0.0%
	Cart Storage - Gas	\$275.00	\$275.00	0.0%
	Cart Storage - Electric	\$310.00	\$320.00	3.2%
Anaconda Hills Golf Course 2022 Proposed Pricing				
Category	Item Description	2021 Price	2022 Proposal	% Increase
Green Fees				
	Monday - Thursday			
	Retail 18 Holes	\$28.00	\$30.00	7.1%
	Twilight Rate	\$19.00	\$20.00	5.3%
	Retail 9 Holes	\$19.00	\$20.00	5.3%
	Friday - Sunday			
	Retail 18 Holes	\$32.00	\$34.00	6.3%
	Twilight Rate	\$22.00	\$23.00	4.5%
	Retail 9 Holes	\$22.00	\$23.00	4.5%
Cart Fees				
	18 Holes	\$16.00	\$16.00	0.0%
	Twilight Rate	\$13.00	\$13.00	0.0%
	9 Holes	\$10.00	\$10.00	0.0%
Range Fees				
	Per Token	\$4.00	\$4.00	0.0%
Membership				
	See Passes Tab			
Other				
	Rental Clubs	\$15.00	\$15.00	0.0%
Great Falls Golf Passes 2022 Proposed Pricing				
Category	Item Description	2021 Price	2022 Proposal	% Increase
Memberships				
Eagle Falls				
	Adult Full	\$710.00	\$730.00	2.8%
	Adult Weekday Only	\$570.00	\$585.00	2.6%
	Junior Full	\$230.00	\$235.00	2.2%
	Junior Weekday only	\$180.00	\$185.00	2.8%
Anaconda				
	Adult Full	\$640.00	\$665.00	3.9%
	Adult Weekday Only	\$465.00	\$485.00	4.3%
	Junior Full	\$210.00	\$215.00	2.4%
	Junior Weekday only	\$170.00	\$175.00	2.9%

Joint Passes				
	Adult Full	\$825.00	\$850.00	3.0%
	Adult Weekday Only	\$640.00	\$660.00	3.1%
	Junior Full	\$255.00	\$260.00	2.0%
	Junior Weekday only	\$195.00	\$200.00	2.6%
Cart Fees				
	Daily Trail Fee	\$16.00	\$16.00	0.0%
	Season Trail Fee	\$335.00	\$340.00	1.5%
	Annual Cart Plan	\$799.00	\$799.00	0.0%

Fiscal Impact: The fiscal impact is undetermined at this time.

Alternatives: An alternative would be to not increase golf course fees.

Concurrences: The next scheduled Golf Advisory Board meeting is February 28, 2022. At this meeting the board members will be given the opportunity to review the proposed golf fees. These increases are similar to the previous increases the Golf Board recommended that the City Commission approve, so it is favorable that recommendation will be the outcome at the upcoming meeting.

Attachments/Exhibits: Resolution 10443, Establish Golf Fees

RESOLUTION NO. 10443

A RESOLUTION TO ESTABLISH GOLF FEES FOR EAGLE FALLS GOLF CLUB AND ANACONDA HILLS GOLF COURSE

WHEREAS, the Park and Recreation Department’s primary focus, in partnership with Great Falls Golf LLC is to enhance the overall health and livability of our community; and

WHEREAS, the Great Falls Golf LLC staff, with support from the Great Falls Park and Recreation staff, have strived to operate quality facilities and programs at affordable prices and promote an extraordinary golfing experience in our community over the past 3 years; and

WHEREAS, the City Commission adopted Resolution 10384, “A Resolution to Establish Golf Fees for Eagle Falls Golf Club and Anaconda Hills Golf Course” on February 16, 2021; and

WHEREAS, having considered the cost of operation, administration, and maintenance of both golf courses under the responsibility and care of the Great Falls Golf LLC over the three years, it was understood that adjustments to fees would be forthcoming; and

WHEREAS, a notice of the Resolution to Establish Golf Course Fees was published in the *Great Falls Tribune*, a newspaper of general circulation in Cascade County, on February 13, 2022, and February 20, 2022, in the form and manner prescribed by MCA Section 7-1-4127; and

WHEREAS, the City Commission conducted a public hearing during a regular scheduled meeting of the City Commission on March 1, 2022, at the Civic Center, 2 Park Drive South, Commission Chambers Room 206, Great Falls, Montana, at 7:00 p.m., and did consider costs and public comment regarding the establishment of golf fees for Eagle Falls Golf Club and Anaconda Hills Golf Course.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that the fee structure for season passes, trails, greens, cart storage and rental are hereby established as follows:

Eagle Falls Golf Club			
Category	Item Description	2021 Prices	2022 Proposal
Green Fees			
	Monday - Thursday		
	Retail 18 Holes	\$34.00	\$35.00
	Twilight Rate	\$20.00	\$20.00
	Retail 9 Holes	\$21.00	\$22.00
	Friday - Sunday		
	Retail 18 Holes	\$37.00	\$38.00
	Twilight Rate	\$26.00	\$26.00
	Retail 9 Holes	\$21.00	\$22.00

Cart Fees			
	18 Holes	\$16.00	\$16.00
	Twilight	\$13.00	\$13.00
	9 Holes	\$10.00	\$10.00
Range Fees			
	per token	\$4.00	\$4.00
Membership			
	See Passes Tab		
Other			
	Rental Clubs	\$15.00	\$15.00
	Push Carts	\$5.00	\$5.00
	Cart Storage - Gas	\$275.00	\$275.00
	Cart Storage - Electric	\$310.00	\$320.00
Anaconda Hills Golf Course			
<u>Category</u>	<u>Item Description</u>	<u>2021 Price</u>	<u>2022 Proposal</u>
Green Fees			
	Monday - Thursday		
	Retail 18 Holes	\$28.00	\$30.00
	Twilight Rate	\$19.00	\$20.00
	Retail 9 Holes	\$19.00	\$20.00
	Friday - Sunday		
	Retail 18 Holes	\$32.00	\$34.00
	Twilight Rate	\$22.00	\$23.00
	Retail 9 Holes	\$22.00	\$23.00
Cart Fees			
	18 Holes	\$16.00	\$16.00
	Twilight Rate	\$13.00	\$13.00
	9 Holes	\$10.00	\$10.00
Range Fees			
	Per Token	\$4.00	\$4.00
Membership			
	See Passes Tab		
Other			
	Rental Clubs	\$15.00	\$15.00
Golf Passes			
<u>Category</u>	<u>Item Description</u>	<u>2021 Price</u>	<u>2022 Proposal</u>
Membership			
Eagle Falls	Adult Full	\$710.00	\$730.00
	Adult Weekday Only	\$570.00	\$585.00
	Junior Full	\$230.00	\$235.00
	Junior Weekday only	\$180.00	\$185.00

Anaconda	Adult Full	\$640.00	\$665.00
	Adult Weekday Only	\$465.00	\$485.00
	Junior Full	\$210.00	\$215.00
	Junior Weekday only	\$170.00	\$175.00
Joint Passes	Adult Full	\$825.00	\$850.00
	Adult Weekday Only	\$640.00	\$660.00
	Junior Full	\$255.00	\$260.00
	Junior Weekday only	\$195.00	\$200.00
Carts	Daily Trail Fee	\$16.00	\$16.00
	Season Trail Fee	\$335.00	\$340.00
	Annual Cart Plan	\$799.00	\$799.00

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA that Resolution 10384 is hereby repealed.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 1st day of March, 2022.

ATTEST:

Lisa Kunz, City Clerk

Bob Kelly, Mayor

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Jeffrey M. Hindoiem, City Attorney



Commission Meeting Date: February 15, 2022
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Resolution No. 10444 Revising Fee Schedule for Great Falls Fire Rescue Superseding Resolution 10436

From: Jeremy Jones, Fire Chief

Initiated By: Great Falls Fire Rescue

Presented By: Jeremy Jones, Fire Chief

Action Requested: Set a public hearing for Resolution 10444, Revising Fee Schedule for Great Falls Fire Rescue for March 1, 2022.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (set/not set) public hearing for March 1, 2022 on Resolution 10444, Revising Fee Schedule for Great Falls Fire Rescue.”

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

Staff Recommendation: Staff recommends that the Commission set a public hearing for March 1, 2022 for Resolution 10444.

Summary: At the January 18, 2022 Commission Work Session, Great Falls Fire Rescue (GFFR) presented information to the Commission on a cost recovery mechanism that would allow for 911 EMS transport costs to be recuperated during times that GFFR performs this service in the community. GFFR currently does not have a mechanism in place to recuperate the costs for this service.

The City of Great Falls currently has an agreement with Great Falls Emergency Services to provide pre-hospital transport services. Great Falls Fire Rescue has been providing supplemental 911 EMS patient transport when GFES has no ambulances/staff available to provide coverage for a 911 call. Under those circumstances, GFFR enters the patient transport rotation to alleviate the “surge” of 911 EMS calls by conducting a patient transport with Advanced Life Support care to the receiving hospital.

In 2015, GFFR only intervened 5 times to provide 911 EMS transport service to the community. Since that time, the number of patient transports has steadily increased with a total of 74 in 2021.

Fiscal Impact: There would be no impact to the fire department’s budget to establish a fee schedule for 911 EMS transport services. Any fees received would offset the cost of providing this level of service to the community.

Alternatives: The Commission can choose to not set a public hearing or select a different date. Without a public hearing, the fees cannot be revised.

Concurrences: The Finance and Legal Department have been involved with this process.

Attachments/Exhibits: Resolution 10444

RESOLUTION 10444

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, REVISING THE FEE SCHEDULE FOR GREAT FALLS FIRE RESCUE (GFFR) AND SUPERSEDING RESOLUTION 10436

WHEREAS, GFFR presented at the June 15, 2021 work session and the Commission subsequently adopted Ordinances pertaining to Safety Inspection Certificates and False Alarms; and

WHEREAS, the Great Falls City Commission adopted Resolution 10436 on January 18, 2022, setting forth fees for services provided by Great Falls Fire Rescue (GFFR), inclusive of the annual Safety Inspection Certificate (SIC) program re-inspection fees on deficient life safety systems and repeated false activation of fire alarm systems; and

WHEREAS, providing ancillary services or special circumstances are beyond the scope of those services covered by typical emergency work; and

WHEREAS, subsequent to GFFR’s presentation of the Fire Rescue Ambulance Transport Cost Recovery at the January 18, 2022 work session, it was the consensus of the Commission for GFFR to pursue an agreement with a billing service with expertise and knowledge in Medicare, Medicaid and Insurance billing, for cost recovery of GFFR’s increased ambulance transport role for the community.

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

- 1) Resolution 10436 is superseded by these terms.
- 2) Great Falls Fire Rescue service fees are set forth as follows:

Great Fall Fire Rescue (GFFR) Fee Schedule

REPORTS:

Incident Reports	\$11.00
Fire Investigation Report & Photos – BY SUBPOENA ONLY	\$100.00
Single page copies	\$0.25/page

FIRE INSPECTION FEES:

First Inspection	Covered by SIC
1 st Re-Inspection	Covered by SIC
2 nd Re-Inspection	\$200.00
3 rd Re-Inspection	\$300.00
4 th Re-Inspection	see OCCGF § 15.9.050

FALSE ALARM FEE:

3 rd False Activation in a 365-day time period	\$100.00
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FACILITIES (daily rates):

Training Center classroom (<i>includes audio/visual equip</i>)	\$121 per day
Training Center facility (<i>includes Tower, Roof/Burn Props</i>)*	\$286 per day
<i>*Note: Burn prop requires GFFR supervision</i>	

APPARATUS (hourly rates – personnel costs not included):

1 ALS Rescue Engine	\$224 per hour
1 Fire Engine	\$188 per hour
1 Aerial Apparatus 100 foot Pierce Platform	\$335 per hour
1 Command Vehicle	\$120 per hour
1 Rescue Vehicle	\$120 per hour
1 Hazmat Trailer w/equip	\$142 per hour
Hazmat supplies/tools	cost + 20%

SERVICES OTHER:

CPR Training Class	\$35 per student
Fire Water Line Flush	\$100 each

PERSONNEL (regular hourly rates at **cost to City):**

Current

1 Management	Current salary plus benefits
1 Command Officer	Current salary plus benefits
1 Company Officer	Current salary plus benefits
1 Firefighter	Current salary plus benefits

**Overtime hours will be calculated at the rate of 1.5 times regular rate*

EQUIPMENT:

Ladder testing (per ladder)	\$77
Hose repair (per length)	\$19
Repair parts	cost + 20%

CASCADE SYSTEM – BREATHING AIR:

30 / 60 min bottle filling with NFPA certified Air	\$24 per cylinder
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PATIENT TRANSPORT COST RECOVERY

Advanced Life Support (ALS):

ALS Emergency	\$1,050
ALS 2 Emergency	\$1,250
ALS Treatment w/o Transport	\$ 150
Oxygen	\$ 65
I.V. Supplies	\$ 68
ALS Routine Supplies	\$ 95
Intubation Supplies	\$ 98
Defibrillation Supplies	\$ 85
EKG Supplies	\$ 14

Mileage (per Loaded Miles)	\$ 17.50
Basic Life Support (BLS):	
BLS Emergency	\$850
BLS Routine Supplies	\$ 72
BLS Transport (per Loaded Miles)	\$ 17.50

Note: All rates are invoiced at a minimum of 1 hour and rounded to the nearest half hour.

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA that these fees shall become effective upon adoption. Great Falls Fire Rescue shall post the fee schedule on the GFFR webpage of the City’s website.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 1st day of March, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Jeffrey M. Hindoiem, City Attorney



Commission Meeting Date: February 15, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Resolution 10439 - Establishing Fees for the City of Great Falls Engineering Division of the Public Works Department

From: Engineering Division

Initiated By: Public Works Department

Presented By: Paul Skubinna, PE, Public Works Director

Action Requested: Conduct Public Hearing on Resolution 10439

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 10439.”

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

Staff Recommendation: Staff recommends the City Commission adopt Resolution 10439, Establishing Fees for the City of Great Falls Engineering Division of the Public Works Department.

Summary: Great Falls has experienced a significant increase in proposed projects to install linear underground infrastructure. The scope and scale of many of these projects have increased significantly from those we have experienced in the past. During the process of contemplating how to permit these projects it was discovered that our current permitting and fee structure was not adequate or functional. For this reason staff requests the Commission consider a new Linear Underground Permit fee and Yearly Linear Underground utility fee to help the City recoup its costs to review and permit the proposed projects and maintain an ongoing inventory of the location and administrative record for these projects.

Background: The Engineering Division of the Public Works Department is responsible for the review and inspection of construction in the City’s rights-of-way. During 2021, the City has been contacted and been working with multiple communication providers proposing projects in Great Falls. These projects

range in scope from fiber optic communication network cables capable of servicing every home, to single trunk line projects and dark fiber networks for 3rd party entities.

Current right-of-way permits and fees are based on the above ground footprint of the proposed encroachment and occupation, which does not lend itself well to these types of linear dry utility projects. Using current methods, projects would be charged \$1 per square foot per year, which is difficult to apply to a subsurface linear project. With that, Engineering Division has researched the fee structure other cities have implemented for fiber, and have been in particularly close contact with Billings. Billings has recently revised their fees to \$2 per lineal foot, in combination with an above ground assessment based on the appraised value of the proposed infrastructure for aerial installations. Additionally, Engineering Division staff have been working closely with our consultant, River Oaks, LLC, to understand industry norms and trends. For example, Madison, WI charges \$2 per foot for 2 inch conduit, and \$4 per foot for 4 inch conduit; Chandler, AZ charges a flat rate of \$2.27 per foot; the average fee in CA is approximately \$1.29 per foot; Las Cruces, NM charges a 2% fee based on the revenue generated by the fiber.

Right-of-way fees have been adjusted at various times over the years to address new or changing permitting needs. With this new type of development coming to the City of Great Falls, a new, more applicable type of fee is necessary. It is uncertain at this point how the ongoing global pandemic will effect new development and City growth in the future; however, initial indications are that digital communication networks will be ever more important, making these fees relevant, timely and necessary.

Fiscal Impact: Since revenues from inspections are related directly to the level of development and construction activity and the actual types of work being performed, the amount of revenue from these new fees will vary from year to year. Approving these fees will allow the City to curb its costs associated with reviewing these linear projects to ensure protection of existing city infrastructure; as well as, facilitating development in an orderly and predictable fashion. Further, the proposed annual fee will help the City recover its cost to integrate and maintain relevant information for these new underground installations in its GIS based asset management system.

Alternatives: The City Commission may vote to reject Resolution 10439 and not add this fee. The result would be to continue using the above ground area-based policy for encroachment permitting fees. This approach is contrary to industry norms and may result in discouraging development of these types of projects. Additionally, maintaining the current policy would result in significant workload for City staff to calculate and verify applicable area-based permitting fees. Finally, without the proposed annual fee the City would not have the resources to track, inventory and manage the information necessary for the City to effectively manage orderly development in its Right of Way into the future.

Concurrences: The members of the City's Fiber and 5G workgroup, comprised of representatives from the Public Works Department, Legal Department, Manager's Office, and Planning and Community Development Department, all concur with adoption of Resolution 10439.

Attachments/Exhibits:

Resolution 10439

RESOLUTION NO. 10439

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, ESTABLISHING FEES FOR THE CITY OF GREAT FALLS ENGINEERING DIVISION OF THE PUBLIC WORKS DEPARTMENT

WHEREAS, a primary duty of the Engineering Division of the City of Great Falls’ Public Works Department is to review and inspect construction within the public right-of-way of the City of Great Falls and to ensure the construction meets established standards for quality and durability; and

WHEREAS, said duty requires staff time, equipment, and materials; and

WHEREAS, the Great Falls City Commission adopted Resolution No. 9582 on June 20, 2006, revising the fee schedule for concrete inspect fees, Resolution No. 9669, on June 19, 2007, revising the fee schedule for Engineering Division Construction Inspect Fees, Resolution No. 10075, on May 20, 2014, establishing fees for the Engineering Division, and Resolution No. 10431, on September 21, 2021, revising the fee schedule for Engineering Division Construction Inspect Fees;

WHEREAS, there has been a significant increase in linear underground infrastructure projects that the current fee structure does not take into account; and

WHEREAS, staff has researched the fee structures other cities have implemented for fiber, and have been working closely with a retained consultant to understand industry norms and trends; and

WHEREAS, inclusion of new linear underground permit fee and yearly linear underground utility fee will help the City recoup its costs to review and permit the proposed projects and to maintain an ongoing inventory of the location and administrative record for these projects.

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

Fees for the Engineering Division of the City of Great Falls’ Public Works Department are established as follows:

A. Subdivision Infrastructure and Extensions

	<u>Current Fees</u>
Project Engineer	\$108.00/hour
Inspector	\$66.00/hour
Inspector Overtime	\$80.00/hour

B. Concrete, Sanitary Sewer, and Fire Line Inspections; Boulevard Encroachment Permits

	<u>Current Fees</u>	<u>Proposed Fees</u>
Curb Cut	\$40.00/each	
Driveway	\$40.00/each	
Sidewalk (first 100 L.F.)	\$40.00/each	
Sidewalk (each additional 100 L.F.)	\$5.00/each	
Sidewalk Replacement	\$30.00/each	
Curb & Gutter	\$40.00/each	
Concrete Re-Inspection	\$30.00/each	
Mudjacking Concrete	\$25.00/each	
Sewer Service Inspection	110.00/each	
Sewer Service RE-Inspection	\$ 30.00/each	
Fire Line Inspection	\$66.00/hour (Inspector) \$108.00/hour (Engineer)	
Boulevard Enchr. Permit	\$50.00/each	
Linear Underground Permit		\$50.00/each
Yearly Linear Underground		\$1/ inch diameter/linear ft

C. Plans, Specifications and Copies

- Contract Plans & Specifications Without 24"x36" Sheets: \$30.00
- Contract Planes & Specifications With 24"x36" Sheets: \$25.00 for the first sheet
Plus \$5.00 per each additional sheet
- Contract Plans and Specifications Provided by Consultants: Above Rates, or the
Consultant's Charges Plus 20%
- Auxiliary Reports: \$100.00
- Legal or Letter Size Copies: \$0.25
- 11"x17" Copies: \$0.50
- 11"x17 Aerial Print \$7.00
- 24"x36" Aerial Print \$10.00
- 24"x36" Print: \$5.00
- 1" = 1250' City Base Map: \$7.00
- Outsourced Copying: Cost Plus 50%
- Staff Research: Staff Member's Hourly Pay Rate x 2.90
- Aerial Panels, 2500'x2500', Digital Format: \$35.00 Plus Cost of CDs, Postage and
Handling, if Applicable

BE IT FURTHER RESOLVED that Resolution No. 10431 is hereby superseded by these terms.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on this 15st day of February, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney



Commission Meeting Date: February 15, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

- Item:** Resolution 10440 - A resolution to approve a Conditional Use Permit to allow a “Community center” land use in the R-3 Single-family High Density zoning district for 4.25 acres addressed as 3400 Flood Road and legally described as Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, SE 1/4 NW 1/4 Section 22, T20N, R4E, P.M.M., Cascade County, Montana ***Quasi-judicial***
- From:** Lonnie Hill, Planner I, Planning and Community Development
- Initiated By:** Foothills Community Christian School
- Presented By:** Craig Raymond, Director, Planning and Community Development Department
- Action Requested:** City Commission adopt Resolution 10440 and the accompanying Basis of Decision subject to the Conditions of Approval being fulfilled by the applicant.

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 10440 for a Conditional Use Permit to allow a “Community center” land use in the R-3 Single-family High Density zoning district upon the property addressed as 3400 Flood Road and the accompanying Basis of Decision subject to the Conditions of Approval being fulfilled by the applicant.”
2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.

