



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, DECEMBER 14, 2021  
6:30 PM  
COUNCIL CHAMBERS**

NEXT RES. NO.  
R21-124

NEXT ORD. NO.  
O21-05

**WELCOME . . .** By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified times for citizen comments on its agenda -- once following the Consent Agenda, at which time citizens may address the Council concerning any brief community announcement not to exceed one minute in duration for any speaker; and again following Items Removed from the Consent Agenda, at which time citizens may address the Council on any matter of City business that is not on tonight's agenda. Each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. Citizens may also comment on any item removed from the consent agenda prior to council action, with each speaker limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. If a citizen would like to comment on an agenda item, we ask that you wait until the agenda item is presented to the Council by the Mayor and the public is asked to comment by the Mayor. Once again, each speaker is limited to three minutes.

Any person who has any question concerning any agenda item may call the City Clerk-Treasurer's office to make an inquiry concerning the nature of the item described on the agenda. Your City government welcomes your interest and hopes you will attend the Laurel City Council meetings often.

**Pledge of Allegiance**

**Roll Call of the Council**

**Approval of Minutes**

1. Approval of Minutes of November 23, 2021.

**Correspondence**

2. Fire Monthly Report - November 2021.
3. Police Monthly Report - November 2021.
4. Building Department Monthly Report - November 2021.

**Council Disclosure of Ex Parte Communications**

**Public Hearing**

5. Public Hearing: 306 W. 12th Street Annexation (CANCELLED)

**Consent Items**

**NOTICE TO THE PUBLIC**

*The Consent Calendar adopting the printed Recommended Council Action will be enacted with one vote. **The Mayor will first ask the Council members if any Council member wishes to remove any item from the Consent Calendar for discussion and consideration.** The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." (See Section 12.) The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.*

6. Claims entered through December 10, 2021.
7. Approval of Payroll Register for PPE 11/28/2021 totaling \$239,209.62.

**Ceremonial Calendar**

8. Arbor Day Proclamation 2022

**Reports of Boards and Commissions**

9. Budget/Finance Committee Minutes November 23, 2021.
10. Emergency Services Committee Minutes of November 29, 2021.
11. Tree Board Minutes of November 18, 2021.

12. Park Board Minutes of December 2, 2021.

**Audience Participation (Three-Minute Limit)**

*Citizens may address the Council regarding any item of City business that is not on tonight's agenda. Comments regarding tonight's agenda items will be accepted under Scheduled Matters. The duration for an individual speaking under Audience Participation is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda.*

**Scheduled Matters**

- 13. Resolution No. R21-124: A Resolution Of The City Council To Accept The Southside Master Stormwater Plan Prepared For The City Of Laurel By KLJ Engineering.
- 14. Resolution No. R21-125: A Resolution Of The City Council Authorizing The Mayor To Sign An Agreement With MCCi For Services Relating To Upgrading The City's Laserfiche System.
- 15. Resolution No. R21-126: A Resolution Approving An Encroachment Permit For The Installation Of A Trash Enclosure On A Portion Of South Montana Avenue Adjacent To 415 South 1st Avenue.
- 16. Resolution No. R21-127: Resolution Authorizing The Mayor To Execute An Agreement With Beartooth Rc&D Economic Development District.
- 17. Resolution No. R21-128: A Resolution Of The City Council Authorizing The City To Participate In The Low Income Home Water Assistance Program ("LIHWAP") And Authorizing The Mayor And City Clerk To Sign All Contracts And/Or Agreements To Implement The Program On The City's Behalf.
- 18. Resolution No. R21-129: A Resolution Of The City Council Authorizing The Mayor To Sign An Agreement With Community Development Solutions For Software And Related Services For The Public Works And Building Departments.

**Items Removed From the Consent Agenda**

**Community Announcements (One-Minute Limit)**

*This portion of the meeting is to provide an opportunity for citizens to address the Council regarding community announcements. The duration for an individual speaking under Community Announcements is limited to one minute. While all comments are welcome, the Council will not take action on any item not on the agenda.*

**Council Discussion**

*Council members may give the City Council a brief report regarding committees or groups in which they are involved.*

**Mayor Updates**

**Unscheduled Matters**

**Adjournment**

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

**DATES TO REMEMBER**

**File Attachments for Item:**

2. Fire Monthly Report - November 2021.



# Laurel Fire Department

Report for the Month of

Nov-21

Structure Fires
Wildland Fires
Extrications
Other Rescues
Alarms
Public Assist
Medical Assist.
Other calls
Fire Prevention
Total Training
Total Maintenance
Community Service

Calls
4
7
4
4
4
13
36

Totals

Hours
45
125
85
19
17
111
402
145
55

Total	602
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Announcements:

## Structure Firefighting

Conduct all levels of Structure Firefighting to include entry and attack, ventilation, salvage, overhaul, and investigation.

A structure fire is a fire involving the structural components of various types of residential, commercial or industrial buildings.

## Wildland Firefighting

Wildfire, brush fire, bush fire, desert fire, forest fire, grass fire, hill fire, peat fire, vegetation fire.

## Extrications

Rescue victims entrapped in automobiles, machinery, farm equipment, buildings, and trenches.

## Other Rescues

Rope Rescue, Water Rescue, Ice Rescue

## Alarms

Any false alarms or malfunctions.

## Other Calls

EMS assist, Industrial or Aircraft firefighting, Vehicle Fire, Hazmat, Spills, Public safety, Investigations, gas leaks, Carbon Monoxide problems, etc.





**File Attachments for Item:**

3. Police Monthly Report - November 2021.



# Laurel Police Department

215 W. 1<sup>st</sup> Street Laurel, Mt. 59044 ▪ Phone 406-628-8737 ▪ Fax 406-628-4641

Total Calls

Printed on December 1, 2021

[CFS Date/Time] is between '2021-05-25 00:00' and '2021-06-27 23:59' and

[Primary Incident Code->Code : Description] All

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## Code : Description

## Totals

10-15 : With Prisoner	0	0
: Abandoned Vehicle	8	8
: Agency Assist	81	81
: Alarm - Burglary	21	21
: Alarm - Fire	5	5
AMB : Ambulance	87	87
: Animal Complaint	20	20
: Area Check	9	9
: Assault	5	5
: Bad Checks	0	0
: Barking Dog	4	4
: Bomb Threat	0	0
: Burglary	3	3
: Child Abuse/Neglect	3	3
: Civil Complaint	18	18
: Counterfeiting	1	1
: Criminal Mischief	1	1



<b>Code : Description</b>	<b>Totals</b>	
: Criminal Trespass	8	8
: Cruelty to Animals	10	10
: Curfew Violation	30	30
: Discharge Firearm	0	0
: Disorderly Conduct	12	12
: Dog at Large	18	18
: Dog Bite	1	1
DUI : DUI Driver	21	21
: Duplicate Call	2	2
: Escape	0	0
: Family Disturbance	14	14
: Fight	2	2
FIRE : Fire or Smoke	15	15
: Fireworks	6	6
: Forgery	0	0
: Found Property	5	5
: Fraud	6	6
: Harassment	0	0
: Hit & Run	3	3
: Identity Theft	0	0
: Indecent Exposure	0	0

<b>Code : Description</b>	<b>Totals</b>	
: Insecure Premises	0	0
: Intoxicated Pedestrian	0	0
: Kidnapping	0	0
: Littering	0	0
: Loitering	4	4
: Lost or Stray Animal	26	26
: Lost Property	5	5
: Mental Health	3	3
: Missing Person	2	2
: Noise Complaint	6	6
: Open Container	0	0
: Order of Protection Violation	1	1
: Parking Complaint	21	21
: Possession of Alcohol	0	0
: Possession of Drugs	1	1
: Possession of Tobacco	0	0
: Privacy in Communications	2	2
: Prowler	1	1
: Public Assist	87	87
: Public Safety Complaint	7	7
: Public Works Call	29	29

<b>Code : Description</b>	<b>Totals</b>	
: Report Not Needed	11	11
: Robbery	0	0
: Runaway Juvenile	0	0
: Sexual Assault	1	1
: Suicide	0	0
: Suicide - Attempt	1	1
: Suicide - Threat	1	1
: Suspicious Activity	102	102
: Suspicious Person	12	12
: Theft	33	33
: Threats	15	15
: Tow Call	0	0
: Traffic Accident	12	12
: Traffic Hazard	9	9
: Traffic Incident	17	17
: TRO Violation	0	0
: Truancy	0	0
T/S : Traffic Stop	170	170
: Unattended Death	0	0
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0

<b>Code : Description</b>		<b>Totals</b>	
:	Unlawful Use of Motor Vehicle	0	0
:	Vicious Dog	2	2
:	Warrant	15	15
:	Welfare Check	19	19
<b>Totals</b>		1034	1034

**File Attachments for Item:**

4. Building Department Monthly Report - November 2021.

## CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Jan-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	<u>0</u>	<u>\$0</u>	1 Single family	<u>0</u>	<u>\$0</u>
2 Duplex	<u>0</u>	<u>\$0</u>	2 Duplex	<u>0</u>	<u>\$0</u>
3 Multi-Family	<u>0</u>	<u>\$0</u>	3 Multi-Family	<u>0</u>	<u>\$0</u>
4 Hotel/Motel	<u>0</u>	<u>\$0</u>	4 Hotel/Motel	<u>0</u>	<u>\$0</u>
5 Commercial	<u>1</u>	<u>\$200,000</u>	5 Commercial	<u>1</u>	<u>\$200,000</u>
6 Garage/Carport	<u>0</u>	<u>\$0</u>	6 Garage/Carport	<u>0</u>	<u>\$0</u>
7 Mobile Home	<u>0</u>	<u>\$0</u>	7 Mobile Home	<u>0</u>	<u>\$0</u>
Total New:	<u>1</u>	<u>\$200,000</u>	Total New:	<u>1</u>	<u>\$200,000</u>
Remodel and Additions			Remodel and Additions		
8 Residential	<u>1</u>	<u>\$15,000</u>	8 Residential	<u>1</u>	<u>\$15,000</u>
9 Commercial	<u>0</u>	<u>\$0</u>	9 Commercial	<u>0</u>	<u>\$0</u>
10 R. Fence/Roof/Siding	<u>1</u>	<u>\$6,500</u>	10 R.Fence/Roof/Siding	<u>1</u>	<u>\$6,500</u>
11 C.Fence/Roof/Siding	<u>0</u>	<u>\$0</u>	11 C.Fence/Roof/siding	<u>0</u>	<u>\$0</u>
12 Sign/Temp Structure	<u>2</u>	<u>\$7,500</u>	12 Sign/Temp Structure	<u>2</u>	<u>\$7,500</u>
Total R & A	<u>4</u>	<u>\$29,000</u>	Total R & A	<u>4</u>	<u>\$29,000</u>
Grand Total:	<u>5</u>	<u>\$229,000</u>	Grand Total:	<u>5</u>	<u>\$229,000</u>

## CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Feb-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	<u>0</u>	<u>\$0</u>	1 Single family	<u>0</u>	<u>\$0</u>
2 Duplex	<u>0</u>	<u>\$0</u>	2 Duplex	<u>0</u>	<u>\$0</u>
3 Multi-Family	<u>0</u>	<u>\$0</u>	3 Multi-Family	<u>0</u>	<u>\$0</u>
4 Hotel/Motel	<u>0</u>	<u>\$0</u>	4 Hotel/Motel	<u>0</u>	<u>\$0</u>
5 Commercial	<u>0</u>	<u>\$0</u>	5 Commercial	<u>1</u>	<u>\$200,000</u>
6 Garage/Carport	<u>0</u>	<u>\$0</u>	6 Garage/Carport	<u>0</u>	<u>\$0</u>
7 Mobile Home	<u>2</u>	<u>\$3,300</u>	7 Mobile Home	<u>2</u>	<u>\$3,300</u>
Total New:	<u>2</u>	<u>\$3,300</u>	Total New:	<u>3</u>	<u>\$203,300</u>
Remodel and Additions			Remodel and Additions		
8 Residential	<u>2</u>	<u>\$18,281</u>	8 Residential	<u>3</u>	<u>\$33,281</u>
9 Commercial	<u>2</u>	<u>\$27,324</u>	9 Commercial	<u>2</u>	<u>\$27,324</u>
10 R. Fence/Roof/Siding	<u>1</u>	<u>\$1,500</u>	10 R.Fence/Roof/Siding	<u>2</u>	<u>\$8,000</u>
11 C.Fence/Roof/Siding	<u>0</u>	<u>\$0</u>	11 C.Fence/Roof/siding	<u>0</u>	<u>\$0</u>
12 Sign/Temp Structure	<u>2</u>	<u>\$7,472</u>	12 Sign/Temp Structure	<u>4</u>	<u>\$14,972</u>
Total R & A	<u>7</u>	<u>\$54,577</u>	Total R & A	<u>11</u>	<u>\$83,577</u>
Grand Total:	<u>9</u>	<u>\$57,877</u>	Grand Total:	<u>14</u>	<u>\$286,877</u>

# CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Mar-21			Year to Date 2021		
New Construction			New Construction		
	Amnt	Valuation		Amnt	Valuation
1 Single family	<u>0</u>	<u>\$0</u>	1 Single family	<u>0</u>	<u>\$0</u>
2 Duplex	<u>0</u>	<u>\$0</u>	2 Duplex	<u>0</u>	<u>\$0</u>
3 Multi-Family	<u>0</u>	<u>\$0</u>	3 Multi-Family	<u>0</u>	<u>\$0</u>
4 Hotel/Motel	<u>0</u>	<u>\$0</u>	4 Hotel/Motel	<u>0</u>	<u>\$0</u>
5 Commercial	<u>0</u>	<u>\$0</u>	5 Commercial	<u>1</u>	<u>\$200,000</u>
6 Garage/Carport	<u>1</u>	<u>\$8,957</u>	6 Garage/Carport	<u>1</u>	<u>\$8,957</u>
7 Mobile Home	<u>1</u>	<u>\$1,000</u>	7 Mobile Home	<u>3</u>	<u>\$4,300</u>
Total New:	<u>2</u>	<u>\$9,957</u>	Total New:	<u>5</u>	<u>\$213,257</u>
Remodel and Additions			Remodel and Additions		
8 Residential	<u>0</u>	<u>\$0</u>	8 Residential	<u>3</u>	<u>\$33,281</u>
9 Commercial	<u>0</u>	<u>\$0</u>	9 Commercial	<u>2</u>	<u>\$27,324</u>
10 R. Fence/Roof/Siding	<u>11</u>	<u>\$69,778</u>	10 R.Fence/Roof/Siding	<u>13</u>	<u>\$77,778</u>
11 C.Fence/Roof/Siding	<u>0</u>	<u>\$0</u>	11 C.Fence/Roof/siding	<u>0</u>	<u>\$0</u>
12 Sign/Temp Structure	<u>1</u>	<u>\$6,458</u>	12 Sign/Temp Structure	<u>5</u>	<u>\$21,430</u>
Total R & A	<u>12</u>	<u>\$76,236</u>	Total R & A	<u>23</u>	<u>\$159,813</u>
Grand Total:	<u>14</u>	<u>\$86,193</u>	Grand Total:	<u>28</u>	<u>\$373,070</u>



# CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Apr-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	<u>0</u>	<u>\$0</u>	1 Single family	<u>0</u>	<u>\$0</u>
2 Duplex	<u>0</u>	<u>\$0</u>	2 Duplex	<u>0</u>	<u>\$0</u>
3 Multi-Family	<u>0</u>	<u>\$0</u>	3 Multi-Family	<u>0</u>	<u>\$0</u>
4 Hotel/Motel	<u>0</u>	<u>\$0</u>	4 Hotel/Motel	<u>0</u>	<u>\$0</u>
5 Commercial	<u>0</u>	<u>\$0</u>	5 Commercial	<u>1</u>	<u>\$200,000</u>
6 Garage/Carport	<u>0</u>	<u>\$0</u>	6 Garage/Carport	<u>1</u>	<u>\$8,957</u>
7 Mobile Home	<u>9</u>	<u>\$145,000</u>	7 Mobile Home	<u>12</u>	<u>\$149,300</u>
Total New:	<u>9</u>	<u>\$145,000</u>	Total New:	<u>14</u>	<u>\$358,257</u>
Remodel and Additions			Remodel and Additions		
8 Residential	<u>0</u>	<u>\$0</u>	8 Residential	<u>3</u>	<u>\$33,281</u>
9 Commercial	<u>1</u>	<u>\$45,000</u>	9 Commercial	<u>3</u>	<u>\$72,324</u>
10 R. Fence/Roof/Siding	<u>7</u>	<u>\$44,207</u>	10 R.Fence/Roof/Siding	<u>20</u>	<u>\$121,985</u>
11 C.Fence/Roof/Siding	<u>2</u>	<u>\$31,086</u>	11 C.Fence/Roof/siding	<u>2</u>	<u>\$31,086</u>
12 Sign/Temp Structure	<u>2</u>	<u>\$5,390</u>	12 Sign/Temp Structure	<u>7</u>	<u>\$26,820</u>
Total R & A	<u>12</u>	<u>\$125,683</u>	Total R & A	<u>35</u>	<u>\$285,496</u>
Grand Total:	<u>21</u>	<u>\$270,683</u>	Grand Total:	<u>49</u>	<u>\$643,753</u>

## CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

May-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	0	\$0	1 Single family	0	\$0
2 Duplex	0	\$0	2 Duplex	0	\$0
3 Multi-Family	0	\$0	3 Multi-Family	0	\$0
4 Hotel/Motel	0	\$0	4 Hotel/Motel	0	\$0
5 Commercial	0	\$0	5 Commercial	1	\$200,000
6 Garage/Carport	0	\$0	6 Garage/Carport	1	\$8,957
7 Mobile Home	0	\$0	7 Mobile Home	12	\$149,300
Total New:	0	\$0	Total New:	14	\$358,257
Remodel and Additions			Remodel and Additions		
8 Residential	2	\$67,500	8 Residential	5	\$100,781
9 Commercial	0	\$0	9 Commercial	3	\$72,324
10 R. Fence/Roof/Siding	13	\$98,961	10 R.Fence/Roof/Siding	33	\$220,946
11 C.Fence/Roof/Siding	3	\$26,800	11 C.Fence/Roof/siding	5	\$57,886
12 Sign/Temp Structure	2	\$27,476	12 Sign/Temp Structure	9	\$54,296
Total R & A	20	\$220,737	Total R & A	55	\$506,233
Grand Total:	20	\$220,737	Grand Total:	69	\$864,490

# CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Jun-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	<u>0</u>	<u>\$0</u>	1 Single family	<u>0</u>	<u>\$0</u>
2 Duplex	<u>0</u>	<u>\$0</u>	2 Duplex	<u>0</u>	<u>\$0</u>
3 Multi-Family	<u>0</u>	<u>\$0</u>	3 Multi-Family	<u>0</u>	<u>\$0</u>
4 Hotel/Motel	<u>0</u>	<u>\$0</u>	4 Hotel/Motel	<u>0</u>	<u>\$0</u>
5 Commercial	<u>1</u>	<u>\$1,549,466</u>	5 Commercial	<u>2</u>	<u>\$1,749,466</u>
6 Garage/Carport	<u>1</u>	<u>\$3,000</u>	6 Garage/Carport	<u>2</u>	<u>\$11,957</u>
7 Mobile Home	<u>0</u>	<u>\$0</u>	7 Mobile Home	<u>12</u>	<u>\$149,300</u>
Total New:	<u>2</u>	<u>\$1,552,466</u>	Total New:	<u>16</u>	<u>\$1,910,723</u>
Remodel and Additions			Remodel and Additions		
8 Residential	<u>1</u>	<u>\$12,000</u>	8 Residential	<u>6</u>	<u>\$112,781</u>
9 Commercial	<u>1</u>	<u>\$12,000</u>	9 Commercial	<u>4</u>	<u>\$84,324</u>
10 R. Fence/Roof/Siding	<u>14</u>	<u>\$98,042</u>	10 R.Fence/Roof/Siding	<u>47</u>	<u>\$318,988</u>
11 C.Fence/Roof/Siding	<u>1</u>	<u>\$24,162</u>	11 C.Fence/Roof/siding	<u>6</u>	<u>\$82,048</u>
12 Sign/Temp Structure	<u>1</u>	<u>\$500</u>	12 Sign/Temp Structure	<u>10</u>	<u>\$54,796</u>
Total R & A	<u>18</u>	<u>\$146,704</u>	Total R & A	<u>73</u>	<u>\$652,937</u>
Grand Total:	<u>20</u>	<u>\$1,699,170</u>	Grand Total:	<u>89</u>	<u>\$2,563,660</u>

## CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Jul-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	<u>0</u>	<u>\$0</u>	1 Single family	<u>0</u>	<u>\$0</u>
2 Duplex	<u>0</u>	<u>\$0</u>	2 Duplex	<u>0</u>	<u>\$0</u>
3 Multi-Family	<u>0</u>	<u>\$0</u>	3 Multi-Family	<u>0</u>	<u>\$0</u>
4 Hotel/Motel	<u>0</u>	<u>\$0</u>	4 Hotel/Motel	<u>0</u>	<u>\$0</u>
5 Commercial	<u>1</u>	<u>\$1,000</u>	5 Commercial	<u>3</u>	<u>\$1,750,466</u>
6 Garage/Carport	<u>0</u>	<u>\$0</u>	6 Garage/Carport	<u>2</u>	<u>\$11,957</u>
7 Mobile Home	<u>1</u>	<u>\$40,000</u>	7 Mobile Home	<u>13</u>	<u>\$189,300</u>
Total New:	<u>2</u>	<u>\$41,000</u>	Total New:	<u>18</u>	<u>\$1,951,723</u>
Remodel and Additions			Remodel and Additions		
8 Residential	<u>0</u>	<u>\$0</u>	8 Residential	<u>6</u>	<u>\$112,781</u>
9 Commercial	<u>0</u>	<u>\$0</u>	9 Commercial	<u>4</u>	<u>\$84,324</u>
10 R. Fence/Roof/Siding	<u>11</u>	<u>\$162,588</u>	10 R.Fence/Roof/Siding	<u>58</u>	<u>\$481,576</u>
11 C.Fence/Roof/Siding	<u>1</u>	<u>\$11,900</u>	11 C.Fence/Roof/siding	<u>7</u>	<u>\$93,948</u>
12 Sign/Temp Structure	<u>1</u>	<u>\$1,000</u>	12 Sign/Temp Structure	<u>11</u>	<u>\$55,796</u>
Total R & A	<u>13</u>	<u>\$175,488</u>	Total R & A	<u>86</u>	<u>\$828,425</u>
Grand Total:	<u>15</u>	<u>\$216,488</u>	Grand Total:	<u>104</u>	<u>\$2,780,148</u>

## CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Aug-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	0	\$0	1 Single family	0	\$0
2 Duplex	0	\$0	2 Duplex	0	\$0
3 Multi-Family	0	\$0	3 Multi-Family	0	\$0
4 Hotel/Motel	0	\$0	4 Hotel/Motel	0	\$0
5 Commercial	0	\$0	5 Commercial	3	\$1,750,466
6 Garage/Carport	0	\$0	6 Garage/Carport	2	\$11,957
7 Mobile Home	0	\$0	7 Mobile Home	13	\$189,300
Total New:	0	\$0	Total New:	18	\$1,951,723
Remodel and Additions			Remodel and Additions		
8 Residential	0	\$0	8 Residential	6	\$112,781
9 Commercial	1	\$103,797	9 Commercial	5	\$188,121
10 R. Fence/Roof/Siding	8	\$68,710	10 R.Fence/Roof/Siding	66	\$550,286
11 C.Fence/Roof/Siding	1	\$48,669	11 C.Fence/Roof/siding	8	\$142,617
12 Sign/Temp Structure	3	\$29,971	12 Sign/Temp Structure	14	\$85,767
Total R & A	13	\$251,147	Total R & A	99	\$1,079,572
Grand Total:	13	\$251,147	Grand Total:	117	\$3,031,295

## CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Sep-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	<u>0</u>	<u>\$0</u>	1 Single family	<u>0</u>	<u>\$0</u>
2 Duplex	<u>0</u>	<u>\$0</u>	2 Duplex	<u>0</u>	<u>\$0</u>
3 Multi-Family	<u>0</u>	<u>\$0</u>	3 Multi-Family	<u>0</u>	<u>\$0</u>
4 Hotel/Motel	<u>0</u>	<u>\$0</u>	4 Hotel/Motel	<u>0</u>	<u>\$0</u>
5 Commercial	<u>0</u>	<u>\$0</u>	5 Commercial	<u>3</u>	<u>\$1,750,466</u>
6 Garage/Carport	<u>3</u>	<u>\$102,549</u>	6 Garage/Carport	<u>5</u>	<u>\$114,506</u>
7 Mobile Home	<u>0</u>	<u>\$0</u>	7 Mobile Home	<u>13</u>	<u>\$189,300</u>
Total New:	<u>3</u>	<u>\$102,549</u>	Total New:	<u>21</u>	<u>\$2,054,272</u>
Remodel and Additions			Remodel and Additions		
8 Residential	<u>2</u>	<u>\$20,235</u>	8 Residential	<u>8</u>	<u>\$133,016</u>
9 Commercial	<u>1</u>	<u>\$4,000</u>	9 Commercial	<u>6</u>	<u>\$192,121</u>
10 R. Fence/Roof/Siding	<u>12</u>	<u>\$89,250</u>	10 R.Fence/Roof/Siding	<u>78</u>	<u>\$639,536</u>
11 C.Fence/Roof/Siding	<u>2</u>	<u>\$29,000</u>	11 C.Fence/Roof/siding	<u>10</u>	<u>\$171,617</u>
12 Sign/Temp Structure	<u>2</u>	<u>\$31,969</u>	12 Sign/Temp Structure	<u>16</u>	<u>\$117,736</u>
Total R & A	<u>19</u>	<u>\$174,454</u>	Total R & A	<u>118</u>	<u>\$1,254,026</u>
Grand Total:	<u>22</u>	<u>\$277,004</u>	Grand Total:	<u>139</u>	<u>\$3,308,299</u>

# CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Oct-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	0	\$0	1 Single family	0	\$0
2 Duplex	0	\$0	2 Duplex	0	\$0
3 Multi-Family	0	\$0	3 Multi-Family	0	\$0
4 Hotel/Motel	0	\$0	4 Hotel/Motel	0	\$0
5 Commercial	1	\$360,000	5 Commercial	4	\$2,110,466
6 Garage/Carport	0	\$0	6 Garage/Carport	5	\$114,506
7 Mobile Home	0	\$0	7 Mobile Home	13	\$189,300
Total New:	1	\$360,000	Total New:	22	\$2,414,272
Remodel and Additions			Remodel and Additions		
8 Residential	2	\$8,200	8 Residential	10	\$141,216
9 Commercial	0	\$0	9 Commercial	6	\$192,121
10 R. Fence/Roof/Siding	10	\$61,547	10 R.Fence/Roof/Siding	88	\$701,083
11 C.Fence/Roof/Siding	0	\$0	11 C.Fence/Roof/siding	10	\$171,617
12 Sign/Temp Structure	0	\$0	12 Sign/Temp Structure	16	\$117,736
Total R & A	12	\$69,747	Total R & A	130	\$1,323,774
Grand Total:	13	\$429,747	Grand Total:	152	\$3,738,046

# CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Nov-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	<u>0</u>	<u>\$0</u>	1 Single family	<u>0</u>	<u>\$0</u>
2 Duplex	<u>0</u>	<u>\$0</u>	2 Duplex	<u>0</u>	<u>\$0</u>
3 Multi-Family	<u>0</u>	<u>\$0</u>	3 Multi-Family	<u>0</u>	<u>\$0</u>
4 Hotel/Motel	<u>0</u>	<u>\$0</u>	4 Hotel/Motel	<u>0</u>	<u>\$0</u>
5 Commercial	<u>0</u>	<u>\$0</u>	5 Commercial	<u>4</u>	<u>\$2,110,466</u>
6 Garage/Carport	<u>1</u>	<u>\$47,000</u>	6 Garage/Carport	<u>6</u>	<u>\$161,506</u>
7 Mobile Home	<u>0</u>	<u>\$0</u>	7 Mobile Home	<u>13</u>	<u>\$189,300</u>
Total New:	<u>1</u>	<u>\$47,000</u>	Total New:	<u>23</u>	<u>\$2,461,272</u>
Remodel and Additions			Remodel and Additions		
8 Residential	<u>0</u>	<u>\$0</u>	8 Residential	<u>10</u>	<u>\$141,216</u>
9 Commercial	<u>4</u>	<u>\$1,849,700</u>	9 Commercial	<u>10</u>	<u>\$2,041,821</u>
10 R. Fence/Roof/Siding	<u>2</u>	<u>\$2,050</u>	10 R.Fence/Roof/Siding	<u>90</u>	<u>\$703,133</u>
11 C.Fence/Roof/Siding	<u>0</u>	<u>\$0</u>	11 C.Fence/Roof/siding	<u>10</u>	<u>\$171,617</u>
12 Sign/Temp Structure	<u>1</u>	<u>\$5,000</u>	12 Sign/Temp Structure	<u>17</u>	<u>\$122,736</u>
Total R & A	<u>7</u>	<u>\$1,856,750</u>	Total R & A	<u>137</u>	<u>\$3,180,524</u>
Grand Total:	<u>8</u>	<u>\$1,903,750</u>	Grand Total:	<u>160</u>	<u>\$5,641,796</u>



## CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

Dec-21			Year to Date 2021		
	Amnt	Valuation		Amnt	Valuation
New Construction			New Construction		
1 Single family	0	\$0	1 Single family	0	\$0
2 Duplex	0	\$0	2 Duplex	0	\$0
3 Multi-Family	0	\$0	3 Multi-Family	0	\$0
4 Hotel/Motel	0	\$0	4 Hotel/Motel	0	\$0
5 Commercial	0	\$0	5 Commercial	4	\$2,110,466
6 Garage/Carport	0	\$0	6 Garage/Carport	6	\$161,506
7 Mobile Home	0	\$0	7 Mobile Home	13	\$0
Total New:	0	\$0	Total New:	23	\$2,271,972
Remodel and Additions			Remodel and Additions		
8 Residential	0	\$0	8 Residential	10	\$141,216
9 Commercial	0	\$0	9 Commercial	10	\$2,041,821
10 R. Fence/Roof/Siding	0	\$0	10 R.Fence/Roof/Siding	90	\$703,133
11 C.Fence/Roof/Siding	0	\$0	11 C.Fence/Roof/siding	10	\$171,617
12 Sign/Temp Structure	0	\$0	12 Sign/Temp Structure	17	\$122,736
Total R & A	0	\$0	Total R & A	137	\$3,180,524
Grand Total:	0	\$0	Grand Total:	160	\$5,452,496

**File Attachments for Item:**

8. Arbor Day Proclamation 2022



*Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas,* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas,* Arbor Day is now observed throughout the nation and the world, and

*Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas,* trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal.

*Now, Therefore, I,* Emelie Eaton, Mayor of the City of Laurel, do hereby proclaim May 3, 2021 as

# Arbor Day

In the City of Laurel, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further,* I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

*Dated this* 14th day of December 2021  
Mayor \_\_\_\_\_

**File Attachments for Item:**

9. Budget/Finance Committee Minutes November 23, 2021.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, November 23, 2021**

**Members Present:**                **Richard Klose**                        **Bruce McGee**  
   **Scot Stokes**

**Others Present:**        **Appointed Mayor Eaton**  
                                 **Stan Langve, Police Chief**  
                                 **Bethany Langve, Clerk/Treasurer**

The meeting was called to order by the Committee Vice-Chair McGee at 5:30 pm.

**Public Input:** *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

There was no public in attendance

**General Items –**

1. Review and approve the November 09, 2021, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the November 09, 2021, Budget and Finance Committee meeting. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisition increase for the Fire Department Command vehicle. The Clerk/Treasurer explained the initial purchase requisition approval for the Fire Department Command vehicle was done on April 27, 2021. The original approval amount was \$72,259.87; however, the final invoice was for \$79,503.87. This was an increase of \$7,244.00. The Clerk/Treasurer provided an email approval from Mayor Nelson; however, the Budget and Finance Committee needs to approve the increase. Bruce McGee motioned to approve the \$7,244.00 increase to the original purchase requisition from the Fire Department for the new Command vehicle. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
3. Review and recommend approval to Council; claims entered through 11/19/2021. The Committee had previously reviewed the claims and check register. The Committee asked if where the City's credit card payments were on the register. The Clerk/Treasurer stated they were in the previous claims register. The Committee asked if there was a balance kept on the City credit cards. The Clerk/Treasurer stated there was no balance kept on the City credit cards as they were paid in full each month. There were no further questions or comments regarding the claims. Scot Stokes made a motion to approve the claims entered through 11/19/2021. Richard Klose seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending 11/14/2021 totaling \$202,062.33. Bruce McGee motioned to approve the payroll register for the pay period ending 11/14/2021 totaling \$202,062.33. Richard Klose seconded the motion, all in favor, motion passed 3-0.

**New Business –**

5. CARES Funds Update – The Clerk/Treasurer went over the figures she provided for the CARES funding. She stated reports are due to the US Treasury by April 30, 2022. The Committee asked if the City's reports would be ready. The Clerk/Treasurer stated her reports are ready. However, the portal to submit the reports to the US Treasury isn't available yet. The Committee asked what the cost of the remodel to the Police Department was. Chief Langve stated it was difficult to get anyone to bid on the project. He stated one contractor wanted \$15,000 just to bid on the project.

He stated contractors don't want to come to look at the project because they are all swamped. The Committee asked if KLJ was doing the engineering of the project. The Chief stated he is using plans that are approximately 12 years old. The Committee asked if the remodel of the Police Department or the addition of the Ambulance Department sleeping quarters should go first. The Chief stated they should be done together as they are both high-priority projects. The Chief stated locker space is a big issue, and he is hoping this remodel will get his department through the next 7-10 years.

#### **Old Business –**

6. The Committee had previously requested current CD rates, and the Clerk/Treasurer provided the rates at the previous meeting. However, one Committee member was absent from that meeting, so the rates are being presented again. The Committee reviewed the rates and asked if the City had any money held at Altana. The Clerk/Treasurer stated the City had a CD at Altana. The Committee asked what the maturity date of the Altana CD was. The Clerk/Treasurer stated she would need to find out and bring that information to the next meeting. The Committee asked if the City had any money held at Western Security Bank. The Clerk/Treasurer stated the City had a CD at Western Security Bank. The Committee asked what the maturity date of the Western Security Bank CD was. The Clerk/Treasurer stated she would need to find out and bring that information to the next meeting.
7. Feral Cat Clinic – Chief Langve stated citizens contacted him regarding \$10,000 for a cat rescue clinic. One of his first questions is who wants the funding. The City of Laurel doesn't have a cat ordinance. However, there is a nuisance ordinance, and feral cat complaints could be investigated via the nuisance ordinance. The Chief stated the department very seldom gets complaints regarding feral cats. He stated he is also concerned about where these individuals will be trapping cats, how they will be managing the program and liability. Will the City of Laurel have any liability? Will these individuals be considered contractors, and will the City of Laurel be liable to pay them as contractors? Will they be going into the County? If any of the cats are rabid, how will that be handled under public safety? The Chief feels a better use of these individuals' time would be to put on an educational clinic for the public. The Chief stated he went through his budget with the individuals, and he stated he didn't have \$10,000 to give to them. They asked him if the Clerk/Treasurer was lying to them. He asked them if the Clerk/Treasurer referred to the Animal Control wages budgeted before the November hire date. The Chief stated his department doesn't have extra money and doesn't see spending the money on something the City of Laurel doesn't have a nexus. He feels education regarding not feeding or attracting these animals would be better. The Mayor thanked Chief Langve for coming and speaking to the Committee regarding the subject. She stated these individuals said they spoke to someone at the Police Department, and the Committee needed to hear both sides of the conversation. The Committee is concerned about them getting someone's pet and liability issues. The Budget and Finance Committee is not making a recommendation at this time.

#### **Other Items –**

8. Review Comp/OT reports for the pay period ending 10/31/2021. The Committee asked the Police Chief about the DUI Task Force. The Chief stated Yellowstone County allots a certain amount of money to overtime DUI shifts. The Committee asked the Chief if the department does roadblocks for DUI's. The Chief stated yes, but that tactic has gone out of favor here in Montana. The Committee had no additional comments or questions.
9. Clerk/Treasurer Update – The Clerk/Treasurer stated she would have the Police Chief speak to the feral cat clinic before providing her update. The Clerk/Treasurer stated the letter to MDT regarding funding for West Railroad went out in the mail today. She also stated the CARES Funds reports to the US Treasury are due April 30, 2022.

- 10. Mayor Update** – Mayor Eaton stated she was thankful the letter for West Railroad went out in the mail. She said it got bogged down in emails. She stated it was drafted, reviewed by the City Attorney, and then sent to the State.

**Announcements –**

11. The next Budget and Finance Committee meeting will be held on December 14, 2021, at 5:30 pm.
12. Bruce McGee will be reviewing claims for the next meeting.

Respectfully submitted,

Bethany Langve  
Clerk/Treasurer

**NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.**

**File Attachments for Item:**

10. Emergency Services Committee Minutes of November 29, 2021.





**CITY OF LAUREL  
EMERGENCY SERVICE COMMITTEE MEETING  
MINUTES  
Monday November 29, 2021  
6:00 PM  
COUNCIL CHAMBERS**

**NO QUORUM, NO VALID MEETING**

**COMMITTEE MEMBERS PRESENT:**

☒ Bruce McGee Chair  
☒ Irv Wilke Co Chair

☒ Richard Klose  
☐ Heidi Sparks

☐ Bill Mountsier

☐ Jim Irwin

**OTHERS PRESENT:**

Chief Peters  
Ambulance Director Gurcheik



**CITY OF LAUREL**  
**EMERGENCY SERVICE COMMITTEE MEETING**  
**November 29, 2021**  
**6:00 PM**  
**COUNCIL CHAMBERS**

**Public Input:** *Citizens may address the committee regarding any items of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any time not on the agenda.*

**General Items:**

1. Approval of any past meeting minutes.
  - September 27, 2021

**Regular Business:**

2. Updates from Ambulance Director, Fire and Police Chief or representatives present.

**Old Business:**

3. Report to committee of suggested plan to members to increase Volunteer ambulance pay.

**New Business:**

**Adjournment**

**The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in the meeting. Persons needing accommodations must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431 Ext. 2 or write to City Clerk, P.O. Box 10 Laurel, MT 59044**

**File Attachments for Item:**

11. Tree Board Minutes of November 18, 2021.

Minutes  
City of Laurel  
Tree Board  
11/18/21 9:30 AM

Upstairs Break room

Attending: LuAnne Engh, Paul Kober, Matt Wheeler

1. Public Input
  - a. We were moved due to too many meetings...only two of us, so no quorum
2. General Items
  - a. Oct minutes approved –
  - b. New Honey Locust planted in Thomson by the shelter by Billings Nursery for \$1,034
  - c. Arbor Day grant for \$750 needs to be done by the end of the year. Matt will do that.
  - d. 2022 Arbor Day – Tuesday, May 3<sup>rd</sup> – South Pond
3. Old Business
  - a. Downtown trees – We have 13 locations that should be replaced. If the trees are gone the stumps are still in the ground or suckers are growing...its looks awful.
  - b. We should notify the landowners it's their responsibility to replace them.
4. Other Items
  - a. Volunteer hours - Please keep your hours to be returned in December
  - b. South Pond – asphalt walkway is finished. Paul said the Lions would like to see the drip system improved so that more trees could be planted around the pond.  
Benches are also an item – Rotary would like to add their benches.  
A retaining wall to hold back the east ledge will be necessary eventually.

Next meeting December 16th– 9:30

LuAnne Engh, Chairman

**File Attachments for Item:**

12. Park Board Minutes of December 2, 2021.

December 2, 2021

#### Laurel Park Board Meeting

Started 5:30 PM by Irv Wilke with Jon Rutt, Evan Bruce, Phyllis Bromgard, Matt Wheeler, and Paul Kober.

#### Public Comment:

None

Approved minutes from November 4, 2021, meeting, Phyllis motioned and Evan 2<sup>nd</sup>. Motion passed

Guests: Gavin Williams and his wife attended the meeting to discuss the needs of the Park Board for the new reservation software that Gavin has been contracted for by the City. Matt will introduce to the City Employees he will need to deal with.

#### New Business:

Horseshoe pits had a light pole blow down and was removed, discussion to remove some of the pits was tabled to give board members time to look at them. Russell Park is being proposed as a possible site for a storm water pond on the west side.

#### Old Business:

Opening Riverside Park and Website – As soon as software is available per discussion at the beginning of meeting. Pipeline construction is done, and contractors are gone

Jaycee hall Update – BB gun group has 9 tables and 51 chairs in meeting room. Heaters are ordered to replace the broken ones. Water line is operable and working to run the Hall.

Lions Park Update – Done.

Calendar Update on Reservations – No new requests for use yet.

#### Other Items:

Trees planted on east side of Thompson Park Shelter.

We agreed to meet on January 6, 2022, for the next meeting.

Meeting adjourned at 6:12

Jon Rutt

**File Attachments for Item:**

13. Resolution No. R21-124: A Resolution Of The City Council To Accept The Southside Master Stormwater Plan Prepared For The City Of Laurel By KLJ Engineering.

**RESOLUTION NO. R21-124**

**A RESOLUTION OF THE CITY COUNCIL TO ACCEPT THE SOUTHSIDE  
MASTER STORMWATER PLAN PREPARED FOR THE CITY OF LAUREL  
BY KLJ ENGINEERING.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Acceptance. The Southside Master Stormwater Plan, a copy attached hereto and incorporated herein, is hereby accepted by the City Council.

Introduced at a regular meeting of the City Council on December 14, 2021, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 14<sup>th</sup> day of December 2021.

APPROVED by the Mayor this 14<sup>th</sup> day of December 2021.

CITY OF LAUREL

\_\_\_\_\_  
Emelie Eaton, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney



**File Attachments for Item:**

14. Resolution No. R21-125: A Resolution Of The City Council Authorizing The Mayor To Sign An Agreement With MCCi For Services Relating To Upgrading The City's Laserfiche System.

**RESOLUTION NO. R21-125**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO  
SIGN AN AGREEMENT WITH MCCi FOR SERVICES RELATING TO  
UPGRADING THE CITY'S LASERFICHE SYSTEM.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Agreement between the City of Laurel and MCCi a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor and the City Clerk of the City of Laurel are hereby given authority to execute the Agreement on behalf of the City.

Introduced at a regular meeting of the City Council on December 14, 2021, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 14<sup>th</sup> day of December 2021.

APPROVED by the Mayor this 14<sup>th</sup> day of December 2021.

CITY OF LAUREL

\_\_\_\_\_  
Emelie Eaton, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney

# Estimate

**City of Luarel**

Issued: December 3, 2021



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# RECOMMENDED SOLUTION OVERVIEW: LASERFICHE

MCCi is recommending the Laserfiche solution and MCCi Professional Services for your organization. With capabilities ranging from electronic records management to document routing, electronic forms, and integrations, Laserfiche is a powerful solution that enables the entire enterprise. Please keep in mind some of the features of Laserfiche:

## USER-FRIENDLY

Laserfiche is very easy to learn, navigate, and use. With a folder structure similar to Windows Explorer, Laserfiche will seem familiar to your staff, giving them the confidence to begin scanning and retrieving documents almost immediately after installation.

## COMPREHENSIVE SECURITY

Laserfiche Comprehensive Security allows you to control and administer the security of your documents. You determine which functions, such as scanning and printing, each staff member may use.

## INTELLIGENT SEARCH

The Laserfiche Search Engine is a powerful tool to help users find the documents they need during their day-to-day processes, including full-text search, index search, and document and folder name. The Laserfiche full-text search unlocks the contents of your documents; if you need to find a word or phrase within a document, Laserfiche retrieves it immediately. An easy Google-style toolbar is available for searching as well.

## INTEGRATION

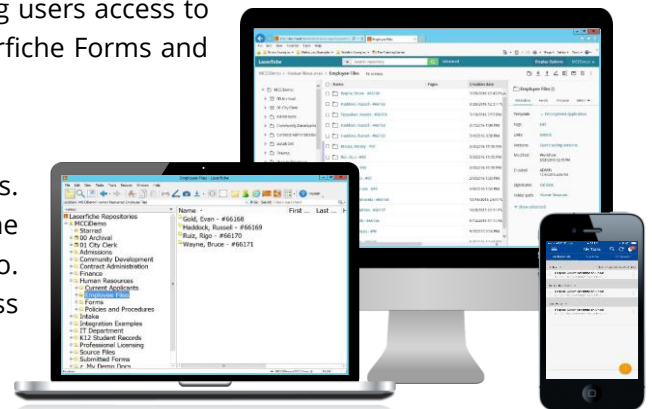
Laserfiche is the central repository for records in your organization and allows you to integrate other main line-of-business solutions easily. Whether you are looking for a way to integrate with a departmental solution, ERP solution, Microsoft Office application or SharePoint, etc., Laserfiche has options available to reduce duplicate data entry and provides seamless access to your records.

## E-FORMS & BUSINESS PROCESS AUTOMATION

Laserfiche allows users to capture information while automating and transforming business processes. Users are finding efficiencies by reducing the time processes take and giving users access to information instantaneously through the implementation of Laserfiche Forms and Laserfiche Workflow, resulting in cost savings for the organization.

## MOBILITY & WEB TOOLS

Mobile devices are used in organizations for day-to-day operations. Laserfiche has options available to ensure you can access Laserfiche from these devices and perform related actions quickly on the go. There are also options to give your outside citizens/customers access to records through the web to promote transparency and decrease records requests.



## LASERFICHE SUBSCRIPTION

MCCi is recommending the Subscription platform for your organization. Laserfiche Subscription seamlessly combines traditional content services platform (CSP) functionality with powerful business process management, auditing tools, and security. This platform is designed for clients like you, who **innovate and evolve** with changing technologies, **digitally transforming** their organization, and expanding business processes across the enterprise.

