

JOURNAL OF COMMISSION WORK SESSION
January 17, 2017

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Bill Bronson, Bob Jones, Tracy Houck and Fred Burow.

STAFF PRESENT: City Manager Greg Doyon, City Attorney Sara Sexe, Fiscal Services Director Melissa Kinzler, Planning and Community Development Director Craig Raymond, Public Works Director Jim Rearden, City Engineer Dave Dobbs, Street Supervisor Kenny Jorgensen, CDBG Administrator Maria Porter, Fire Chief Steve Hester; and, City Clerk Lisa Kunz.

**** *Action Minutes of the Great Falls City Commission. Please refer to the audio/video recording of this meeting for additional detail.* ****

1. PUBLIC COMMENT

There were no public comments.

2. STREET DIVISION UPDATE

Public Works Director Jim Rearden reviewed and discussed the attached PowerPoint presentation that included, in part, how the City's street maintenance program is funded, street maintenance assessments, state fuel tax and street maintenance allocations, Street Division services, snow and ice control priority, a 2016 maintenance summary, pothole repair, gravel street and alley maintenance, asphalt milling, asphalt paving and overlay, 2016 asphalt patching and minor reconstruction, chip sealing, community enhancement projects, services of the Traffic Division, operating costs, needs, Montana city comparisons, street capital improvement projects for 2017, and other funding options.

About 30 blocks of main replacements are done per year. It would be ideal to do curb and gutter and then reconstruct or mill and overlay streets after main replacement projects. Staff is looking into costs. Director Rearden commented that, at the most, a 5% increase would be proposed, but that it depends on the level of capital improvement projects. This will be discussed further during the budget process.

Director Rearden reported that other funding options included special improvement districts, street access fees, arterial construction fees, local option sales tax, commercial user fees and the local option fuel tax.

Commissioner Burow inquired if it would be better if the City paid for a portion of street upgrades when developments occur to save the City money in the long run.

Director Rearden responded that Northern Testing Labs performed an analysis on some of the streets. It almost always came back to compaction in the utility trenches. Staff has stepped up the requirements on inspection and compaction the past several years and they are seeing the results of that already.

3. CDBG FUNDING PRIORITIES

Planning and Community Development Director Craig Raymond introduced CDBG Administrator Maria Porter. Director Raymond reported that the overall goals of the CDBG program are to provide decent housing for Great Falls residents, provide suitable living environments, and expand economic opportunities. Director Raymond and CDBG Administrator Porter reviewed and discussed the attached PowerPoint presentation that included, in part, the 2015-2019 Consolidated Plan goals, HUD funding limits for City allocations, staff recommendations, policies for FY 2017-2018, as well as the funding schedule.

Commissioner Burow discussed City projects, such as playground equipment, that would benefit the community. He inquired if more projects like that could be done with CDBG money. Director Raymond noted that the Commission can judge what the impact will be when it reviews the packet of applications. The Community Development Council (CDC) also considers impact when making its recommendations. Director Raymond discussed ways to run the program differently than how it is run now. Commissioner Burow would like to see a bigger slice of the funding for City projects so that it impacts a lot more people.

Mayor Kelly noted that he would like to see follow up from what the Commission heard last year. If changes were to be made, it would have to be a transition where the community that is making application for this funding is aware of. He encouraged Commissioner Burow to work with CDBG Administrator Porter to review the policies and possible changes that he suggested. Director Raymond added that this year staff did reach out to all of the City departments to make sure they were aware of what opportunities existed. CDBG Administrator Porter also requested that applicants highlight this year whether their funding request was for a new opportunity or a growth opportunity.

CDBG Administrator Porter reviewed staff recommendations for the 2017/2018 CDBG funding priorities/funding percentages. She concluded that there were no recommended changes to the CDBG policies. Everything was kept the same as last year.

Mayor Kelly requested the Commission be provided the yearly assessment that tracks how the City is progressing throughout the five year cycle that is submitted to the federal government.

Commissioner Houck suggested redefining funding priorities now for the following year's CDBG application process, and making the changes known during the off season to organizations so that they bring the best qualified application to the City.

4. DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that Neighborhood Council 6 will provide an update, and Colonel Smith with Montana Air National Guard (MANG) will provide a briefing on what is going on at MANG and discuss some of their training activities at the work session on February

7, 2017. Manager Doyon inquired if the Commission wanted anything added to the topic list.

Mayor Kelly proposed asking the Montana School for the Deaf and Blind to provide a presentation. Local 8 would also like to provide information about “presumption,” a bill being debated at the legislature.

Commissioner Houck requested a partnership update regarding the River’s Edge Trail be added to the topic list for June or July.

There were no objections to adding these topics to the list.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of January 17, 2017 at 6:36 p.m.



City of Great Falls

Street Maintenance

January 17, 2017

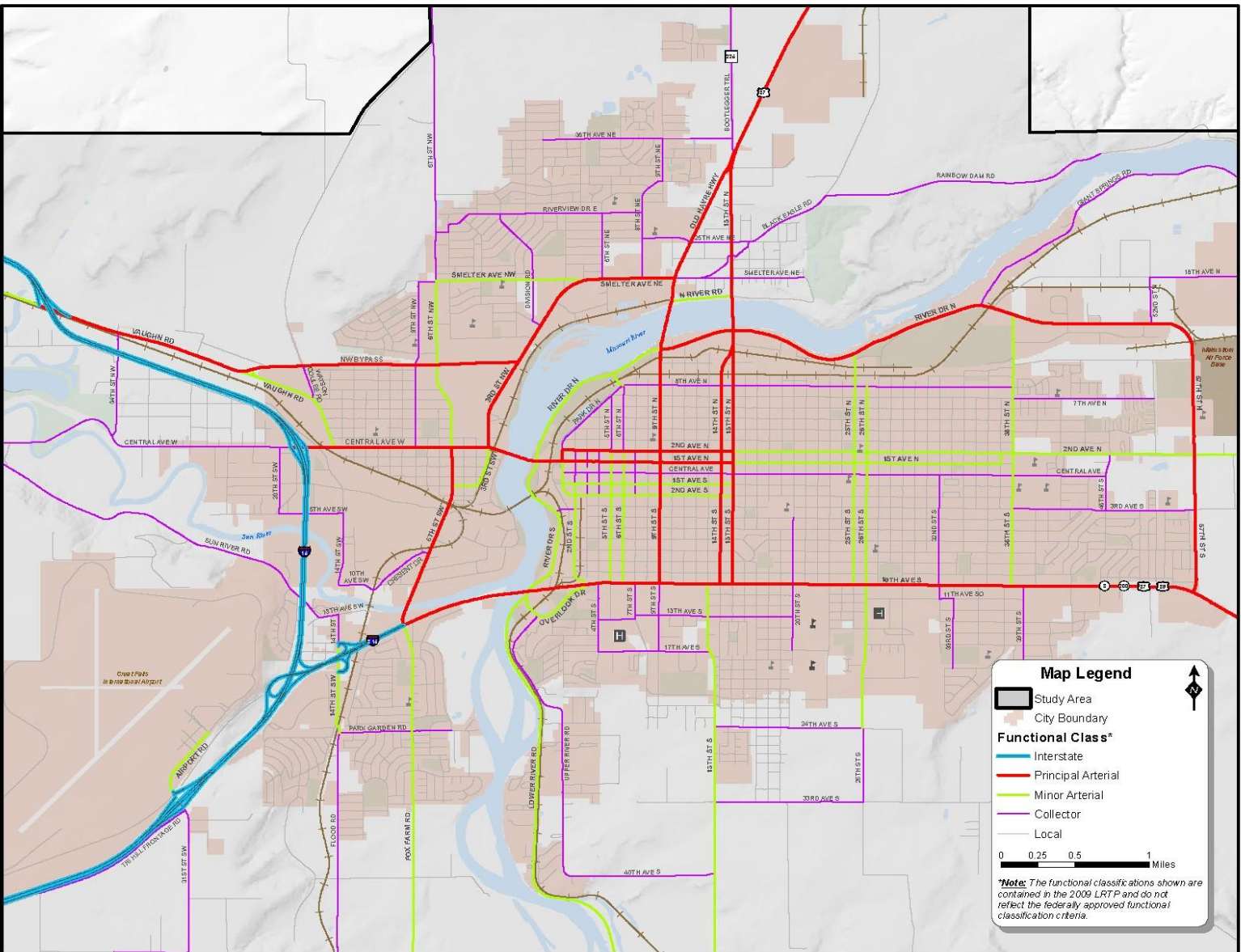


Figure 4.3: Existing Major Street Network (Detail)



How is the City's Street Maintenance Program Funded?