Staff Recommendation:

The Zoning Commission recommended that the City Commission approve the applicant’s request for a Conditional Use Permit for a “Community center” land use at the conclusion of a public hearing held on December 28, 2021. In addition, staff recommends approval with the following conditions:

Conditions of Approval:

1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.
2. **Non-establishment:** The conditional use permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **Sign Code:** The proposed project shall be consistent with codes within *OCCGF §17.60.4.015 – Neighborhood commercial, Central business periphery, Mixed use, Public lands and institutional and Parks and open space districts* rather than *OCCGF §17.60.4.010 – Residential districts*.
5. **Pedestrian Crossing:** The applicant shall design and install a pedestrian crossing across Flood Road to the existing neighborhood to the east. These improvements shall comply with the standards of the City Land Development Code and Public Works Design Standards.
6. **General Code Compliance:** With exception to Condition of Approval #4 above, the proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
7. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.
8. **Shared Parking Agreement:** The applicant shall formalize an access and shared parking agreement with Valley Community Bible Church, which shall be filed at the Cascade County Clerk and Recorder.

Background:

Foothills Community Christian School submitted an application requesting a Conditional Use Permit to allow a “Community center” land use in the R-3 Single-family High Density zoning district for the property located south of an existing church at 3400 Flood Road. The definition of the Community center land use in City’s Land Development Code includes buildings that are used for purposes of recreation. The applicant proposes to develop a 16,100 square foot indoor athletic facility as well as an outdoor soccer field. Foothills intends to host sporting events that are school related, but also partner with other outside organizations for recreational play at various levels from youth to adult competition. Larger events, such as tournaments, are expected to be held 2-4 times a year. These events would have an attendance of around 500 spectators, and would utilize the proposed on-site parking lot in addition to the existing parking lot of the church. Most events will occur on weekday evenings or on weekends.

The 4.25 acre property was originally part of the Valley Community Bible Church located to the north, which was annexed in 2008. At that time, the property was also assigned R-3 zoning. The use of a worship facility was approved through a Conditional Use Permit, which ran concurrently with the annexation request. This application for a Community center/athletic facility is following the same Conditional Use Permit process. The 4.25 acre site was created by Valley Community Bible Church through a boundary line adjustment which was recorded at the Cascade County Clerk and Recorder on October 12, 2021.

To the west of the subject property is the Burlington Northern Santa Fe Railroad which is not within City limits. To the south is a vacant parcel within the County that has Suburban Residential zoning. To the east are existing single-family residences within the City limits across Flood Road. These residential lots are zoned R-3, Single-family High Density.

As part of the Conditional Use Permit, Foothills Christian School is requesting an exemption from the signage requirements for residential zoning districts. The provisions related to on-premise signs for residential districts are listed within *OCCGF §17.60.4.010 – Residential districts*. Instead, Foothills has requested that on-premise signage be reviewed under the provisions of *OCCGF §17.60.4.015 – Neighborhood commercial, Central business periphery, Mixed use, Public lands and institutional and Parks and open space districts*. Staff concludes that the request is appropriate and has noted the allowance in Condition of Approval #4.

The basis of decision for a Conditional Use Permit is listed in *OCCGF §17.16.36.040*. The Zoning Commission's recommendation and the City Commission's decision to approve, conditionally approve, or deny an application shall be based on whether the application, staff report, public hearing, and additional information demonstrates that the criteria which are attached as *Basis of Decision* have been met. Notice of this Public Hearing was published in the *Great Falls Tribune* on January 30, 2022. Notice was additionally mailed to all property owners within 150 feet of the subject property, and a sign is posted on the property.

As of the submission of this report, staff has received comment from two nearby residents. A concern of traffic safety was raised by both residents. One resident voiced concern due to the lack of a turn lane or other traffic controls on this narrow section of Flood Road. Another voiced concern of the rate-of-speed and driver behavior through this section of roadway. Although it is acknowledged that Flood Road will likely see substantial improvements at an unknown future date, the resident stated a need for traffic control in the short-term to improve traffic safety.

Improvements:

Site improvements will include a new access drive from Flood Road across from the Derby Drive intersection to serve the interior circulation and off-street parking of the development. The applicant is proposing to construct 95 new parking spaces dedicated to the proposed development with cross-access to the existing 116 existing parking spaces which were constructed for the adjacent church. The applicant will be required to formalize an access and shared parking agreement with the church, which will be filed at the Cascade County Clerk and Recorder. A draft of this agreement has been included as an attachment to this report. This requirement is listed as Condition #8 in the agenda report.

City Staff concludes that the proposed parking arrangement will provide adequate capacity for day-to-day recreation activities, while also providing for overflow parking for larger events that are held less frequently. In discussions with the applicant, these larger tournament events would happen 2-4 times per year. Additionally, staff identified the need for a safe pedestrian connection into the existing neighborhood to the east of the subject property. This crossing should be located at the intersection of either Derby Drive

or Dixie Lane and Flood Road to account for residents of the existing neighborhood who may want to access the facility. This requirement is identified as Condition of Approval #5.

This development will require additional site improvements in conformance with the standards of the City Land Development Code and Public Works Design Standards. Improvements to Flood Road have been deferred until the City deems necessary. These future improvements were specified within the annexation agreement for the property in 2008. This would include establishment of curb, gutter, sidewalks, and boulevard landscaping along Flood Road. This is why staff advised the applicant to set the location of the parking area further away from Flood Road.

Currently, the Average Daily Trips (ADT) for Flood Road are relatively low; 1650 trips were counted in 2020 near the intersection of Flood Road and 45th Avenue SW. This is a very manageable number, even for a narrow two-lane roadway. Based on data contained in the Institute for Transportation Engineers (ITE) Trip Generation Manual, the proposed community center/athletic facility is projected to add a little over 500 additional trips along Flood Road. During afternoon/evening traffic peak hours, approximately 44 vehicles would be entering and exiting the facility along Flood Road. While the total amount of traffic will still be manageable, the traffic safety at the project's intersection with Flood Road should be monitored.

Water and sewer mains are located adjacent to the property, which will allow the applicant to install service connections. There is no storm water infrastructure in the immediate area, which will require the applicant to install storm water detention on the property. The location of this detention area will most likely occur in or near the proposed outdoor soccer field.

Phasing:

Conditional uses require the applicant to execute development activity within one year of approval. Because the applicant will be fund raising for the project, the timing of construction may change. The applicant has indicated that the soccer field portion of the development can be executed by the fall of this year. Because there will be parking from the church that will be legalized through a shared access and parking agreement, staff is satisfied with this level of development for the first year.

Neighborhood Council Input:

The subject property is located within Neighborhood Council #1. Information related to the project was presented to the Council at their regularly scheduled December 14, 2021, meeting. The Council voted unanimously to recommend approval of the project.

Fiscal Impact:

Approval of the Conditional Use Permit would have no adverse fiscal impacts upon the City of Great Falls. This development will connect to existing water and sewer utility mains and the property is already served by City Police and Fire. New water and sewer services will be required, and the cost of the connection improvements will be borne by the applicant.

Alternatives:

The City Commission could deny any portion of the applicant's request. If such action is taken, the Commission must develop alternative findings to support such a denial decision.

Concurrences:

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

Attachments/Exhibits:

- Resolution 10440
- Basis of Decision
- Aerial Map
- Zoning Map
- Project Narrative
- Preliminary Site Plan & Renderings
- Parking Agreement

RESOLUTION 10440

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A “COMMUNITY CENTER” LAND USE IN THE R-3 SIGNLE-FAMILY HIGH DENSITY ZONING DISTRICT UPON A PARCEL OF LAND LEGALLY DESCRIBED AS BLOCK 15A OF THE SECOND AMENDED PLAT OF TRACT 3 OF BLOCK 14 AND BLOCK 15, BELVIEW PALISADE ADDITION TO THE CITY OF GREAT FALLS, SE 1/4 NW 1/4 SECTION 22, T20N, R4E, P.M.M., CASCADE COUNTY, MONTANA.

* * * * *

WHEREAS, Foothills Community Christian School has petitioned the City of Great Falls to approve a Conditional Use Permit to allow for the establishment of a “Community center” land use upon the property legally described as Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, SE 1/4 NW 1/4 Section 22, T20N, R4E, P.M.M., Cascade County, Montana (subject property); and,

WHEREAS, the subject property is presently zoned R-3 Single-family High Density, wherein a "Community center" land use is permitted upon receiving approval of a Conditional Use Permit; and,

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

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on December 28, 2021, to consider said Conditional Use Permit application and, at the conclusion of said hearing, passed a motion recommending a Conditional Use Permit for a “Community center” land use be granted by the City Commission for the subject property, subject to the following conditions:

CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT

- 1. **Subsequent Modifications and Additions:** If, after establishment of the conditional use, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria found in OCCGF 17.16.36.040. If such

proposed change would alter a finding, the proposal shall be submitted for review as a new conditional use application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

2. **Non-establishment:** The conditional use permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion.
3. **Abandonment:** If the permitted conditional use ceases to operate for more than six months, the Conditional Use Permit shall expire.
4. **Sign Code:** The proposed project shall be consistent with codes within *OCCGF §17.60.4.015 – Neighborhood commercial, Central business periphery, Mixed use, Public lands and institutional and Parks and open space districts* rather than *OCCGF §17.60.4.010 – Residential districts*.
5. **Pedestrian Crossing:** The applicant shall design and install a pedestrian crossing across Flood Road to the existing neighborhood to the east. These improvements shall comply with the standards of the City Land Development Code and Public Works Design Standards.
6. **General Code Compliance:** With exception to Condition of Approval #4 above, the proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
7. **Acceptance of Conditions:** No zoning or building permits shall be issued until the property owner acknowledges in writing that it has received, understands, and agrees to comply with the conditions of approval.
8. **Shared Parking Agreement:** The applicant shall formalize an access and shared parking agreement with Valley Community Bible Church, which shall be filed at the Cascade County Clerk and Recorder.

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

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

That a Conditional Use Permit be granted for a “Community center” land use at the property legally described as Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, SE 1/4 NW 1/4

Section 22, T20N, R4E, P.M.M., Cascade County, Montana, conditioned upon the owner complying with the conditions listed herein; and,

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that, pursuant to the Official Code of the City of Great Falls (OOCGF) 17.16.36.090, the permit shall be considered a covenant that runs with the land and shall be binding on all subsequent property owners. Additionally, pursuant to OOCGF 17.16.36.100, the Conditional Use Permit shall expire two (2) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion. If the Conditional Use is established, but ceases to operate for more than six (6) months, the Conditional Use Permit shall expire.

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

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on February 15, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Jeffrey Hindoien, City Attorney

CONDITIONAL USE PERMIT - BASIS OF DECISION

The applicant is requesting the approval of a Conditional Use Permit (CUP) for a “Community center” land use to develop an athletic facility within the R-3 zoning district for the property addressed as 3400 Flood Road and legally described as Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, SE 1/4 NW 1/4 Section 22, T20N, R4E, P.M.M., Cascade County, Montana.

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

The proposed conditional use for the subject property is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. The proposed project specifically supports the following Goals and Policy from the Social and Physical portions of the Growth Policy:

- Social Policy 1.3.3 – Partner with other governmental and non-governmental entities to coordinate improvement projects, promote joint uses, avoid duplication, and maximize the public benefit of facilities and services.
- Physical Policy 4.1.2 – Expand neighborhood commercial uses where appropriate.
- Physical Policy 4.1.5 – Encourage and incentivize the redevelopment or adaptive reuse of vacant or underutilized properties so as to maximize the City’s existing infrastructure.

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

The establishment, maintenance or operation of the proposed conditional use will not be detrimental to, or endanger the health, safety, morals, comfort or general welfare of the community. The existing church to the north was annexed and zoned for similar purposes of general assembly. The proposed development will be similar in terms of impacts and will fit safety into the context of the surrounding area. In addition, the applicants have expressed interest in partnering with community organizations for use of the facility for recreational competition. This community partnership will benefit the citizens of the neighborhood and City as a whole by creating another opportunity for indoor gym recreation through the community partnerships.

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

The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted. Although the property is zoned for single-family residential, the subject property is located upon Flood Road which is classified as a collector roadway with anticipated upgrades to be done at a future date. This classification of roadway will allow for appropriate ingress/egress to and from the site without negative impacts to the adjacent neighborhood. In addition, the City is requiring the construction of a pedestrian crossing to connect this development to the existing neighborhood. It is not anticipated that this project would diminish and impair property values within the neighborhood, but rather would increase the tax base of the City.

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

The proposed project will not impede the normal and orderly development and improvement of surrounding properties. An existing church is located to the north, an existing Burlington Northern Santa Fe Railroad is located to the west, a vacant County lot zoned SR1 is located to the south, and existing single-family residences zoned R-3 are located to the east across Flood Road. The proposed conditional use will not negatively impact the future development options for the vacant land to the south, nor any of the existing uses. The location of the project adjacent to the railroad creates no option for access to and from the west, which is less than ideal for residential development that would require an internal residential street network. For these reasons this proposal fits well onto the subject property and within the context of the surrounding properties.

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

Utilities, access roads, drainage and other necessary facilities currently exist in the vicinity of the subject property. City water and sewer mains are currently within the right-of-way of Flood Road. The applicant will be required to connect to these existing facilities. Existing access is located via Flood Road to the east, which will serve as the public access point for circulation throughout the site. The proposed development will be required to meet the Public Works Department's storm water quantity and the Environmental Division water quality requirements.

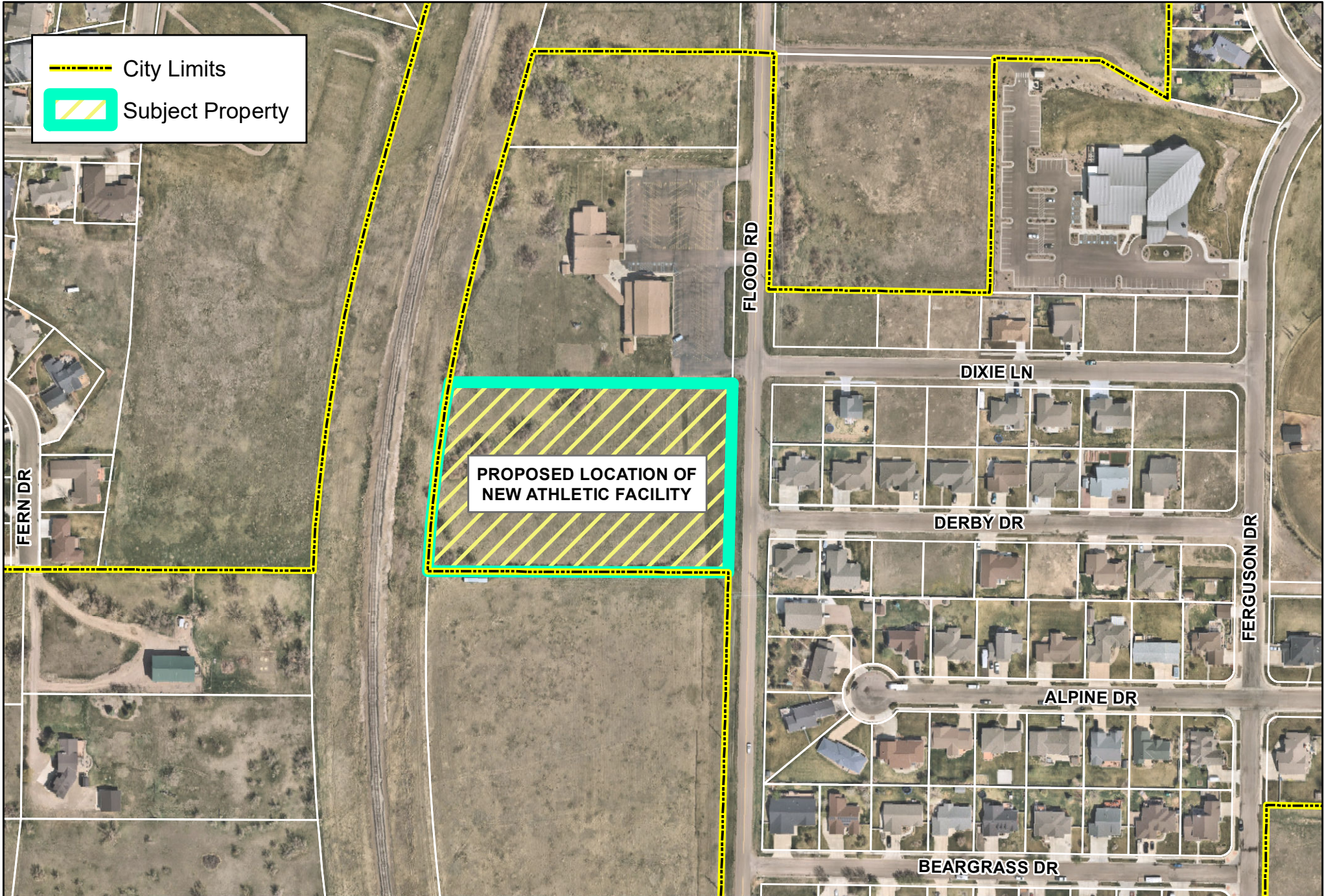
6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

As part of the required site improvements, access points will be restricted to the site from the intersections of Dixie Lane and Derby Lane. Aligning access points with these existing roadways will increase safety, minimize traffic congestion and make vehicular ingress/egress more predictable. The City is also requiring the construction of a pedestrian crossing to connect this development to the existing neighborhood. All access driveways, interior circulation and parking will be required to conform to current City standards.

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

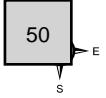
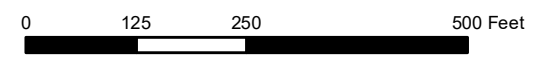
The proposed conditional use will conform to all applicable regulations of the *Title 17 - Land Development Code* with the exception of one requested deviation from the requirements of *Title 17, Chapter 60 – Sign code* by the applicant. Foothills has requested on-premise signage be reviewed under the provisions of *OCCGF §17.60.4.015 – Neighborhood commercial, Central business periphery, Mixed use, Public lands and institutional and Parks and open space districts* rather than *OCCGF §17.60.4.010 – Residential districts*. Staff concludes the request is appropriate for the context of this project as the land use is better aligned with Public lands and institutional than residential and the provisions of the requested code fit the nature and scale of the project.

Location Map

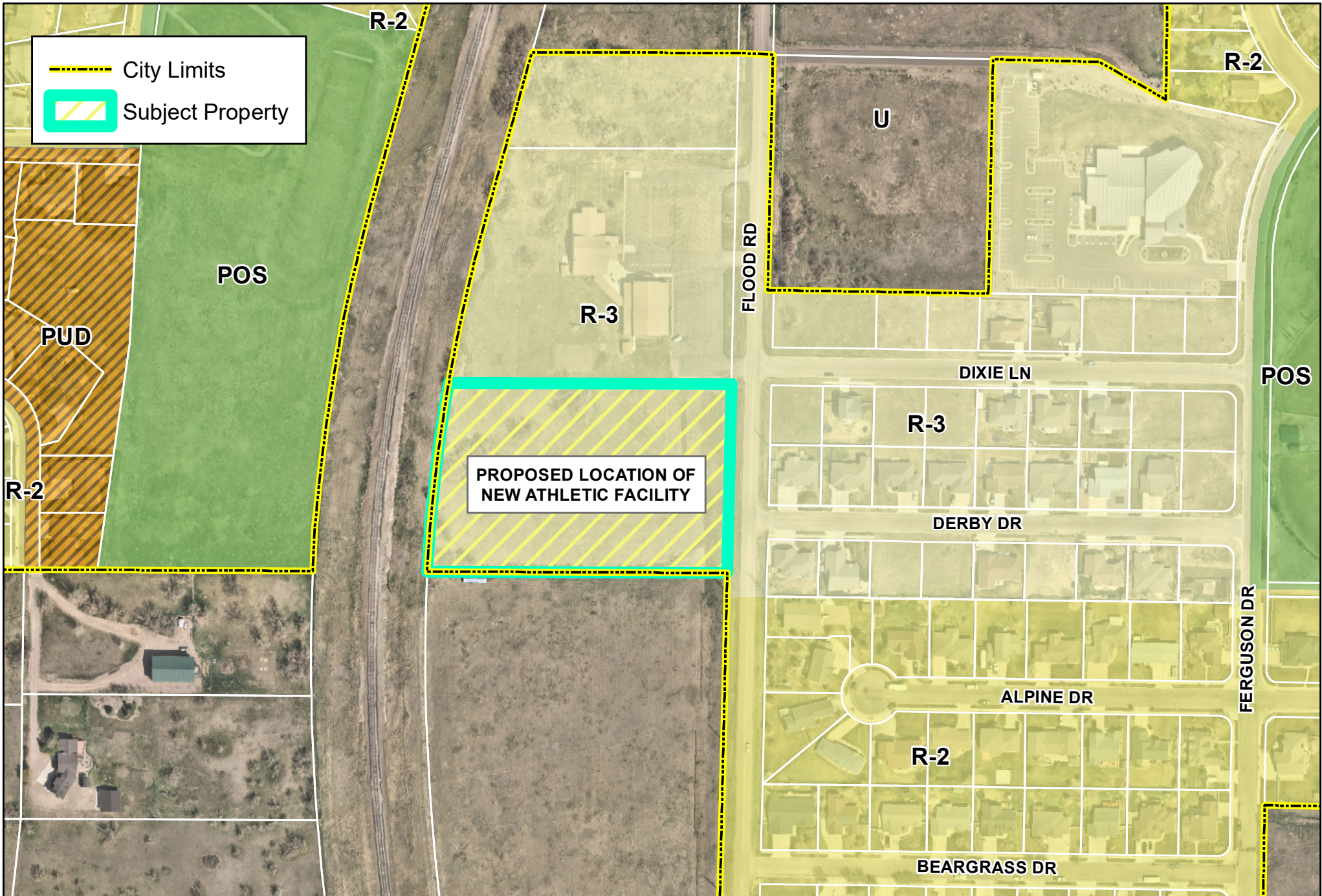


--- City Limits
Subject Property

PROPOSED LOCATION OF
NEW ATHLETIC FACILITY



Zoning Map



0 125 250 500 Feet

Foothills Community Christian School

2210 5th Avenue North • Great Falls, Montana 59401 • (406) 452-5276
 advancement@foothillschristian.org • www.foothillschristian.org

Falcons Take Flight

Foothills Community Christian School is requesting a conditional use permit for the property located near the Bridge Church at 3400 Flood Road. The conditional use permit is required for the requested use of a community center within the R3 zoning district.