Unlike purchased perpetual licensing, Laserfiche Subscription lowers your initial licensing costs based on *subscribing* to the rights to use Laserfiche products and services instead of *owning* them. With included functional ranging from records management (DoD 5015.2 certified) to document routing, electronic forms, and batch processing tools, Laserfiche Subscription provides an easy-to-use, cost-effective platform for automating day-to-day business processes. By providing unlimited document repositories and servers, Laserfiche Subscription supports development, testing, staging and production, putting you in complete control of your business processes and system design.

# LASERFICHE SUBSCRIPTION LICENSING GUIDE

To determine which platform/licenses are applicable, please refer to the [Pricing](#) section.

LASERFICHE PLATFORM ARCHITECTURE			
	Starter	Professional	Business
Application Servers	1	Unlimited	Unlimited
Repositories	1	15	15
Database Options	SQL Express	SQL	SQL
FULL USE ACCESS LICENSES			
	Starter	Professional	Business
Full Named Users	Minimum of 1	Minimum of 10	Minimum of 25
Snapshot	Included	Included	Included
Email	Included	Included	Included
Web Client	Included	Included	Included
Mobile Access	Included	Included	Included
Audit Trail	Included (Starter)	Included (Starter) Advanced is Add-on Option	Included (Advanced)
Workflow	Not Available	Included	Included
Connector	Not Available	Included	Included
Forms Professional	Not Available	Included	Included
Enterprise Identity Management	Not Available	Not Available	Included
LIMITED USE ACCESS LICENSES			
	Starter	Professional	Business
Participant Users	Not Available	Add-on Option, Minimum of 10	Add-on Option, Minimum of 10
Community Users	Not Available	Add-on Option	Add-on Option
Education Users	Not Available	Add-on Option	Add-on Option
MODULE BASED LICENSES			
	Starter	Professional	Business
Import Agent with Email Archiving	Included	Included	Included
ScanConnect	Add-on Option	Add-on Option	Add-on Option
Public Portal (WebLink) †	Options: Public Portal for 1, 2 and Unlimited Laserfiche Servers	Options: Public Portal for 1, 2 and Unlimited Laserfiche Servers	Unlimited Public Portal Included
Records Management	Not Available	Add-on Option	Included
Quick Fields Complete with Agent ††	Add-on Option	10 Installations Included	10 Installations Included
Forms Portal †	Not Available	Add-on Option	3 Instances of Forms Portal Included
Sandbox*	Add-on Option	Add-on Option	3 Sandboxes Included
INTEGRATIONS			
	Starter	Professional	Business
Microsoft 365 Integration with Simultaneous Editing	Included	Included	Included
Integration with SharePoint	Included	Included	Included
Federated Search	Not Available	Included	Included
Integration with DocuSign	Add-on Option	Add-on Option	Included
Integration with LaserApp	Add-on Option	Add-on Option	Add-on Option
Laserfiche for Ricoh MFD	Add-on Option	Add-on Option	Add-on Option
Certified Integration with SAP ArchiveLink	Add-on Option	Add-on Option	Add-on Option

† Public Portal and Forms Portal are licensed per Laserfiche Application Server.

†† Quick Fields is licensed per machine.

\* A sandbox environment includes 10 users, Laserfiche Directory Server and any additional add-ons purchased, such as portals.

# LASERFICHE SUBSCRIPTION DEFINITIONS

To determine which licenses are applicable, please refer to the [Pricing](#) section. Your specific implementation may not include all features below.

## LASERFICHE SUBSCRIPTION

Laserfiche Subscription allows organizations to access the entire Laserfiche product suite at a cost-effective price point. It is accessible, convenient and designed to help your organization scale. With Laserfiche Subscription, you have the flexibility to manage licenses based on user roles or expected growth so you can easily scale your deployment with your organization. Laserfiche offers three different tiers: Starter, Professional and Business. All Laserfiche Subscription tiers include:

- **Web Client:** Enables subscription users to access content through a web browser.
- **Laserfiche Mobile:** An app (Android and Apple) that enables you to capture, upload, and securely access and work with documents inside Laserfiche while on the go.
- **Laserfiche Snapshot:** "Print" electronic documents into your repository as TIFF images with this virtual printer. Laserfiche Snapshot works as though you had printed the document and then scanned it back into Laserfiche but allows you to skip the step of making a physical printed copy.
- **Audit Trail:** Track activities performed in a Laserfiche repository and generate reports. Auditing helps to show compliance with legal regulations and contributes to the security of the Laserfiche repository.
- **Automated text extraction:** Automatically extract specific text.
- **Import Agent with Email Archive:** A tool for automatically importing files into the Laserfiche repository from a Windows folder, and the Email Archive allows you to automatically archive emails to Laserfiche. Email Archive can extract and assign metadata to the emails saved in Laserfiche, as well as extract and save attachments and the email's distribution list file.
- **Microsoft Office Integration:** Integration with Microsoft Office® Suite. Allows for direct content import as well as indexing capabilities. As a part of this integration, emails and attachments stored in Outlook can be imported to the repository with a single click and auto indexed with information such as sender, subject, time received, etc.
- **Integration with SharePoint:** The SharePoint Integration (SPI) is built on the power of Laserfiche Web Client, a Section 508-compliant thin client that reduces installation, support, and maintenance requirements. The integration requires an on-premises installation of SharePoint.

## LASERFICHE BUSINESS SUBSCRIPTION

Please refer to the [Pricing](#) section to determine which package was quoted. This functionality provides many tools to automate business processes and reduce manual work:

- **Full SQL Support**
- **15 Repositories per Laserfiche Application Server**
- **Workflow:** Automates business processes, such as approvals, routing based on conditions, or database integrations, improving consistency with how records are filed in Laserfiche.
- **Forms Professional:** Laserfiche Forms allows organizations to create electronic fillable forms for collection and processing information and has flexible design options to meet your organization's needs. You can:
  - Create custom forms from a library of field or selection elements.
  - Utilize the Business process library includes (10.1+) a digital library of prebuilt form templates designed for easier process automation deployment
  - Automate business processes for form data to follow, such as decision-making, emailing, or approvals (dynamic behaviors available with CSS and JavaScript).
  - Role-based security is included to allow and restrict access to necessary functions for form submitters, reviewers, approvers, form creators, and system administrators.



Reporting tools allow different views of details on submitted forms such as:

- User view of details about all submitted forms.
- Approver “dashboard” of submissions awaiting approval.
- Administrator views of all submissions by form and approval status.
- Forms can be used internally or externally (with the appropriate licensing). Publication options include a login to forms system, public URL, secure URL, or embedded into a webpage.
- **Reporting and Analytics:** Use out-of-the-box reports or create custom reports on process data for insights to make informed decisions.
- **Connector:** Provides a no-code means for integrating Laserfiche with line-of-business applications
- **Records Management Edition:** Process records and record folders according to a life cycle, through creation, retrieval, storage, and disposition.
- **Enterprise Identity Management:** The Enterprise Identity Management add-on expands out Laserfiche Directory Server capabilities, making it easier for enterprise organizations to manage users at scale. This includes on-demand (just-in-time) license provisioning to onboard SAML and Active Directory (AD) users automatically as they login to Laserfiche for the first time, as well as a self-service portal where users can upgrade their license type. Additionally, documentation for the LFDS API is available, including code samples, to support the development of custom on-boarding user flows. This add-on is particularly relevant for organizations with SAML or enterprise organizations (500+ employees, 1,000+ licenses) with AD. This product requires an SOW for implementation.
- **SDK:** Access to the same Web Services, API's and libraries for integration with other applications.
- **Quick Fields Complete with Agent:** An advanced automated data capture solution. The complete suite of modules for Quick Fields are included along with Agent that allows scheduled automated processing sessions around the clock, without operator intervention.
- **Public Portal:** With unlimited views, share documents with people outside the organization, providing read-only access to specific documents without signing in.
- **Forms Portal:** With unlimited submissions, allow non-authenticated users to view and submit public starting forms. Laserfiche Business Subscription comes with 3 installations of Forms Portal.
- **Sandbox:** A sandbox environment includes 10 users, Laserfiche Directory Server and any additional add-ons purchased, such as portals. Laserfiche Business Subscription comes with three (3) sandboxes.
- **Federated Search:** A web application that allows you to perform searches across multiple repositories at the same time.
- **Laserfiche Integration with DocuSign:** Initiate a signing process from within Laserfiche Cloud. Users may select the type of signing process they are initiating and attach documents that need to be a part of that process. Once the signing process completes, documents are imported back into the Laserfiche Repository from DocuSign as new versions of the un-signed document. Information captured during the signing process may be mapped to Laserfiche metadata fields.

## LASERFICHE BUSINESS SUBSCRIPTION ADD-ONS

- **Participant Users:** For employees in need of read-only repository access and the ability to participate in forms processes. Education Participants are available for educational institutions.
- **Community Users:** For non-employees and non-contractors. Provides read-only repository access and ability to participate in forms processes (i.e. Vendor Management, Residents).
- **ScanConnect:** Enables the use of ISIS scanning drivers with Laserfiche scanning.
- **Certified Integration with SAP ArchiveLink:** Allows you to configure a Laserfiche repository as a content repository in SAP. Archive content from SAP in Laserfiche as well as search, retrieve, update, and delete archived content.

- **Integration with LaserApp:** This is a third-party application that helps Financial Services clients fill out and file forms. Using the Laserfiche integration with Laser App, you can then store those forms in Laserfiche, and extract information from your forms to populate Laserfiche metadata.
- **Laserfiche for Ricoh MFD:** A single integrated solution in which scanning, searching, browsing, and printing from the Laserfiche Server can be performed.

# ESTIMATE

Client Name: City of Laurel  
 Estimate Number: 22010  
 Estimate Type: Platform Change

Estimate Date: December 03, 2021

<i>Product Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>Annual Total</i>
<b><u>LASERFICHE ANNUAL SUBSCRIPTION - BASIC</u></b>			
<input checked="" type="checkbox"/> Laserfiche Municipality Site License Subscription (Population Less than 10,000)	1	\$3,100.00	\$3,100.00
<input checked="" type="checkbox"/> Laserfiche Records Management Subscription	1	Included	Included
<input checked="" type="checkbox"/> Laserfiche Public Portal Subscription for Unlimited Laserfiche Servers	1	Included	Included
<input checked="" type="checkbox"/> Laserfiche Quick Fields Complete with Agent Subscription (10-Pack)	1	Included	Included
<input checked="" type="checkbox"/> Laserfiche Advanced Audit Trail Subscription	1	Included	Included
<input checked="" type="checkbox"/> Laserfiche Forms Portal Subscription	3	Included	Included
<input checked="" type="checkbox"/> Laserfiche Sandbox Subscription	3	Included	Included
<input checked="" type="checkbox"/> Laserfiche Integration with DocuSign Subscription	1	Included	Included
<b><i>Laserfiche Annual Recurring Subscription Subtotal</i></b>			<b><i>\$3,100.00</i></b>
<b><u>MCCi ANNUAL SUBSCRIPTION</u></b>			
<input checked="" type="checkbox"/> Laserfiche PowerPack by MCCi Subscription <i>Requires dedicated Full Named User.</i>	1	\$1,000.00	\$1,000.00
<b><i>MCCi Annual Recurring Subscription Subtotal</i></b>			<b><i>\$1,000.00</i></b>
<b><u>MCCi SUPPLEMENTAL SUPPORT SERVICES SUBSCRIPTION</u></b>			
<input checked="" type="checkbox"/> Process Administration Support Services for Laserfiche, Level 2 <i>Client needs are estimated based on the current components provided herein: up to 25 hours that will expire at the end of your renewal term.</i>	1	\$7,245.00	\$7,245.00
<input checked="" type="checkbox"/> Training Center for Laserfiche Site License, Population Less than 10,000	1	\$450.00	\$450.00
<input checked="" type="checkbox"/> MCCi SLA for Laserfiche Site License, Population Less than 10,000	1	\$600.00	\$600.00
<b><i>MCCi Supplemental Support Services Annual Recurring Subscription Subtotal</i></b>			<b><i>\$8,295.00</i></b>
<b>GRAND TOTAL - RECURRING ANNUAL SUPPORT/SUBSCRIPTION</b>			<b><i>\$12,395.00</i></b>

<i>Service Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>Total</i>
<b><u>MCCi SERVICE PACKAGES</u></b>			
<input checked="" type="checkbox"/> Implementation Services Package <i>Cost is based on the current components provided herein. MCCi's certified personnel will administer these services to assist Client with implementing the software/subscription components purchased.</i>	1	\$1,025.00	\$1,025.00
<input checked="" type="checkbox"/> Laserfiche Licensing Platform and Version Upgrade Package	1	\$4,100.00	\$4,100.00
<input checked="" type="checkbox"/> Laserfiche PowerPack by MCCi Installation and Configuration Package	1	\$1,025.00	\$1,025.00
<b><i>Service Packages Subtotal</i></b>			<b><i>\$6,150.00</i></b>
<b>GRAND TOTAL - ONE-TIME SERVICES</b>			<b><i>\$6,150.00</i></b>
<b><u>EXISTING LASERFICHE SOFTWARE SUPPORT CREDIT</u></b>			
<input checked="" type="checkbox"/> <b><i>Existing Laserfiche Software Support Credit Total</i></b>			<b><i>TBD</i></b>
<b><u>EXISTING MCCi SUPPLEMENTAL SUPPORT CREDIT</u></b>			
<b><i>Existing MCCi Supplemental Support Credit Total</i></b>			<b><i>TBD</i></b>
<b>TOTAL LASERFICHE PROJECT COST</b>			<b><i>\$18,545.00</i></b>

*NOTE: The information presented in this document is based on the results of MCCi and Client's collaborative preliminary discovery thus far and merely serves as an estimate to be used for planning purposes. As planning and discovery continue, the project scope and costs may change to meet the specific needs of the Client. MCCi will present a formal detailed pricing proposal and project scope for approval prior to the start of any project. This is not a formal quote. Additional services will likely need to be included based on required discovery session.*

**ADDENDUM NO. 1 TO MASTER SERVICES AGREEMENT NO. 20091**

**LASERFICHE SUBSCRIPTION SITE LICENSE ORDER**

Pursuant to Master Services Agreement No. 20091 ("**Agreement**"):

This Laserfiche Subscription Site License Order, designated as Addendum No. 1 is entered into as of \_\_\_\_\_, 2021 ("**Addendum Effective Date**"), by and between MCCi and Client and is hereby incorporated into the Agreement and made a part thereof. If there is any conflict between a provision of the Agreement and this Addendum, the Agreement will control. Any capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Order supersedes any previous quote or proposals received.

IN WITNESS WHEREOF, the Parties hereto have caused this Addendum No. 1 to be executed by their respective duly authorized representatives as of the Addendum Effective Date.

**MCCi, LLC**

**CITY OF LAUREL ("Client")**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## PRICING: LASERFICHE SUBSCRIPTION



3717 Apalachee Parkway, Suite 201  
Tallahassee, FL 32311  
850.701.0725  
850.564.7496 fax

**Bill /Ship to:** Brittney Moorman  
[bmoorman@laurel.mt.gov](mailto:bmoorman@laurel.mt.gov)

**Client Name:** City of Laurel  
**Quote Number:** 22010  
**Order Type:** Platform Change

**Quote Date:** December 06, 2021

<b>Product Description:</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Annual Total</b>
<b><u>LASERFICHE ANNUAL SUBSCRIPTION - BASIC</u></b>			
<input checked="" type="checkbox"/> Laserfiche Municipality Site License Subscription (Population Less than 10,000)	1	\$3,100.00	\$3,100.00
<input checked="" type="checkbox"/> Laserfiche Records Management Subscription	1	Included	Included
<input checked="" type="checkbox"/> Laserfiche Public Portal Subscription for Unlimited Laserfiche Servers	1	Included	Included
<input checked="" type="checkbox"/> Laserfiche Quick Fields Complete with Agent Subscription (10-Pack)	1	Included	Included
<input checked="" type="checkbox"/> Laserfiche Advanced Audit Trail Subscription	1	Included	Included
<input checked="" type="checkbox"/> Laserfiche Forms Portal Subscription	3	Included	Included
<input checked="" type="checkbox"/> Laserfiche Sandbox Subscription	3	Included	Included
<input checked="" type="checkbox"/> Laserfiche Integration with DocuSign Subscription	1	Included	Included
<b><i>Laserfiche Annual Recurring Subscription Subtotal</i></b>			<b><i>\$3,100.00</i></b>
<b><u>MCCI ANNUAL SUBSCRIPTION</u></b>			
<input checked="" type="checkbox"/> Laserfiche PowerPack by MCCi Subscription <i>Requires dedicated Full Named User.</i>	1	\$1,000.00	\$1,000.00
<b><i>MCCI Annual Recurring Subscription Subtotal</i></b>			<b><i>\$1,000.00</i></b>
<b><u>MCCI SUPPLEMENTAL SUPPORT SERVICES SUBSCRIPTION</u></b>			
<input checked="" type="checkbox"/> Process Administration Support Services for Laserfiche, Level 2 <i>Client needs are estimated based on the current components provided herein: up to 25 hours that will expire at the end of your renewal term.</i>	1	\$7,245.00	\$7,245.00
<input checked="" type="checkbox"/> Training Center for Laserfiche Site License, Population Less than 10,000	1	\$450.00	\$450.00
<input checked="" type="checkbox"/> MCCi SLA for Laserfiche Site License, Population Less than 10,000	1	\$600.00	\$600.00
<b><i>MCCI Supplemental Support Services Annual Recurring Subscription Subtotal</i></b>			<b><i>\$8,295.00</i></b>
<b>GRAND TOTAL - RECURRING ANNUAL SUPPORT/SUBSCRIPTION</b>			<b>\$12,395.00</b>

<b>Service Description:</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total</b>
<b><u>MCCi SERVICE PACKAGES</u></b>			
<input checked="" type="checkbox"/> Implementation Services Package <i>Cost is based on the current components provided herein. MCCi's certified personnel will administer these services to assist Client with implementing the software/subscription components purchased.</i>	1	\$1,025.00	\$1,025.00
<input checked="" type="checkbox"/> Laserfiche Licensing Platform and Version Upgrade Package	1	\$4,100.00	\$4,100.00
<input checked="" type="checkbox"/> Laserfiche PowerPack by MCCi Installation and Configuration Package	1	\$1,025.00	\$1,025.00
<b>Service Packages Subtotal</b>			<b>\$6,150.00</b>

<b>GRAND TOTAL - ONE-TIME SERVICES</b>	<b>\$6,150.00</b>
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<b><u>EXISTING LASERFICHE SOFTWARE SUPPORT CREDIT</u></b>			
<input checked="" type="checkbox"/> Laserfiche Team Server	-1		
<input checked="" type="checkbox"/> Laserfiche Full User	-1		
<input checked="" type="checkbox"/> Laserfiche Retrieval User	-4		
<input checked="" type="checkbox"/> Laserfiche Snapshot	-1		
<input checked="" type="checkbox"/> Laserfiche ScanConnect (Legacy)	-1		
<input checked="" type="checkbox"/> Laserfiche Software Support Credit Proration	1		
<input checked="" type="checkbox"/> <b>Existing Laserfiche Software Support Credit Total</b>			<b>(\$133.05)</b>

<b>GRAND TOTAL - EXISTING SUPPORT CREDIT</b>	<b>(\$133.05)</b>
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<input checked="" type="checkbox"/> <b>Laserfiche Promo 2021SBLUD</b>	<b>(\$1,483.47)</b>
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<b>TOTAL LASERFICHE PROJECT COST</b>	<b>\$16,928.47</b>
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***All Order Pricing Expires in 30 Days***

**This is NOT an invoice. Please use this confirmation to initiate your purchasing process.**

## **RECURRING SERVICES**

The Recurring Services portion of this Order will be based on the pricing at the time of renewal. It will systematically renew unless written notice of termination has been provided per the master agreement. In the event that a manufacturer increases its prices for recurring annual services, the increase will be passed along to the Client. No more than once per year, MCCi may adjust its recurring annual services to coincide with current U.S. inflation rates; any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase.

## **SALES TAX**

Sales tax will be invoiced where applicable and is not included in the fee quote above.

## **REMOTE SERVICES**

All services will be performed remotely unless noted otherwise.

## PRODUCT ORDER TERMS

MCCi will process Product Orders as follows:

Product/Service Description	Timing of Product Order
<b>All Software, Recurring Annual Support/Subscription, and Supplemental Support Services</b>	Within 30 days of receipt of Order

The act of MCCi processing orders determines the start date of annual Recurring Service periods. Establishment of start dates for 3<sup>rd</sup> party manufacturer products are subject to each manufacturer's current policy.

## BILLING TERMS

MCCi will invoice Client as follows:

Product/Service Description	Timing of Billing
<b>All Software, Recurring Annual Support/Subscription, and Supplemental Support Services</b>	<ul style="list-style-type: none"><li>▪ <b>Initial Sale:</b> Upon delivery of software or activation of the subscription.</li><li>▪ <b>Annual Renewal:</b> 75 days in advance of expiration date.</li></ul>
<b>Service Packages</b>	50% of the total upon receipt of Order, remaining 50% upon delivery completion and Client acceptance.

MCCi will invoice MCCi shall not send any invoices nor claim payment for any fees or expenses incurred by MCCi until both parties authorize this Order. Sales tax will be invoiced where applicable and is NOT included in the Pricing section.



# SERVICE PACKAGES

## GENERAL ASSUMPTIONS

To determine which platform/licenses are applicable, please refer to the [Pricing](#) section. The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the Scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule justifying a change order.

- MCCi's completion of a Deliverable to Client shall constitute that MCCi has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after MCCi's submission to give written notice to MCCi specifying the deficiencies in reasonable detail. MCCi shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, MCCi shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, MCCi and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client is responsible to ensure that adequate hardware/infrastructure is in place and capable of handling the extra resources that may be required to support the services performed.
- Any additional software licensing needs related to this service/process configuration have not been considered or included as part of service packages. Client is responsible for ensuring that the required software licensing is available.
- If the Services require MCCi to access or use any third party software products provided or used, Client warrants that it shall have all rights and licenses of third parties necessary or appropriate for MCCi to access or use such third party products and agrees to produce evidence of such rights and licenses upon the reasonable request of MCCi and to indemnify, hold harmless and defend MCCi from and against any claims, actions, demands, lawsuits, damages, liabilities, settlements, penalties, fines, costs and expenses (including reasonable attorneys' fees) to the extent arising from MCCi's access to or use of such third party products.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by MCCi on retraining, reeducating, or changes in direction.
- Through the course of this project, MCCi may choose to utilize the third-party service Asana (<http://www.asana.com>) for project management and team collaboration. Documentation and correspondence exchanged between MCCi and Client may be stored in Asana.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist MCCi's personnel by answering business, technical and operational questions and providing requested documents, guidelines and procedures in a timely manner; (ii) participate in the services as reasonably necessary; and (iii) be available to assist MCCi with any other activities or tasks required to complete the services.
- All pricing assumes Client will grant MCCi unattended access to the required infrastructure for the project. Failure to provide this access can result in a change order increasing the cost to the client and the timeline of the project.