Foothills is excited to partner with our community to expand our facility and opportunities with the construction of a 16,000-foot athletic facility and a soccer field.

In addition to the case support for why the school is exploring this new facility and the need for the facility itself is included with this document. In order to facilitate discussion about our project, we want to expand more on what this project will provide and the impact it may have on the neighborhood. The following information is intended to further explain our rationale for the requested conditional use permit.

Activities

- Primary activities will be gymnasium related – volleyball, basketball at Elementary, Middle, and High School level (school related) as well as potential community opportunities for recreational play at various levels from youth to adult.
- Other court-based sports such as pickleball, could be held in the facility
- The outdoor area will be used primarily for high school soccer in the fall but could also be used for other club sports such as Lacrosse. The field size would accommodate football games but does not provide seating for large competitive football events.
- Tournaments will also be held from time to time. High school tournaments would be on weekends primarily and not usually more often than once a quarter.
- Large scale tournaments that would have attendance of more than 500 on average, would be held 2-4 times a year.
- Outside of athletic events, the facility will be available for use for community groups for fundraising opportunities or similar group meetings.
 - No kitchen facilities are included at this time other than basic concessions for standard athletic events.
- Other general outdoor recreation could take place on the athletic field and possibly outdoor events such as graduations and group gatherings.



*Assisting parents in providing a Christ-centered education that values
 Exceptional academics, strong moral character, and service to others*



Foothills Community Christian School

2210 5th Avenue North • Great Falls, Montana 59401 • (406) 452-5276
 advancement@foothillschristian.org • www.foothillschristian.org

Times of Use

- Since the location is in conjunction with Foothills Community Christian School, primary use of the facility will be weekdays after school until early evening – generally 3:30p-8:00pm.
- Weekend use will be primarily on Saturdays for morning games and activities and may also include some evenings.
- Use of the location on Sundays will be limited to special tournaments and organizers who rent the facility and those are anticipated to be infrequent.
- During evening events, it is anticipated that activity will be completed by 10pm on weekends and should rarely, if ever, extend beyond 11pm.
- Summer use and hours may vary based on any groups or events taking place but usually not before 8am and not extending later than the 8pm time frame consistent with the rest of the year.

Traffic and Neighborhood Impact

- While the facility will seat approximately 1200 guests, the events that bring in that number will be limited and not likely exceed one per quarter.
- General events will more often draw 250-500 attendees and most of these will be early evening hours.
- Since the facility is a gym, noise should be minimal to the surrounding area and neighborhoods.

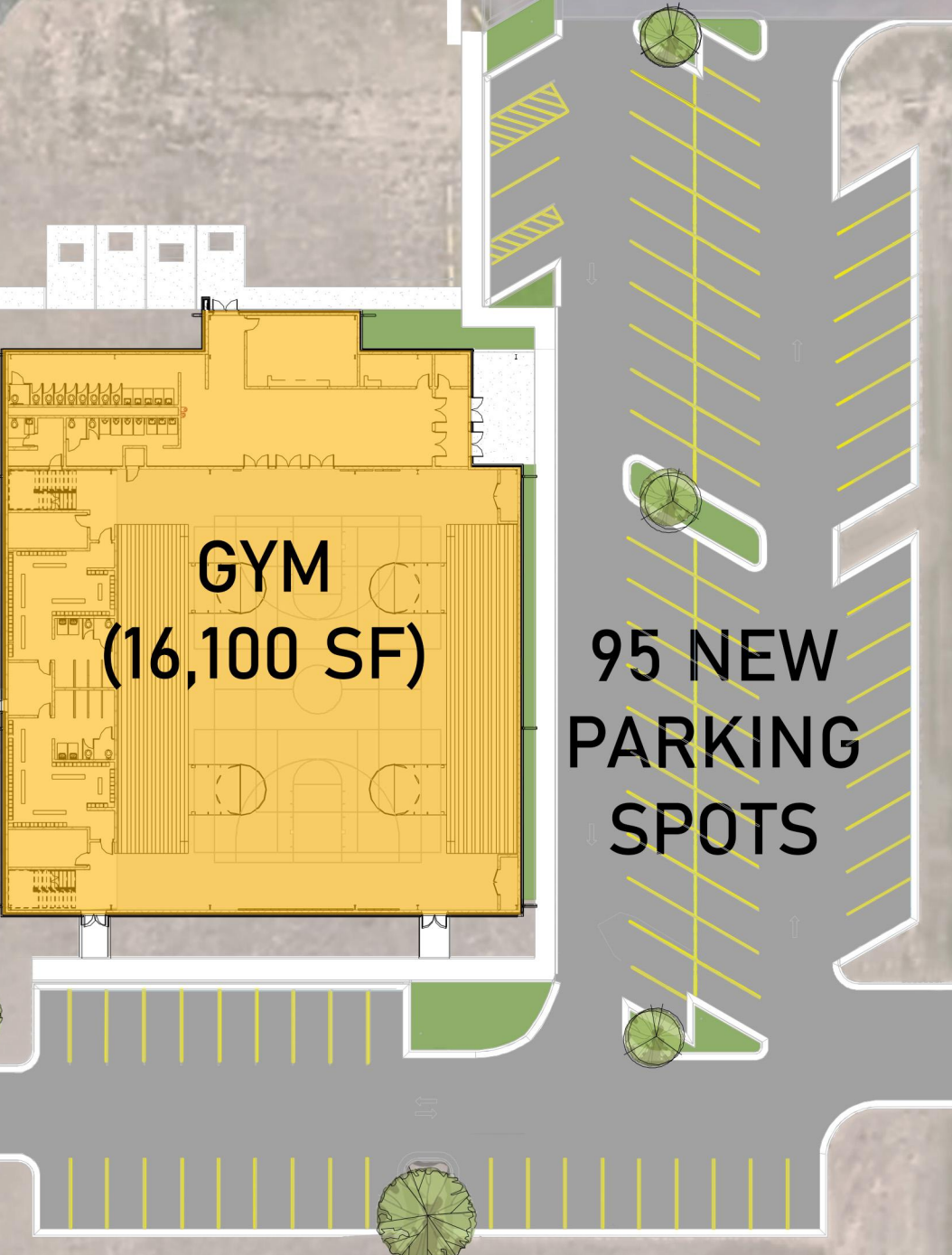
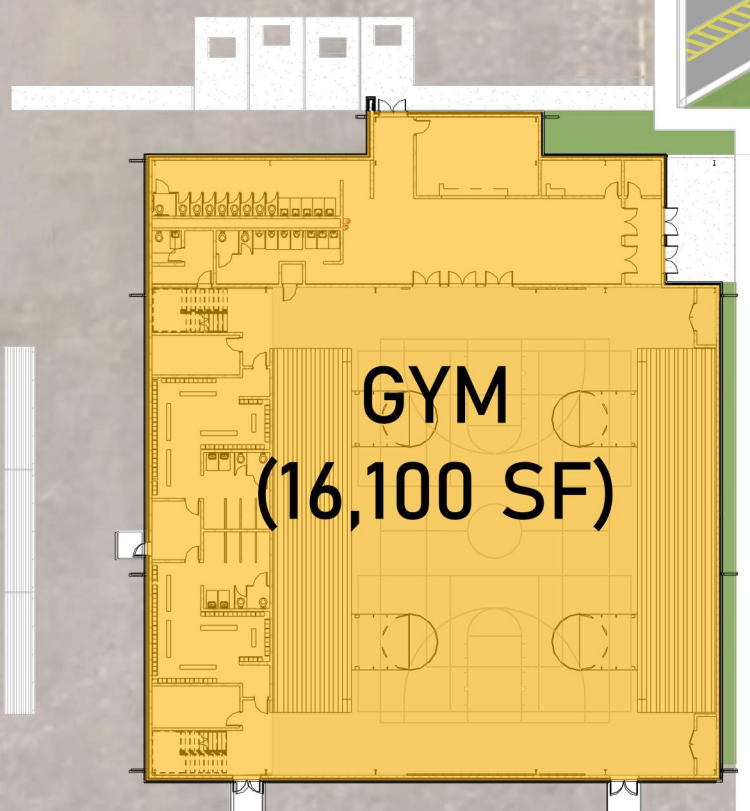
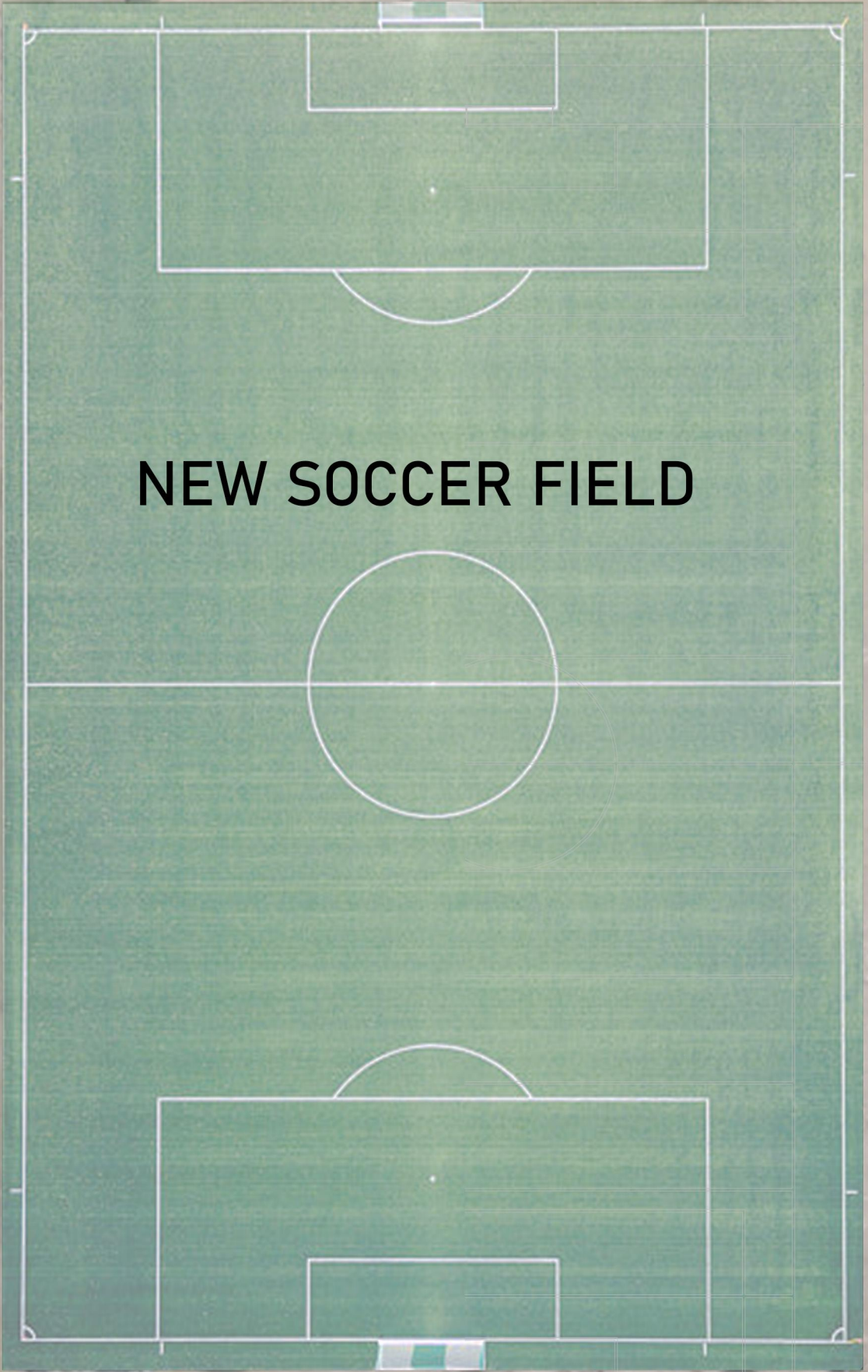
Other considerations

- As part of the Conditional Use Permit, we also request an exemption from the signage requirements for the existing residential zoning. We ask that school representatives work with City Planning Officials regarding signage for the facility that is reasonable for its intended use. Signage needs for the venue will include a large school logo on the building (see rendering), an electronic marquee to promote events, games, and community information, as well as the school signage already located on the property to identify its ownership.



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 Exceptional academics, strong moral character, and service to others*

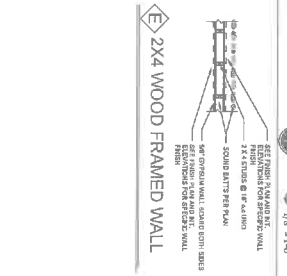
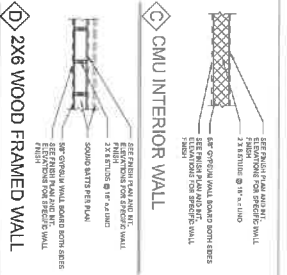
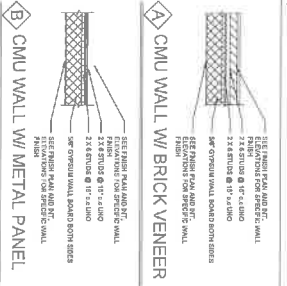
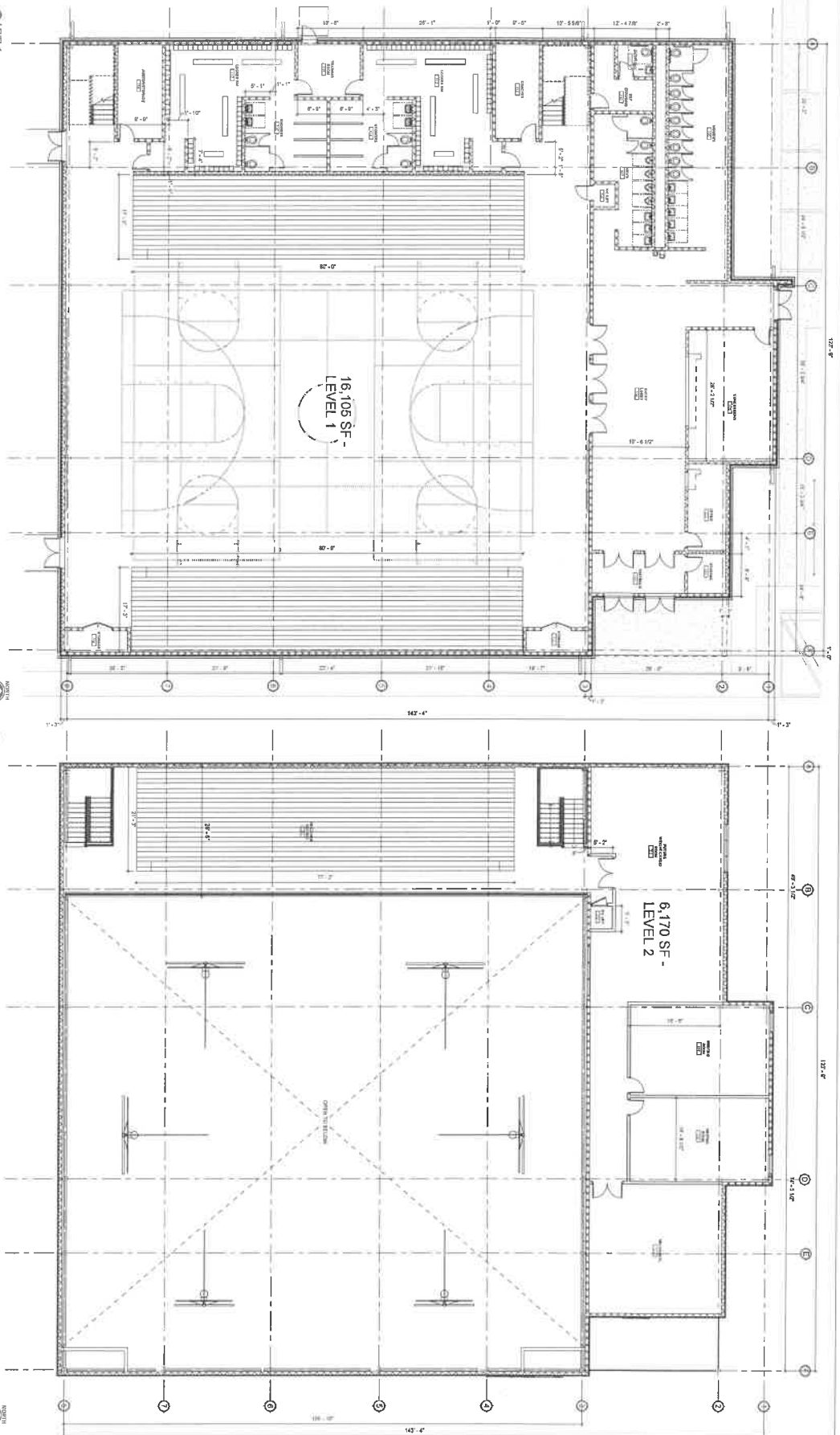




FLOOD RD

DIXIE LN

DERBY DR



- GENERAL WALL TYPES NOTES:**
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FOOTHILLS CHRISTIAN GYMNASIUM
Project Line 2

FLOOR PLAN

ARCHITECTURE
www.lpuarchitect.com
PHONE: 408.718.7870
1000 N. 1ST STREET
SUITE 100
SANTA ANA, CA 92701

**PRELIMINARY
NOT FOR
CONSTRUCTION**

DATE: 08-08-2018
DRAWN: A1.1
CHECKED: 08-08-2018
PROJECT: 00-000

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (this “MOU”) summarizes the principal terms and understanding of a proposed transaction (the “Proposed Transaction”) between **Valley Community Bible Church, Inc. d/b/a Valley Community Bible Church**, (collectively, “THE BRIDGE CHURCH”) 3400 Flood Road, Great Falls, MT 59404 and Foothills Community Christian School (collectively, “FCCS”) 2210 5th Avenue North, Great Falls, MT 59401.

BACKGROUND

FCCS operates a private Christian school in Great Falls, Montana with 25 years of performance and results and a respected, established academic program with international accreditations.

FCCS has obtained Title Deed on 10/12/2021 of *Block 15A of the Second Amended Plat of Tract 3 of Block 14 and Block 15, Belview Palisade Addition to the City of Great Falls, a Subdivision in the SE¼NW¼ Section 22, Township 20 North, Range 3 East, P.M.M., Cascade County Montana.*

Prior Recording Reference: P-2021-0000029 PL

This property is adjacent on the south to THE BRIDGE CHURCH. THE BRIDGE CHURCH has 116 paved parking spaces.

PURPOSE

THE BRIDGE CHURCH desires to share access to the 116 paved parking spaces in perpetuity with FCCS without conditions.

Terms and Conditions

THE BRIDGE CHURCH grants permission for FCCS to utilize the 116 paved parking spaces as needed for school approved, school related, school sanctioned, and school sponsored events and programs.

FCCS usage will typically be weekdays, weeknights, and Saturdays.

It is understood that any use of THE BRIDGE CHURCH parking spaces will not interfere with normal church usages and the church will have priority use on any special church events. Since the weekly Church service is on Sunday, the school will not have use of the parking spaces on Sundays, without prior written approval of the Church.

BINDING PROVISIONS

The following paragraphs of this MOU (collectively, the “Binding Provisions”) are the legally binding and enforceable agreements of THE BRIDGE CHURCH and FCCS:

1. COSTS

Except as otherwise expressly provided herein, FCCS will share with THE BRIDGE CHURCH in any costs associated with the upkeep of the parking spaces. THE BRIDGE CHURCH and FCCS

will negotiate the amount needed from FCCS for the upkeep of the parking spaces on an annual basis and at a time agreeable for both parties.

2. TRANSFERABILITY

In the event that THE BRIDGE CHURCH dissolves and/or transfers, sale or otherwise ownership of the parking spaces is no longer under the authority of THE BRIDGE CHURCH, whichever individual or entity becomes owner of the parking spaces will honor the conditions in this MOU.

3. ENTIRE AGREEMENT

This MOU constitutes the entire agreement between THE BRIDGE CHURCH and FCCS with respect to the Proposed Use of Parking Spaces, and supersedes all prior written and all prior or contemporaneous oral agreements, understandings, representations and warranties, and courses of conduct and dealing between the parties with respect to the subject matter hereof. Except as otherwise provided herein, this MOU may be amended or modified only by a writing executed by all of the parties hereto.

4. GOVERNING LAW

This MOU will be governed by and construed and interpreted in accordance with the substantive laws of the State of Montana, the county of Cascade, and the city of Great Falls without giving effect to any conflicts of laws rule or principle that might result in the application of the laws of another jurisdiction.

5. COUNTERPARTS

This MOU may be executed in one or more counterparts (including, without limitation, by electronic means such as portable document format (PDF)), each of which will be deemed to be an original copy of this MOU and all of which, when taken together, will be deemed to constitute one and the same agreement.

6. TERMINATION

The Binding Provisions will automatically terminate upon the earlier of the execution of definitive agreements with respect to the Proposed Parking Space usage (collectively, the “Definitive Agreements”) or after [60] days have elapsed following the execution of this MOU by THE BRIDGE CHURCH, and may be terminated earlier upon written notice by either party to the other party unilaterally, for any reason or no reason; provided, however, that the termination of the Binding Provisions will not affect the liability of a party for breach of any of the Binding Provisions prior to termination, and that the obligations of the parties under Paragraphs 1, 2, 3, 5, and 7 of this Part four will survive any such termination.

7. NO LIABILITY

The paragraphs and provisions of this MOU, other than the Binding Provisions, do not constitute and will not give rise to any legally binding obligation on the part of any of the parties. Moreover, except as expressly provided in the Binding Provisions (or as expressly provided in the Definitive Agreements or any other binding written agreement that the Parties may enter into in the future), no past or future action, course of conduct, or failure to act relating to the Proposed Transaction, or relating to the negotiation of the terms of the Proposed Transaction or any Definitive Agreement,



Commission Meeting Date: February 15, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: HOME-ARP Plan Public Hearing as an Amendment to the 2021 Annual Action Plan

From: Planning & Community Development Department

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

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

Action Requested: Adoption of the HOME-ARP Plan as an amendment to the 2021 Annual Action Plan

Public Hearing:

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

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/not adopt) the HOME-ARP Plan as an amendment to the 2021 Annual Action Plan”
2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the City Commission adopt the HOME-ARP Plan as presented which will be an amendment to the 2021 Annual Action Plan.

Background: The American Rescue Plan Act of 2021 appropriated \$5 billion to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations, to be allocated by formula to jurisdictions that qualified for HOME Investment Partnerships Program allocations in Fiscal Year 2021. The City of Great Falls has been awarded \$1,026,477 of HOME-ARP funds. These HOME-ARP funds are in addition to the annual allocation of \$283,494 of HOME funding that the City received for the current fiscal year.

HUD has outlined specific guidance on who qualifies for assistance as well as eligible activities as outlined below.

The HUD issued CPD Notice identifies **qualifying populations** as:

- a. Homeless (as defined by the McKinney-Vento Homeless Assistance Act)
- b. At risk of homelessness (as defined by the McKinney-Vento Homeless Assistance Act)
- c. Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
- d. Part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability
- e. Or, veterans and families that include a veteran family member that meet the criteria in one of the above

The eligible activities for the use of HOME-ARP funding are **limited** to the following:

- a. Development and support of affordable rental housing
- b. Tenant based rental assistance (TBRA)
- c. Supportive services to qualifying individuals
- d. Acquisition and development of non-congregate shelter units

Process in Developing the Proposed Allocation Plan: Before developing the HOME-ARP Plan, the City conducted a Community Partner Survey to gather input from agencies and service providers in the community. Consultation with community partners included the local Continuum of Care, homeless and domestic violence agencies, veterans' groups, public housing agencies (PHAs), public agencies that address the needs of the qualifying populations, and public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities is a Federal requirement. The survey was distributed to 17 different organizations serving the community, with 9 of those organizations providing valuable responses and feedback to assist in outlining priorities for the use of HOME-ARP funds. The feedback from the survey identified the priority needs in this order:

- 1) Development and support of affordable rental housing,
- 2) Supportive services to qualifying individuals and,
- 3) Tenant based rental assistance and acquisition & development of non-congregate shelter units

The additional information provided in the surveys further identified that the greatest need in the affordable rental housing category is to develop a permanent supportive housing (PSH) option in the community. In addition to the survey, one-on-one consultation was conducted with various community partners to gather further information and data needed to evaluate priorities for the use of HOME-ARP funds. As part of the consultation process City staff participates in monthly meetings as part of the Continuum of Care for Homelessness (CoC). The CoC is a coordinated effort which was formed to provide a full spectrum of needed services to homeless individuals in this community for the purpose of empowering homeless persons to become as self-sufficient as possible. The CoC is a group of organizations such as the Great Falls Rescue Mission, YWCA, St. Vincent DePaul, Indian Family Health Clinic (IFHC), Alluvion, and United Way, just to name a few. The survey response submitted by the local CoC identified the greatest need in the community to be the development of affordable rental housing. They have also identified the need for designated housing or permanent supportive housing which offers supportive services that would be geared at increasing housing stability, improving health, and reducing the burden on existing homeless shelters. All surveys received were taken into consideration and are included in the plan attachments.

On December 7, 2021, the City Commission held the required Public Needs Hearing to gather additional input from community members. The feedback from the meeting outlined the needs for affordable rental housing (permanent supportive housing), emergency shelters that are non-barrier or low-barrier, and services to homeless or those at risk of homelessness. All comments were taken into consideration and are included in the plan attachments.

Information gathered during the planning process undertaken by City staff indicates that the top priorities for HOME-ARP funding are the development and support of affordable rental housing as well as supportive services to qualifying populations. These are the project priorities identified for funding in the proposed HOME-ARP Plan attached to this agenda report. The draft plan went out for public comment from December 20, 2021 to January 18, 2022. All comments were taken into consideration and are included in the plan attachments.

As noted above, there were comments received during the public participation process regarding the need for an additional emergency shelter. Discussion on this need has also occurred at City Commission meetings as well as in the community at large. Though this was not identified as the top need for the community after evaluating all of the information and data collected, City staff understands the concern needs to be discussed and considered. Because of this, City staff has provided additional information that directly relates to emergency shelters. The information includes the guidance outlined in the HOME-ARP legislation from HUD, homeless services that already exist in the community, as well as zoning requirements on the development of an emergency shelter within Great Falls. This information was provided to the City Commission and is included as an attachment in this agenda report.

Summary of Proposed Allocation Plan: The highest identified need in the planning process was the *development of affordable rental housing*, and more specifically permanent supportive housing (PSH). Due to this, City Staff has proposed to allocate the greatest amount of funding to support the development of affordable rental housing in the amount of \$722,505.45. Because the need for PSH was specifically identified multiple times through surveying and consultation, staff proposes to give a greater priority to a PSH project.

The second need identified in the planning process was the need for *supportive services* to qualifying populations. Due to this, City Staff has proposed to allocate \$150,000 to supportive services to qualifying individuals and families as a separate activity or in combination with another HOME-ARP funded activity. Supportive services through HOME-ARP funding is specifically defined in regulations and includes, but is not limited to, mental health services, child care services, education, outreach services, case management services, and substance abuse services.

The final allocation of funding is for *administration and planning* of the new HOME-ARP program. HUD has increased the funding amount allowed for administration and planning with this HOME funding from 10 percent to 15 percent. Due to this, City Staff has proposed to allocate the allowed 15% to planning and administration resulting in \$153,971.55 in funding to assist in the administration of this program for the life of the funding. Ongoing staff administration of this funding will be up to 15 years after the completion of a HOME-ARP funded project.

The full allocation plan document is included in the packet material. The following table represents the City staff recommendation for the full \$1,026,477 budget proposed for the HOME-ARP plan:

	Funding Amount	Percent of Grant	Statutory Limit
Supportive Services	\$150,000		
Acquisition & Development of Non-Congregate Shelters	\$0		
Tenant Based Rental Assistance (TBRA)	\$0		
Development of Affordable Rental Housing	\$722,505.45		
Non-Profit Operating	\$0	0%	5%
Non-Profit Capacity Building	\$0	0%	5%
Administration and Planning	\$153,971.55	15%	15%
TOTAL HOME-ARP ALLOCATION	\$1,026,477.00		

Process of Awards: When the City has a HOME-ARP Plan that has been accepted by HUD, the City will open up the funding for applications. Any organization that is ready to serve the community through the outlined priorities of the development of affordable rental housing and/or supportive services is invited to apply. At that time a deadline will be set and communicated to the public for all applications to be submitted. After closing of the application period the City Grant Committee will meet and review eligible applications. All applications will be scored and the City Commission will make the final determination on any funding agreements seeking HOME-ARP funding.

Fiscal Impact: The City of Great Falls has been awarded \$1,026,477 of HOME-ARP funds. This is a one-time allocation of Federal funds that can be spent in the community until Fiscal Year 2030. Expenditure of these funds has the potential to create tremendous community benefits in addressing the needs outlined by community service providers.

Alternatives: The City Commission could elect to not approve or delay approval of the HOME-ARP Plan. An adopted plan is required before the HOME-ARP funding can be made available to the City and expended for future grants.

Concurrences: The development of the HOME-ARP Plan does not require any concurrences from other City departments.

Attachments/Exhibits:

- 2021 HOME-ARP Draft
- Homeless Shelter Considerations Document
- Community Partner Survey Results
- Combined Public Needs Hearing Comments
- 30 Day Comments Combined

CITY OF GREAT FALLS

2021 HOME-ARP Funding Plan

As an amendment to the 2021 Annual Action Plan



Prepared by
City of Great Falls
Planning & Community Development
2 Park Drive South
Great Falls, MT 59401
(406) 455-8443

Community Partner Survey: October 6 - October 22, 2021
Public Needs Hearing: December 7, 2021
Public Comment: December 20, 2021 – January 18, 2022
City Commission Action: February 15, 2022
Submitted to HUD: TBD
Approved by HUD: TBD

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2021 HOME-ARP Funding Plan

Consultation

A community partner survey was conducted at the start of the HOME-ARP planning process. Community partners from 17 organizations were invited to participate in the survey, which was conducted from October 6 – October 22, 2021. A total of 9 organizations responded to the survey.

The City held a public needs hearing on December 7, 2021, which was held at the City Commission meeting. Anyone wishing to comment on the best use of HOME-ARP funds was invited to do so. The City made the draft HOME-ARP Plan available to the public for a 30-day comment period, from December 20, 2021 – January 18, 2022. All comments received during the public hearing and comment period are included as an attachment to this report; no comments were rejected.

Additionally, City staff consulted with the Great Falls Public Schools, NeighborWorks Great Falls, Great Falls Housing Authority, YWCA, and the local Continuum of Care, which has given further perspective on the needs within the community and insightful data which has been included in this plan.

List of organizations consulted, and summary of feedback received from each entity.

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
Great Falls CoC	Continuum of Care	Survey & Monthly meetings via Zoom	Identified affordable rental housing, specifically permanent supportive Housing (PSH), followed by services for behavioral health.
Great Falls Housing Authority	Public Housing Agency	Survey & In person	Identified supportive services as the top priority, followed by PSH. Provided data included in this plan.
NeighborWorks Great Falls	Housing Agency	Survey & In person	Identified affordable housing, specifically PSH, followed by case management services.
Habitat for Humanity	Housing Agency	Survey	Identified non-congregate shelter as the top priority, followed by housing.
YWCA	Domestic Violence Women’s Shelter	Survey & Email	Identified affordable housing, specifically PSH, as the top priority. Also provided data points on individuals fleeing domestic violence, which are included in this plan.
Great Falls Rescue Mission	Homeless Shelter	Survey	Identified affordable rental housing as the top priority, followed by supportive services (workforce and substance abuse).

North Central Independent Living Services	Disability Services	Survey	Identified affordable rental housing as the top priority, followed by tenant based rental assistance (TBRA).
United Way of Cascade County	Service Provider	Survey	Identified affordable housing and supportive services as the top priorities.
Center for Mental Health	Mental Health Services	Survey	Identified supportive services as the top priority, followed by housing.
Great Falls Public Schools	Public Education	Email & Phone	Data points on homeless students provided and included in the plan.

Table 1 – Agencies Consulted

Public Participation

Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan.

As noted above, a community partner survey was conducted at the start of the HOME-ARP planning process. Community partners from 17 organizations were invited to participate in the survey, which was conducted from October 6 – October 22, 2021. A total of 9 organizations responded to the survey.

The City held a public needs hearing on December 7, 2021, which was held at the City Commission meeting. Anyone wishing to comment on the best use of HOME-ARP funds was invited to do so. The City’s public comment period for the draft HOME-ARP Plan was from December 20, 2021 – January 18, 2022. All comments received during the public hearing and comment period are included as an attachment to this report; no comments were rejected.

1	Mode of Outreach: PUBLIC NEEDS HEARING	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
	Summary of response/attendance	There were 7 commenters in attendance at the Public Needs Hearing, 3 of those in attendance also submitted their comments in writing prior to the meeting. Written comments have been included as an attachment. The remaining 4 commented in-person only, and a summary of their remarks is attached. One additional comment was received via email and is attached.
	Summary of comments received	Comments received were related to the use of HOME-ARP funds for affordable rental housing development with an emphasis on permanent supportive housing, as well as financial support for the services provided.
	Summary of comments not accepted and reasons	No comments were rejected.
2	Mode of Outreach: SURVEY	
	Target of Outreach	Service Providers in the Community, Housing agencies, Domestic Violence Organizations, Continuum of Care, Veterans Center

	Summary of response/attendance	Staff emailed out a Survey to Community Partners on October 6, 2021 with a due date of October 22, 2021. The Survey was directly distributed to 17 different organizations in the community and a total of 9 organizations returned the surveys with valuable feedback.
	Summary of comments received	Survey responses identified the top two community needs as the development of affordable rental housing and dedicated supportive services.
	Summary of comments not accepted and reasons	No comments were rejected.
3	Mode of Outreach: INTERNET OUTREACH	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	The City's website and Facebook page were utilized to provide additional sources of Public Notice for the following: Public Needs Hearing on December 7, 2021; public comment period for the proposed HOME-ARP Plan from December 20, 2021 - January 18, 2022. Additionally, the proposed HOME-ARP Plan draft was posted on the website and promoted on Facebook to encourage additional public review, comment, and downloads.
	Summary of comments received	Comments received are included as an appendix.
	Summary of comments not accepted and reasons	No comments were rejected.
4	Mode of Outreach: 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: November 21, 2021 and November 28, 2021 for the public needs hearing; December 19, 2021 for the 30-day comment period from December 20, 2021–January 18, 2022.
	Summary of comments received	Comments received are included as an appendix.
	Summary of comments not accepted and reasons	No comments were rejected.

Table 2 – Modes of Outreach

Describe any efforts to broaden public participation

In addition to standard legal notice placements in the Great Falls *Tribune*, the City utilized the City of Great Falls official web page and social media platforms to help broaden the participation process. Many media outlets in the community ran stories on the planning process, including how community members and interested parties could participate in the public hearings and public comment periods.

Summarize the comments and recommendations received through the public participation process:

A summary of all public comments received is included as an attachment to this report.

Summarize any comments or recommendations not accepted and state the reasons why:

All comments are included and no comments were rejected.

Needs Assessment and Gap Analysis

Multiple data sources were used to complete the needs assessment and gap analysis sections of this plan. They include the 2020 Decennial Census; American Community Survey (ACS) 2019 5-year Estimates; Comprehensive Housing Affordability Strategy (CHAS) data sets from 2011-2015 and 2014-2018; the 2020 Point-in-Time Count for homeless individuals; the local Continuum of Care’s Housing Inventory Count (HIC); and direct consultation with community partners and stakeholders. The tables below provide an at-a-glance look at data City staff compiled and reviewed.

OPTIONAL Homeless Needs Inventory and Gap Analysis Table

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	157	0	121	0	0								
Transitional Housing	23	0	33	0	14								
Permanent Supportive Housing	0	0	0	0	0								
Other Permanent Housing						0	0	0	0				
Sheltered Homeless						113 26-HH	85	19	22				
Unsheltered Homeless						0	1	0	5				
<i>Current Gap</i>										40	0	63	0

Suggested Data Sources: 1. Point in Time Count (PIT); 2. Continuum of Care Housing Inventory Count (HIC); 3. Consultation

Table 3-Homeless Needs Inventory and Gap Analysis

OPTIONAL Housing Needs Inventory and Gap Analysis Table

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	12,250		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	1,175		
Rental Units Affordable to HH at 50% AMI (Other Populations)	4,080		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		2,410 total With 1,825 of those having 1 or more housing problems	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		1,735 total With 1,365 of those having 1 or more housing problems	
Current Gaps			1,235 underserved 0-30% AMI renter HH Data Source: 2014-2018 CHAS

Table 4 – Housing Needs Inventory and Gap Analysis
 Data Source: 2011-2015 CHAS, Inventory; 2014-2018 CHAS, Level of Need & Gap Analysis

While Table 4 above indicates a surplus of affordable units for 30-50% AMI households, there is an estimated deficit of 1,235 housing units for households earning 0-30% AMI. This deficit further limits housing choice for extremely low income households and those at risk of homelessness in Great Falls.

Housing Needs Assessment

Summary of Housing Needs

Demographics	Base Year: 2015	Most Recent Year: 2019	% Change
Population	59,565	60,442*	1.47%
Households	25,195	25,659	1.84%
Median Income	\$42,896	\$46,965	9.49%

Table 5 - Housing Needs Assessment Demographics
 Data Source: 2011-2015 ACS (Base Year), 2019 ACS 5-year Estimate (Most Recent Year), *2020 Decennial Census

Income Distribution Overview

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI	Total
Owner Households	900	1,555	2,665	1,550	9,330	16,000
Renter Households	2,410	1,735	2,500	1,120	1,955	9,720
Total Households	3,310	3,290	5,165	2,670	11,285	25,720

Table 6 - Total Households Table

Data Source: 2014-2018 CHAS

Housing Problems Table

	Renter						Owner					
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	>100% % AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	>100% AMI	Total
NUMBER OF HOUSEHOLDS												
Household has at least 1 of 4 housing problems	1,825	1,365	1,115	80	120	4,505	640	545	1,070	190	270	2,720
Household is cost burdened (housing expense >30% household income)	1,795	1,310	1,010	45	75	4,235	645	540	1,030	185	195	2,595
Household is severely cost burdened (housing expense >50% household income)	1,450	315	95	0	20	1,880	545	255	230	0	15	1,045

Table 7 – Housing Problems Table

Data Source: 2014-2018 CHAS

Describe the size and demographic composition of qualifying populations within the PJ’s boundaries:

According to the most recent Comprehensive Housing Affordability Strategy (CHAS) data from 2014-2018, there are 4,145 renter households with 0-50% AMI living in Great Falls. Of those renters, 3,190, or nearly 77%, are experiencing 1 or more housing problems; 3,105, or 75%, are cost burdened; and 1,765, nearly 43%, are severely cost burned. These factors increase the risk of homelessness for the households described; furthermore, 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.

The 2020 Point-in-Time Count reports that 198 individuals in Great Falls were experiencing homelessness at the time the survey was administered on January 30, 2020. That total includes 26

households with school-aged children living in emergency or transitional shelters. Together, those 26 households include 52 children ages 5-17, or 73 children ages birth-17.

Additionally, the 2020 Point-in-Time count reflects a disproportionate rate of American Indian/Alaska Natives experiencing homelessness in Great Falls. American Indian/Alaska Natives make up approximately 6% of the city’s total population, yet they represent 31% of those experiencing homelessness.

According to data released by the Great Falls Public School District (GFPS) in 2018, the District reported an increase in the number of homeless students. 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. A recent update from the Great Falls Public Schools shows that for the school year of 2019-2020 there were 550 students experiencing homelessness. This is an increase of 200 students experiencing homelessness since 2018. GFPS reports that since the beginning of the 2021-2022 school year, 900 students have been served through student services, and the department has distributed 11,000 pounds of food. Of those 900 students served, 386 have been identified as homeless.

Describe the unmet housing and service needs of qualifying populations, including but not limited to:

- **Sheltered and unsheltered homeless populations;**
- **Those currently housed populations at risk of homelessness;**
- **Other families requiring services or housing assistance or to prevent homelessness; and,**
- **Those at greatest risk of housing instability or in unstable housing situations:**

While Table 4 above indicates a surplus of affordable units for 30-50% AMI households, there is an estimated deficit of 1,235 housing units for households earning 0-30% AMI. This deficit further limits housing choice for extremely low income households and those at risk of homelessness in Great Falls.

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 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. Additionally, Case Conferencing meetings are held twice monthly and provide a collaborative setting where services are coordinated for households experiencing homelessness.

Organizations such as Opportunities, Inc., Alluvion Health, YWCA, and others have expanded their case management services in the last year. Front door access for coordinated entry, or Homeless Management Information System (HMIS) intake, has increased and will soon include the Great Falls Rescue Mission. While access to services continues to increase and service delivery continues to

streamline, identifying dedicated housing for qualifying populations continues to be a challenge because of the lack of available, affordable rental housing.

Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing:

Emergency Shelters and Transitional Housing

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 homelessness, 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.

Supportive Services and Outreach

The **Great Falls Rescue Mission** conducts outreach to chronically homeless people through its day room program and provides sleeping mats to chronically homeless people during nights which have life-threatening weather. Emergency services include meals, shelter, and medical clinics.

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.

In addition to its many supportive and wrap-around services for clients, the **Center for Mental Health** has an adult case manager who provides outreach and wellness checks for chronically homeless people.

Opportunities, Inc., provides support to chronically homeless people and those at risk of homelessness through intake screenings, referrals, case management, financial assistance and job training assistance. Opportunities, Inc., is the current HMIS lead for Great Falls.

The **YWCA** provides case management, service coordination, and supplies 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.

Alliance for Youth has established a Youth Resource Center which 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.

To date, the City of Great Falls as a Participating Jurisdiction does not allocate HOME funds to tenant-based rental assistance (TBRA) programs.

In terms of affordable and permanent supportive rental housing, the current affordable housing inventory does not meet the present need, and there are no dedicated permanent supportive housing units or vouchers in Great Falls. A list of affordable and/or assisted properties is below. These units in addition to the 490 public housing units available through the Great Falls Housing Authority total 1,682 assisted housing units. Housing inventory gaps are detailed further in the following section.

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)

Identify any gaps within the current shelter and housing inventory as well as the services delivery system:

The gaps identified through this HOME-ARP plan development process remain consistent with what was identified through the community participation process of the City’s Consolidated Planning efforts. That is, there is an overall need for affordable and permanent supportive rental housing, as well as for the continued expansion of case management and supportive services.

The amount of time it takes to transition from emergency shelter to permanent housing continues to increase as rental housing wait lists grow in the public and private sectors. Additionally, increased rents in the private sector make it difficult for housing voucher utilization.

During consultations with the Great Falls Housing Authority in early December 2021, a total of 148 households were on wait lists for public housing. Of that total, 125 (nearly 85%) are waiting on the availability of one-bedroom units, with average wait times being six months to one year for disabled and/or elderly applicants. These applicants receive placement preference. As result, for those on the one-bedroom waitlist who are not classified as disabled or elderly, length of wait time cannot be realistically measured.