## IMPLEMENTATION SERVICES PACKAGE

MCCi's certified personnel will administer these services to assist Client with implementing the software/subscription components purchased.

### MCCi ACTIVITIES AND/OR DELIVERABLES

Professional Services may include any of the following for the purchased components:

- Project management associated with the proposed solution:
  - Outlining requirements
  - Setting expectations for project success
- Assistance with basic repository configuration and user account setup (Laserfiche only)
- Basic configuration of all software components and remote installation as needed
- Review of implemented solution

## LASERFICHE LICENSING PLATFORM AND VERSION UPGRADE PACKAGE

MCCi's Laserfiche Licensing Platform and Version Upgrade Package is designed for MCCi to switch your existing Laserfiche Licensing Platform (e.g., United, Teams, Avante, Rio) to a new Laserfiche Licensing Platform (e.g., United to Avante or Avante to Rio, etc.) on the servers Laserfiche is currently installed on. This includes installing new modules that are included with your new licensing platform, installing and configuring Directory Server, Converting/Migrating users from your repository to Directory Server if needed, and upgrading your existing Laserfiche applications to the newest supported versions.

### CLIENT DELIVERABLES

- Allow access to all servers that have Laserfiche products installed on them.
- Provide a Windows Account that has administrative rights to each Laserfiche server (can create, write, and read the various Laserfiche databases, and query Active Directory).
- Acquire, install, and set up SSL/TLS Certificates that meet Laserfiche requirements.
- Open necessary Firewall ports.

### MCCi DELIVERABLES

- Perform licensing update to upgrade Client to defined platform and newest supported version of Laserfiche.
- Install and configure new modules in one environment (e.g., Test, Dev, Staging, QA, etc.) not currently owned by Client to not exceed: Directory Server, Web Client, Forms, Workflow as outlined in the Laserfiche assumptions section.
- Install and configure Directory Server on the appropriate server per MCCi best practices.
- Convert/Migrate repository user accounts to Directory Server (some pre-requisites apply).
- Configure Laserfiche web products for Single Sign-On using LFDS authentication in one environment (e.g., Test, Dev, Staging, QA, etc.).

### EXCLUSIONS

- Migrating Laserfiche system or MS SQL to new Windows Servers.
- Migrating existing Laserfiche environment/applications to new environment.
- Installing and Configuring Failover Clusters or Load Balancing.
- Configuring Servers in DMZs.
- Configuring Identity Providers other than native Active Directory.
- Metadata Configuration.
- Training and/or video recordings.

### ASSUMPTIONS

- Existing SQL Server version instances meet Laserfiche requirements.
- Existing Windows Server version meets Laserfiche requirements.
- Google Chrome or Chrome Microsoft Edge is installed on all Laserfiche servers.

- Laserfiche Server version 8 and Laserfiche Workflow version 8.3 or higher is currently installed.

## **LASERFICHE POWERPACK BY MCCi**

### **INSTALLATION AND CONFIGURATION PACKAGE**

MCCi provides installation and configuration services to assist MCCi's clients and help them quickly utilize the benefits of these powerful features.

#### **CLIENT DELIVERABLES**

- Provide IIS web server to host the Data Analytics website
- Provide SQL Server to host Data Analytics database (will be created during the initial configuration)
- Provide server/workstation to install OCR Scheduler and Data Analytics service
- Provide Laserfiche Workflow server to install and configure custom Workflow Activities
- Provide a dedicated Laserfiche named user license for PowerPack to utilize

#### **MCCi ACTIVITIES AND/OR DELIVERABLES**

- Install and configure PowerPack components on a single server. Workflow custom activities will be installed on the Workflow server
- Install PDF and Microsoft Office iFilters
- Provide one remote overview training

#### **EXCLUSIONS**

- Configuring OCR Scheduler to extract text from electronic files other than PDF and MS Office files (Tiff files will still be OCRd)
- Files in Laserfiche Record Series will not be OCRd

#### **ASSUMPTIONS**

- PowerPack is whitelisted with Client's antivirus software
- Client environment supports the latest Laserfiche SDK runtimes

## SUPPLEMENTAL SUPPORT PACKAGES

As Client's first-tier solution provider, MCCi provides multiple options for technical support. Client's annual renewal covers application break/fix support, version downloads, and continued educational resources. MCCi offers supplemental support packages to cover remote training, basic configuration services, and maintenance of existing business processes. MCCi Managed Support Services (MSS) or Process Administration Support Services (PASS) packages are strongly encouraged to be included with every renewal. Supplemental Support Packages are annual subscriptions and pricing is based on the package purchased and an advanced discounted block of hours, which expire on the same date as Client's annual renewal.

### LASERFICHE

	Process Administration Support Services
Description	PASS 2
Easy access to MCCi's team of Certified Technicians for application break/fix support issues (i.e. error codes, bug fixes, etc.) <sup>+</sup>	■
Remote access support through web conferencing service <sup>+</sup>	■
Access to product update version and hotfixes (Client Download) <sup>+</sup>	■
24/7 access to the Laserfiche Support Site and Laserfiche Answers discussion forums <sup>+</sup>	■
Additional Remote Basic Training	■
Additional System Settings Consultation	■
Assistance with Implementation of Version Updates	■
Annual Review (upon Client's request) of Administration Settings	■
Priority Offering of Laserfiche CPPs & Laserfiche Empower Registration Scholarships	■
Configuration and maintenance of <i>basic</i> business processes and MCCi packaged solution utilizing Laserfiche Forms and Workflow	■
Configuration of Laserfiche Quick Fields sessions	■
Basic Records Management Module Overview Training	■
Administration Configuration Services	■
Dedicated Certified Professional	■
Proactive recurring consultation calls upon the Client's request	■
Annual Review of business process configurations	■
Institutional Knowledge of Client's Solution	■
Maintenance of MCCi/Client configured <i>complex</i> business processes	■
Ability to schedule after-hours migrations/upgrades Monday-Friday 8 am to 10 pm ET and Saturday-Sunday from 12 pm to 4 pm ET	■
Basic JavaScript, CSS, and Calculations for Laserfiche Forms <sup>*</sup>	■

<sup>+</sup> Client's Support/Subscription Renewal includes these benefits, regardless of whether a supplemental package is purchased.

<sup>\*</sup> Excludes the development of new integrations, large-scale development projects, and SQL queries.

**\*\* Hours:** MCCi allows clients to use their hours for a multitude of services, as long as a request will not start a service that cannot be completed with the hours available. None of the packages listed above are intended to be utilized to configuration a new *complex* business process. In those instances, a separate SOW is required.

## BUSINESS PROCESS DEFINITIONS (RELATIVE TO THE TABLE ABOVE)

A Workflow, Forms, or Quick Fields process that automates or streamlines an organization-specific process.

- **BASIC:** A business process requiring minimal configuration and virtually no institutional knowledge of the Client's business process, allowing an MCCi Application Support Analyst to assist with configuration, support, and maintenance of the process.
- **COMPLEX:** A large business process with an extensive configuration that is mission-critical to the organization.
  - **EXAMPLES:** Large accounts payable process with a high volume of transactions, approval steps, database lookups, etc. Complex business processes require MCCi's Application Support Analyst to have institutional/process knowledge to configure the process.
  - For creation of new complex Forms, Workflow, and Transparent Records Management configurations, please discuss a Business Process Configuration Service with Client's Account Executive or Account Manager.
- **MCCi Packaged Solution:** A solution MCCi has created for a market that has a specific business process automation use.

## SUPPLEMENTAL SUPPORT PACKAGE DESCRIPTIONS

### CLIENT RESPONSIBILITIES (ALL PACKAGES)

- For self-hosted (applications hosted by Client) solutions: Configuring/maintaining backups and any general network, security, or operating system settings outside of Client's solution (Laserfiche, ABBYY, Blue Prism).
- Managing application-level security.
- Managing and creating retention policies related to Records Management Module.
- Providing an IT contact (internal or third-party) for MCCi to work with as necessary.
- Providing remote access capabilities as needed. If the Client requests MCCi to have unattended access, the Client assumes all responsibility for the related session(s). The Client will work with MCCi to set up user profiles, user tags, etc. to allow desired security rights/access.
- Creating/providing process diagrams (and any other necessary paperwork/examples).

### PROCESS ADMINISTRATION SUPPORT SERVICES LEVEL 2 (PASS 2)

**PASS 2** includes the benefits of **PASS** and provides the ability for MCCi to maintain complex business processes, which requires knowledge transfer and maintenance of that knowledge. **PASS 2** pricing for the advanced block of hours is based on a flat fee and MCCi's Application Support Analyst hourly rate discounted by 10%. The number of hours included is based on active products and will expire on the same date as Client's annual renewal. **PASS 2** can be used for the following:

- **ANNUAL REVIEW OF BUSINESS PROCESS CONFIGURATIONS**
- **INSTITUTIONAL KNOWLEDGE OF CLIENT SOLUTION**

Turnover within Client's organization can happen, and it's important to have a plan. Who will help Client's new solution administrator get up to speed on Client's processes and solutions in place? Leave that to us. MCCi documents Client's specific organization's usage and implemented business processes, integrations, etc., and are able to assist with the knowledge transfer to the new solution administrator if needed.
- **MAINTENANCE OF MCCi/CLIENT CONFIGURED COMPLEX BUSINESS PROCESSES**

The assigned representative can maintain MCCi or Client configured *complex* business processes. For example, minor tweaks, updates due to upgrades, process improvements, etc.
- **ABILITY TO SCHEDULE AFTER-HOURS MIGRATIONS/UPGRADES**

Avoid MCCi's after-hours premium charge for server migrations and upgrades. PASS 2 clients can schedule these anytime Monday-Friday from 8 am to 10 pm ET and Saturday and Sunday from 12 pm to 4 pm ET.
- **BASIC JAVASCRIPT, CSS AND CALCULATIONS FOR LASERFICHE FORMS**

Excludes complex scripting.

- **BASIC LASERFICHE WEBLINK/PUBLIC PORTAL CUSTOMIZATION**

MCCi will help customize Client's WebLink/Public Portal to meet Client's needs.

## **SERVICE LEVEL AGREEMENT (SLA)**

MCCi's SLAs are offered as additional options to Client's annual support/subscription. An SLA offers clients escalated response times depending on the severity of the support issue, as well as other additional benefits. The SLA documentation and pricing is readily available upon request. MCCi currently has two separate SLAs available:

- Infrastructure Hosting
- Application Support (Client Self-Hosted)
- Application Support (Cloud Applications)

## **THE TRAINING CENTER FOR LASERFICHE**

MCCi's Training Center for Laserfiche annual subscription provides an easy, cost-effective way for all users in Client's organization to access training videos for Laserfiche and ABBYY.

### **BENEFITS**

- 24/7 access to on-demand Laserfiche training videos and other resources
- Reduction in training expenses
- Caters to all skill levels from Basic Users to Advanced System Administrators
- Unlimited access for Client's entire organization
- User determined schedule and pacing
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption
- Instant/budgeted training available in the case of employee turnover
- Enhance Client's organization's internal Laserfiche training program

*\*The Training Center subscription gate is based on Laserfiche user counts*

# MCCi ASSUMPTIONS

## TECHNICAL SUPPORT

Clients may contact MCCi support via MCCi's Online Support Center, email ([support@mccinnovations.com](mailto:support@mccinnovations.com)), or telephone 866-942-0464. Support is available Monday through Friday (excluding major holidays) from 8 am to 8 pm Eastern Time.

## PROFESSIONAL SERVICES

### CHANGE ORDER PROCESS

Any deviations from the contract will be documented in a Change Order that Client must execute.

### CONFIGURATION ASSISTANCE

Many of MCCi's packages list remote configuration assistance for up to a certain number of days. This is based on total days, not business days.

### TRAVEL

MCCi will schedule travel in consecutive days for most engagements unless otherwise stated or agreed upon.

### SCHEDULING

All rates are based on normal business hours, Monday through Friday from 8 am to 5 pm local time. If scheduling needs to occur after business hours, additional rates may apply.

## RETURN POLICY

Any product returns are subject to the manufacturer's return policy.

## LIMITED LIABILITY

If the Master Agreement is silent on each Parties' limited liability, liability is limited to the amount of dollars received by MCCi directly associated with this Order.

## PRE-EXISTING INTELLECTUAL PROPERTY (IP)

The following products noted below are deemed Pre-existing IP as defined in the Master Agreement and are not considered "Works Made for Hire" and as such all rights, title or interest remains with MCCi. Client shall retain, a non-exclusive, royalty-free, world-wide, perpetual license to use the product(s) if such product(s) is integrated into the solution purchased by Client.

- Laserfiche PowerPack by MCCi
- Laserfiche EnerGov Integration by MCCi
- Laserfiche Neogov Integration by MCCi
- GoFiche Suite for Avante/Rio/Subscription
- Common Web Service API for Laserfiche

## CLIENT SOLUTION CUSTOMIZATIONS

Client may also choose to customize their system internally, without MCCi's help. MCCi is not responsible for any damages caused by the user's customization of the system not performed by MCCi. MCCi will not be held responsible for correcting any problems that may occur from these customizations. Routine updates to as provided by software

manufacturers may affect any customizations made by entities other than MCCi. If MCCi's help is required to correct/update any customizations made by any entity other than MCCi, appropriate charges will apply.

## **CLIENT INFORMATION TECHNOLOGY ASSISTANCE**

For MCCi to excel in providing the highest level of service, Client must provide timely access to technical resources. Client must provide adequate technical support for all MCCi installation and support services. If Client does not have "in-house" technical support, it is Client's responsibility to make available the appropriate Information Technology resources/consultant when needed.



# LASERFICHE ASSUMPTIONS

*The following assumptions are current as of the date of order. Manufacturer's terms and conditions are subject to change.*

## HARDWARE REQUIREMENTS & INSTALLATION

Client is responsible for ensuring they meet the recommended hardware requirements, which are available upon request. One (1) of each of the following components will be installed as part of Client's Laserfiche solution by default unless Pricing section states otherwise:

### LASERFICHE SUBSCRIPTION

- Laserfiche Server
- Windows Client & Administration Console
- Web Client\*
- Mobile Server
- Federated Search\*
- Directory Server (LFDS)\*<sup>†</sup>
- Import Agent
- Workflow (Professional/Business only)
- Forms\* (Professional/Business only)
- Audit Trail

*\*Requires SSL/TLS Certificate. Client is responsible for acquiring and installing prior to Laserfiche implementation. Certificate requirements for Laserfiche Directory Server can be [found here](#).*

*<sup>†</sup>Required for all Rio and Avante systems and cannot be removed.*

**Note:** *Configuring a test environment, setting up an external DMZ, and/or setting up failover/load balancing are not included by default and must be detailed and priced in the applicable Statement of Work to be implemented.*

## LASERFICHE END USER LICENSE AGREEMENT (EULA)

By accepting this Order, Client acknowledges Laserfiche's EULA and agrees to abide by its terms and absolve MCCi of any Laserfiche product-related liability.

## LASERFICHE SOFTWARE SUPPORT PLAN

MCCi acts as first-tier support and works with Laserfiche, who would provide second-tier level support when needed. Laserfiche software support plans are applicable to actively supported perpetual software and are bundled with on-premises Subscription and Cloud systems. All software support plans are on a yearly subscription basis and accompany the applicable software product designed, developed, created, written, owned, or licensed by Laserfiche. On-premises Subscription and Cloud system subscribers are advised to export data from their Laserfiche system prior to cancellation or any other termination.

### ACTIVE LASERFICHE SOFTWARE SUPPORT PLAN BENEFITS INCLUDE:

- Easy remote access to MCCi's team of Laserfiche Gold Certified Support Technicians
- Access to new product update versions and hotfixes
- Software credit eligibility for product upgrades, as determined by Laserfiche's then current policy
- Continued access to Client's Laserfiche solution\*

*\*Specific to Laserfiche Cloud and Laserfiche on-premises Subscription licensed Clients*

### POLICIES

- To receive periodic product updates for a Laserfiche Software Solution, its associated software support plan must be purchased and maintained throughout the software term.
- All software support plan subscriptions are annual, prepaid and non-refundable
- The annual term start date for new systems is established by Laserfiche at the time MCCi submits an order to Laserfiche on Client's behalf.

- For platform upgrades, software and support credit eligibility is determined by Laserfiche's then current policy. To receive any available software or support credit, Client's support plan must be active (i.e., support plan has not expired)
- For expansion purchases, the applicable service period is prorated to match Client's existing or future service period, which is dependent on Laserfiche's then current policy and the timing of the expansion order vs. the Client's annual service period renewal date (i.e. prorating for less than four months may not be permissible due to the timing of renewal invoicing.)

## **LATE PAYMENTS**

- If payment is not received before Client's renewal date, Client's Laserfiche software support plan expires. Please allow up to five (5) business days after receipt of payment for MCCi to process renewal payment to Laserfiche.
- Impact of Expiration:
- Client will be able to access MCCi Support Technicians for 30 days post expiration. However, if there are support issues that require Laserfiche involvement, these issues cannot be resolved until Client's support is renewed.
- Perpetual software support plan: Access to the Laserfiche support website and Laserfiche technicians will no longer be available until MCCi receives Client's renewal payment and processes payment to Laserfiche.
- Laserfiche on-premises Subscription or Laserfiche Cloud: Access to Client's Laserfiche solution will be turned off after 30 days and Client's access to the Laserfiche support website, and Laserfiche technicians will no longer be available until MCCi receives Client's renewal payment and processes payment to Laserfiche. Laserfiche on-premises Subscription Clients must reactivate the on-premises Subscription system following payment of the software support plan renewal to ensure uninterrupted usage.
- Reinstatement Fees: In order to receive uninterrupted support for perpetual on-premises Laserfiche Software Solutions, Client must maintain a software support plan for the term of the Laserfiche Software Solution. In the event that Client's software support plan is expired for more than 45 days, the plan will need to be reinstated. Reinstatements reset the annual date of the software support plan, and the cost includes one year of the software support plan in addition to the Reinstatement Fee. The Reinstatement Fee is a 10% markup on the lapsed value of the software support plan. The Reinstatement Fee includes the number of days lapsed since your software support plan expired.

## **INTEGRATIONS**

Third-party Laserfiche integrations or utilities may consume one (1) or more Laserfiche user licenses depending on how the vendor designed and coded the integration. These additional licensing needs should be verified by Client and considered in the user licensing purchased.

## **LASERFICHE SOLUTION PROVIDER OF RECORD**

As Client's current Solution Provider of Record, Laserfiche's policy dictates that MCCi is the only Laserfiche Solution Provider that has access to Client's support account, along with the ability to download software licenses and activations, process subscription renewals and initiate additional purchases on Client's behalf. Unless Client decides to cancel Client's contract with MCCi or work with Laserfiche to formally change Client's Laserfiche Solution Provider of Record, future purchases and subscription renewals will be processed and provided by MCCi.

**File Attachments for Item:**

15. Resolution No. R21-126: A Resolution Approving An Encroachment Permit For The Installation Of A Trash Enclosure On A Portion Of South Montana Avenue Adjacent To 415 South 1st Avenue.

**RESOLUTION NO. R21-126**

**A RESOLUTION APPROVING AN ENCROACHMENT PERMIT FOR THE  
INSTALLATION OF A TRASH ENCLOSURE ON A PORTION OF SOUTH MONTANA  
AVENUE ADJACENT TO 415 SOUTH 1<sup>ST</sup> AVENUE.**

WHEREAS, the property owner of a Lot located at 415 South 1<sup>st</sup> Avenue, City of Laurel, (“Property Owner”) is currently constructing a structure and such Lot is not able to support the City’s Garbage Trucks; and

WHEREAS, the Property Owner retained A&E Design and Wells Built Inc. to design and construct a Trash Enclosure to be located adjacent to the Lot on a portion of South Montana Avenue to enable garbage pickup and such action requires an encroachment permit issued by the City; and

WHEREAS, City Staff reviewed the application and supporting materials, attached hereto and incorporated herein, and recommends the City Council approve the Encroachment Permit pursuant to the authority provided the City Council under Chapter 12.16.040, LMC; and

WHEREAS, upon review of this situation and the special facts and circumstances surrounding this situation, the City Council has determined issuance of an Encroachment Permit is appropriate and in the City’s best interest.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the attached Encroachment Permit is hereby approved for the installation and construction of a Trash Enclosure to be located on a portion of South Montana Avenue, within the City of Laurel; and

BE IT FURTHER RESOLVED, that the permit shall remain valid and run with the property so long as the structure is not removed by the Property Owner. The Mayor/City Staff are authorized to execute and record the attached Encroachment Permit on behalf of the City of Laurel.

Introduced at a regular meeting of the City Council on December 14, 2021, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 14<sup>th</sup> day of December 2021.

APPROVED by the Mayor this 14<sup>th</sup> day of December 2021.

CITY OF LAUREL

\_\_\_\_\_  
Emelie Eaton, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer  
Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney



# CITY OF LAUREL, MT

PO BOX 10 LAUREL, MT 59044

## Encroachment Permit

### Instructions:

1. Submit a completed Encroachment Permit application in duplicate (original signatures on both) with all necessary supplementary documents to the Public Works Department.
2. Pay the Encroachment Permit fee as established by the adopted Laurel Schedule of Fees at time of permit submittal.
3. The Public Works Department will review the application and approve, approve with conditions, or deny the permit application within 10 working days.
4. If the Public Works Department decides to approve or approve with conditions, Application will be sent to City Council for final approval.
5. If the Public Works Department denies the application, the applicant may appeal to Laurel City Council.
6. Permit approval will be followed by a return of a fully executed and approved permit form.

The undersigned hereby makes application for permission to encroach upon public right of way within the city limits of the City of Laurel, MT at the location described below and as shown on the attached site plan hereby made part of the application.

Applicant Name (or Representative): Adam Baumgartner AIA, for A&E Design

Job Address: 415 S. 1st Avenue, Laurel, Mt 59044

Legal description: Lot #: HAGEMAN SUBD 4TH FILING, S16, T02 S, R24 E, Lot 1 tract: \_\_\_\_\_

Property Owner: Steve Zabawa

Property Owner Phone: 406-670-8100

Property Owner Address: 840 Shiloh Rd, Billings, Mt 59106

Email: szabaea@rimrockauto.com

Contractor: Wells Built Inc

Business Phone: 406-656-1301

City of Laurel Business License #: 1995

Email: dereme@wellsbuilt.com

Completion Date: Nov 2022

Project Description: trash enclosure installed on the east side of S. Montana Avenue directly adjacent to our project site at 415 S. 1st Avenue.

Location of installations or structures to be installed: see above

Permit timeline (Length of time Permit is Desired for): eternity

I, the undersigned, request permission to work in the public right-of-way within the city limits of the City of Laurel, MT, at the above location subject to the rules and regulations set forth in Chapter 12 of the Laurel Municipal Code specifying current Montana Public Works Standard Specifications. In consideration for this permission, the applicant agrees to the following:

1. All construction concerning this permit will be in a safe manner so as not to interfere with or endanger public travel and to perform all work in a neat and workman type manner using material acceptable to the Building Official or the Director of Public Works and that the right-of-way will be cleaned and left in a condition equal to or better than the original condition.
2. The applicant will fully protect the traffic on the highway, street, alley, sidewalk, or public right-of-way during construction covered hereunder by proper and applicable signs, barricades, flagmen, and lights to indemnify and hold harmless the City of Laurel, its officers and employees, from all damages, expense, claims or liabilities

arising out of any alleged damages of any nature, any person or property, due to the construction performance or nonperformance of work or existence of said construction.

3. No work shall be done in such a manner that there will be parking or servicing of vehicles on the public right-of-way or adjacent sidewalks.
4. Special additional requirements: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: 11.2.2021

Name of Applicant (Printed): ADAM BAUMGARTNER

Public Works Department hereby ☒ Approves ☐ Approves with Conditions ☐ Denies Application for Encroachment Permit.

Public Works Director: \_\_\_\_\_

Date: 11-19-2021

Additional Staff Comments: \_\_\_\_\_

The lot cannot support City Garbage trucks.

Encroachment Permit Application Fee: \$ 100.00

Annual Encroachment Rental Fee: \$ \_\_\_\_\_

Total amount due: \$ \_\_\_\_\_

Application

Site Plan

Special Provisions Permit



## SPECIAL PROVISIONS TO ENCROACHMENT PERMIT

The attached application for encroachment permit filed by ADAM BAUMGARTNER is hereby granted and approved subject to the following conditions:

1. **TERM:** This permit shall be in full force and effect from the date hereof until revoked as provided in Section 3 herein.
2. **RENTAL FEES:** Annual Encroachment Rental Fees shall be as established by Resolution of the City Council.
3. **REVOCATION:** This permit may be revoked by the City upon written notice to Permittee, at the address shown on the application hereto attached, but the City reserves the right to revoke this permit without notice in the event Permittee breaks any conditions or terms of the permit application or as set forth herein.
4. **COMMENCEMENT OF WORK:** No work shall be commenced until permittee notifies the Public Works Department when he proposes to commence work.
5. **CHANGES IN STREET:** If the City changes street, necessitating changes in the structure or installation under this permit, Permittee shall make necessary changes at their own expense.
6. **CITY SAVED HARMLESS FROM CLAIMS:** In accepting this permit the Permittee, their successors or assigns, agree to protect the City and save it harmless from all claims, actions or damage of every kind and description which may accrue to, or be suffered by, any person or persons, corporations or property by reason of the performance of any such work, character of materials used or manner of installations, maintenance and operation or by the improper occupancy of said right-of-way, and in case any suit or action is brought against the City and arising out of, or by reason of, any of the above causes, the Permittee, their successors or assigns, will, upon notice to it/him of the commencement of such action defend the same at its/his sole cost and expense and satisfy and judgement which may be rendered against the City in any such suit or action.
7. **COMPLETION – CITY APPROVAL:** All work completed under this permit must be to the satisfaction of the City. Any required corrections to such work performed must be made at the Permittee's expense.



PLAN NOTES

- 1 NEW CURB & GUTTER
- 2 NEW ASPHALT PAVING ON SITE
- 3 NEW THICKENED EDGE CONCRETE SIDEWALK
- 4 NEW DRIVABLE CONCRETE - SEE DETAILS
- 5 NEW ACCESSIBILITY RAMP
- 6 NEW 4" PAINTED YELLOW STRIPE AT 3' O.C.
- 7 NEW PAINTED INTERNATIONAL DISABLED SYMBOL
- 8 NEW 4" PAINTED YELLOW PARKING STRIPE
- 9 NEW PAINTED TRAFFIC ARROW
- 10 NEW ADA SIGNAGE - SEE DETAILS (SIGN 1)
- 11 NEW DRIVE THROUGH MENU BOARD SIGNAGE - SEE SHEET E0.2
- 12 NEW GARBAGE CANS
- 13 NEW ASPHALT PAVING ON S. MONTANA AVE. RIGHT OF WAY
- 14 NEW SIGN 2 PER DETAIL
- 15 NEW SIGN 3 PER DETAIL
- 16 NEW SIGN 4 PER DETAIL
- 17 NEW GROUND LOOPS - SEE ELECTRICAL PLANS
- 18 NEW KEEP RIGHT SIGN 5 PER DETAIL

4 PARKING COUNT

SITE DATA

LEGAL DESCRIPTION: LOT 1, HAGEMAN SUBDIVISION 4TH FILING  
ZONING: HIGHWAY COMMERCIAL - COMMUNITY ENTRYWAY  
LOT AREA: 0.834 ACRES

	REQUIRED	PROVIDED (MIN.)
FRONT BUILDING SETBACK	20 ft.	±87 ft.
SIDE BUILDING SETBACK	0 ft.	±45 ft.
SIDE ADJACENT TO STREET BUILDING SETBACK	10 ft.	±72 ft.
REAR BUILDING SETBACK	0 ft.	±26 ft.
LOT COVERAGE	75% (MAX.)	±11%
OFF STREET PARKING	17 STALLS	20 STALLS
MAX. BUILDING HEIGHT	45 FEET	(SEE ARCH.)

PARKING CALC:

REQUIRED: 1 SPACE PER 100 SQ. FT. OF PATRON USE FLOOR AREA  
1658 SQ. FT. / 100 = 17 SPACES

PROPOSED: 18 STANDARD + 2 ADA ACCESSIBLE = 20 SPACES

U.S. HIGHWAY 310 & 12  
SOUTH 1ST AVENUE

INTERSTATE 90 (RAMP)

NOTE:

COORDINATE SIGNAGE LOCATIONS, GROUND LOOPS, AND OTHER SITE INFORMATION WITH SHEET A1.1

REFERENCE ELECTRICAL DRAWINGS FOR SITE LIGHTING DETAILS AND LOCATIONS



SCALE: 1" = 10'

NOTE:

-EXISTING UNDERGROUND INSTALLATIONS & PRIVATE UTILITIES SHOWN ARE INDICATED ACCORDING TO THE BEST INFORMATION AVAILABLE TO THE ENGINEER. THE ENGINEER DOES NOT GUARANTEE THE ACCURACY OF SUCH INFORMATION. SERVICE LINES (WATER, POWER, GAS, STORM, SEWER, TELEPHONE & TELEVISION) MAY NOT BE STRAIGHT LINES OR AS INDICATED ON THE PLANS. STATE LAW REQUIRES CONTRACTOR TO CALL ALL UTILITY COMPANIES BEFORE EXCAVATION FOR EXACT LOCATIONS.  
-ALL IMPROVEMENTS SHALL BE PERFORMED IN ACCORDANCE WITH MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS 6TH EDITION, APRIL, 2010.  
-UNLESS OTHERWISE SPECIFIED, ALL CONSTRUCTION LAYOUT AND STAKING SHALL BE PERFORMED UNDER THE RESPONSIBLE CHARGE OF A LAND SURVEYOR LICENSED IN THE STATE WHERE IS PROJECT IS LOCATED AND BY A PARTY CHIEF OR ENGINEERING TECHNICIAN EXPERIENCED IN CONSTRUCTION LAYOUT AND STAKING TECHNIQUES AS ARE REQUIRED BY THE SPECIFIC TYPE OF WORK BEING PERFORMED.



**File Attachments for Item:**

16. Resolution No. R21-127: Resolution Authorizing The Mayor To Execute An Agreement With Beartooth Rc&D Economic Development District.

**RESOLUTION NO. R21-127**

**RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT  
WITH BEARTOOTH RC&D ECONOMIC DEVELOPMENT DISTRICT.**

WHEREAS, the City of Laurel desires to retain the services of Beartooth RC&&D Economic Development District for services relating to a regional economic development planning program; and

WHEREAS, Beartooth RC&D Economic Development District provided such services for the City of Laurel in the past and desires to continue the provision of such services for the City in accordance with the terms and conditions of the attached Memorandum of Understanding, including a membership contribution of \$2,147.93; and

WHEREAS, the City of Laurel is satisfied with the services provided to date and desires a continuation of its relationship with Beartooth RC&D Economic Development District.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana,

That the Mayor is authorized to execute the attached Memorandum of Understanding with Beartooth RC&D Economic Development District.

Introduced at a regular meeting of the City Council on December 14, 2021, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 14<sup>th</sup> day of December 2021.

APPROVED by the Mayor this 14<sup>th</sup> day of December 2021.

CITY OF LAUREL

\_\_\_\_\_  
Emelie Eaton, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney

A  
**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Yellowstone County Commissioners, Big Sky Economic Development Authority,**  
**City of Billings, City of Laurel**  
**And**  
**Beartooth Resource Conservation & Development Area, Inc.**

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, by and between **Beartooth Resource Conservation & Development Area, Inc.**, whose principal business address is P.O. Box 180, Joliet, Montana 59041, hereinafter referred to as “**Beartooth RC&D**” and **Yellowstone County Commissioners (in cooperation with the City of Billings, City of Laurel, and Big Sky EDA)**, and hereinafter referred to as “**the Entity.**”

**WHEREAS**, Beartooth RC&D has been formally recognized by the U.S. Department of Commerce, Economic Development Administration (EDA) as a designated Economic Development District (EDD), and as a District, Beartooth RC&D has been awarded funding to carry out its Comprehensive Economic Development Strategy (CEDS). This funding will provide a staff person, administrative support and operating costs. This is a continual grant, renewable based on successful program operation and availability of federal funds. Local match is required.

**WHEREAS**, Each entity participating in the District will designate a representative and an alternate to the regional Beartooth RC&D Board. This individual will convey the needs and economic development goals of the community to Beartooth RC&D board meetings. Regular board meetings will be held every two months to assess project status and evaluate regional economic development needs.

**NOW THEREFORE IT IS UNDERSTOOD AS FOLLOWS:**

**ARTICLE 1: SCOPE OF WORK:**

Beartooth RC&D employs an Economic Development Director to assist in the completion of the Comprehensive Economic Development Strategy for the five-county region. The Director’s time will be allocated consistent with the goals in the CEDS by Beartooth RC&D board of directors. The board is composed of one representative and an alternate from business partners, county and local elected officials and local economic development partners from our five-county region. Input from this board is essential for meeting the needs of the communities in our region.

Priority will be assigned projects of regional scope or projects with strong local leadership. Grant funding for this position is from EDA; therefore, emphasis will be on regional economic development planning and projects which have a correlation to job creation, economic diversification and increased tax base. Matching funds are from participating entities and emphasis will be placed on their specified projects.

### **Annual Evaluation:**

The performance of the Economic Development District will be evaluated annually by local entities participating on the regional Beartooth RC&D Board. Progress and/or accomplishments on each program/project will be reported and evaluated to ensure resources are being utilized in the most effective and efficient manner possible. Annual Comprehensive Economic Development Strategy updates and an annual plan of work will be developed with input from Beartooth RC&D staff and board. Annual reports on projects and economic development activities will be provided to the board and participating entities along with the renewal of the Memorandum of Understanding.

### **ARTICLE 2: PERIOD OF PERFORMANCE:**

The term of this Memorandum of Understanding shall be from the date it is signed through **December 31, 2022**, unless extended by mutual agreement by both parties. Such extension must be in writing, signed by authorized representatives of both parties, and made a part of the original Memorandum of Understanding by modification reference. This Memorandum of Understanding supersedes the prior Memorandum for participation in the Economic Development District.

### **ARTICLE 3: PAYMENT:**

The Entity's annual contribution will be **\$4,500.00** as a "Membership" fee plus a per capita assessment of **.19** cents per person. These funds will provide the necessary match to obtain the \$70,000.00 in federal funds. Entities who do not participate financially in the match requirement will not receive services from the Economic Development Coordinator. The calculated fee for **Yellowstone County** is **\$35,798.89**. This figure is a total of the **\$4,500.00** county fee plus **\$31,298.89** per capita formula using a population of **164,731** as per the 2020 Census data. Yellowstone County's full payment will be separated into a four-way payment system. Each entity within the county will pay a percentage (%) similar to the previous year. Big Sky EDA- 34% or **\$12,171.62**, City of Billings- 36% or **\$12,887.60**, City of Laurel- 6% or **\$2,147.93** and Yellowstone County- 24% or **\$8,591.73**.

Annually, Beartooth RC&D/EDD staff will provide a comprehensive report of the past year's activity. A new Memorandum of Understanding will be prepared and a request for the following year's match submitted. Entities will be billed for match funds after January 1, 2022, for the current year's assessment.

Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment, and incidentals necessary to complete the work.

#### **ARTICLE 4: EXAMINATION OF RC&D RECORDS:**

The Entity or its representatives shall have the right to examine any books, records, or other documents of Beartooth RC&D, directly relating to costs when such costs are the basis of compensation hereunder.

#### **ARTICLE 5: OWNERSHIP AND USE OF DOCUMENTS:**

Reproducible copies of all documents and other materials produced by Beartooth RC&D in connection with the services rendered under this memorandum of understanding shall be provided to the Entity for the Entity's use whether the project for which they are made is executed or not. Beartooth RC&D shall be permitted to retain originals, including reproducible originals, of drawings and specifications for information, reference and use in connection with Beartooth RC&D endeavors.

#### **ARTICLE 6: WARRANTY:**

Beartooth RC&D warrants that all services performed herein shall be performed using that degree of skill and care ordinarily exercised in and consistent with generally accepted practices for the nature of the services and shall conform to all requirements of this Memorandum of Understanding.

#### **ARTICLE 7: SAFETY:**

Beartooth RC&D agrees to fully comply with the Occupational Safety and Health Act of 1970, all regulations issued there under and all state laws and regulations enacted and adopted pursuant thereto. Beartooth RC&D shall take all necessary precautions in performing the services hereunder to prevent injury to persons or damage to property.

#### **ARTICLE 8: CONFIDENTIALITY AND CONFLICTS OF INTEREST:**

Beartooth RC&D agrees to hold in strict confidence any proprietary or other data, findings, results, or recommendations deemed to be confidential by the Entity and obtained or developed by Beartooth RC&D in connection with the work under this memorandum of understanding. Beartooth RC&D warrants and agrees they do not and will not have any conflicts of interest regarding the performance of services hereunder.

#### **ARTICLE 9: APPLICABLE LAW:**

This Memorandum of Understanding shall be governed in all respects by the laws of the State of Montana. No changes, amendments or modifications of any of the terms and conditions hereof shall be valid unless agreed to in writing. Venue of any proceeding arising hereunder shall be the Twenty-second Judicial District.

## **ARTICLE 10: COMPLIANCE WITH LAWS:**

Beartooth RC&D shall in performing the services contemplated by this Memorandum of Understanding, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Memorandum of Understanding.

## **ARTICLE 11: CHANGES:**

The parties, by mutual agreement, may, at any time during the term of this Memorandum of Understanding and without invalidating the Memorandum of Understanding, make changes within the general scope of the Memorandum of Understanding. Beartooth RC&D to perform such changed services. The Entity's priority list for project work within their county can be changed at any time. In such case, the District will be informed of this change at the Entity's earliest convenience.

## **ARTICLE 12: TERMINATION:**

This Memorandum of Understanding may be terminated in whole or in part, in writing, by either party in the event of substantial failure by the other party to fulfill its obligations under this Memorandum of Understanding through no fault of the terminating party, provided that no termination may be effected unless the other party is given: (1) not less than ten (10) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party prior to termination.

Upon such termination the Entity shall pay Beartooth RC&D amounts due and unpaid for services rendered as of the effective date of termination, and Beartooth RC&D shall provide to the Entity all materials, surveys, reports, data, and other information performed or prepared as of such date.

## **ARTICLE 13: INDEMNIFICATION:**

Beartooth RC&D agrees to and does hereby indemnify and save the Entity, its officers, officials and employees, harmless against and from:

1. Any and all claims and liabilities, including but not limited to costs, expenses, and attorney fees arising from injury to, or death of, persons (including claims and liabilities for care or loss of services in connection with any bodily injury or death) and including injuries, sickness, disease, or death to Beartooth RC&D employees occasioned by a negligent act, omission, or failure of Beartooth RC&D;
2. Any and all claims and liabilities, including costs and expenses, for loss or destruction of or damage to any property belonging to Beartooth RC&D or the Entity caused by a negligent act, omission, or failure of Beartooth RC&D and;
3. Any fines, penalties, or other amounts assessed against the Entity by reason of Beartooth RC&D's failure to comply with all health, safety, and environmental laws and regulations applicable to the services; resulting directly or indirectly from, or occurring in the course of Beartooth RC&D's performance of the services. However, this indemnity shall not

extend to claims and liabilities for (i) injury or death to persons or (ii) loss of or damage to property to the extent that these claims and liabilities result directly from the Entity's negligence or willful misconduct.

#### **ARTICLE 14: INSURANCE:**

Beartooth RC&D shall maintain and demonstrate the following types of insurance:

1. Beartooth RC&D agrees that its employees and particularly the employees designated to work on this memorandum of understanding are covered by applicable Worker's Compensation provisions. Beartooth RC&D further agrees that if the Entity should legally incur any costs whatsoever under the Worker's Compensation laws by reason of Beartooth RC&D employees' injury or death while engaged in the contract work, Beartooth RC&D will indemnify and hold harmless the Entity for such costs which the Entity may be legally be required to pay to employees of Beartooth RC&D.

2. Comprehensive general liability insurance for bodily injury, death, or loss of or damage to property of third persons or other liability due to the negligent acts of Beartooth RC&D in the minimum amounts of \$500,000 per occurrence and \$1,000,000 aggregate for personal injury; and \$500,000 per occurrence/aggregate for property damage. Proof of coverage as required by this section shall be delivered to the Entity within fifteen (15) days of execution of this Agreement.

3. Professional liability errors and omissions insurance in a minimum amount of \$100,000.00.

#### **ARTICLE 15: NONDISCRIMINATION:**

Beartooth RC&D will not discriminate against any employee or applicant for employment relating to this project on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin. All hiring associated with any project shall be on the basis of merit and qualifications related to the requirements of the particular position being filled.

#### **ARTICLE 16: INDEPENDENT CONTRATOR:**

Beartooth RC&D and the Entity agree that Beartooth RC&D is an independent contractor with respect to the services provided pursuant to this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be considered to create the relationship of employer and employee between the parties hereto. Neither Beartooth RC&D nor any employee of Beartooth RC&D shall be entitled to any benefits accorded Entity's employees by virtue of the services provided under this Memorandum of Understanding. The Entity shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state Worker's Compensation program, nor shall the Entity be deemed in any way to assume the duties of an employer with respect to Beartooth RC&D, or any employee of Beartooth RC&D.

**ARTICLE 17: ASSIGNMENT:**

Beartooth RC&D shall not sublet or assign any of the services covered by this Memorandum of Understanding without the express written consent of the Entity.

**ARTICLE 18: NON-WAIVER:**

Waiver by the City of any provision of this memorandum of understanding or any time limitation provided for in this memorandum of understanding shall not constitute a waiver of any other provision.

**ARTICLE 19: NOTICES:**

Any Notice to be served hereunder may be served upon the parties personally or served by certified mail, return receipt. Notice served by mail shall be deemed complete upon deposit of said notice in any United States Post Office, postage prepaid, directed to the party to be served, at the following addresses:

**ENTITY:**     City of Laurel  
                  P.O. Box 10  
                  Laurel, MT 59044

**RC&D:**        Beartooth RC&D  
                  P.O. Box 180  
                  Joliet, MT 59041

**ARTICLE 20: INTEGRATED AGREEMENT:**

This Memorandum of Understanding together with attachments or addenda represents the entire and integrated Agreement between the Entity and Beartooth RC&D and supersedes all prior negotiations, representations, or agreements, written or oral. This Memorandum of Understanding may be amended only by written instrument signed by both the Entity and Beartooth RC&D.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals to this Memorandum of Understanding the day and year in this instrument first above written.

**CITY OF LAUREL**

**BEARTOOTH RC&D/EDD**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Ryan VanBallegooyen  
Chairman

ATTEST: \_\_\_\_\_

Date: \_\_\_\_\_



**File Attachments for Item:**

17. Resolution No. R21-128: A Resolution Of The City Council Authorizing The City To Participate In The Low Income Home Water Assistance Program (“LIHWAP”) And Authorizing The Mayor And City Clerk To Sign All Contracts And/Or Agreements To Implement The Program On The City’s Behalf.

**RESOLUTION NO. R21-128**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE CITY TO PARTICIPATE IN THE LOW INCOME HOME WATER ASSISTANCE PROGRAM (“LIHWAP”) AND AUTHORIZING THE MAYOR AND CITY CLERK TO SIGN ALL CONTRACTS AND/OR AGREEMENTS TO IMPLEMENT THE PROGRAM ON THE CITY’S BEHALF.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The City Council authorizes and approves the City’s participation in the State of Montana’s Low Income Home Water Assistance Program (“LIHWAP”) and all documents are attached hereto and incorporated herein.

Section 2: Execution. The Mayor and the City Clerk of the City of Laurel are hereby given authority to execute the requisite contract/agreement on behalf of the City.

Introduced at a regular meeting of the City Council on December 14, 2021, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 14<sup>th</sup> day of December 2021.

APPROVED by the Mayor this 14<sup>th</sup> day of December 2021.

CITY OF LAUREL

\_\_\_\_\_  
Emelie Eaton, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney



# Department of Public Health and Human Services

Human and Community Services Division Intergovernmental Human Services Bureau  
PO Box 202956 Helena, MT 59620-2956

Greg Gianforte, Governor

Adam Meier, Director

DATE: July 19, 2021

TO: Public Water System Providers

FROM: Sara Loewen, DPHHS Intergovernmental Human Services Bureau Chief

SUBJECT: Low-Income Home Water Assistance Program (LIHWAP) Contractor Application and Contract

A temporary emergency Low-Income Home Water Assistance Program<sup>1</sup> (LIHWAP) is being developed to provide low-income households assistance in paying their water and wastewater bills. Funds will be sent directly to Public Water System (PWS) operators to be credited to income eligible household accounts to reduce arrearages, prevent shutoffs and reduce monthly rates. This program is slated to operate from October 1, 2021 through September 30, 2023. Households will apply for assistance through a process coordinated with the Low-Income Energy Assistance (LIEAP) program.

The MT Department of Public Health and Human Services is providing the opportunity to PWS providers to participate in this program through a contract with the Department in order to receive and provide this assistance to income eligible households. The Department is beginning the process of securing contracts with PWS providers interested in participating in the LIHWAP.

The following documents are enclosed:

1. A copy of the (DPHHS-HWAP-001) Low Income Home Water Assistance Program Contractor Application and Contract for the time period October 1, 2021 through September 30, 2023.  
Complete the Contractor Information sections, including the Contractor Taxpayer ID number field. Sign the bottom of page three. The contract will be signed by a Department representative and a copy will be returned for your records.
2. A Taxpayer Identification Number (TIN) Verification (W-9) form. The completed W-9 form is required to receive payments from the Department. The W-9 form will be used to verify the TIN and the address where the 1099 form will be sent.

<sup>1</sup> The LIHWAP program is authorized under Section 533 Title V of Division H of the Consolidated Appropriations act of 2021, Public Law No: 116-260 and as provided for under The American Rescue Plan Act (ARPA). Additional information can be found at: <https://www.acf.hhs.gov/ocs/programs/lihwap>.