For the approximately 300 households on GFHA's housing choice voucher (HCV) wait list, wait times are even longer. Currently, households who have recently been issued HCVs are requesting 60-90 day extensions in order to secure housing with landlords in the private market, often without success. As mentioned previously, increased rents in the current housing market make it increasingly difficult for voucher holders to utilize their vouchers, particularly one-bedroom voucher holders. While the HUD-established Fair Market Rents (FMRs) are somewhat competitive for two to four bedroom units, the one-bedroom FMRs, which determine rent limits for voucher utilization, remain well under the competitive market rate.

The GFHA is the only Public Housing Authority within the city of Great Falls. GFHA owns and operates one main public housing site and four scattered public housing sites. 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).

Identify the characteristics of housing associated with instability and an increased risk of homelessness if the PJ will include such conditions in its definition of "other populations" as established in the HOME-ARP Notice:

The City will not further identify "other populations" within the qualifying populations already outlined.

Identify priority needs for qualifying populations:

The priority needs identified through recent ARPA-specific surveying, the public needs hearing, and personal consultation remain consistent with what was identified through the community participation process of the City's Consolidated Planning efforts. That is, there is an overall need for affordable and permanent supportive rental housing, as well as for the continued expansion of case management and housing navigation services.

Explain how the level of need and gaps in its shelter and housing inventory and service delivery systems based on the data presented in the plan were determined:

The gaps in services and program needs to provide affordable rental housing and supportive services were determined using data from multiple sources as well as personal consultation with community providers. The need for affordable rental housing was determined by evaluating data sources and community partner input which supports the need for rental development that will be affordable and remain affordable. Additionally, the need for long-term supportive services or case management to achieve housing stability has been identified as a priority among qualifying populations.

For households that are currently housed but have challenges maintaining their home, the level of need was measured by the amount of inventory that is affordable, safe, and provides adequate living conditions, as well as the number of renter households that are experiencing severe housing cost burdens. These households need assistance to stay housed without becoming encumbered by the cost of their home.

HOME-ARP Activities

Describe the method for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors and whether the PJ will administer eligible activities directly:

Once the City has received the full HOME-ARP grant award from HUD, the City plans to open up for applications for a specified period of time to make it a more competitive process in awarding these funds. During that time any organization, developer, subrecipient, or Community Housing Development Organization (CHDO) is eligible to apply. At the close of the application period, all applications received will be reviewed for completeness, eligibility, and their ability to deliver on the priority needs identified within this plan. Each applicant will also be reviewed for their ability to carry out the project meeting all eligibility criteria.

Award(s) will be made based on the applicant's project scope as it pertains to the outlined priority needs in this plan as well as the applicant's familiarity with utilizing federal funding and ability to comply with all federal and local requirements.

If any portion of the PJ's HOME-ARP administrative funds were provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipients or contractor and describe the role and responsibilities in administering all of the PJ's HOME-ARP program:

The City will not allocate funds to a subrecipient or contractor to administer the entire HOME-ARP grant.

Use of HOME-ARP Funding

	Funding Amount	Percent of Grant	Statutory Limit
Supportive Services	\$150,000		
Acquisition & Development of Non-Congregate Shelters	\$0		
Tenant Based Rental Assistance (TBRA)	\$0		
Development of Affordable Rental Housing	\$722,505.45		
Non-Profit Operating	\$0	0%	5%
Non-Profit Capacity Building	\$0	0%	5%
Administration and Planning	\$153,971.55	15%	15%
TOTAL HOME-ARP ALLOCATION	\$1,026,477.00		

Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:

There is currently no dedicated permanent supportive housing in Great Falls, which was largely identified as a top priority from the HOME-ARP survey, consultations, and from the public needs hearing. Many of the families or individuals who receive assistance to mitigate homelessness require wrap-around services with their housing because of the compounding challenges they face. The City will support organizations that provide supportive services to help eligible participants achieve self-sufficiency.

HOME-ARP Production Housing Goals

Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:

The City estimates that a total of 20 affordable rental units will be added to the current housing inventory using HOME-ARP funds. The City also estimates that additional HOME funding from its annual entitlement allocation will be utilized in these projects. This will increase the number of affordable housing units produced.

Describe the specific affordable rental housing production goals that the PJ hopes to achieve and

describe how it will address the PJ's priority needs:

The City will prioritize the development of affordable rental housing while giving preference to Permanent Supporting Housing projects in the community, as this was identified as the greatest need in addressing the current homelessness situation in Great Falls. The addition of permanent supportive housing to the housing inventory can make a big impact on those facing homelessness as there is an opportunity for wrap-around services within the housing unit that helps participants achieve self-sufficiency.

Preferences**Identify whether the PJ intends to give preference to one or more qualifying populations or subpopulations within one or more qualifying populations for any eligible activity or project:**

- *Preferences cannot violate any applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a).*
- *PJs are not required to describe specific projects to which the preferences will apply.*

The City will not further identify “other populations” within the qualifying populations already outlined.

If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying populations or category of qualifying population, consistent with the PJ's needs assessment and gap analysis:

The City will not further identify “other populations” within the qualifying populations already outlined.

If a preference was identified, describe how the PJ will use HOME-ARP funds to address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the preference:

The City will not further identify “other populations” within the qualifying populations already outlined.

HOME-ARP Refinancing Guideline

The City does not intend to use HOME-ARP funds to refinance existing debt secured by multifamily rental housing.

Appendices



Planning & Community Development Dept.

P.O. Box 5021 Great Falls, MT 59403

January 12, 2022

In light of recent discussions about the need to provide an additional homeless shelter in the Great Falls community, the City is providing information to hopefully add some clarity about what programs and projects are eligible to be financially supported with funds the City receives from the U.S. Department of Housing and Urban Development (HUD), resources in the community that are already assisting homeless individuals or those at risk of homelessness, as well as City zoning requirements as they pertain to the establishment of emergency shelters in the community.

As an entitlement community, the City of Great Falls receives two annual allocations of funding, Community Development Block Grant funding (CDBG) and HOME Investment Partnerships Program funding (HOME). In addition to these ongoing annual allocations, the City received additional funding from the CARES Act called CDBG-CV funding and from the American Rescue Plan Act called HOME-ARP funding. Both the CDBG-CV and HOME-ARP funding sources are a one-time allocation to the City of Great Falls.

City Entitlement Programs as they relate to Homelessness

The **CDBG** program is intended to fund non-profit organizations and municipalities in carrying out eligible activities that assist low to moderate income residents. On the issue of homelessness, CDBG funds under the Public Services category could be accessed by a local non-profit to assist homeless individuals. Examples of eligible public services are mental health services, substance abuse services, and transportation services. There are several important restrictions to note in this funding category. First, public service funds are limited to no greater than 15% of the City's annual allocation. For this program year, the City would only have about \$90,000 to grant. A second limitation is the organization requesting Federal funds in any of HUD's programs cannot fund explicitly religious activities. This regulation is spelled out in Federal code provision 24 CFR 5.109(e) and states the following: *If an organization engages in explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization), the explicitly religious activities must be offered separately, in time or location, from the programs or activities supported by direct Federal financial assistance and participation must be voluntary for the beneficiaries of the programs or activities that receive direct Federal financial assistance.* This restriction is one reason why CDBG funds have never been requested by the Great Falls Rescue Mission.

CDBG-CV funding is currently allocated for Public Service activities that prepare, prevent or respond to the coronavirus pandemic. Any and all activities funded with CDBG-CV have to be directly linked to COVID. This is another available funding source to provide public services to individuals that are homeless as long as the service is used to prepare, prevent, or respond to COVID in some way. The link between the grant purpose and COVID must be very explicit and clear.

The **HOME** Program is designed to provide funding to developers or non-profit organizations for affordable housing activities that benefit residents of Great Falls who have very low, low or moderately low incomes. Eligible activities

include homeownership programs, homeowner property rehabilitation and new construction, as well as rental housing development. This funding source is only intended for permanent affordable housing.

The purpose of **HOME-ARP** funds is to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations. The eligible activities for the use of HOME-ARP funding are as follows: 1) Development and support of affordable rental housing, 2) Tenant based rental assistance (TBRA), 3) Supportive services to qualifying individuals [qualifying individuals include those experiencing homelessness, see Federal Register Notice CPD-21-10 for the full regulation], 4) Acquisition and development of non-congregate shelter units. It is critical to note that the new HOME-ARP funding cannot be used to fund any operating expenses associated with non-congregate shelters and cannot be used to fund congregate type shelter facilities. The reason for this restriction is that providing an emergency shelter to support people living in a group environment, as opposed to residing in distinct living quarters, runs counter to the express purpose of the Federal legislation – responding to the unique circumstances brought on by the pandemic.

Current Homelessness Services in the Community

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 following is a list of identified service providers already working in the Great Falls Community.

Emergency Shelters and Transitional Housing

The **Great Falls Rescue Mission** includes a men’s shelter, women’s shelter, and family shelter and is the primary emergency shelter provider in Great Falls. In an emergency such as life-threatening weather (32 degrees or below), the Rescue Mission provides additional mats on the floor and foldaway cribs to accommodate need regardless of personal situation or religious affiliation.

The **YWCA Mercy Home** is the primary provider of emergency/transitional housing and supportive services for victims of domestic abuse.

St. Vincent de Paul’s Grace Home provides transitional housing for homeless men who are veterans. 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.

Supportive Services and Outreach

The **Great Falls Rescue Mission** conducts outreach to chronically homeless people through its day room program.

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.

In addition to its many supportive and wrap-around services for clients, the **Center for Mental Health** has an adult case manager who provides outreach and wellness checks for chronically homeless people.

Opportunities, Inc., provides support to chronically homeless people and those at risk of homelessness through intake screenings, referrals, case management, financial assistance and job training assistance.

The **YWCA** provides case management, service coordination, and supplies 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.

Alliance for Youth has established a Youth Resource Center which 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.

Through recent surveying and communication with community partners regarding how the community should spend its new allocation of HOME-ARP funds, the priority need identified in the community was the need for more affordable rental housing and more specifically the need for permanent supportive housing (PSH). Currently, the City of Great Falls does not have any PSH facilities to help those in need in the community.

Zoning Requirements for the Establishment of a New Homeless Shelter

It is important to note that homeless shelters are a regulated land use in the City's Land Development Code. Homeless shelters are defined in the Code as "Emergency Shelters." They are not considered a permitted use in any zoning district within the city. They may only be established through a Conditional Use Permit (CUP) process that requires a public hearing at the City's Zoning Commission as well as a second public hearing at the City Commission. In this regard, an Emergency Shelter could be established in the city's multiple commercial zoning districts, its mixed use districts, and the Public Lands and Institutional zoning district. If an application is submitted, the CUP process typically takes 3-4 months.

Community Partner Survey Distribution List:

CoC:

1. Great Falls Continuum of Care

PHA:

1. Great Falls Housing Authority, Greg Sukut

Veterans:

1. Great Falls Vet Center, Richard Ferry (outreach coordinator)

Housing Agencies:

1. NeighborWorks Great Falls, Sherrie Arey
2. Opportunities Inc., Karla Seaman
3. Habitat for Humanity, Susan McCord

Homeless & Domestic Violence Providers:

1. YWCA, Sandi Filipowicz
2. Great Falls Rescue Mission, Jim McCormick

Other Providers:

1. Alliance for Youth, Kristy Pontet-Stroop
2. Young Parents Education Center, Shandy Petersen
3. North Central Independent Living Services, Shyla Patera
4. United Way, Gary Owen
5. St. Vincent de Paul of North Central Montana, Deb Kottel
6. Great Falls Development Authority, Brett Doney
7. Great Falls Public Schools, Lance Boyd
8. Alluvion Health, Trista Besich
9. Center for Mental Health, Sydney Blair

Community Partner Survey Results

9 Respondents:

1. Great Falls Continuum of Care
2. Great Falls Housing Authority
3. NeighborWorks Great Falls
4. Habitat for Humanity
5. YWCA
6. Great Falls Rescue Mission
7. North Central Independent Living Services
8. United Way
9. Center for Mental Health

Results for Top Priority Need:

- 6- Development and support of affordable rental housing
- 2- Supportive services to qualifying individuals
- 1- Tenant based rental assistance (TBRA)
- 1- Acquisition and development of non-congregate shelter units

Priority Needs Identified:

Housing:

- Permanent Supportive housing (3)
- Affordable housing for individuals and families (2)
- Housing (2)
- Shelter
- Development of Housing
- Section 8 Housing Options

Services:

- Work force training
- Food
- Healthcare
- Recovery Programs
- Transportation
- Phones/Communication
- Mental Health
- Social Services
- Behavioral Health
- Case Management
- Supportive Services



HOME-ARP Community Partners Consultation Survey

The American Rescue Plan Act of 2021 appropriated \$5 billion to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations, to be allocated by formula to jurisdictions that qualified for HOME Investment Partnerships Program allocations in Fiscal Year 2021. The City of Great Falls has been awarded \$1,026,477 of HOME-ARP funds. As part of the process in developing a plan for the use of the HOME-ARP funding, the City is required to consult with community partners that currently serve the qualifying populations.

HUD has issued guidance on the use of these funds which can be found in the CPD Notice "CPD-21-10: Requirements for the Use of Funds in the HOME-American Rescue Plan Program". HUD has outlined specific guidance on who qualifies for assistance as well as eligible activities as outlined below.

The HUD issued CPD Notice identifies **qualifying populations** as:

- a. Homeless (as defined by the McKinney-Vento Homeless Assistance Act)
- b. At risk of homelessness (as defined by the McKinney-Vento Homeless Assistance Act)
- c. Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
- d. Part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability
- e. Or, veterans and families that include a veteran family member that meet the criteria in one of the above

The eligible activities for the use of HOME-ARP funding are as follows:

- a. Development and support of affordable rental housing
- b. Tenant based rental assistance (TBRA)
- c. Supportive services to qualifying individuals
- d. Acquisition and development of non-congregate shelter units

As an organization that serves our community, we are asking for your input in how these HOME-ARP funds can best be utilized in serving qualifying populations in Great Falls. We are hoping to identify the gaps that exist in housing for qualified populations as well as any service gaps that exist. Please take the time to complete the following survey as an organization and only submit one form. We ask that they be completed and submitted to our office by **October 22, 2021**. Please try to be as brief and specific as you can. Below is my contact information, and we sincerely thank you for the assistance!

Sincerely,

Tonya Shumaker
 CDBG Administrator
 406-455-8443
tshumaker@greatfallsmt.net

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by **October 22, 2021** via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

We serve approximately 1500 lives in the Great Falls area. Our demographic population is children, adults ranging from age 2 to end of life. 95% of those we serve qualify for Medicaid and lie within the federal poverty line guidelines

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

Registered offenders, no ask no tell shelter, transitional housing, life training, couch surfers, singles without resources or support systems. The majority of who we serve live in subsidized housing.

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

Section 8, public housing, rescue mission, YWCA, mod rehab, Opp inc, salvation army, saint Vincent. The Center for Mental health is able to provide congregate rooms (28-36) and transitional housing (8) rooms for those with a qualifying mental illness. We employ two tenancy specialist, case manager, and vocational specialists for qualifying members.

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

Crisis intervention/ Stabilization, primary Care, Mental Health/ Behavioral Health Services, Substance Abuse/ addiction services, Medication Management, PACT Program for Assertive Treatment, Individual, Family, and Group Therapy, Adult/Youth Case Management, Peer Support, School Programs, CCST, and Summer Programs, LGBTQ+ health needs, Adult Foster Care, Group Home care, Adult day treatment, Domestic violence intervention, Eating Disorders/ weight management, Slep Hygiene, Resilience and stress management, Transitional living, Homeless outreach, Vetrans Services

5. What do you see as the priority needs in our community for the qualifying populations?

Housing, food, shelter, acknowledgement that we have a problem, support services to reach out to homeless and provide services to them, wellness- recovery programs, healthcare. Transitional out of or homeless into housed and stable environment, and devices for communication and provision of services; iphones/trac phones and transportation options.

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

18-50 without resources or support, lack of funding, community outreach programs, zero places to go once shelters are full or closed down due to Covid.

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

- Development and support of affordable rental housing
- Tenant based rental assistance (TBRA)
- Supportive services to qualifying individuals
- Acquisition and development of non-congregate shelter units

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

Additional resurces , listening to our homeless population,ordinences to stop application fees, allow background check dollars, homeless hut, harbor huts, start up kit for housed homeless individuals, conversion of empty or vacant property to homeless / service shelter. Additional services for non qualified individuals.

Here are some links to HOME-ARP related information and guidance:

HUD's HOME-ARP Main Page - <https://www.hudexchange.info/programs/home-arp/>

CPD Notice - <https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

Rental Housing Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf>

Supportive Services Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Supportive-Services-Fact-Sheet.pdf>

Noncongregate Shelter Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Noncongregate-Shelter-Fact-Sheet.pdf>

TBRA Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-TBRA-Fact-Sheet.pdf>

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by **October 22, 2021** via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

The Continuum of Care prioritizes those experiencing homelessness, the chronically homeless, veterans and families with children. Based on Point In Time surveys, approximately 223 individuals. Approximately 31% are youth under the age of 18; 20% are American Indian; 6% are Veterans; and 27% are disabled.

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

Lack of units that will accept subsidized vouchers, units that are priced above what HUD will allow; and lack of supportive services for those with disabilities and behavioural health issues.

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

Congregate/Emergency shelter is limited to GF Rescue Mission and barriers exist for many individuals. TBRA resources are available, however qualifying and acceptable units are very limited. No current PSH rental housing available.

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

Coordinated entry and bi-weekly case managers' meetings to help individuals/families find permanent housing.

5. What do you see as the priority needs in our community for the qualifying populations?

Available units for TBRA vouchers and PSH – capacity for behavioral health issues.

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

See above

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

- Development and support of affordable rental housing
- Tenant based rental assistance (TBRA)
- Supportive services to qualifying individuals
- Acquisition and development of non-congregate shelter units

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

Affordable housing and the availability of units that can be accessed for low-income households is a critical point.

Here are some links to HOME-ARP related information and guidance:

HUD's HOME-ARP Main Page - <https://www.hudexchange.info/programs/home-arp/>

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by **October 22, 2021** via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

We serve approximately 1600 people with housing assistance. Our population consists of low-income families, elderly and disabled.

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

The need that I see the most is in mental and social care.

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

Permanent supportive housing. There is also a need within the community for affordable housing (60% - 80%) AMI and transitional housing.

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

We provide low-income housing assistance and work with the Boys and Girls Club for youth activities to include a study back program.

5. What do you see as the priority needs in our community for the qualifying populations?

Mental health and social services.

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

See number 3.

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

- Development and support of affordable rental housing
- Tenant based rental assistance (TBRA)
- Supportive services to qualifying individuals
- Acquisition and development of non-congregate shelter units

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

No.

Here are some links to HOME-ARP related information and guidance:

HUD's HOME-ARP Main Page - <https://www.hudexchange.info/programs/home-arp/>

CPD Notice - <https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

Rental Housing Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf>

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by **October 22, 2021** via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

Any and all homeless individuals that seek out our help, of all ages (minors must come with a parent/guardian per state law). Single individuals and families.

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

Adult protective services, crises intervention professionals, and more easily obtainable severe mental health services.

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

We are the main source for congregate shelter units but our goal is to get people out into permanent housing. We often work with Opportunities Inc to get people screened and plugged into housing. They have been a resource for us in that way.

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

We provide programming/curriculum, food, overnight shelter, in clean, safe, and warm facilities.

5. What do you see as the priority needs in our community for the qualifying populations?

Basic workforce training that includes subjects of confidence building, showing up on time, being substance free. We would also like to see more clean, affordable housing for single individuals and for families.

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

Obviously housing inventory is low, and as one of our goals is to get people back out of the shelters, having a place to get them into is an important piece of our process.

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

- Development and support of affordable rental housing
- Tenant based rental assistance (TBRA)
- Supportive services to qualifying individuals
- Acquisition and development of non-congregate shelter units

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

Click or tap here to enter text.

Here are some links to HOME-ARP related information and guidance:

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by **October 22, 2021** via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

Habitat for Humanity serves families with very low income. Example: Family of 4 income range would be roughly \$21,000 to 42,000. These are very vulnerable and displaced families that are finding that rental living has become non-existent in our area.

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

Our housing list grows by the day. Having served this community in the non-profit housing industry for almost 20 years, I have never seen the need for housing as perilous as it today. Hard working families with no where to live. This is just not the low income, it is effecting every social aspect of our community. Today, Habitat for Humanity has an Office Manager who just moved to Great Falls and has been looking for housing, Nothing! She is currently living at the Heritage Inn. She is one of the lucky homeless in Great Falls. She can afford a hotel room. How can Great Falls grow or be proud when we can't even house our mid to upper income families. The added housing stress put on our low income families effects their children and every citizen in Great Falls.

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

Habitat for Humanity is currently building 3 new homes for low income families with children. This spring we will break ground on our 1st shared wall construction to double our capacity of placing families in permanent, safe and healthy environment. What good does TBRA do if there is no rental available to use the TBRA? Great Falls needs homes and rental units first to increase our stock of affordable housing.

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

Habitat assists families in providing safe and affordable homes for very low income, working families. But, we also work with financial assistance to improve a person's debt and credit history. We work our families to build their own home which bolsters their self-confidence and skill set to care for their home once it is complete. We also help low income homeowners with minor repairs and necessary replacement of hot water heaters, furnaces and so on.

5. What do you see as the priority needs in our community for the qualifying populations?

Housing

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

Not sure there are any gaps. I feel all non-profit housing organizations work well with each other. It would be nice if there was a more centralized rental list that was current and easy to access. If we could be fully staffed and have more staff, the City Library would be ideal for organizing and publishing a centralized rental list.

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

- Development and support of affordable rental housing
- Tenant based rental assistance (TBRA)

- Supportive services to qualifying individuals
- Acquisition and development of non-congregate shelter units

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

Yes, get the money out there. Let's take care of our citizens in our community. Let's get them into stable and affordable housing so our community can thrive and our working homeless can have stable, safe and clean environment to raise their families. Safe, decent, affordable place to live can make a real difference in the life of a family. Homeownership has long been the primary way for families to build wealth. Homeownership offers stability because monthly mortgage payments are predictable whereas rents can increase year over year. A stable home is important for childrens academic achievement. Children who change schools as their families move in search of more affordable housing struggle to keep up academically. When we can provide housing, it makes our community a stronger and safer place to live. Thank You.