3. A Payment Address Form to complete and return if the mailing address for the LIHWAP payment is to be made to an address other than the one entered on the W-9 form.
4. A Direct Deposit Sign-up Form to complete if your company would prefer to have payments made directly to your financial institution. A written Statement of Remittance (SOR) will be mailed as usual but LIHWAP funds will be available at least one day earlier.

In order to participate and receive funds under this program, items #1 and #2 (above) must be completed and returned, along with items #3 and #4 if applicable.

These documents should be mailed to:

DPHHS LIHWAP, PO Box 202925, Helena, MT 59620

We encourage all Public Water System providers to complete the above information in order to participate in the program and allow their customers to receive this assistance.

Look for additional information (coming soon) at [www.lieap.mt.gov](http://www.lieap.mt.gov). A list of frequently asked questions will be available. You can also email Program Specialist Sheri Shepherd at [sshepherd2@mt.gov](mailto:sshepherd2@mt.gov).

Thank you for considering participating in the Low Income Home Water Assistance Program aimed at reducing arrearages and rates of low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services.



Sara Loewen  
Intergovernmental Human Services Bureau Chief  
Human and Community Services Division, MT DPHHS

## Public Water System Suppliers FAQ'S

The LIHWAP program is authorized under Section 533 Title V of Division H of the Consolidated Appropriations act of 2021, Public Law No: 116-260 and as provided for under The American Rescue Plan Act (ARPA). Additional information can be found at: <https://www.acf.hhs.gov/ocs/programs/lihwap>.

**1. How do I know if I am a qualified public water system?**

Contact DPHHS/IHSB by emailing [sshepherd2@mt.gov](mailto:sshepherd2@mt.gov) to determine if you are a qualified water vendor.

**2. What do I need to track on payments that come in?**

When you have contracted with DPHHS, payments for income eligible customers will be sent directly to the water vendor. Payments must be applied to the customer account for past-due amounts, disconnect or reconnect fees (if applicable) and water bills and sewer bills. The water vendor must be able to show DPHHS how those payments were applied to the eligible customer's account upon request.

Suppliers will be expected to submit reports/data indicating the financial accountability for these funds to eligible customer accounts were credited with LIHWAP benefits.

**3. What if a client moves or passes away?**

When a customer moves or passes away any unused LIHWAP funds will need to be returned to: DPHHS/HCSO; P.O. Box 202956, Helena, MT 59620. Include customer's name, LIHWAP benefit issuance date, and LIHWAP account number with remittance.

**4. Do we have to return funds at a certain time if not used?**

LIHWAP funds only need to be returned when the account is closed due to a move or a client passes away or when the program closes on June 30, 2023. In these cases, any LIHWAP attributable credit remaining on the customer account will need to be returned to DPHHS.

**5. How will payments be issued via check or direct deposit?**

All payments will be issued directly to the water/sewer provider who has entered into a contract with DPHHS on behalf of the customer. The LIHWAP vendor application allows the vendor to choose to receive funds (via check or direct deposit (EFT)).

**6. How does the program work for vendors?**

The LIHWAP benefits will be sent directly to the water/sewer provider who has an approved contract with DPHHS. Documentation will be sent with the payment indicating the customer's account number, benefit amounts (Water, sewer and arrearages). The vendor needs to apply the benefit to the correct customer's account. A Public Water System (PWS) provider application can be obtained by emailing [sshepherd2@mt.gov](mailto:sshepherd2@mt.gov).

**7. Are we allowed to let our clients know about the program?**

Water vendors are encouraged to refer customers to the local eligibility office. Eligibility offices are located on the [LIHEAP, LIHWAP and Weatherization Assistance \(mt.gov\)](#) website.

**8. Will there be some type of brochure we can give our clients?**

Information is available on the [LIHEAP, LIHWAP and Weatherization Assistance \(mt.gov\)](#) website.

**9. If we have a question as a vendor, is there a number to call for questions?**

Call Sheri at 406-447-4269 or email any questions to [sshepherd2@mt.gov](mailto:sshepherd2@mt.gov).

**10. Can we request applications to provide our customers?**

To obtain a supply of applications please email [sshepherd2@mt.gov](mailto:sshepherd2@mt.gov). Or contact your local HRDC office which can be found at [LIHEAP, LIHWAP and Weatherization Assistance \(mt.gov\)](#)

**11. What is the application process, and what is our role in that?**

Applicants will apply through the local eligibility offices. If deemed eligible, a payment will be sent to the water/sewer provider to apply to the applicant's water and/or sewer account as directed in the payment. The water/sewer providers do not process applications.

**12. Is the Direct Deposit for each household or the vendor?**

The Direct Deposit may include payments to the public water system supplier for more than one customer. The deposit will provide documentation indicating the account the payment is for and the amount to apply to each customer's account.

If additional information is needed regarding a payment please call Sheri at 406-447-4269.

## Low Income Home Water Assistance Program

LIHWAP helps pay:

- a. Water Bills
- b. Wastewater/Sewer Bills
- b. Water and Wastewater (sewer) Past Due Bills
- c. Water and Wastewater (sewer) Late Fees and Reconnect Fees

Funds will be sent directly to Public Water System (PWS) operators to be credited to income eligible household accounts. The Water Program is slated to start October 1, 2021 and continue through September 30, 2023.

### Do I Qualify for LIHWAP Assistance?

To qualify for LIHWAP assistance, you must meet these requirements:

- Be responsible for paying water and/or wastewater (sewer) bill.
- Have an active water and/or wastewater(sewer) account or have an obligation to pay through a rental agreement.
- Be a United States citizen or legally admitted for permanent residency.
- Meet the following income and resource guidelines

Household Members	Income Limits	Resource Limits
1	\$27,282	\$12,043
2	\$35,676	\$18,071
3	\$44,071	\$19,277
4	\$52,465	\$20,483
5	\$60,859	\$21,689
6	\$69,254	\$22,895

### How do I Apply?

You can apply for assistance by submitting the combined LIHWAP and Low-Income Energy Assistance Program (LIEAP) application. An application can be found at [lieap.mt.gov](http://lieap.mt.gov) or by contacting your local LIEAP eligibility office. The local LIEAP offices are listed on the back of this flyer. Find the county you live in and return the application to the office listed.

### What Items are Needed?

Before mailing your application, make sure you:

- Answer all questions completely.
- Ensure everyone in the home is included on the application.
- Ensure everyone age 16 or older signs and dates the application.
- Include your recent water and wastewater (sewer) bill(s).
- Include income records for the previous three months for everyone sixteen (16) years of age and older.
- Include a recent bank statement for all open bank accounts.
- Include copies of Social Security cards.

## Local LIEAP/LIHWAP Offices

Find your county and return the application to the office listed.

If you live in this county:		Return application to:	If you live in this county:		Return application to:
Carter	Prairie	Action for Eastern Montana 2030 North Merrill P.O. Box 1309 Glendive, MT 59330-1309 Ph. 377-3564 or 1-800-227-0703	Fergus		District VI HRDC Centennial Plaza 300 First Avenue North, Room 203 Lewistown, MT 59457 Ph. 535-7488 or 1-800-766-3018
Custer	Richland		Golden Valley		
Daniels	Roosevelt		Judith Basin		
Dawson	Rosebud		Musselshell		
Fallon	Sheridan		Petroleum		
Garfield	Treasure		Wheatland		
McCone	Valley				
Phillips	Wibaux				
Powder River					
Blaine		District IV HRDC 2229 5 <sup>th</sup> Avenue Havre, MT 59501 Ph. 265-6743 or 1-800-640-6743	Gallatin		District IX HRDC 32 South Tracy Avenue Bozeman, MT 59715 Ph. 587-4486 or 1-800-332-2796
Hill			Meagher		
Liberty			Park		
Cascade		Opportunities Inc. 905 First Ave North P.O. Box 2289 Great Falls, MT 59403-2289 Ph. 761-0310 or 1-800-326-0955	Broadwater		Rocky Mountain Development Council LIEAP Office 648 N. Jackson P.O. Box 1717 Helena, MT 59626-1717 Ph. 447-1625 or 1-800-356-6544
Chouteau			Jefferson		
Glacier			Lewis & Clark		
Big Horn		District VII HRDC 3116 First Ave North P.O. Box 2016 Billings, MT 59103 Ph. 247-4778 or 1-800-433-1411	Beaverhead		Action Inc. – Human Resource Council 25 W Silver Street, Butte, MT 59701 P.O. Box 39, Butte, MT 59703 Ph. 533-6855 or 1-800-382-1325
Carbon			Deer Lodge		
Stillwater			Granite		
Sweet Grass			Madison		
Yellowstone			Powell		
			Silver Bow		
Missoula		District XI Human Resource Council 1801 South Higgins Missoula, MT 59801 Ph. 728-3710	Pondera		North Central Area Agency on Aging 311 S Virginia St, Suite 2 Conrad, MT 59425 Ph. 271-7553 or 1-800-551-3191
Mineral			Teton		
Ravalli			Toole		
Flathead		Community Action Partnership of NW MT 214 Main Street P.O. Box 8300 Kalispell, MT 59904-1300 Ph. 758-5433 or 1-800-344-5979			For additional information visit: <a href="http://lieap.mt.gov">lieap.mt.gov</a>
Lake					
Lincoln					
Sanders					



**File Attachments for Item:**

18. Resolution No. R21-129: A Resolution Of The City Council Authorizing The Mayor To Sign An Agreement With Community Development Solutions For Software And Related Services For The Public Works And Building Departments.

**RESOLUTION NO. R21-129**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO  
SIGN AN AGREEMENT WITH COMMUNITY DEVELOPMENT SOLUTIONS FOR  
SOFTWARE AND RELATED SERVICES FOR THE PUBLIC WORKS AND  
BUILDING DEPARTMENTS.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Agreement between the City of Laurel and Community Development Solutions, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor and the City Clerk of the City of Laurel are hereby given authority to execute the Agreement on behalf of the City.

Introduced at a regular meeting of the City Council on December 14, 2021, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 14<sup>th</sup> day of December 2021.

APPROVED by the Mayor this 14<sup>th</sup> day of December 2021.

CITY OF LAUREL

\_\_\_\_\_  
Emelie Eaton, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney

# City of Laurel

Yellowstone County

## Proposal for Municipity™ Integrated Parcel Management SaaS

September 23, 2021

Valid for 3 months



Suzanne Owens  
Solutions Account Executive  
585-402-8667  
[SOwens@generalcode.com](mailto:SOwens@generalcode.com)



COMMUNITY  
DEVELOPMENT  
SOLUTIONS

Formerly General Code CMS LLC

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## CUSTOMER NEEDS AND REQUIREMENTS

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In an effort to take their community development and code enforcement to the next level, the City of Laurel would like to incorporate Muncity 5 Software into their daily tasks and utilize it as a process management tool across departments. Details of the project are as follows:

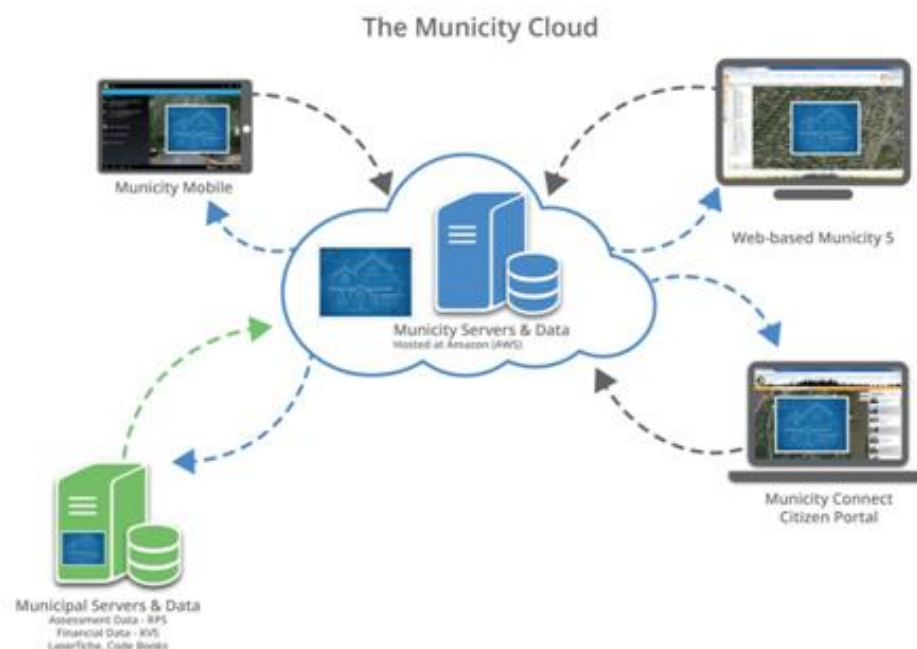
- Summation of the key project data:
  - Which programs of work apply to this situation based on the need's assessment
    - Applications to Certificate
    - Code Enforcement
    - Periodic Inspections
  - How many departments are involved and which ones?
    - (2) Building Department and Public Works
  - How many in-office users will be on the system and how many mobile users will be required
    - (4) Desktop Users
    - (3) Mobile Users
  - How many different software programs will integrations be needed for?
    - N/A
  - Is there legacy data that needs to be converted and imported into Muncity 5?
    - N/A

## MUNICITY PRODUCT OVERVIEW

### THE MUNICITY SUITE

The Muncity Suite is a set of hosted software products that work together to provide your municipality with the best functionality that serves the needs of each user and usage environment. At the core of the system is a Microsoft SQL database that contains all your municipal data – parcels, owners, building permits, violations, variances, fees, etc. All of the modules of Muncity access and update this database in real-time so there is no synchronizing required or lag time between activities. **Muncity 5** is the web-based interface for Muncity which provides users access to all Muncity data anywhere with an Internet connection, as well as some enhanced functionality like advanced analytics and reporting. Muncity 5 also includes advanced GIS capabilities that enable you to visualize all your parcel data, permits, complaints, inspections, etc. via a geographical (map) interface. **Muncity Mobile** combines the ease of use of a tablet or smart phone with the power and functionality of Muncity. Users can complete inspections, issues stop work order or violations, take photos, or just access any Muncity data necessary to be as productive as possible in the field. Finally, the **Muncity Connect** module allows the municipality to extend the information from the Muncity database to a public website, reducing calls and foot traffic into the office. Optionally the **Muncity Connect** module can be utilized to accept on-line permit application and issue reporting, allowing users, via a log-in, to track the status of their applications and permits.

General Code staff will preload the data information provided by the City into the Muncity software. This includes parcel data, fee schedules, mapping integration, zones, and historical data conversion (permits, complaints, etc. – this may be quoted separately depending upon the volume of data). The included standard forms and reports will be updated to include your municipality's logos and standard text. Configured forms and reports can be created at an additional cost.



## STAGE 1 – MUNICIPALITY 5 IMPLEMENTATION

### MUNICIPALITY 5 – WEB BASED MUNICIPALITY:

**Parcel Information** - Search for parcels by owner, address, parcel number and then view all parcel assessment information, including owner, owner's address, zoning, property class, acreage, etc. Municipality captures full property history, including ownership changes and historical ownership information.

**Contact Management** – Fully integrated contact manager allows you to track all your contact information, including contractor insurance, worker's comp. and basic licensing.

**Permitting** - The permitting module of Municipality allows users to track all activities on a permit including permit type, status, construction cost, contractors, inspections, fees, and tasks. The permit editor is extremely flexible and can be configured by the users to display the information they require and arrange it in the order they find most convenient.

Permit Wizard for: 563 06 125 Editors

Type: RENOVATION - INTERIOR Status: PENDING Permit Number:

Application Date: 12/18/2017 Permit Date: Permit Date Expiration Date: 12/17/2018 Assigned To: Assigned To

Group #: Group # Construction Cost: 10000 Square Footage: Square Footage Residential/Commercial: Residential

Description:  
Kitchen rehab. New sink, counter tops, fixtures. New line for gas stove.

Owner / Tenant / Applicant Add Contact

Fullname	Role	Phone	Email	Applicant	Delete
William J Mathews	OWNER			<input type="checkbox"/>	✕
Dale Cooper	Contractor			<input checked="" type="checkbox"/>	✕

Add Fees? Yes No

Add Fee Bulk Pay Fees

Fee Type*	Description	Amount	Paid	Date Paid	Pay Type	Check #	
1 State Fee	1%	25	<input checked="" type="checkbox"/>	12/18/2017			✕
Alter / Remod...	820-0300-48181	25000	<input checked="" type="checkbox"/>	12/18/2017			✕

Total Due: \$25,025.00 Total Paid: \$25,025.00

Add Inspections? Yes No

Add Inspection Edit Inspection Types

Inspection Type	Sch Date	Start Time	All Day	Inspector	
ROUGH-IN			<input type="checkbox"/>		✕
ELECTRICAL ROUGH			<input type="checkbox"/>		✕
PLUMBING ROUGH			<input type="checkbox"/>		✕

Municipality 5 – Permit Creation Wizard

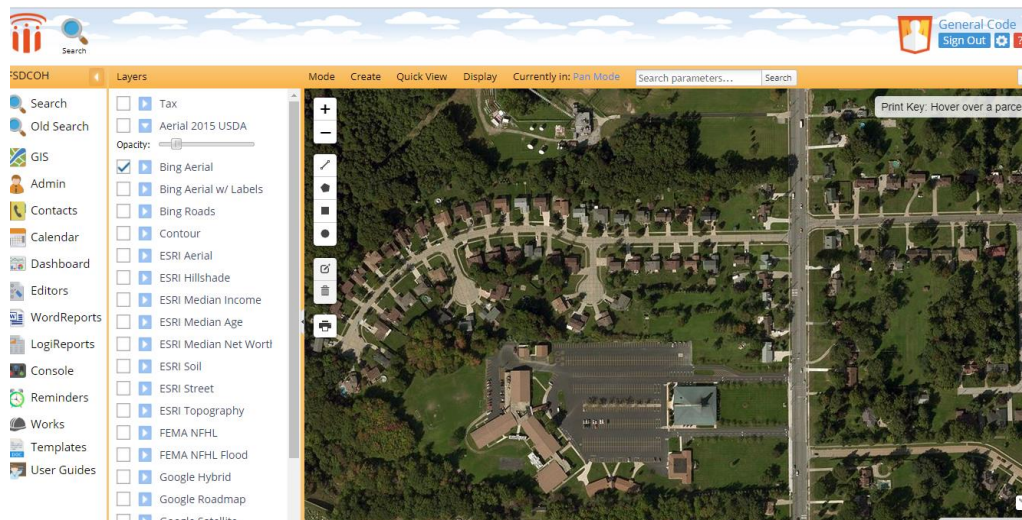


**Permit Inspections** – Full tracking and scheduling of inspections, including checklists, documents and pictures. Pre-defined inspection templates can be created for each permit-type to ensure all inspections are completed before a permit is closed.

**Permit Fees** – Track all fees related to each building permit.

**Permit Tasks**– Assign tasks/prerequisites that have to be completed prior to permit issuance. Create tasks based on templates and automatically assign them to the responsible parties. Get notification when tasks are completed.

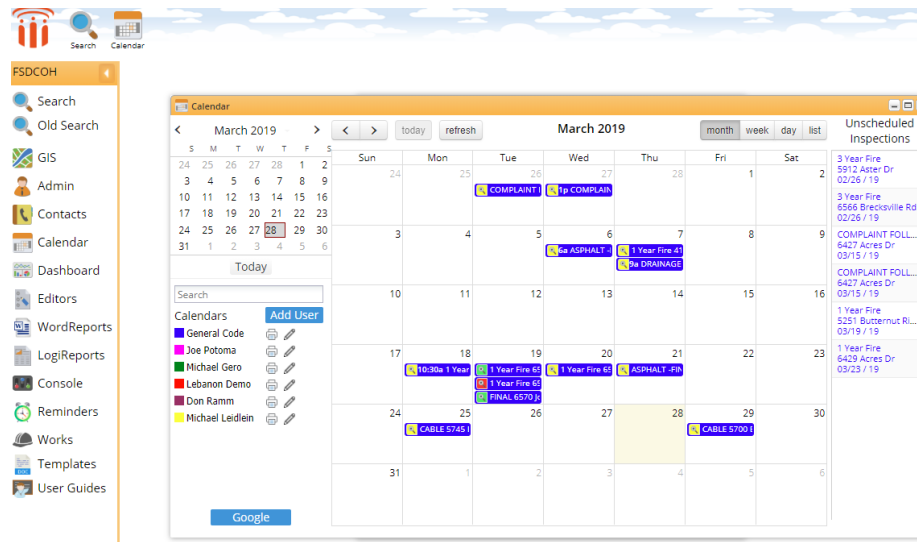
**GIS** – The GIS capabilities in Muncity 5 enable the visualization of all of your Muncity data via a geographic interface. Muncity GIS utilizes geospatial layer data from a variety of sources (the municipality, the County, the State and even some generally available layers from the federal government).



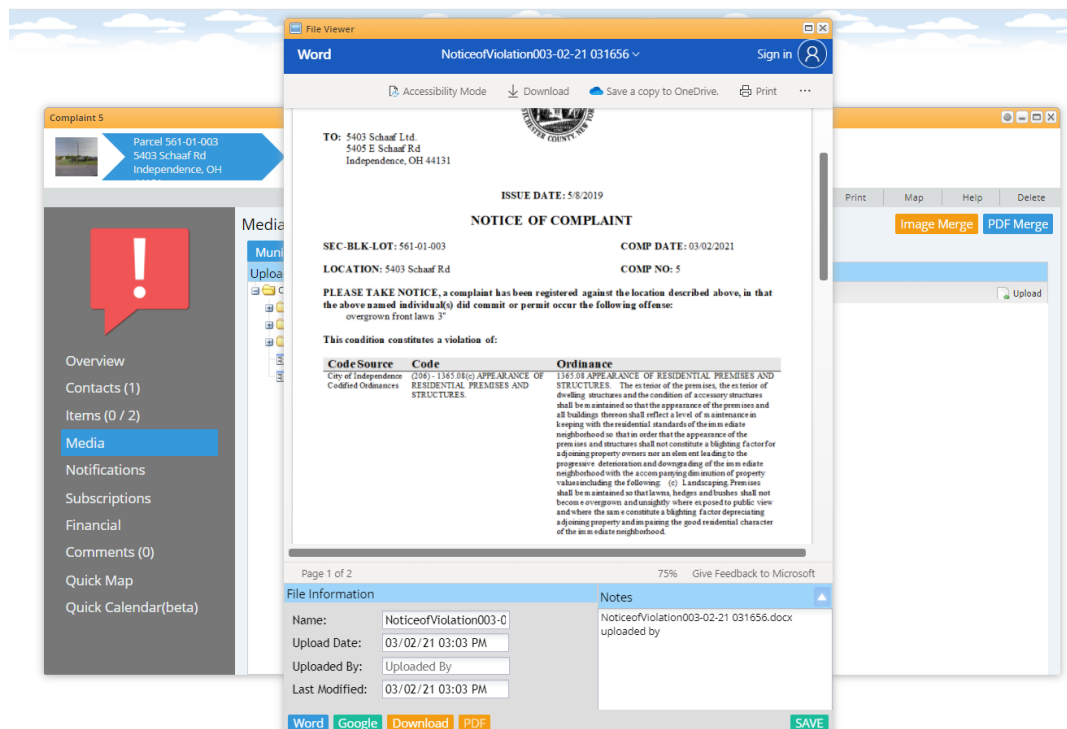


**Workflow** – Configure your permit/application workflow to your liking. Permit Templates allow users to define processes (reviews, inspections, fees, etc.) based on permit type.

**Appointment Calendar** – Appointment Calendar for scheduling of inspections. With appropriate user rights you can view multiple inspectors from one calendar and re-assign or re-schedule inspections. Completing inspections from the calendar automatically completes the inspections on the associated permit.



**Code Enforcement** - Track all complaint activity including issuance of violations based on the municipal code, state building code or fire code. Create summonses, track court appearances, levy fines, and attach pictures and documents. Create documents such as notice of violation, accusatory, affidavits of service.



Municipity 5 Complaint – Notice Printout

**Media** – Attach any electronic files to your parcels, permits, inspections or complaints. Upload pictures, documents, PDF files, and videos and then rearrange into subdirectories. Print or email the files. View all pictures in a slideshow, add notes, or download to your computer.

**Dashboard / Analytics** - View all the latest activities of your department, such as applications submitted, permits issued, complaints issued, inspections completed, tasks assigned, etc. Configure the dashboard to your preferences by choosing from a variety of graphs and data views.

Name	Type	Status	Project Address	Entity
Add Driveway	Area Variance	PENDING	6478 Evergreen Dr	Project
Baumgartner Lot Lin...	Lot Line Adjustment	PENDING	564 10 031	Project
Cara Test	Lot Line Adjustment	PENDING	6200 Patriots Way	Project
John Glen Subdivision	Subdivision - Minor	PENDING	6563 Beechwood Dr	Project
Mike's Lot Line Adjust...	Lot Line Adjustment	DENIED	6570 Josephine Dr	Project
My NEW House	New Construction	PENDING	8123 Hillside Rd	Project
My Subdivision	Subdivision - Major	PENDING	5777 Brookside Rd	Project
New Home	New Construction	PENDING	6200 Patriots Way	Project
New House	Testing	PENDING	6200 Patriots Way	Project
Project 001	Lot Line Adjustment	PENDING	6508 Anderson Ave	Project
Rizzo's Barber Shop	Use Variance	PENDING	6570 Josephine Dr	Project
Smith Road Project	Lot Line Adjustment	PENDING	Brecksville Rd	Project
test	Area Variance	PENDING	6456 Poplar Dr	Project

*Muncity 5 - Dashboard*

**Print Outs** – Muncity 5 is delivered with several standard printouts. These documents include:

- Parcel Information / History / Title Search.
- Permits.
- Approval / Denial Letters.
- Certificates (CO, CC, Temporary CO).
- Inspection Results (Passed / Failed Letter).
- Daily Inspection Schedule.
- Complaint Notice.
- Accusatory / Affidavit.
- Summons / Appearance Ticket

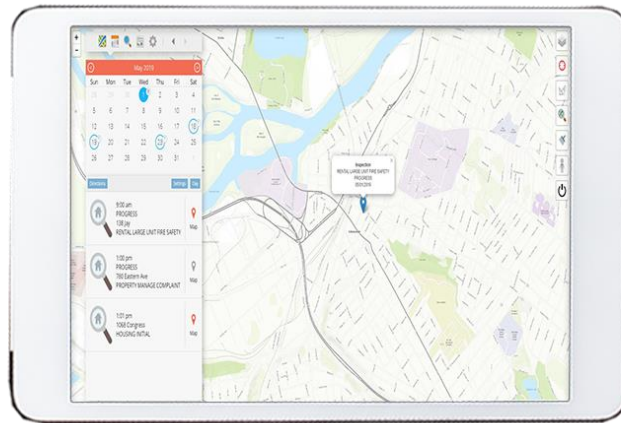
**Reports** – Muncity 5 comes standard with the following reports:

- Applications Submitted
- Permits Issued
- Permits Issued w/ Cost of Construction
- Expired Permits
- Certificates (COs/CCs) Issued
- Temporary COs Issued
- Complaints / Violations Issued
- Open Complaints / Violations
- Resolved Complaints / Violations
- Inspections Completed
- Overdue Inspections
- Fees Collected
- Unpaid Fees
- Ad hoc reporting

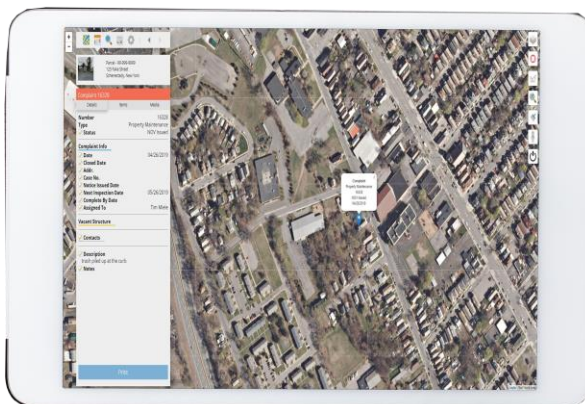
Additional custom reports available for an additional fee.

## MUNICIPITY MOBILE:

The Municipity Mobile application allows users to interact directly with the Municipity database via most Android, iOS, and Windows-enabled devices. There is no need to synchronize once you get back to the office – you are working with live data. Google Chrome is the preferred browser.



## Functions



- Create Complaints, Appointments, Violations, and more.
- Schedule and complete inspections.
- View your inspections schedule in a list or calendar view.
- Pull up information on any parcel in your municipality.
- Map Assets and Work Orders

- Search for items and parcels in the database using the advanced search option.
- Search items can be projected on the map and color-coded based on status.



## MUNICIPITY 5 PROGRAMS OF WORK

Municipity provides a variety of functionality to streamline and automate important aspects of the Building, Planning and Zoning functions within a municipal government. The Programs of Work can apply to one department, or it can be spread across multiple departments depending on how the government operation is structured. Following are each of the current Programs of Work within Municipity 5 along with descriptions and the processes supported in each of the POW's.

Programs of Work	Description	Processes Within Program Of Work
<b>Application to Certificate</b>	<p>To identify, approve, track, and monitor building changes/enhancements to parcels/structures in the Municipality.</p> <p>Receiving applications and processing them through to approval, generating permits, completing inspections, and issuing certificates</p>	<ul style="list-style-type: none"> <li>• Processing Permit Application</li> <li>• Application Review Tasks</li> <li>• Tracking Application Fees Inspection and Re-inspection for Permitted Work and Closing of a Permit</li> <li>• Certificate Issuance</li> <li>• Mobile application (Inspections) [(additional)]</li> </ul>
<b>Periodic Inspections</b>	<p>To identify areas of public assembly and certify compliance with all Municipal &amp; state codes</p> <p>To track Inspections that have to be done on a scheduled basis for public safety, fire safety or health</p>	<ul style="list-style-type: none"> <li>• Tracking of Periodic Inspections on Parcels/Occupants</li> <li>• Detailed Inspection Checklists with relation to Ordinances</li> <li>• Printouts detailing checklist items and ordinance pass/failure</li> <li>• Dashboards to track inspections</li> <li>• Bulk Reminder Letters for upcoming inspections</li> <li>• Tracking of inspection related fees</li> </ul>

<b>Code Enforcement</b>	To identify violations, issue tickets and prescribe reparations (fees & timeframe for compliance)	<ul style="list-style-type: none"> <li>• Identifying and Verifying Code Violation</li> <li>• Issuing Notice of Violation/Order to Remevy</li> <li>• Tracking Inspections for violations</li> <li>• Ticketing and Court Process for Outstanding Violation</li> </ul>
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### Included Base Documents/Print Outs per Program of Work

#### Applications to Certificate

1. Receipt
2. Invoice
3. Permit card
4. Application Denial Letter
5. Inspection Report
6. (3) Certs

#### Periodic Inspections

1. Inspection Results
2. Occupancy Posting
3. Reminder Letter

#### Code Enforcement

1. NOV
2. Court Summons
3. Stop Work Order

## PROGRAMS OF WORK NOT INCLUDED IN THE PROJECT\*

*\*POW not included can be added at a later date via Municipity Change Order form.*

<b>Planning and Zoning Applications</b>	To identify, approve, track, and monitor planning and zoning changes/enhancements to parcels in the Municipality  Receiving applications for planning and Zoning related items such as variances or subdivision and processing them through to approval. As well as tracking related meetings, tasks, escrow and bond accounts	<ul style="list-style-type: none"> <li>• Processing Application</li> <li>• Application Approval Tasks and Meetings</li> <li>• Tracking Application Fees</li> <li>• Tracking Project Escrow and Bond Accounts</li> </ul>
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<b>Assets and Inspections</b>	<p>Tracking assets such as signs, fire hydrants, park benches, and inspections related to the assets</p>	<ul style="list-style-type: none"> <li>• Creating Assets and setting up recurring Inspections for Assets</li> <li>• Tracking Data fields for Assets</li> <li>• Detailed Inspection Checklists</li> <li>• Printouts detailing checklist items pass/failure</li> <li>• Dashboards to track Assets</li> <li>• Bulk Reminder Letters for upcoming inspections</li> <li>• Tracking of inspection related fees</li> <li>• Mobile application (additional)</li> </ul>
<b>Work Orders and Maintenance</b>	<p>Functionality to create, assign and track Work Orders and/or Maintenance items on various parent entities</p>	<ul style="list-style-type: none"> <li>• Creating, assigning, and tracking one off Work Order Items</li> <li>• Tracking stockpiles of time and material used for Work Order Completion</li> <li>• Setting up Recurring Maintenance items for third parties</li> <li>• Dashboards to track Work Orders and Maintenance</li> <li>• Bulk Reminder Letters for upcoming maintenance items</li> <li>• Tracking of related fees</li> <li>• Mobile application (additional)</li> </ul>

<b>Vacancy and Landlord/Rental Registration</b>	<p>To identify, track, &amp; monitor vacant properties in the Municipality.</p> <p>To identify, register, and monitor Rental Properties in the Municipality</p> <p>To identify rental units in the Municipality and certify compliance with all Municipal and state codes</p>	<ul style="list-style-type: none"> <li>• Identification, Verification and Notification of Vacant or Abandoned Properties</li> <li>• Activity to Resolve Vacancy Identified on a Property Application,</li> <li>• Verification and Registration of Property and Landlord</li> <li>• Detailed inspection Checklists items related to Ordinance codes that allow inspector to indicate exact area of rental property that failed a checklist item</li> <li>• Separate entities to track easier – allows creation of occupants, tenants, etc.</li> <li>• Track fees related to vacancies and rentals</li> </ul>
<b>Licensing Management</b>	<p>Track and manage professional contractor licensing and/or Workman's Compensation Insurance -- including renewals, validation, and applications.</p> <p>This also includes Clerk managed licensing options, such as Dog/Cat, Liquor, Game of Chance, etc.</p>	<ul style="list-style-type: none"> <li>• Receiving license applications</li> <li>• Issuing licenses</li> <li>• Processing license renewals</li> <li>• Approval reviews</li> <li>• Bulk letter generation of license expirations</li> <li>• Fee tracking related to licensing</li> </ul>

<b>Connect</b>	<p>Public Facing Portal - Citizens can apply for permits, request inspections, grab mailing list for abutter notices and more</p> <p>Recommendations of appropriate programs of work, integrations and any other general recommendations should be noted at this point.</p>	<ul style="list-style-type: none"> <li>• Online permit applications</li> <li>• Inspection requests</li> <li>• Review personal inspection status</li> <li>• Review personal inspection history</li> <li>• Receive complaints</li> <li>• Receive requests for new licenses (not renewals)</li> <li>• Vacancy and landlord registrations</li> </ul>
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### Included Base Documents/Print Outs per Program of Work

#### Planning and Zoning Applications

1. App Approval Letter
2. App Denial Letter
3. Board Meeting Letter
4. Escrow Transactions
5. Additional Escrow Fund needed

#### Assets and Inspections

1. Inspection Results Document
2. Reminder Letters

#### Workorder Management

1. Receipt
2. Invoice

#### Vacancy and Landlord/Rental Registrations

1. Receipt
2. Invoice
3. Inspection Results Document
4. Renewal Reminder

#### License Application/Renewal Management

1. License
2. Renewal Reminder
3. Receipt
4. Invoice



## ANNUAL SERVICE AND SUPPORT

The annual service and support agreement provides the City of Laurel's with service and support on the Muncity System. This includes advice for procedural questions, configuration updates, regular software updates and software fixes for problems encountered.

As part of this purchase, the City of Laurel agrees to allow remote access to its desktop systems with a minimum of broadband Internet connection. High-speed Internet connectivity is preferred. Support will be provided utilizing software such as GoToMeeting or GoToAssist.

### Security and Compliance

Muncity inherits best practices of security policies, architecture and operations processes of its underlying platform, which is continuously audited, meets requirements for numerous compliance programs, and benefits from accredited certifications. Periodic Trustwave vulnerability scans ensure PCI compliance of financial platforms. All sites are certificate secured, and web traffic is protected by SSL encryption.

### Prevention and Detection

Automated assessments improve the security and compliance of Muncity applications. Servers are hardened based on recommendations from industry standard CIS security benchmarks, known vulnerabilities and exposures, runtime behavior analysis, and security best practices. Network traffic is actively monitored for security risks, immediate notifications are provided in case of suspected malicious or unauthorized behavior.

### Storage and Recovery

Customer data is secured in a private network, and databases backed up and stored remotely in multiple regions. Data access is secured by IAM best practices.

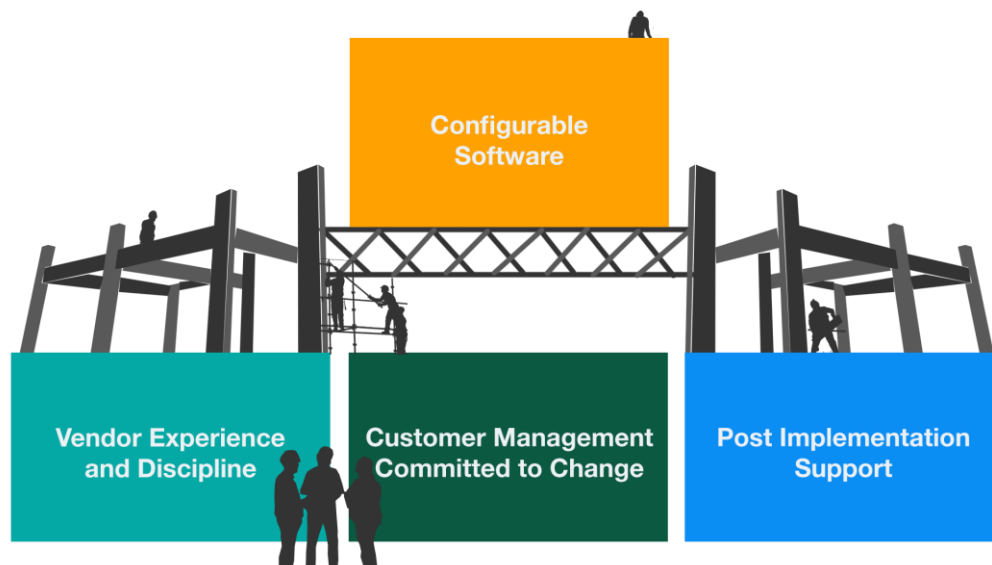
### The Importance of the Customer's Involvement in successful implementation

It is imperative that there be buy in from all parties involved within the project in order for it to be successful. Please review the following considerations:

- Commitment from Management for Change and managing resistance
- Senior Project Manager assignment from Customer – single point of contact
- Supervisors' role in learning and becoming inside expert to support users
- Clarity relating to desired integrations and their functionality
- Access to all relevant data for incorporation early in the process
- Commitment to schedules and timelines

## MUNICIPALITY IMPLEMENTATION & TRAINING PROCESS

The process of implementing a new software solution within the framework of a busy, often-under-resourced local government operation is often overlooked when jurisdictions consider purchasing a software solution. Successful deployments while being completed in a few months' time often take 18 to 24 months before the new application is seen as comfortable and adopted as "the way we do it." General Code/ICC Community Development Solutions' implementation methodology follows a very specific phased approach to implementation and training that has proven to be very successful. Its success is based on a sound structure that supports the process by having clarity on what will make the implementation successful:



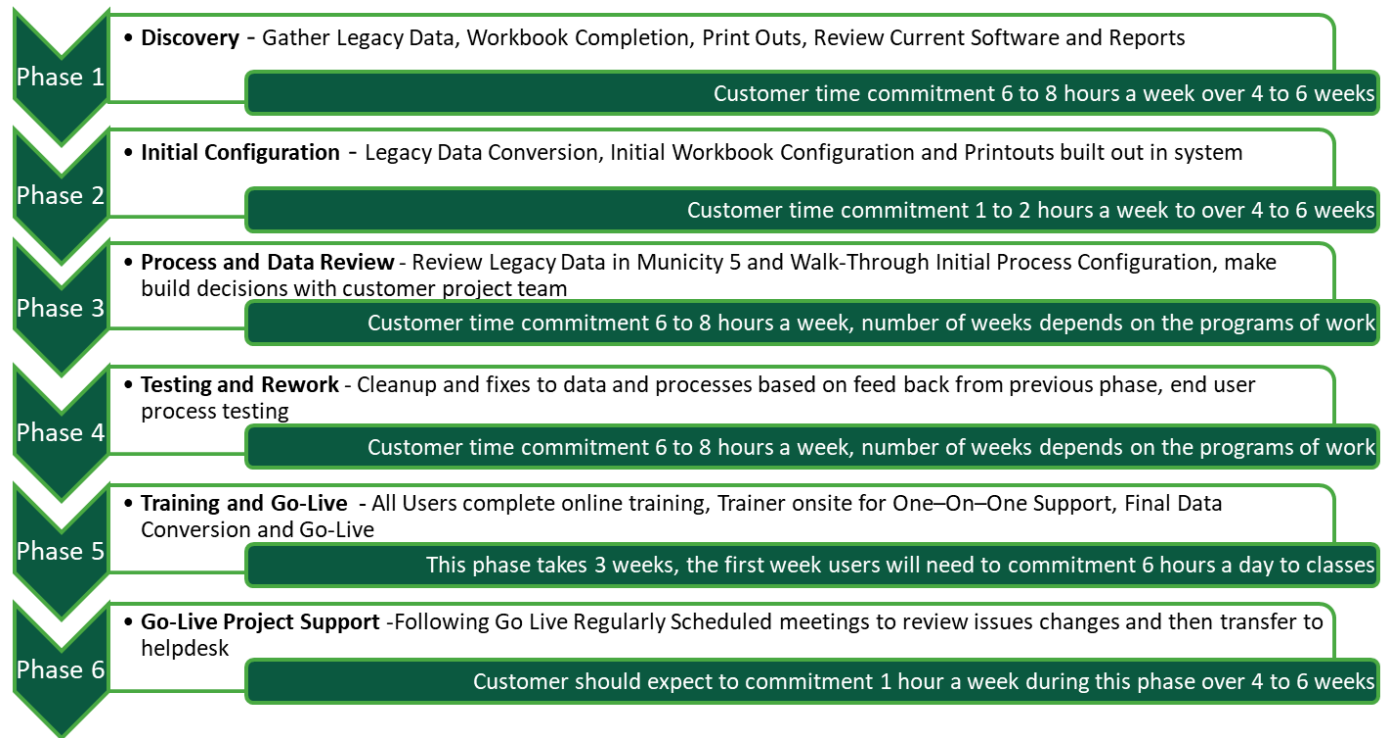
### Configure-able Software

Municipity 5 has been built over time based on needs and requirements that have been asked for by our customers. Essentially, it has been built based on customer direction. Part of that evolutionary development has required that it be very flexible in its design to allow that while all building and code enforcement departments issue permits, conduct inspections, manage complaints and so much more, every department we work with operates under different rules and procedures. So, the software and its construction of work processes, form types, information fields, etc. have to allow a great deal of flexibility. This should not be confused with the concept of customization. The ability to configure the software in a flexible way should not need to include new programming/development of the software to achieve the implementation. There is a separate process for software customizations that may come later but aren't done routinely as part of an implementation.

### Foundation for a successful implementation -Vendor experience and discipline

Our discipline for implementation follows a very well-organized phased approach led by skilled project managers, technicians, and trainers. The chart below illustrates the process and the discipline followed to move through the implementation as thoroughly and efficiently as possible. It is based on gaining knowledge as rapidly as possible about the way your operation works, the details around your processes and constituent interface and your data sources and structures required to build out the software solution for your organization.

## **SAMPLE IMPLEMENTATION TIMELINE**



Additional annual service and support program details are described in Appendix B.

### **Customer management commitment to change and time/resource commitment**

Leadership commitment and involvement in the implementation of a new software implementation is critical to successful implementation. Vendor's can only do so much to address resistance to change which is a natural part of the implementation process. Leadership reinforcement throughout the process is required to ensure that the decisions made to move to a new platform, while creating short-term pain will lead to longer-term productivity. Leadership also must commit to the amount of time that will be involved in migrating to the new platform –part these commitments include being responsible for the County (or other source) GIS shape files to be imported into the Muncity 5 database. Software users must be reassured that while there will be discomfort and some disruption for them, it is a necessary part of the change process and will eventually become easier once the learning curves are surpassed.

### **Post-implementation support**

A strong helpdesk setup for customer support should be a must for any software vendor. After training and go-live our customers are migrated to our helpdesk for their ongoing support. Our staff tracks all incoming calls or contacts in our CRM system and the cases are tracked through resolution of the issues. The period after go live is that time when new users and managers will be working to reinforce the new way of doing things which often-times means having access to experts who can answer questions or help make needed adjustments to the system or its output.

### **Project Planning**

Upon conclusion of the contract negotiation the process opens with our discovery process. This involves the initial phase 1 plan and schedule. While the project plan at this early phase is created as a general outline as

each phase is completed the next phase has a specific plan created based on what took place in the most recently completed phase. The project teams from both sides of the team iron out the specific plans and agreed to time frames. In each of these phases there can be tasks and/or time/resource commitments that must be agreed to by both sides. Once those items are agreed-upon then the planned phase commences. ICC Community Development Solutions builds in discount incentives for completion and/or time commitments met by the customer in most of the phases of the process.

General Code/ICC Project Manager determines if customer requirements for deliverables and deadlines are met at the completion of each phase for discounts to apply. See the Authorization and Agreement section for your specific available discounts.

## INVESTMENT DETAIL & OPTIONS

Prices noted for setup, configuration, training, and other services are valid for 3 months from the date of this proposal.