Here are some links to HOME-ARP related information and guidance:

HUD's HOME-ARP Main Page - <https://www.hudexchange.info/programs/home-arp/>

CPD Notice - <https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

Rental Housing Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf>

Supportive Services Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Supportive-Services-Fact-Sheet.pdf>

Noncongregate Shelter Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Noncongregate-Shelter-Fact-Sheet.pdf>

TBRA Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-TBRA-Fact-Sheet.pdf>

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by October 22, 2021 via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

NeighborWorks Great Falls serves low income families related to both homeownership and rental housing as well as housing counseling. The majority of our counseling clients are women head of household with children.

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

Affordable rental housing (Rockcross and First Avenue Estates have both continuously had a waitlist) as well as permanent supportive housing

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

Upcoming Baatz project, Rockcross Commons, YWCA, Opportunities, Family Promise, Rescue Mission, Great Falls Housing Authority, Center for Mental Health, etc.

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

Development of rental housing, foreclosure prevention services, financial counseling

5. What do you see as the priority needs in our community for the qualifying populations?

Development of housing and funding for case management

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

Permanent supportive housing

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

- Development and support of affordable rental housing
- Tenant based rental assistance (TBRA)
- Supportive services to qualifying individuals
- Acquisition and development of non-congregate shelter units

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

Click or tap here to enter text.

Here are some links to HOME-ARP related information and guidance:

HUD's HOME-ARP Main Page - <https://www.hudexchange.info/programs/home-arp/>

CPD Notice - <https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

Rental Housing Fact Sheet - <https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf>

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by October 22, 2021 via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

Click or tap here to enter text.

North Central Independent Living Services, Inc

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

Click or tap here to enter text.

The consumers of North Central Independent Living and city

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

Click or tap here to enter text.

Universal designed housing

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

Click or tap here to enter text.

5. What do you see as the priority needs in our community for the qualifying populations?

Click or tap here to enter text.

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

Click or tap here to enter text.

see APP application comments

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

Development and support of affordable rental housing

Tenant based rental assistance (TBRA)

Supportive services to qualifying individuals

Acquisition and development of non-congregate shelter units

We can't have people discharging + no now are

Home modifications

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

Click or tap here to enter text.

Here are some links to HOME-ARP related information and guidance:

UD's HOME-ARP Main Page - <https://www.hudexchange.info/programs/home-arp/>

PD Notice - <https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

Rental Housing Fact Sheet - <https://www.hud.gov/sites/dfiles/CPC/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf>

Supportive Services Fact Sheet - <https://www.hud.gov/sites/dfiles/CPC/documents/HOME-ARP-Supportive-Services-Fact-Sheet.pdf>

Noncongregate Shelter Fact Sheet - <https://www.hud.gov/sites/dfiles/CPC/documents/HOME-ARP-Noncongregate-Shelter-Fact-Sheet.pdf>

TBRA Fact Sheet - <https://www.hud.gov/sites/dfiles/CPC/documents/HOME-ARP-TBRA-Fact-Sheet.pdf>

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by **October 22, 2021** via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

Homeless and at-risk of homelessness. We focus on low-income individuals and help provide resources for overnight shelter and prevention of homelessness through basic needs. In Cascade County, 14.2% of the population lives in extreme poverty – this translates to approximately 12,000 individuals.

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

The lack of affordable housing and particularly, affordable rental units.

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

Private resources for rental assistance along with numerous federal TBRA voucher programs.

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

Financial resources to help in securing rental units, for provision of food and clothing and referral services to access long-term housing options.

5. What do you see as the priority needs in our community for the qualifying populations?

Affordable housing options, privately owned units that qualify for and accept section 8 vouchers, and supportive services.

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

Crisis or sober transitional facility. This would alleviate mental health and substance abuse cases from going to jail or emergency room. Only emergency shelter does not allow anyone under the influence and has religious restrictions. This is a significant barrier for many.

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

- Development and support of affordable rental housing
- Tenant based rental assistance (TBRA)
- Supportive services to qualifying individuals
- Acquisition and development of non-congregate shelter units

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

This seems to create an opportunity to make a significant difference in the resources available to help vulnerable populations in our community. Thank you.

HOME-ARP Community Partners Consultation Survey

Submitted to Planning & Community Development by **October 22, 2021** via email or mail.
tshumaker@greatfallsmt.net or 2 Park Drive S., Room 112, PO Box 5021, Great Falls, MT 59403

1. Describe the size and demographic composition of qualifying populations within the City of Great Falls that your organization serves.

Individuals and families fleeing domestic violence, sexual violence, stalking, and human trafficking. We served 374 women and children in FY2021. Fifty-five percent were single parent women, the other 45 percent were youth. Of those 374 individuals, 53% were Caucasian, 70% were Native American, and 12% were Hispanic. Of those same individuals, 37% were 0-17 years old, 9% were 18-24, 57% were 25-59, and 3% were over 60.

2. Describe the unmet housing and service needs of qualifying populations your organization serves.

We had 115 women and 72 children ask for assistance that we couldn't provide due to housing restrictions. We have a need for another larger shelter, transitional housing, and permanent supportive housing.

3. Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA (Tenant Based Rental Assistance), and affordable and permanent supportive rental housing:

They are almost non-existent. We have some great programs with no rental units available.

4. Identify the services your organization currently provides to the qualifying populations in Great Falls.

Emergency shelter for up to 24 women and children that is constantly changing.

5. What do you see as the priority needs in our community for the qualifying populations?

Low income rental units with support (Perm. Supportive Housing).

6. Identify any gaps within the current shelter and housing inventory as well as the service delivery system.

Rental units

7. What would you like to see as the number one use of HOME-ARP Funding? (Pick one)

- Development and support of affordable rental housing
- Tenant based rental assistance (TBRA)
- Supportive services to qualifying individuals
- Acquisition and development of non-congregate shelter units

8. Is there anything else you would like to add as it relates to the HOME-ARP Funding?

Click or tap here to enter text.

Here are some links to HOME-ARP related information and guidance:

HUD's HOME-ARP Main Page - <https://www.hudexchange.info/programs/home-arp/>

Combined Public Needs Hearing Comments

December 7, 2021 – Great Falls City Commission Meeting HOME-ARP Public Needs Hearing

#1 - Pastor Jeff Wakeley Pastor of First United Methodist Church - Submitted comments via email, see attached.

#2 - North Central Independent Living Services, Shyla Patera –

We need accessible affordable housing stock including, maybe potentially another shelter to assist Family Promise and the Rescue Mission. Many times it is hard for a person with a disability to admit they have a disability. It is hard to connect services and often times citizens at the GF Clinic and Benefis are often discharging to nowhere or they are at the Mission. During the pandemic I came and talked about food security. Since I have been back to work we have been dealing with issues getting someone housed because they don't have the rental capacity because they may have lost HUD privileges. This leads to a problem when you can't stay housed. We also have people on the street – we don't have enough housing stock. HUD rules say that once you have an eviction on your record it is really hard to get housed. People with criminal history is hard to get housed. One of the things we really need to look at is how we are rehabbing the housing, and if we are using the maximum extent of vouchers that we can. If you are not house you can't get a job or move forward. I really hope that one of the things you work on in the housing realm is that we look at what we are doing with housing. Public Infrastructure – I hope we look at how connected the sidewalks are and ADA. We need to look at broadband and employment.

#3 - Sheila Rice – Submitted comments via email, see attached.

#4 - NeighborWorks, Sherrie Arey – Submitted comments via email, see attached.

#5 Helping Hands, Carrie Parker –

I am really grateful for this conversation to be coming. We have never seen anything like this – we are not just serving low income e folks struggling, we are serving a lot of homeless people. Over the summer it just exploded. I have gotten to know these people and really care for them. Just the other week I had a woman who was homeless and she begged me if she could put up tents on their property so they had a place to stay. Many can't go to the mission due to addiction and mental health issues. We need to educate our community about homelessness and some of the root causes. There are many in our community that do not believe we should be helping these folks. There needs to be a community response of education. We need a long-term housing solution that is supported. We also need a short-term solution for those out in the cold right now. Loving our neighbors isn't just a Christian response it is a human response.

#6 Nancy Donovan –

Have we already accepted this funding? So they are asking you how you can spend the money? If you create a long-term development it becomes tax payer money to continue?

#7 Central Christian Church, Pastor Steven Underwood –

Housing first advocates, housing is what solves homelessness. Emergency shelter programs are essential, but relying on increasing funding to such services given that our only shelter publicly displays anti-gay or anti trans beliefs and creates barriers for individuals with substance abuse disorders even though these populations are over represented among the unhoused is a mistake.

My name is Jeff Wakeley and I am the Pastor of the First United Methodist Church of Great Falls. We are located at the corner of North Sixth Street and Second Avenue North. I am sure you are all aware of what has taken place at First United Methodist Church this past Spring, Summer and Fall with our allowing those who are homeless to gather on our property and even to spend the night and sleep on the property. The only thing we have asked them is not to drink alcohol on the property. If they have to drink they can do it elsewhere.

I understand that allowing the homeless to be on our property rather than running them off has upset people and businesses in the downtown area. It has even upset the church which is across the street from us. There are many reasons for what we are doing most of them are biblical and centered on following Jesus' example and commands. The simplest explanation we can give is that it is part of what we do. It's our business, but this is not the time and place to discuss that.

What this time is for is the opportunity to begin to deal with the issue of homelessness and its impact on the community. There are several ways to look at this issue, but the bottomline is that there are not enough places for the homeless to sleep in Great Falls. Either everybody, regardless of their socio-economic status, has the basic human right to sleep every night in a bed or they don't. It is obvious that the City does not believe that this is a basic human right that they are responsible for protecting. They have instead relied on the private non-profit business of The Union Gospel Mission to take care of the problem. The problem is that the Mission has only so much room available and they reserve the right to deny services to whomever they don't want to help. Let me be clear that there is nothing wrong with what they do but they cannot be expected to be the answer to Great Falls homeless and housing problems. The City needs to step up and create a homeless shelter for not only those who the Mission won't help but also for the many more who are sleeping in their cars and having to sneak into a friend's apartment for a few nights. There are simply not enough places for the homeless. The Great Public School System has said that there are 600 children in their schools that are homeless. There are not 600 places in Great Falls for them to sleep, much less live. Another homeless shelter that services everyone who is homeless regardless of whether they drink or couples live together outside of marriage or have pets is needed.

Addressing the homeless problem must be the basis of dealing with any kind of housing issue. Addressing issues of transitional housing and affordable housing will not be successful since many of the clients often find themselves falling through the cracks into homelessness. Most of them have a hard time digging out of the hole they find themselves in. Providing a place for them to live and sleep will begin to fill that hole up and make their lives less chaotic as they are now. It's in the City's best interest to bring all the pertinent social and housing agencies as well as churches together in creating more homeless shelters.

At a recent neighborhood council meeting, one of the attendees accused me and my church of enabling the homeless and their behavior. What I realize now is that it is our Church which has enabled the behavior and attitudes of the City Council and its leaders, both public and private, for their unwillingness to deal with the Community's homeless problem. The criticism leveled at

First United Methodist much of this past year has served as a distraction for their lack of dealing with the problem. The simple observation that there are homeless living on our property shows that there are not enough safe places for them to sleep and to live. And so I urge the City Council to take money from the ARP and build more homeless shelters that do not discriminate but rather recognize that every person no matter who they are or what they have done has a basic human right to a place to sleep and live in peace. This should and must be the starting place of any reasonable plan to address the lack of affordable housing in Great Falls.

Sheila Rice, 913 3rd Avenue North.

Thank you for the opportunity to present testimony.

At a recent presentation to the State Financial Modernization & Risk Analysis Study (MARA), a researcher from the Pew Charitable Trust presented this information:

The pandemic proved that rents rise and fall quickly as incomes rise and fall

Homelessness is on the rise as families spend an increasing portion of their monthly incomes on rent and utilities. There is a direct correlation between higher rents and homelessness.

In 2019, Montana had the 14th highest homeless rate and the 4% largest increase in homeless rate of all the United States.

Supply shortage and increasing rents are caused by many factors, including private equity firms buying rentals and manufactured housing communities, rentals being transformed into short term vacation rentals and the imbalance between households being created and new apartments and homes available. The demand has outstripped supply.

The good news is this: there is an answer to homelessness:

Three words: permanent, supportive housing

Permanent – a person moves into the supportive housing and stays there.

Supportive – many services, including behavior and physical health services, social service navigation, employment support, transportation and other basic services.

Housing, or better put, a home. Low barriers mean that the individual or family experiencing homelessness receives a key to their home first; not after they have met certain rules and regulations. It is very hard, if not impossible to change behavior while you are still living on the street.

Does it work? Let's examine the Denver project, where 375 people were offered housing first – homes with supportive services. The program evaluation lasted 3 years and was conducted by a third party not affiliated with the project. The

evaluation was a comparison of people in the Denver project versus people not in the project.

Among the findings, the evaluators determined:

Housing Stability

- **When people experiencing homelessness were offered housing, most took it and stayed for the long term.** Of those housed through the program, 86 percent remained in stable housing at one year. At two years, 81 percent remained in stable housing, and at three years, 77 percent remained.
- **The SIB significantly increased participants' access to housing assistance.** Over three years, people referred to supportive housing received an average of 560 more days of consistent housing assistance per person than those who received services as usual in the community.
- **SIB participants spent significantly less time in shelters.** People referred to SIB supportive housing experienced a 40 percent reduction in shelter visits and a 35 percent reduction in days with any shelter stays when compared with those in the control group.

Criminal justice system outcomes

- **The SIB helped people reduce their interactions with the criminal justice system.** In the three years after being randomized into the evaluation, people referred to supportive housing had a 34 percent reduction in police contacts and a 40 percent reduction in arrests because of supportive housing when compared with those who received services as usual in the community.
- **SIB participants spent less time in jail.** In the three years after being randomized into the evaluation, participants referred to supportive housing had a 30 percent reduction in unique jail stays and a 27 percent reduction in total jail days when compared with those in the control group.

Health services outcomes

- **Supportive housing helped people use less emergency health care and more office-based health care.** Two years after SIB participants were referred to supportive housing, they had a 40 percent decrease in emergency department visits, a 155 percent increase in office-based visits, and a 29 percent increase in unique prescription medications to support their wellbeing when compared with those who received services as usual in the community.

- **The SIB helped people reduce their use of short-term, city-funded detoxification facilities.** In the three years after participants were randomized into the evaluation, they had a 65 percent reduction in the use of detoxification facilities, which aren't equipped to provide follow-up treatment, when compared to people receiving services as usual in the community.

While the final payment to investors signifies an end to the formal program, Denver is continuing to invest in and support the supportive housing implemented through the Denver SIB through the City's General Fund budget. The City recently extended contracts with providers and evaluators to further deliver supportive housing and evaluate its outcomes for all current participants in SIB to remain housed and eligible for supportive services in 2021.

"This research proves what we know from our tireless efforts to resolve homelessness: when you combine housing with services, it works, it saves us money, and we need to do more of it," said Britta Fisher, Executive Director of the Denver Department of Housing Stability. "We are excited to put these findings to work in pay-for-performance investments going forward as we provide housing and services to people in need."

By shifting its focus from providing costly emergency services, to offering preventive care, the city saved money in the long run, program leaders said. "It has really confirmed everything that we as an organization have known about housing with supportive services, and that is, that it is the most effective way to house people who were experiencing homelessness — and keeps them housed," said Cathy Alderman, chief communications and public policy officer for the Colorado Coalition for the Homeless, which provided housing to 260 participants.

I urge the City of Great Falls to make the HOME-ARP plan broad in scope, to allow for many uses of the funds. I further urge the City to allow the funds to be used for operations. Permanent supportive homes are more costly to operate than apartments that do not offer supportive services. The increased costs can be paid with HOME-ARP funds because the Federal Government recognizes the need for operations funding as well as construction funding.

Thank you for your time tonight.



December 6, 2021

CC: HOME ARP Public Hearing
 City of Great Falls
 PO Box 5021
 Great Falls, MT 59403

Dear City of Great Falls Commission,

My name is Sherrie Arey, I am the Executive Director for NeighborWorks Great Falls – we are a non profit organization that has worked tirelessly for over 40 years to revitalize the Great Falls community and provide quality, affordable housing opportunities.

As we all are aware, the COVID-19 pandemic has had, and continues to have, immense impact on family's economic stability. This impact was amplified for those most vulnerable in our community and those on the fringe of homelessness. The economic implications of COVID-19 forced individuals and families into tough positions that impacted their families, their jobs, their already tight finances and as a result – their homes. The HOME-ARP funds are a vital tool that we urge you to utilize to create, preserve and support affordable housing development.

NeighborWorks Great Falls, along with our partner Homeward and many other community stakeholders are pursuing the redevelopment of the historic Baatz building. This project will create permanent supportive housing for individuals who are experiencing homelessness. We believe the power of quality affordable housing combined with supportive physical and behavioral healthcare, employment assistance and independent living services will create long term solutions for those most vulnerable in our community. This project is just one example of the type of change and progress that can be made with dollars such as the HOME ARP funds.

We thank you for your time and encourage you to use these funds for the creation and preservation of affordable housing and the services needed to support the residents.

Sincerely,

A handwritten signature in black ink that reads "Sherrie Arey".

Sherrie Arey
 Executive Director
 NeighborWorks Great Falls

YWCA IS ON A MISSION

December 1, 2021

City Commissioners

Great Falls, MT

Commissioners and City Staff,

Poverty and domestic violence are the leading causes of homelessness. The YWCA Great Falls is strongly recommending that you consider the following Montana statistics when making your decisions on Home-ARP Allocations.

- 39% increase in assaults with five times more murders in the past year
- 25.8% increase in assaults that included strangulation
- 56.9% increase of assault with aggravated serious injury
- 34% increase in assault as misdemeanour and felony levels causing serious bodily injury
- 41% increase in sexual assaults

The Mercy Home Shelter for women and children that have been victims of domestic or sexual violence have seen a 32% increase in requests for emergency shelter in the past year. We have been at full capacity for over two years.

All these points indicate a true need for emergency shelter and increase in need since COVID – 19 hit Great Falls.

Sincerely,

Sandi Filipowicz
Executive Director

eliminating racism
empowering women
ywca

YWCA Great Falls
220 2nd Street North, Great Falls, MT, 59401
P 406-452-2067 F 406-452-2067
ywcagreatfalls.org

Tonya Shumaker

From: Mark Sanders <msanders082@gmail.com>
Sent: Sunday, January 16, 2022 5:12 PM
To: Tonya Shumaker
Cc: Tom Osborn; Shyla Patera; Shyla Patera
Subject: HOME ARP Plan

My name is Shyla Patera. I am an Independent Specialist employed by and representing North Central Independent Living Services, Inc. in Black Eagle, Montana. My Center for Independent Living serves north central Montanans with disabilities. I wish to submit comments on the City of Great Falls HOME ARP plan.

NCILS believes that the City of Great Falls needs to expand and increase its affordable, accessible, visible universally -designed housing stock. As this is a long-term goal, however, it may not completely meet the parameters, requirements, and timeliness for the use of HOME ARP funding. Many people want to age in place and in order to do this, there must be Mobility accessible housing stock available in Ark City of Great Falls and Cascade County region. For renters, we could definitely use some tenant based rental assistance both during Covid 19 and beyond. The City definitely could be utilizing mainstream and 811 vouchers for potential tenants with disabilities that are needing accessible housing.

Renters are also having issues with tax credit landlords and multiple application fees during Covid 19 and even beyond. If HUD would allow flexibility regarding returning multiple rental application fees and credit checks, it would be a game changer for potential renters. The City must assist landlords, tenants, and property managers in dealing with the bed bug crisis in HUD units.

Many citizens also call North Central Independent Living Services, Inc., both as renters and as homeowners, seeking home modifications. The City of Great Falls could benefit from having a fund to assist in rehabilitation of homes beyond the City of Great Falls Revolving home loan service options. This may also help not only when a consumer needs ramps or bathrooms made disabilities accessible, but also may assist property owners with sidewalks repair on properties.

In infrastructure opportunities, the City of Great Falls needs to expand the building of ADA facilities and the use of curb ramps. Broadband opportunities must become a reality for all including those residents with disabilities. We need to expand our use of assistive technology in Great Falls businesses and community as a whole. The City needs to ensure that businesses are supporting our employees with disabilities and the businesses who hire said employees.

Thank you for allowing me to submit my ideas, comments, and potential opportunities for the City of Great Falls on the HOME ARP plan.

ShylaPatera
 North Central Independent Living Services, Inc.
 1120 25th Avenue North East
 Black Eagle, Montana 59414
 406452-9834
spatera@ncils.org

To whom it may concern within City Government,

My name is Michael Yegerlehner, I am a citizen of Great Falls and live at 313 2nd Street North. I am writing to make comment about the city's proposed HOME-ARP Funding Plan. I was recently made aware of this at my Neighborhood Counsel (#7) meeting and would like to express my opinion as a tax paying and voting citizen.

It would be easy for me to ignore and try to isolate myself from the suffering of my neighbors but it has become increasingly clear to me that there are significant and systemic problems facing many people in our community; homelessness being the most obvious and arguably the most painful. I see the outcomes of these systemic problems in my work as a mental health counselor, and as a volunteer at the Methodist Church downtown working with the homeless.

I am glad that there are so many agencies and groups in the city who are working to change, mitigate, and heal from these systemic problems; but I do have a concern with the direction the cities proposal takes in its current form. The city proposes the development of affordable rental housing; does this mean public housing owned by the city or some scheme involving private landlords? I strongly support any city development of public housing and non-congregate shelters, but as a tax paying citizen I do not feel comfortable with my tax dollars being funneled into the pockets of private landlords.

I am glad the city's plan, in its current form, does not advocate Tenant Based Rental Assistance (TBRA), which does nothing alleviate a shortage of beds and housing, and only serves to enrich landlords already benefiting from the housing shortage. The creation of more affordable rental units, even in the private sector, is better than no additional housing. However, better does not equal good or best.

I would advocate, in order of importance, what the city needs are 1) a public or non-profit low barrier homeless shelter, 2) public or non-profit permanent supportive housing, 3) public or non-profit affordable housing. The services available in our city are not meeting our citizens needs and must be expanded. I am willing to pay higher taxes, donate funds, and volunteer to make the above three goals a reality in my city. What I am not willing to do is pay higher taxes for more police and jails, which is what will happen if we are not proactive about making our city a true community for ALL residents.

I implore every member of our community and city government to make Great Falls a city where everyone can enjoy a quality of life; not just those with the money or political clout to get what they want.

Sincerely,



Michael Yegerlehner
313 2nd Street North
Great Falls, MT 59401

Great Falls City Commissioners,

1/16/22

I am writing today to support use of HOME-ARP funding to develop a low-barrier non-congregate emergency shelter. While I can appreciate the data that informed your movement towards affordable housing and agree that Great Falls needs affordable, safe and clean housing, we have community members that it appears were not represented within this data such as those living outside of the United Methodist Church. Low barrier non-congregate housing will ensure that all community members will be treated with dignity by providing a bed to sleep on including those with pets, or who struggle with addiction. While it is true that we have some options for those in crisis with homelessness, some still fall through the cracks due to barriers to services. Applying the "housing first" principle by developing a low barrier shelter will ensure this basic human right for all our community members.

Yes, Great Falls needs affordable housing to prevent homelessness, but the safety net of a low barrier shelter also is needed.

Sincerely,



Morgan Yegerlehner



Commission Meeting Date: February 15, 2022
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Annual Comprehensive Financial Report (ACFR) and Audit Report, FY 2020-2021

From: Melissa Kinzler, Finance Director

Initiated By: State Statutes; Generally Accepted Accounting Practices

Presented By: Melissa Kinzler, Finance Director

Action Requested: Accept the Annual Comprehensive Financial Report and Independent Auditor’s Report

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (accept/deny) the FY 2020-2021 ACFR, the Required Client Communication Letter and the City’s response to the Required Client Communication Letter, and authorize staff to submit the related reports to other government agencies and financial institutions as necessary.”

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

Staff Recommendation: Staff recommends the City Commission accept the FY 2020–2021 ACFR, the Required Client Communication Letter recommendations as presented, the City’s response to the Required Client Communication letter, and authorize staff to submit the related reports to other government agencies and financial institutions as necessary.

Background: The City’s Audit Committee met on January 26, 2022. The City’s Audit Committee is comprised of one City Commissioner, the Mayor, two citizens, the City Manager, and the Finance Director. Members of the Audit Committee received a copy of the Draft FY 2020-2021 ACFR, and the Draft Independent Auditor’s report. The Required Client Communication Letter in draft form was explained by the auditors to the audit committee. There was no current year recommendation and no prior recommendation with the Required Client Communication Letter. The Required Client Communication Letter comments on any internal control recommendations related to the operations of the City that would adversely affect the City’s ability to record, process, summarize, and report financial data. The attached document notes that the auditors have no recommendations for FY 2020-2021, and there were no prior year comments from FY 2019-2020. The FY 2020-2021 ACFR and Required Client Communication Letter and Responses were approved by the audit committee.

The FY 2020-2021 ACFR will be submitted to the Government Finance Officers Association's (GFOA) Certificate of Achievement Program for review. The prior year's ACFR was submitted and subsequently awarded the Certificate of Achievement for Excellence in Financial Reporting. The City has received this certification every year since FY 1993-1994. It is anticipated the FY 2020-2021 ACFR will meet requirements to receive the certification as well, since all comments and recommendations made by GFOA for improvement of presentation were implemented in the FY 2020-2021 ACFR.

This acceptance of the ACFR is usually at the second meeting in December, but due to software and staffing issues, this did not occur. The City has received filing extensions from GFOA and the State of Montana until the end of February, 2022.

This is the third year of a three year audit contract with Anderson ZurMuehlen & Co., P.C. Anderson ZurMuehlen & Co., P.C. were awarded the audit contract for Fiscal Years 2019, 2020, and 2021 at the March 5, 2019 City Commission meeting. This is the sixth year Anderson ZurMuehlen & Company has audited the City of Great Falls. The audit contract is between Anderson ZurMuehlen & Co., P.C., the City of Great Falls, and the Montana Department of Administration, Local Government Services Bureau.

The City of Great Falls will be issuing a request for proposal (RFP) for future audit services.

Alternatives: If the ACFR is not ratified, the City will withdraw the required reports and will not meet the extended deadlines, as required by state statute and bond covenants.

Concurrences: The City's Audit Committee recommends approval of the FY 2020-2021 ACFR, the required Client Communication Letter and the City's response to the Required Client Communication Letter, and the authorization of staff to submit the reports to other governmental and financial agencies as required.

The ACFR document is a 200+ page bound document and is available in the Finance Department, Civic Center Room 104 or on the City's Website at <https://greatfallsmt.net/finance/2021-annual-comprehensive-financial-report-acfr>.

Attachments/Exhibits:

Required Client Communication Letter

Response to Required Client Communication Letter

To the Honorable Mayor,
City Commissioners and City Manager
City of Great Falls, Montana

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Great Falls, Montana (the City) for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 10, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the City changed accounting policies related to reporting fiduciary activities by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 84, Fiduciary Activities, in 2021. Implementation of this statement had no effect on prior reported net assets. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were: (i) depreciation expense, which is based on management's estimate of useful lives of capital assets; (ii) the liability for the other post-employment benefits which is based on an actuarial study; and (iii) the liability for net pension costs which is based on actuarial studies of the respective plans. We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were: (i) the Employee Benefit Plans disclosure in Note 9; (ii) the Multiple-Employer Defined Benefit Pension Plans disclosure in Note 10; and (iii) the Other Post Employment Benefit disclosures in Note 11 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We noted no such adjustments.

Disagreements with Management

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 26, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management’s discussion and analysis, the schedule of changes in the City’s total OPEB liability and related ratios, the schedule of the City’s proportionate share of the net pension liability, schedule of the City’s retirement systems contributions, schedule of the City’s additional pension contributions and the budgetary comparison schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund financial statements, and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

On the Horizon

As part of our responsibility as your independent auditor, we attempt to bring to your attention observations and suggestions to assist you in managing the continued growth in the Entity. In the past year, there were several accounting standards finalized by the Governmental Accounting Standards Board (GASB). The following describes those upcoming accounting standard changes that will have the most effect on how the City will report its activity.

Effective immediately upon issuance on May 8, 2020, GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. The primary objective of this Statement was to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective was accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.

The effective dates of certain provisions contained in the following pronouncements were postponed by one year:

- Statement No. 83, Certain Asset Retirement Obligations
- Statement No. 84, Fiduciary Activities
- Statement No. 88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements
- Statement No. 90, Majority Equity Interests
- Statement No. 91, Conduit Debt Obligations
- Statement No. 92, Omnibus 2020
- Statement No. 93, Replacement of Interbank Offered Rates
- Implementation Guide No. 2017-3, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)
- Implementation Guide No. 2018-1, Implementation Guidance Update—2018
- Implementation Guide No. 2019-1, Implementation Guidance Update—2019
- Implementation Guide No. 2019-2, Fiduciary Activities

The effective dates of the following pronouncements were postponed by 18 months:

- Statement No. 87, Leases
- Implementation Guide No. 2019-3, Leases

Earlier application of the provisions addressed in this Statement is encouraged and is permitted to the extent specified in each pronouncement as originally issued.

Accounting for Leases

In June 2017, GASB issued Statement No. 87, Leases. This standard will be effective for the City in fiscal year 2022, with early application encouraged. Early planning for this new standard will help with implementation.

The new standard provides a new definition of a lease, that being a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified by the contract for a period of time in an exchange-like transaction. The standard applies a right-of-use (ROU) model that requires a lessee to record an intangible ROU asset and a lease liability on the balance sheet for all leases longer than 12 months.

Leases will be classified under a single model for accounting based on the principle that leases are a financing of the right to use the underlying asset, thus all leases will be classified as finance leases and no operating lease classification.

This new treatment could take many of your current leases that can be considered operating, and require that they be added to your balance sheet as both an asset and a liability. Only those leases noted above that have a maximum possible lease term of 12 months or less can be considered a "short-term lease," and not required to be recorded on the City's balance sheet.

Restriction on Use

This information is intended solely for the use of the City Commissioners and management of the City and is not intended to be and should not be used by anyone other than these specified parties.

Anderson ZurMuehlen & Co., P.C.

Great Falls, Montana
January 26, 2022

CITY OF GREAT FALLS, MONTANA
Financial and Compliance Audit
For the Year Ended June 30, 2021

RESPONSE TO INDEPENDENT AUDITORS' REQUIRED CLIENT COMMUNICATION LETTER:

CURRENT COMMENTS AND RECOMMENDATIONS

There were no current year comments or recommendations.

PRIOR YEAR COMMENTS AND THEIR CURRENT STATUS

There were no prior year comments or recommendations.



Commission Meeting Date: February 15, 2022

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: City of Great Falls Application for the Montana Historic Preservation Grant

From: Samantha Long, Historic Preservation Officer and Tom Hazen, Grants and Program Administrator

Initiated By: Great Falls Department of Planning and Community Development, Historic Preservation

Presented By: Tom Hazen, Grants and Program Administrator

Action Requested: Approval to apply for 2022 Montana Historic Preservation Grant for funds to fund the repair, renovation, and rejuvenation of the Mansfield Theater.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) application for the Montana Historic Preservation Grant for funding a project to rejuvenate the Historic Mansfield Theater by making necessary repairs to the ceiling and replacing the current seating with updated fixtures while maintaining the historic character of the facility.”

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

Staff Recommendation: Staff recommends that the Great Falls City Commission approve the application to the Montana Preservation Grant Program to fund a project dedicated to rejuvenating the interior of the Mansfield Theater while maintaining the historic character of the facility.

Summary: If the Commission approves, the City will submit an application for \$500,000.00 to the State of Montana Historic Preservation Grant Program. These funds will, in part, fund a project focused on implementing necessary repairs to the ceiling and seating of the Mansfield Theater. The City of Great Falls would contribute a \$586,567.18 match to the project in order to cover all costs.

Background: Current employees and past members of the City Commission have repeatedly voiced the need to invest in the renewal of the Mansfield Theater. In particular, addressing damage to the ceiling and replacement of the original seating have been characterized as priorities. The ceiling received its last large scale overhaul in the 1940s and, due to the factors of age and water damage, has damaged, stained, and loose tiles in need of replacement. The seating in the theater was installed in 1939 and has grown uncomfortable and noncompliant with modern standards (the seats are 5” slimmer than seats installed in modern theaters).

The Mansfield Center management team has worked diligently to research avenues of addressing the concerns above in a manner that will not alter the historic designations assigned to the Great Falls Civic Center and the Mansfield Theater. Materials and installation methods have been selected that will maintain the aesthetic character of the theater while adhering to historic factors. Estimates were requested with these factors in mind. Their findings have informed the attached application in describing an effective project that will not only restore the Mansfield Theater to previous standards but will also provide significant comfort to patrons and preventing interruption of services due to facility wear and tear.

Significant Impacts

- Work would be scheduled for summer months to minimize conflict with traditional Mansfield events (i.e. Great Falls Symphony performances, Banff Mountain Film Festival Showings, etc.). However, some scheduling impact is unavoidable.
- Ideally work would be scheduled to commence with completion of installation of Great Falls Civic Center roof and HVAC installations.
- Removal of old materials and installation of new materials would not impede the ability or availability of other offices in the building.
- These projects are expected to have little or no impacts upon surrounding human, wildlife, or other sensitive environments.

Project Work Scope

- To restore the Mansfield Theater Ceiling to a “new” condition that will improve the aesthetic character of the Theater and prevent damage or injury due to loose or falling tiles.
- To replace the current seating (installed in 1939) with chairs adhering to modern standards. Simultaneously, maintaining historic fixtures and appearance to maintain historic designations. This will improve the comfort provided to ticket holders.

Conclusion – Approval of this application is a reasonable step in securing financing that will allow the City to initiate projects necessary to the maintenance of a staple of commerce in downtown Great Falls. The impact of these projects upon schedules, offices, or the environment would be limited. Finally, this project would increase the comfort provided by the Theater and ensure its ongoing functionality.

Fiscal Impact: The proposed budget of this project totals \$1,086,567.18. If selected, the City of Great Falls would receive \$500,000.00. The City of Great Falls would commit to providing the remaining \$586,567.18 to complete the project.

Currently, the Mansfield ceiling and seating projects are being considered as potential uses of ARPA funding. Depending on the outcome of those considerations, these projects would likely be proposed in conjunction with other funding sources (such as CARES, TIF, or other sources). This grant program would, potentially, provide a substantial reduction to the financial burden of reinvigorating a fundamental element while also preserving COVID related resource for other governmental projects.

Alternatives: Non-approval would result in maintaining the status quo of the theater physical condition. The ceiling and seating projects would eventually require utilization of in-hand financial resources (such as ARPA or CARES) or acquisition of external financing.

Concurrences: Representatives of the Historic Preservation, Mansfield Events, Planning and Community Development, and Finance Departments have contributed to the development of this proposal.

Attachments/Exhibits: Application and Letter from the Mansfield Center for the Performing Arts Advisory Board

APPENDIX A

MHPG Application and Statutory Review Criteria

The following section lists the six (6) statutory criteria used to score and recommend proposed projects, along with the criteria that will be considered by Commerce in evaluating each applicant's response. MHPG applicants are required to submit Section 1 of the application and include a signature of the authorized representative of the applicant. MHPG applicants are required to submit Section 2 of the application and include narrative responses that describe the relationship of their proposed MHPG project to each of the statutory criteria, except where noted otherwise. Each application will be scored based upon the extent to which the proposed project is consistent with each statutory criterion, using the point levels identified within each criterion where a score of one (1) is the lowest score possible.

In order to avoid unnecessary duplication, the applicant can reference other pertinent portions of the application or appendices in the narrative responses to the priorities. However, the applicant should not reference another portion of the application, such as the PAR, without including a narrative statement that provides at least a summary of what is being referenced. For example, an applicant should not simply state, "See page 4 of the Preliminary Architectural Report" as a response to a statutory criterion.

The following general definitions are applied to all non-technical ranking criteria relative to the overall quality of the applicant's response or situation and relative to the ranking criteria and applicable special requirements.

LEVEL 5: The applicant provides a very complete narration that thoroughly addresses the overall criterion, applicable ranking issues, and minimum requirements, including very complete substantive supporting documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered exemplary, particularly innovative, or to be extremely consistent with the intent of the ranking criterion. There are no ranking issues of any significance that were not completely addressed.

LEVEL 4: The applicant provides a solid narration addressing the overall criterion, applicable ranking issues, and minimum requirements, with strong documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered above average, very thorough, or to be very consistent with the intent of the ranking criterion. A "LEVEL 4" score would not reflect the level of excellence or be as consistent with the intent of the ranking criterion as a "LEVEL 5" would be. The application may not have completely addressed some ranking issues, but these were considered to be minor concerns.

LEVEL 3: The applicant provides an adequate narrative addressing the overall criterion, applicable ranking issues, and minimum requirements, with acceptable documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered average, adequate, or to be generally consistent with the intent of the ranking criterion. The application meets the minimum requirements for responding to the criterion and has documented compliance with the special requirements that are pertinent to the ranking criterion; however, the application may not have adequately considered some ranking issues that may be potentially important.

LEVEL 2: The applicant provides some narration addressing the overall criterion, ranking issues, and minimum requirements, but may have provided weak or inadequate responses and/or documentation to clearly or completely support its claims or compliance with a requirement. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered

below average, inadequate, or not entirely consistent with the intent of the ranking criterion. The application has not met all the minimum requirements for responding to the ranking criterion or has not complied with all the special requirements that are pertinent to the ranking criterion. The application may not have been complete or did not consider or adequately address some ranking issues that are considered to be important.

LEVEL I: The application presents serious weaknesses in the narrative responses to the ranking criterion, ranking issues, and lack critical supporting documentation, or fails to adequately document compliance with one or more of the criterion. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered very weak, seriously inadequate or inconsistent with the intent of the ranking criterion. The application either did not address or did not provide sufficient information regarding several critical ranking issues.

MHPG Application Section I.

- 1. **Applicant:** City of Great Falls
- 2. **Property Owner (if different from applicant):** N/A
- 3. **Authorized Representative of Applicant:** Craig Raymond **Title:** Director, Planning & Community Development

Address: 2 Park Drive, P.O. Box 5021 City: Great Falls Zip Code: 59403
 Phone: (406) 455-8530 E-mail: craymond@greatfallsmt.net

- 4. **Primary Contact:** Samantha Long **Title:** Historic Preservation Officer

Address: 2 Park Drive, P.O. Box 5021 City: Great Falls Zip Code: 59403
 Phone: (406) 455-8550 E-mail: slong@greatfallsmt.net

5. Project Type: Please select one type under the appropriate eligible project type

- | | | | |
|---------------------|--|---|--|
| Historic Site: | <input checked="" type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Maintenance | <input type="checkbox"/> Building Code Issue |
| | <input type="checkbox"/> Security | <input type="checkbox"/> Climate Control | <input type="checkbox"/> Fire Protection |
| Historical Society: | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Building Code Issue |
| | <input type="checkbox"/> Security | <input type="checkbox"/> Climate Control | <input type="checkbox"/> Fire Protection |
| History Museum: | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Building Code Issue |
| | <input type="checkbox"/> Security | <input type="checkbox"/> Climate Control | <input type="checkbox"/> Fire Protection |

<p>6. Grant Funding Request Information</p> <p>Amount Requested: <u>\$500,000.00</u></p> <p>Total Amount of Leverage: <u>\$586,567.18</u></p> <p>Total Project Cost: <u>\$1,086,567.18</u></p>	<p>7. Project Address</p> <p>Physical Address: 2 Park Drive</p> <p>City: Great Falls, MT</p>
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8. Funding Sources				
Source	Type of Funds	Amount	Status of Commitment (provide documentation)	Rates and Terms (if applicable)
Montana Historic Preservation Grant (MHPG)	Grant	\$500,000.00	Requested	
City of Great Falls	Local Match	\$586,567.18	City Commission has Approved Commitment	

9. Brief Description of current project and proposed solution or activity to be completed

a. Background and project (please provide narrative response):

The 1939 Civic Center is on the National Register of Historic Places as a primary contributing building within the Great Falls Railroad Historic District. It is significant for its association with the development of Great Falls, as a central hub of social activity, and as the local seat of city government for the past 83 years. It is also significant for its monumental Moderne architectural design and association with the prominent architects George Shanley and Johannes van Teylingen. The jewel of the Civic Center is the Mansfield Theater, a beautifully appointed Art Deco space that has served the community as a premier venue for musical and cultural performances for decades. Today, the Mansfield is suffering from the wear of time, and two of its defining features are in need of rehabilitation in order for the theater to continue to serve the community. The highly decorative coffered ceiling has suffered water damage and general wear, and the acoustic tiles are in need of replacement. Further, the seats are fatigued, too small for modern standards, and in need of options for increased ADA accessibility. These factors diminish the status and appeal of the space to both the performer and the audience, threatening to reduce the theater’s use and prominence in the community.

b. Description of proposed solution (please provide narrative response):

The rehabilitation of the Mansfield Theater interior will replace what is worn out and no longer satisfactory while retaining all character-defining features and the Theater’s integrity of use, design, setting, materials, workmanship, feeling, and association. The worn and damaged ceiling tiles will be replaced with a compatible material, and all decorative molding, scrollwork, and trim will be repaired. The seats will be replaced with historically sensitive new chairs, but the original Art Deco standards at the end of each row will be restored and retained. The new seats will be larger and spaced with more leg-room to accommodate modern tastes, and new accessibility features will be added to ensure the full engagement of the entire audience. The result will be the return of the Mansfield to its place as the premier cultural venue in the Great Falls region, increasing use and attendance, and increasing its contributions to the Downtown economy by driving business to the hospitality, retail, and food & beverage industries.

10. Certification to Submit:

The undersigned authorized representative hereby certifies that (a) the information set forth in this application is correct to the best of their knowledge; (b) they have received, read, and understood these guidelines and agrees to comply with all requirements; (c) the elected officials of the local government have formally authorized the submittal of this application, as applicable; (d) they have the authority to act on behalf of the applicant in submitting this application, and (e) agrees to comply with all applicable state or federal laws and statutes associated with carrying out the project.

Signature	Date	Printed Name and Title
Montana Department of Commerce 2022	4	Montana Historic Preservation Grant Program Application and Guidelines

MHPG Application Section II.

STATUTORY CRITERIA - A up to 150 in Possible Points

The degree to which a project supports economic stimulus or economic activity, including job creation and work creation for Montana contractors and service workers.

As applicable to the proposed project, address the following in your response:

- I. Describe how your project will have an immediate economic impact in the following areas:**
 - **job creation for Montana contractors, service workers, and other related jobs; and**
 - **spillover benefits from project activities.**
 - **To be added:**
 - Current data for spillover benefit of Mansfield events
 - Projected increase in spillover and increase in events/ticket sales

STATUTORY CRITERIA - B up to 200 in Possible Points

The degree to which the project activity can demonstrate the purpose and need. This includes the relevancy of whether the project activity provides features that establish or enhance security, climate control, or fire protection for museums or address infrastructure, maintenance, or building code issues for museums, historical societies, or historic sites.