Annual SaaS Subscription					
Municipality 5 / Web-hosted Subscription	Users		Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>
Annual Municipality5 Site Subscription	unlimited		\$5,000	\$5,150	\$5,305
Annual Municipality5 Mobile Subscription	3		\$600	\$600	\$600
<b>Total Annual SaaS</b>			<b>\$5,600</b>	<b>\$5,750</b>	<b>\$5,905</b>
Implementation and Training					
Stage 1 – Municipality 5	Departments	POW	Year 1	Year 2 <sup>1</sup>	Year 3 <sup>1</sup>
Municipality 5 POW Implementation (set-up, configuration, templating, etc.)	Building, Public Works	- Application to Certificate - Code Enforcement - P&Z Applications - Periodic Inspections	\$24,000	-	-
Municipality 5 Training (Remote – 3.5 days, On-Site – 2 days)			\$8,100	-	-
Data Migrations: none scoped			-	-	-
Integrations – none scoped			-	-	-
Municipal Code Import – n/a			-	-	-
<b>Total Yearly Cost</b>			<b>\$37,700</b>	<b>\$5,750</b>	<b>\$5,905</b>
<b>Note – does not include additional integrations with 3<sup>rd</sup> party applications or additional Data Migrations</b>					

<sup>1</sup>After the first year General Code may raise the annual support contract by 3% or by the previous year's annual Cost of Living Adjustment (COLA) as calculated by the US Social Security Administration, whichever is greater. General Code will provide the Municipality with notice of any proposed increase no later than ninety (90) days prior to the anniversary date of the Contract. The absence of such notice shall be construed as General Code's intent to maintain the annual support contract at the prior years' amount.

The base Municipality subscription license charges support the following:

- Annual Software subscription – this is the actual cost of the software license itself and is an annual recurring expense.
- Hosting – This covers the cost of providing the software in the Cloud and is an annual recurring expense.
- System access – The Municipality subscription pricing includes unlimited user access. There may be normal added expenses for adding users or departments to the system for set up and training but there is no additional charge for adding users (Does not include Mobile access which is user license based).
- General Code/Helpdesk – General Code provides Helpdesk support to users and admin managers on a daily basis. This covers the extensive ongoing support that the customer receives while on subscription.

#### 1. **Adjustments to Performance Schedule; Delays.**

**Adjustments to Schedule.** Upon the mutual consent of the Municipality and General Code, the “Performance Schedule” may be changed or extended as provided under “Delays” below.

**Delays.** Client must notify General Code, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables within each Phase of the Implementation timeline. Such notification must identify the reason for the delay, as well as the anticipated period of delay. Any delay on the part of the customer that extends 10 working days beyond the target date for completion of any phase will result in a project restart and additional charges will be identified as part of a change order provided to the customer. This clause shall not apply in case of force majeure. Additionally, an incentive is applied should the Municipality meet the agreed upon deadlines as outlined in the Performance schedule.

## AUTHORIZATION & AGREEMENT

The **City of Laurel, Montana** hereby agrees to the procedures outlined above, to General Code's Terms and Conditions which are available at <http://cms.generalcode.com/terms-conditions>, and authorizes General Code to proceed with the project.

### OPTIONAL COMPONENTS

*Please check any optional component to be included with this authorization*

<input type="checkbox"/>	<b>Optional Contingency Fund for Scope Changes (20% of Services)</b>	<b>\$6,420</b>
<p><i>We recommend the Municipality consider establishing a Contingency fund to cover any unanticipated scope changes that may occur throughout the project. This will protect the project from delays as a quick email approval could keep a scope change from added delays of waiting for an approval to proceed. This fund creates a pre-approved pool of funds for changes, which will be communicated and approved via Scope Change document, highlighting changes before additional work is implemented. If the funding is not used it will be returned to the Municipality.</i></p> <p><i>If this option is <b>not selected</b>, any changes or additions to the project will be subject to the traditional Change Order process highlighted in Appendix E, where the Municipality will receive a quote for changes that will need to run through an additional approval process, delays included.</i></p>		

### PAYMENT SCHEDULE

#### SUBSCRIPTION

- 100% of the First-Year subscription price shall be invoiced upon site license activation – payable within 30 days of authorization
- 100% of the Subsequent years' subscription price shall be invoiced at the 1-year anniversary of license activation

#### SERVICES – SETUP, IMPLEMENTATION, TRAINING & TRAVEL (\$32,100)

Phase 1: \$1,605 (5%) of the total services price shall be invoiced after Phase 1 - Discovery completion

- *Customer eligible for a 5% discount \$81 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 1 plan*

Phase 2: \$6,420 (20%) of the total services price shall be invoiced after Phase 2 - Initial Configuration.

- *Customer eligible for a 5% discount \$321 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 2 plan*

Phase 3: \$8,025 (25%) of the total services price shall be invoiced after Phase 3 – Process and Data Review

- *Customer eligible for a 5% discount \$401 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 3 plan*

Phase 4: \$6,420 (20%) of the total services price shall be invoiced after Phase 4 – Process and Data Review

- *Customer eligible for a 5% discount \$321 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 4 plan*

Phase 5: \$6,420 (20%) of the total services price shall be invoiced after Phase 5 – Training and Go-live

- *Customer eligible for a 5% discount \$321 on this Phase if agreed-upon time/meeting commitments are met by customer and process workflows are agreed upon as part of the Phase 5 plan*

Phase 6: \$3,210 (10%) of the total services price shall be invoiced after Phase 6, 20 Days after Go-live.



General Code/ICC Project Manager determines if customer requirements for deliverables and deadlines are met at the completion of each phase for discounts to apply.

<b>Estimated Muncity Base Solution (First Year Costs):</b>	<u>\$ 37,700</u>
<b>Optional Component(s), if offered and selected:</b>	<u>+ \$ 6,420*</u>
<b>Estimated Total Investment:</b>	<u>\$</u>

\*Contingency fund is for pre-approval of funds. These funds will not be invoiced unless they are needed and agreed upon after change order review

### CITY OF LAUREL, YELLOWSTONE COUNTY, MONTANA

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### GENERAL CODE, CMS, LLC

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

1. **Sign the Proposal**
2. **Fax or email the Authorization & Agreement Section only to: [ICCCDS@generalcode.com](mailto:ICCCDS@generalcode.com) • fax (585) 328-8189**
3. **Mail the signed Proposal to General Code at: 781 Elmgrove Road • Rochester, NY 14624**

**Upon request General Code can sign and mail a copy of this agreement back to the Municipality for its records.**

## APPENDIX A - MUNICITY™ RECOMMENDED MINIMUM SPECIFICATIONS

### Workstations:

Processor	Minimum Intel i5 or equivalent processor and is less than 5 years old
Operating System	Windows 10 (32 or 64 bit) – 64 bit preferred
Optimal Browser	Google Chrome latest version
Hard Drives	10 GB of free disk space for software and temporary files (SSD Preferred) Should also be less than 5 years old
RAM	Minimum 8 GB
Monitor	Minimum 23" monitor recommended for optimal viewing
Internet Access	Program is web-based. Support is handled online. Stable Internet access and ability to access via GoToAssist required on all workstations

### Mobile Device (if applicable):

General	Android, iOS, Windows enabled device Mobile can be used in offline mode Camera recommended for taking photos in the field Minimum 8-inch screen
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### Network Recommendations:

General	There is a confirmed interference with some antiviruses that check every network call before allowing it to be sent through the browser  Broadband Internet Connection with a minimum bandwidth of 80kbps for each user  Whitelist all of the Muncity domains in your firewalls/router/antivirus: *.Muncity5.com/* *.MuncityMedia.com/* *.MuncityReports.com/*
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### Remote Access:

The client agrees to allow remote access to its desktop systems with a minimum of broadband Internet connection. High-speed Internet connectivity is preferred. Support will be provided utilizing software such as GoToMeeting, GoToAssist or WebEx.

## APPENDIX B - GENERAL MUNICIPALITY SERVICE LEVEL AGREEMENT

Municipality Support is renewable on an annual basis and was created to deliver critical program updates and provide ongoing technical support for your Municipality System. With Municipality Support you will always be confident that you are receiving the very best performance and quality possible.) Technical support also covers basic updates to Entity Types, templates, fee calculations, reports, printouts as well as creation of new user accounts.

### Contacting General Codes Support Team

- Call our toll-free number (855-436-5500)
- email at [municipitysupport@generalcode.com](mailto:municipitysupport@generalcode.com)

### Service Level Agreement

- Technical support requests not immediately addressed will be acknowledged within 8 business hours with the majority of response times within 2 hours
- General Codes Help Desk Technician may need to remotely access your system to diagnose an issue.
  - In these situations, General Code will use RescueAssist, WebEx, or your remote service tool, to create a remote connection with you so they can observe and diagnose an issue
- Technical Support is provided between the hours of 8:00 AM - 5:00 PM EST, Monday through Friday
- In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you
- Every Issue reported to the General Code Help Desk will have a Case Number Assigned for your reference

### Included with Municipality Support

- Simple Updates/Additions to Entity types and Templates
  - Entity types are items such as Permit Types, Fee Types License types etc.
  - Templates are configured mappings of items such as fees, inspections and task to parent items such as Permits and Licenses
- Simple Updates/Additions to Printouts
- Creation of Simple New Reports
- Creation of New User Accounts
- Creation of New Groups and Fields on Entities
- Remote troubleshooting and repair to the extent of our ability of any errors generated by Municipality
- Remote troubleshooting and repair to the extent of our ability any Municipality technical issues
- Escalation to Municipality Engineers for any software issue that we cannot immediately resolve
- Access to all major and minor updates provided by Municipality per the request of the customer
- Assistance in activating/configuring minor software updates provide by Municipality
- Access to TIPS and FAQs on the General Code website
- User group meetings and webinars
- Access to Municipality's knowledgebase
- Answers to Basic Procedural questions
- Automatic Scheduled Bulk updates to parcel data

- Customer must be using a software that Muncity has currently integrated with, please contact your sales rep for the most updated list
- Customer must own their Assessment data or have arranged access to the data with the entity that does have ownership
- Periodic Bulk Updates to Parcel
  - If not using an integrated software customer must send the data to the General Code Helpdesk when changes are needed
    - Data needs to be sent in either excel format or some other text delimited format
    - Data should be sent in the same format each time
- Ordinance code updates at the customer's request (*if integration is purchased*)
  - If Ordinance Codes are not available through General Code's eCode Product they must be provided in a text delimited or excel file
  - The file must separate the Code Number, Short Description and Long description

### Excluded from Muncity Support

- New user or refresher training (on-site or remote)
- Training related new features/modules released as part of a software updates
- Data Conversions from Third Party Systems
- Addition of custom features or functionality to the software
- Support or troubleshooting of third-party software
- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Problems or faults caused by use of the product outside its normal operating conditions.
- Support of Customer Hardware/Infrastructure that is used in conjuncture with Muncity
- Creation of Complex New Reports
  - General Code will be responsible for determining if a request is Major or Minor based on the number of hours required to make the requested change
  - Complex reports refer to but is not limited to Reports that require unique data formatting, process changes, pulling data from multiple child objects, and multiple data groupings
  - Reports that require development changes in-order to create
- Complex Updates/Additions to Entity Types/Templates or Processes
  - This refers to significant new or updated changes of Entity Types/Templates.
  - General Code will be responsible for determining if a request is Major or Minor based on the number of hours required to make the requested change
  - This includes any requests that require development changes in order to enact
- Complex Updates/Additions to Printouts
  - This refers to significant new or updated changes of Print Outs
  - General Code will be responsible for determining if a request is Major or Minor based on the number of hours required to make the requested change
  - This includes any requests that require development changes in order to enact
- Assistance in activating/configuring complex updates provide by Muncity
  - This refers to major updates such as entirely new functionality/modules released by Muncity Developers

- General Code and Muncity developers will be responsible for determining if an update is complex or simple based on the number of hours required to activate and configure the update
- If you have questions regarding whether a change is complex or simple please contact our Muncity Support
- Automatic Ordinance codes updates unless a separate integration is purchased

**Method of Support:**

General Code provides its Help Desk support remotely via the internet utilizing web browser tools such as GoToAssist. The customer agrees to provide remote internet access to their client workstation(s) as needed. Broadband internet connectivity at the customer site is preferred, but a minimum of a 56kb modem is required.

**Customer's Obligation:**

In order to participate in the Muncity Support program, the Customer is required:

- To issue a purchase order for or complete payment on an invoice for the annual Muncity Support.
- To have Internet access on all workstations where the Muncity client is installed and be willing to allow our Support Technicians remote access to the Customer's Muncity system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address.
- To describe technical issues completely in order to provide General Code's Help Desk staff sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.
- To have our preferred browser installed

## APPENDIX C – MUNICIPALITY TRAINING EXAMPLE

### SAMPLE TRAINING TIMELINE

*\*training timeline & course curriculum subject to change dependent on the scoped project, what is provided is a sample to provide an idea of potential training schedule & content*

SESSION	START TIME	Topics	AUDIENCE	CONFERENCE ROOM
DAY 1	9am	Intro to Municipality	All Municipality Users	
	10am	Licenses, Contacts and Occupants	Users who need to interact with Licenses, Contacts or Occupants	
		Break		
	1pm	Application Process	Users who need to interact with Planning and Zoning Applications	
DAY 2	9am	Code Enforcement Process	Users who need to interact with the Code Enforcement Process	
		Break		
	1pm	Application to Certificate Process	User who need to interact with Building Applications	
DAY 3	9am	Periodic Inspections and Mobile	Inspectors and users needing to schedule inspections	
		Break		
	1pm	Reporting, Dashboards and Console	Super Users interested in learning more about these items	
Day 4 - Live with Municipality 5				

### Support for Day 3 and 4

The Technical Trainer and Project Manager will be available all day via GoToMeeting to support the Municipality. At any point municipal team members can join in the meeting to connect with support. Call in information will be provided closer to go-live.

### Additional Support Time (Depending on Modules Selected & Departments Involved)

Post training/ Following Week – daily check-in calls at 8:30

### COURSE DESCRIPTIONS BELOW

## **SAMPLE COURSE: INTRODUCTION TO MUNICITY**

### **DESCRIPTION:**

This initial class is meant to introduce Users to Muncity navigation features and to briefly review the available functions within Muncity.

### **EXPECTATIONS AND GOALS:**

After this course, Users will have a basic understanding of what Muncity is capable of and the functionality they can expect with their current configuration.

### **COURSE FORMAT:**

This course may be taught to up to 15 individuals in a classroom format. Conference room with projector or large screen monitor required.

### **DETAILED COURSE OUTLINE:**

- Review Logging into Muncity and Brief Review of Left Task Bar Functions
  - GIS
  - Contacts
  - Calendar
  - Dashboard
  - Word Reports
  - Console
  - Reminders
  - Templates
- Using the Searching Screen
- Parcel Window overview
  - Overview Screen, Groups and Fields
  - Contacts
  - Child Items – Brief review of each item
  - Breadcrumbs
  - Media
  - Subscriptions
- Brief Review of Advance Searches within the Console

## **SAMPLE MODULE COURSE: APPLICATION TO CERTIFICATE PROCESS**

### **DESCRIPTION:**

This training session will walk Users through the permitting process from receiving an application to the issuance of a certificate.

### **EXPECTATIONS AND GOALS:**

After this course, Users will have a basic understanding of how to create and process new applications/permits and their necessary related items such as fees, inspections, review tasks and certificates. During the class, the trainer will also review how to search for legacy permits and continue to process any open permits that have been brought over from your legacy system.

### **COURSE FORMAT:**

This course may be taught to up to 10 individuals in a classroom format. Conference room with projector or large screen monitor required.

### **DETAILED COURSE OUTLINE:**

- Adding an Application/Permit to a Parcel
  - Using Application/Permit Wizard
  - Fee, task and inspection templates
  - Adding additional fees, task and inspection from within the wizard
- Adding/Changing Data in the Application/Permit after it is created
  - Overview screen fields
  - Child items
  - Media
- Completing payments and issuing permits
- Scheduling Inspections
  - Completing inspections will be covered in more detail during the inspection training
- Grouping Permits (if applicable)
- Completing a Permit and issuing a certificate
- Issuing a permit to a person/company as opposed to a parcel
- Moving permit data from one parent item to another
- Voiding or Deleting an application/permit and its child items
- Using the console for advance permit searches



## APPENDIX D – REFERENCES AND TEAM INFORMATION

CUSTOMER REFERENCE INFORMATION	
<b>Customer Information</b>	
• Company/Organization Name	City of Schenectady
• Company Address	105 Jay Street, Schenectady, NY 12305
• Contact Name and Position	Lisa Adamyk, Principal Audit Clerk
• Phone Number	518-382-5199, x5357
• Email Address	<a href="mailto:LAdamyk@schenectadyny.gov">LAdamyk@schenectadyny.gov</a>
• Contact Name and Position	John Coluccio, Signal Superintendent
• Phone Number	518-382-5065
• Email Address	<a href="mailto:JColuccio@schenectadyny.gov">JColuccio@schenectadyny.gov</a>
• Website Address (if available)	<a href="http://www.cityofschenectady.com">http://www.cityofschenectady.com</a>
<b>Demographic Information</b>	
• Company/Organization Size	80 Users
• Solutions/Systems Installed, Installation Timeframe and Sequence	Municipity 5
• Dates(s) Solution/System Installed	2019

CUSTOMER REFERENCE INFORMATION	
<b>Customer Information</b>	
• Company/Organization Name	City of Greenfield
• Contact Name and Position	Mark Snow, Fire/Building/Zoning Inspector & Code Officer
• Company Address	14 Court Square, Greenfield, MA 01301
• Phone Number	413-772-1404
• Email Address	<a href="mailto:mark.snow@greenfield-ma.gov">mark.snow@greenfield-ma.gov</a>
• Website Address (if available)	<a href="https://greenfield-ma.gov/">https://greenfield-ma.gov/</a>
<b>Demographic Information</b>	
• Company/Organization Size	33 users
• Solutions/Systems Installed, Implementation Timeframe and Sequence	Municipity 5, Mobile inspectors, Municipity Connect
• Dates(s) Solution/System Installed	2019

CUSTOMER REFERENCE INFORMATION	
<b>Customer Information</b>	
• Company/Organization Name	City of Auburn
• Contact Name and Position	Jennifer Haines, Director Planning & Economic Development
• Company Address	Memorial Cty Hall, 24 South St, Auburn, NY 13021
• Phone Number	315-255-4146
• Email Address	<a href="mailto:jhaines@auburnny.gov">jhaines@auburnny.gov</a>
• Website Address (if available)	<a href="https://www.auburnny.gov/">https://www.auburnny.gov/</a>
• Company/Organization Size	35 users
• Solutions/Systems Installed, Implementation Timeframe and Sequence	Municipity 5, Mobile, Municipity Connect
• Dates(s) Solution/System Installed	2019

CUSTOMER REFERENCE INFORMATION	
<b>Customer Information</b>	
• Company/Organization Name	Borough of Emmaus
• Contact Name and Position	Jessica Wessner, Building Department
• Company Address	28 South Fourth Street, Emmaus, PA 18049
• Phone Number	610-965-9292
• Email Address	<a href="mailto:jwessner@borough.emmaus.pa.us">jwessner@borough.emmaus.pa.us</a>
• Website Address (if available)	<a href="https://www.borough.emmaus.pa.us/">https://www.borough.emmaus.pa.us/</a>
• Company/Organization Size	10 users
• Solutions/Systems Installed, Implementation Timeframe and Sequence	Municipity 5
• Dates(s) Solution/System Installed	2019

CUSTOMER REFERENCE INFORMATION	
<b>Customer Information</b>	
• Company/Organization Name	City of Roseburg
• Company Address	900 S.E. Douglas Avenue, Roseburg, OR 97470
• Contact Name and Position	Brian West – IT Manager
• Phone Number	(541) 492-7001
• Email Address	BWest@cityofroseburg.org
• Website Address (if available)	<a href="https://www.cityofroseburg.org/">https://www.cityofroseburg.org/</a>
<b>Demographic Information</b>	
• Company/Organization Size	25 Users
• Solutions/Systems Installed, Installation Timeframe and Sequence	Municipality 5
• Dates(s) Solution/System Installed	2018

## APPENDIX E – SAMPLE CHANGE ORDER

If the Municipality does not elect to utilize the Contingency fund option, any scope changes discovered through the project will be handled through a Change Order approval process – which may potentially affect the project schedule. Below is a sample Change Order.



781 Elmgrove Road, Rochester, New York 14624  
(800) 836-8834 • (585) 328-1810  
FAX (585) 328-8189

### MUNICIPITY™ CHANGE ORDER #XXXXX\_02042021 ADDITIONAL PRODUCT OR SERVICES

This Change Order is subject to General Code's Content Management Solutions Terms and Conditions, which are available at <http://cms.generalcode.com/terms-conditions> and are incorporated herein by reference, and the client authorizes General Code to proceed with the project.

**Client Name:** Customer Name  
**Address:** Customer Address  
Customer Address

**Contact Person:** Customer name  
**Account Executive:** GC Name  
**Date:** January 26<sup>th</sup>, 2021

#### Municipity 5 / Additional Programs of Work or Change in Scope

POW Implementation (set-up, configuration, templating, project management, printout/report development, etc.)

➤ Vacancy and Landlord/Rental Registrations \$TBD

**Total One-time Price** \$TBD

**Total Annual Subscription Price** \$TBD

**Timeline:** This service will be provided within the implementation phases of the main Municipity 5 project.

**Payment Terms:** 100% of development services will be invoiced upon deployment.

**Price Validity:** Price is valid for 60 days from 2/4/2021.

**(Client please fill out) Invoice for this Change Order to be sent to:**

**Department:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

(Please See Following Page for Scope Change description and Signature)

**DESCRIPTIONS OF PROGRAMS OF WORK OR SCOPE CHANGE INCLUDED IN THIS CHANGE ORDER:**

Programs of Work	Description	Detail
Scope Change #1		
Scope Change #2		

The prices and specifications in this Change Order are satisfactory and are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

**MUNICIPALITY NAME, MUNICIPALITY COUNTY, MUNICIPALITY STATE**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

## ABOUT GENERAL CODE

Serving the needs of local government for over 55 years, General Code, LLC has provided a variety of products and services to more than 3,000 clients throughout the United States, including the Muncity™ Integrated Parcel Management Suite. Our staff has developed, implemented and maintained many projects for various local governments, ranging from small towns and villages to major cities and counties.

On November 16, 2017 it was announced that General Code, LLC became a wholly-owned subsidiary of the International Code Council (ICC). The decision to bring these complementary organizations together was based on the desire to deliver a broader set of digital solutions for ICC members.

“This acquisition of General Code will provide a perfect complement to our product and service portfolio,” said Code Council Chief Executive Officer Dominic Sims, CBO. “We are strategically aligned with similar missions and goals, focused on safety and serving our members and customers.”

## TEAM STRUCTURE

General Code will provide a Project Manager as a single point of contact for the Muncity project. This will ensure consistency across the projects, and direct access for question resolution, project status updates, change order requests and issue escalation. In addition, General Code will assign various specialists across the duration of the project based on expertise needed and schedule.

During Consultation and Project Planning, the General Code team will discuss process needs, system requirements, make technical recommendations and answer questions. Finally, the Project Manager will work with the Municipality Project Manager and Team to set schedules, identify users and security and set a tentative timeline for the Implementation.

Training of IT staff and End-Users will be performed by General Code’s Installer/Trainer(s). These individuals will work with groups of end-users to train them on various aspects of the Muncity system.