As applicable to the proposed project, address the following in your response:

- I. Describe the current use and condition of the historic resource.**

The Mansfield Theater is a part of the 1939 Great Falls Civic Center, which also houses the seat of City government, several City departments, the Convention Center, and several meeting and event rooms. This is consistent with the building’s original design as a multi-use hub of civic activity. The Mansfield Theater has served as the premier cultural venue in Great Falls since its construction, and continues to provide the community with music, theater, and dance productions. In 2019 (considered an average year), the Theater box office sold 21,199 tickets, bringing in \$609,598.25. The theater books performers from all over the world, including the Celtic Women, the Moscow Ballet, and the Mannheim Steamroller, as well as off-Broadway American production companies.

The Theater is in need of restoration and some updates to modern standards in order to maintain its status as a premier venue in Central Montana. The highly decorative coffered ceiling has panels of acoustic tiles which have deteriorated due to age. Many are loose and some have even fallen. Exacerbating the deterioration, damage to the EPDM roof (currently being addressed by a separate city project) has allowed water damage to affect the ceiling. This shabby distraction from the stunning art deco aesthetics of the interior reduces the theater’s value as a tourist draw and performing arts showcase. Further, the seats installed in 1939 are an average of 18” wide, while the current size recommended by Project Theater’s American Practice Standards is 23” wide. This size change reflects the increasing size of the average American as well as a heightened awareness of the societal need for facilities accessible to those with a wide range of mobility limitations.

This project represents an overall rejuvenation of the theater interior to restore it to the level of status and luxury it was originally intended to project. The renovation will ensure the theater can continue to draw high-profile performances contribute to the economy of Great Falls for years to come.

2. Describe the deficiency the proposed project will address and how this has impacted the historic resource. Please also explain the duration of time the deficiency has existed.

The decorative Art Deco ceiling is showing signs of accumulated wear and damage that negatively affect the presentation of the Mansfield Theater as a cultural event space. Water damage has stained large portions of the acoustic tiles covering the ceiling. Several other tiles are suffering from simple age, sagging and even falling from the slow wear of 80+ years of gravity, humidity, and vibration. The result is a shabby appearance that does not serve to drive attendance or community pride.

The current seats are not up to current standards of comfort or accessibility and must be upgraded in order to continue to appeal to a general audience. In the 2010 white paper *Size Matters*, design firm Theatre Projects reports that the average width of new seating increased from 19 to 21 inches in the years from 1900 to 1990, and from 21 to 22 inches from 1990 to 2010. The current seats in the theater are 18" wide. The balcony rows are currently spaced 32" from seat-back to seat-back. This is roughly equivalent to a modern day economy airline seat. These dimensions are not satisfactory for the contemporary theater-goer, and will result in reduced attendance as patrons seek more comfortable entertainment. While the Mansfield does currently have placement available for persons in wheelchairs and accompanying companion seating, ADA transfer arms have not been installed, preventing wheelchair users who wish to enjoy a performance from a standard theater seat access to fully equal theater experience.

3. Describe how the proposed project will address the identified deficiency.

This project will rejuvenate the Mansfield Theater interior and increase its visitor draw while retaining its defining historical features and art deco character. The ceiling will be restored to its original appearance and new seating will be installed which meets current standards of accessibility and comfort while matching the original aesthetic as much as is feasible.

Fatigued ceiling tiles will be replaced in kind, matching the original aesthetic as closely as possible. If possible, new tiles will increase the acoustic and insulation qualities of the ceiling via the use of new materials. Decorative elements will be retained and repaired where needed. Where decorative border tiles need to be replaced, the stenciled scrollwork will be replicated so that the new materials blend seamlessly with the old.

The width of the seats will be increased from 18" to an average of 22", though seats will vary from 21" to 23" depending on their position in the theater. The row depth will increase from 32", providing a more comfortable experience, greater ease of access to seats, and more expedient means of egress. The new seats will include 12 ADA transfer arms to allow audience members who use wheelchairs to easily move into a fixed theater seat if they wish. 26 seats will be mounted on moveable bases, which will allow the theater to remove them to make room for mobility devices as well as orchestra and A/V equipment.

4. Describe how receiving MHPG funding will enable proper completion of the proposed project and enable the long-term financial stability of the resource.

Both aspects of the proposed renovation of the interior of the Mansfield Theater will require an extended closure of the space to events and performances, resulting in a loss of revenue. By performing both the seat replacement and the ceiling restoration simultaneously, the total closure time can be drastically reduced compared to performing the work separately and having two separate closures. This will ease logistical demands, as the ceiling can be restored while the old seats are cleared and before the new ones are installed, allowing scaffolding to be erected without obstacles and greatly simplifying dust and debris removal.

After the work is completed, the restored space will have an increased ability to attract performances and audiences, cementing the Mansfield Theater’s long-term financial stability as a performance venue.

5. Describe how the proposed project was selected and prioritized in relation to plans to preserve and maintain the historic resource.

The first priority in the preservation of the Great Falls Civic Center is the safety of the public, and in 2018 the deterioration of the cast-stone façade reached a point where that work became urgent. Falling debris from the crumbling façade required the main entrance to be closed to the public and cordoned off, though traffic could be directed to the side doors and occupation could continue. Restoration of the façade has been funded through Tax Increment Urban Renewal Revenue Bonds, and is currently underway. The repairs are anticipated to be complete by 2024.

Funds from that TIF Bond measure were also used to initiate repair of the damaged roof, which allowed the water damage to the ceiling, and must be repaired before ceiling repair can be undertaken. This work is scheduled to begin in the spring of 2022. Work is anticipated to be finished by October of 2022, well before funding announcements for this grant will be made.

STATUTORY CRITERIA - C up to 150 in Possible Points

The degree to which timing of the project can be completed without delay, including access to matching funds and approval of permits, if needed.

As applicable to the proposed project, address the following in your response:

1. Describe the organization’s capacity and ability to complete the proposed project in a timely manner.

As one of the major municipalities of Montana, the City of Great Falls has extensive experience with similar projects and a very sound organizational capacity. The Planning and Community Development Department has charge of all matters regarding the repair and maintenance of the Civic Center, and is staffed by 25+ full-time professionals in the fields of building inspection, civil engineering, building maintenance, historic preservation, and more.

2. Describe the status and availability of all matching funds needed to complete the proposed project.

The City of Great Falls is fully committed to allocating the necessary matching funds required to complete this project. Additionally, the City has multiple pools of financing currently available. City

leadership is currently evaluating which resources to draw upon. The City can draw upon TIF funds or receipts from recent federal funding programs such as ARPA or CARES to provide the necessary budgeting. These funds will be available for project initiation immediately upon notice of award.

3. Describe how receipt of MHPG funding will enable the ability to leverage additional funding such as grants, loans, and Historic Tax Credits.

The post-COVID recovery period presents unique opportunities which the City of Great Falls is seeking to leverage for the greatest possible positive impact for its citizens. Repairs to the Mansfield Theater have been determined to be an eligible use for these funds and the repairs have been identified as a priority use, however the total of the various departmental requests for funding exceeds availability several times over. By leveraging ARPA or CARES funding as match for MHPG funds, the City of Great Falls would be able to utilize those dollars to a greater overall effect, better fulfilling the economic purpose of both funding sources. Similarly, TIF funds would be well positioned to contribute to the recovery of the downtown hospitality sector.

4. Describe any potential timeline considerations that are related to permits, environmental considerations or related activities to complete the proposed project.

As this project will be executed by the Planning and Community Development Department, which is the department which issues building permits in the City of Great Falls, permits will be handled by staff who have full knowledge of the timeline and requirements of this process and there will be no foreseeable delay. The project will entail no unusual environmental considerations. Repairs to the roof must be completed before repairs to the ceiling can begin, however currently the roof repair is anticipated to be complete in October of 2022, well before this grant will be awarded.

STATUTORY CRITERIA - D

up to 250 in Possible Points

The degree to which the project activity contributes historic or heritage value related to the state of Montana.

As applicable to the proposed project, address the following in your response:

I. Describe the historical context and significance of the historic resource associated with the proposed project including:

- **heritage value related to the state of Montana;**
- **the value of the resource to the local community; and**
- **any relevant designations or listings.**

The first conception of the Great Falls Civic Center, in 1918 by architect and engineer Morell and Nichols, placed the landscaped public building between First Avenues north and south between 11th and 13th Streets. It was designed to face west, towards Gibson Circle and the Great Northern Depot. It was not until 20 years that the idea came to fruition. However, the location had very much changed; for 81 years, the Civic Center has dominated Central Avenue west with a commanding presence. It can be seen for several miles along the 90-foot wide thoroughfare of Central Ave.

The Civic Center was built in 1939 with funds acquired through the citizens of Great Falls, supplemented by the New Deal's Public Works Administration (PWA), totaling approximately \$685,000.

The city offices were moved in to the new Monumental Moderne style building in February 1940, and the formal opening was met with fanfare. The souvenir program read that the building would benefit “not only the people of Great Falls, but also the people of the State of Montana may use and enjoy for the furtherance of their cultural pursuits.” The building was built to be one of the finest events venues in the whole of Montana, at a time when the fluctuating prosperity of Great Falls itself seemed to have finally found its stride with the railroad and the Anaconda Company Copper Company’s smelting operation.

The Civic Center is also important to Montana because it is an illustrative example of the political, social, and architectural climate of the Great Depression recovery of the 1930s. Long gone were the days of opulent Richardsonian Romanesque, Gothic revival and Beaux-Arts Chateausque mansions of the wealthy. The PWA brought the country down to earth and as a New Deal program, built public buildings that were classic and streamlined, with clean lines and symmetrical fenestration. PWA built for practicality and with little flair. Touching on classical elements with the massive cast stone columns and “fan and scroll” band around the perimeter, the Civic Center was designed by George Shanley and Johannes van Teylingen, well-known architects that designed many buildings in Great Falls and North Central Montana, and who are renowned today for their eclectic abilities. Shanley and van Teylingen designed the Civic Center in the PWA- preferred, simple style, “with its associations to progress, technology and honesty of materials, the style was an appropriate architectural equivalent to the political ideology of the time” (Sanford 1992).

The building is a primary contributor to the National Register of Historic Places’ Great Falls Railroad Historic District. In addition, it is recorded within the State of Montana’s Historical and Architectural Inventory records at the State Historic Preservation Office.

2. Describe how the proposed project will sustain the character defining features and integrity of the historic resource.

The ceiling is a dominating feature of the 1939 Art Deco Mansfield Theater interior, with repeating patterns of trim and scrollwork spanning the lofty space and leading the eye upward, at least until the lights dim to focus on the stage. Allowing this tableau to continue in a state of disrepair degrades the visual impact of this defining feature and diminishes the intended feeling of the space.

While replacing the chairs to reduce seating density will impact the aesthetics of the theater space, the scope of work includes retaining the decorative end standards, which will mitigate the change. The Great Falls-Cascade County Historic Preservation Officer and the State Historic Preservation Office will be consulted all replacement materials. Perhaps most importantly, the new chairs will facilitate the continued and increased use of the space, and the defining atmosphere of a historic theater is a full, engaged audience.

3. Describe how the proposed project will help promote and interpret the heritage value of the historic resource.

The primary goal of a Civic Center is civic engagement, which requires a space to gather. For the best effect, that space should inspire civic pride and contribute to a strong sense of place. The Mansfield Theater has served in this role since 1939, and can continue to do so for many years to come. Restoring the interior of the theater to its former splendor will allow it to continue to retain its integrity of use, design, setting, materials, workmanship, feeling, and association. This will enable continued interpretation

of this historical resource *in situ* without the need for extensive contextualization, as would be required if the theater space were repurposed, redecorated, or demolished.

4. Describe how the proposed project will adhere to the appropriate Secretary of the Interior’s Standards for the Treatment of Historic Properties.

Due to the necessity of replacing seats rather than restoring them, this project may be categorized as a rehabilitation, and the Secretary of the Interior’s Standards for Rehabilitation will be referenced.

- The First Standard states that “A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristic of the building and its site and environment.” This project will provide needed repairs and updates to allow the theater to continue to be used for events and performances, fulfilling this primary standard.
- The Fifth Standard states that “Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.” The restoration of the lofty theater ceiling will retain original decorative features to the extent possible, and any needed replacements will be carefully chosen in kind. The original art-deco end standards that define the seating will be restored and kept in place.
- The Sixth Standard states that “Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials.” While the seats will be replaced with contemporary models, the defining features will be retained. This includes the end standards, which will be restored. The new seats will be of a historical character and will feature hardwood armrests, a period-appropriate silhouette, and period-sensitive upholstery.

All final plans and material choices will be made in consultation with the Great Falls-Cascade County Historic Preservation Office.

STATUTORY CRITERIA - E up to 100 in Possible Points

The degree to which the applicant demonstrates successful track record or experience of the organization directing the project or similarly related projects.

As applicable to the proposed project, address the following in your response:

I. Describe the organizational capacity and experience with similar projects of all project partners. Please identify the entity that will administer the grant.

As one of the major municipalities of Montana, the City of Great Falls has extensive experience with similar projects and a very sound organizational capacity. The Planning and Community Development Department has charge of all matters regarding the repair and maintenance of the Civic Center, and is staffed by 25+ full-time professionals in the fields of building inspection, civil engineering, building maintenance, historic preservation, and more. Finances are overseen by a dedicated finance department, including a Grants Administrator position created this year to coordinate the large volume of grants in

process due to COVID-19 recovery funding. For FY 2020, the City of Great Falls grant revenue totaled more than \$18 million across all departments.

- 2. Describe your organization’s most recent project, specifically identifying:**
 - any significant barriers or impediments and how your organization overcame them;
 - any project delays; and
 - any changes to the budget.

The most relevant recently completed project is the remodel of the Finance Office inside the Great Falls Civic Center. The scope of the project included remodeling 3737 square feet of office area, including the demolition of walls, removal of carpet and acoustical tile ceilings, installation of new metal stud walls, new carpeting, and new tile suspension ceiling, painting all wall surfaces, and modifying the mechanical systems and electrical equipment including lighting. The contract for this project was awarded to Wadsworth Builders of Great Falls on November 17th, 2020. During the remodel, asbestos was discovered in the 9x9” flooring tiles underneath the carpet being removed. Lead-containing paint was also present in some walls, and during the building permit review, it was determined that the space should comply with ADA requirements, and some changes to the plans were required to accomplish this.

A request for a change order was submitted to the City Commission by staff overseeing the project in the amount of \$45,344.88. Money was appropriated from the Capital Projects Fund and no additional fundraising was required. The needed abatement was accomplished in 42 days, extending the total timeline of the remodel to 162 days.

- 3. If available, please provide a copy of your organization’s most recent audit. Please discuss if there were any unresolved audit issues.**

- To be added
 - Link to new Comprehensive Annual Financial Report when it becomes available on 2/10

STATUTORY CRITERIA - F

up to 250 in Possible Points

The degree to which the project has ongoing economic benefit to the state as a result of project completion.

- 1. Describe the ongoing economic impact (for example, on the local economy or tourism) of the proposed project to the local or regional area as a result of project completion.**
 - To be added:
 - Current data for spillover benefit of Mansfield events
 - Projected increase in spillover and increase in events/ticket sales

Restoring the Theater provides an opportunity for local artists to perform larger shows for a wider audience in a prestigious setting, allowing them to increase their popularity, reach, and revenue. The Mansfield has the potential to be an important factor in the rise of local musicians to a regional or even national scene.

2. Describe the ongoing economic impact (for example, on the local economy or tourism) of the proposed project to Montana as a result of project completion.

The Mansfield Theater has been a stop on many national performance tours, including those of The Kingston Trio, Celtic Woman, Mannheim Steamroller, Alton Brown Live, and Bela Fleck. Luring these acts into the state for one performance increases their likelihood of adding more Montana stops to the tour, benefiting the arts and culture industry in the state as a whole as well as the hospitality industries in any city which hosts a widely known act.

Expanding opportunities for cultural enrichment and educational events is beneficial to the people of Montana. Access to cultural experiences outside of what is produced locally can be difficult, and providing that access is crucial for the cultural education of Montana's people, especially her children.

3. Describe if this project will enable future phases and detail how such subsequent work will provide an economic benefit as a result of project completion.

Planned future work includes upgrades to the lighting and A/V systems, extension of fly loft space to accommodate modern set pieces, and repainting theater walls, continuing the effort of keeping the Mansfield amenities up to snuff with the expectations of performers and audience members alike. After the work is completed, the restored space will have an increased ability to attract performances and audiences, cementing the Mansfield Theater's long-term financial stability as a performance venue and its ability to support the local and regional economy by creating draws to Downtown Great Falls and the greater Great Falls area.

4. Describe how your project relates to community goals and previous or concurrent planning efforts (downtown revitalization plan, growth policy, historic preservation plan, economic development strategy, etc.).

The Great Falls Downtown Master Plan (2011) identifies increasing the utilization of the Mansfield Theater as an objective in support of the goal of reestablishing Great Falls as a destination for entertainment, culture, shopping, and dining. (Goal 3, Objective 4, p. 47) Vital to increasing usage is maintaining a safe environment and increasing the appeal of the theater space from both a patron and a performer perspective.

The Great Falls Growth Policy identifies the Mansfield Theater as a cultural asset that brings numerous plays, shows, and concerts to the City (p.43). The document also outlines in the Social Goals and Principles section the directive "to support diverse and affordable recreation, educational, and cultural opportunities in the City." Section Soc I.3 elaborates that the city should "develop and maintain the City's community facilities and cultural resources," and further, in Section Soc I.3.3, should "partner with other governmental and non-governmental entities to coordinate improvement projects, promote joint uses, avoid duplication, and maximize the public benefit of facilities and services." (Community Facilities, p.133) This project will fulfill these Growth Policy goals of supporting cultural resources in the city and coordinating with the State of MT to improve this city facility and maximize its benefit to the public.

- 5. Please describe your long-term vision for the historic resource and explain how this project fits into organizational plans (strategic, interpretive, business, outreach, etc.).**
- **Will this project decrease your operating costs, and, if applicable, how will those savings be reinvested?**

The long-term vision for the Great Falls Civic Center is its continued and enhanced use as a hub for local government, community events, and civic engagement. Restoring the Mansfield Theater to its former glory will attract more and better events, providing stimulus for the hospitality industry and the downtown commerce sector.

This project is not anticipated to decrease operating costs, but may increase revenue through additional ticket sales. Increased revenue will increase the operational sustainability of the Mansfield Theater and may be used to reinvest in continued improvements to theater furnishings and equipment.

Sample Project Budget

Please adjust the budget rows and columns to accurately reflect the use of MHPG and matching MHPG funding that will contribute to the completion of project activities.

BUDGET for: Mansfield Theater		Date: February 28, 2022		
(Project Title)				
	SOURCE: MHPG	SOURCE: ARPA/City of GF	SOURCE: (Identify)	TOTAL
Professional Planning or Administration Activities		\$ 90,000.00		\$ 90,000.00
Architectural or Engineering Activities				
Permitting		\$ 5,667.18		\$ 5,667.18
Construction Costs	\$ 500,000.00	\$ 400,900.00		\$ 900,900.00
Building Materials				
Other (Describe) Contingency		\$ 90,000.00		\$ 90,000.00
TOTAL PROJECT BUDGET	\$500,000.00	\$586,567.18	\$	\$1,086,567.18

Sample Implementation Schedule

Please adjust the Implementation schedule of tasks to accurately reflect the completion of project activities.

TASK	MONTH / YEAR
ADMINISTRATION MILESTONES (BELOW ARE EXAMPLES. PLEASE CHANGE AS NECESSARY FOR THE PROPOSED PROJECT)	
Procurement process for professional services	<u>August 2023</u>
Select firm	<u>November 2023</u>
Other <i>(describe)</i>	
ACTIVITY MILESTONES (BELOW ARE EXAMPLES. PLEASE CHANGE AS NECESSARY FOR THE PROPOSED PROJECT)	
Procurement process for construction	<u>December 2023</u>
Select contractor	<u>March 2024</u>
Construction	<u>April 2024</u>
Substantial completion	<u>November 2024</u>
Other <i>(describe)</i>	
GRANT MILESTONES	
Submit progress report and request first drawdown of funds	<u>July 2024</u>
Submit final report and request final drawdown of funds	<u>December 2024</u>
Project closeout	<u>January 2025</u>

Mansfield Advisory Board

January 20, 2022

Mayor Bob Kelly
 Commissioner Rick Tryon
 Commissioner Eric Hinebauch
 Commissioner Susan Wolff
 Commissioner Joe McKenney

As you make your decisions for budget priorities for the use of funds that are available to be utilized for The Mansfield Theatre and Convention Center, the Mansfield Center for the Performing Arts Advisory Board would like to communicate to you our priorities. We feel that as overseers of the “crown jewel” of downtown it is our job to see that we stay competitive with others who are offering entertainment and conference space. We feel that the list presented will help us maintain that needed competitiveness.

When originally asked to submit a list for consideration, you were presented with a large number of projects that could be funded. This list has been pared to items that meet the requirements of the money available. Please consider the following as the priorities of the Advisory Board as listed in order of importance.

1. Install new seats in the Theater (last refurbished in 1997)
2. Replace ceiling tiles in the Theater (original 1940)
3. Update HVAC in the Convention Center (last updated 1987)
4. Remodel Convention Center restrooms (last updated 1987)
5. Add ventilation to the Convention Center kitchen (new project)

In a recent survey conducted by the Great Falls Symphony they asked their patrons “Are there any comments or suggestions you have for us?” It was not a question about facility improvements however these were a few of the responses:

1. The Theater needs new seats. Very Uncomfortable.
2. The seats are too close together in the balcony.
3. The seating still needs to be updated – that is, replaced.

Thank you for your consideration to fund these items. We appreciate your support as we move forward with the remodel and renewal of the Mansfield. It is long past due for these things to happen.

Sincerely,

Patty Myers /s/

Patty Myers, Chairperson
 Larry Gomoll
 Grant Harville

Christina Horton
Nancy Clark
Krystina Thiel-Smalley
Mansfield Center for the Performing Arts Advisory Board

cc: Greg Doyon, City Manager
Chuck Anderson, Deputy City Manager