- City maintains 387 miles of streets and alleys, performing pavement rehabilitation and restoration, street cleaning, snow and ice removal, alley maintenance, nuisance weed removal, signals, signs, pavement markings
- Three main sources of revenue:
 - Street Maintenance Assessment
 - State Fuel Tax
 - HB 124 Funding

Street Maintenance Assessment

- Property assessment based upon:
 - Square footage of property
 - Basic land use type (residential, commercial, mixed use)
- Properties assessed at \$0.014702 per sq. ft.
 - (for example a 10,000 sq. ft. lot would be assessed at \$147.02/year)
 - 12,000 sq. ft. cap for residential property and properties categorized as non-profit/cemetery organizations
 - 50% commercial/50% residential assessment for mixed use properties 12,000 sq. ft. or more but less than 50% commercially developed
 - 1 million sq. ft. cap for commercial properties

Street Maintenance Assessment (cont.)

- Utilization: Montana Code (MCA) allows sprinkling, graveling, oiling, chip sealing, seal coating, overlaying, treating, general cleaning, sweeping, flushing, snow removal, leaf and debris removal; the operation, maintenance, and repair of traffic signal systems; installation & maintenance of traffic signs; the placement and maintenance of pavement markings, curb and gutter repair, and minor sidewalk repair that includes cracking, chipping, sealing, and replacement of not more than 6 feet of sidewalk in any 100-foot portion of sidewalk, street widening, new curb/gutter and similar improvements.

State Fuel Tax

- Allocated to all incorporated cities and counties, based upon population and street mileage(50% based on population 50% based on street mileage, with \$10 million available.)
- Great Falls allocation: approximately \$1,000,000/yr
- Utilization: construction, reconstruction, maintenance, repair of rural roads, and streets/alleys. May be used to match federal funds allocated for road construction that are part of the primary or secondary road system or urban extensions.

State Fuel Tax & Street Maintenance Allocation

Year	Street Assessment Amount	Percent Assessment Increase	State Fuel Tax Allocation	Percentage of Change
2009	\$3,190,323.00	5%	\$1,012,152.86	0.80%
2010	\$3,403,157.86	5%	\$1,000,675.41	-1.13%
2011	\$3,656,265.20	No increase	\$995,586.51	-0.51%
2012	\$3,630,779.00	No increase	\$1,005,330.68	0.98%
2013	\$3,630,779.00	No increase	\$1,005,079.00	-0.03%
2014	\$3,630,779.00	12%	\$1,005,079.00	0.00%
2015	\$4,136,992.50	10%	\$ 988,951.79	-1.60%
2016	\$4,535,592.00	No increase	\$988,951.00	0.00%

*An additional \$426,517.00 of additional revenue is generated from HB124 yearly.

STREET DIVISION



**PROVIDING MAINTENANCE FOR
OUR STREET AND ALLEY NETWORK**

Street Division Services

- Snow and Ice Control
 - Plowing and Sanding
 - Snow Removal
- Street Sweeping
- Pothole Repair
- Alley and Gravel Street Maintenance
- Asphalt Mill and Overlay
- Asphalt Patching
- Chipseal
- Minor Reconstructions
- Community Enhancement Projects
- Material Recycling



Snow and Ice Control Priority

- *1st: Signed emergency snow routes.(33.76 miles)*
- *2nd: Major arterials with particular attention to schools, hospitals and business areas .(59.18 miles)*
- *3rd: Collector streets which provide access to major arterials including transit routes.(8.47 miles)*
- *Non-Priority: Most residential streets and others not included above. These streets will not normally be cleared unless impassable. (285.8 miles)*
- *Other: Streets maintained by the MDT or Cascade County. (45.7 miles)*

Snow Sense

Things You Can Do To Help Us Help You

- Stay clear of working snow plows and equipment.
- Remove vehicles from snow routes.
- DO NOT plow or shovel snow into street.

Snow Facts

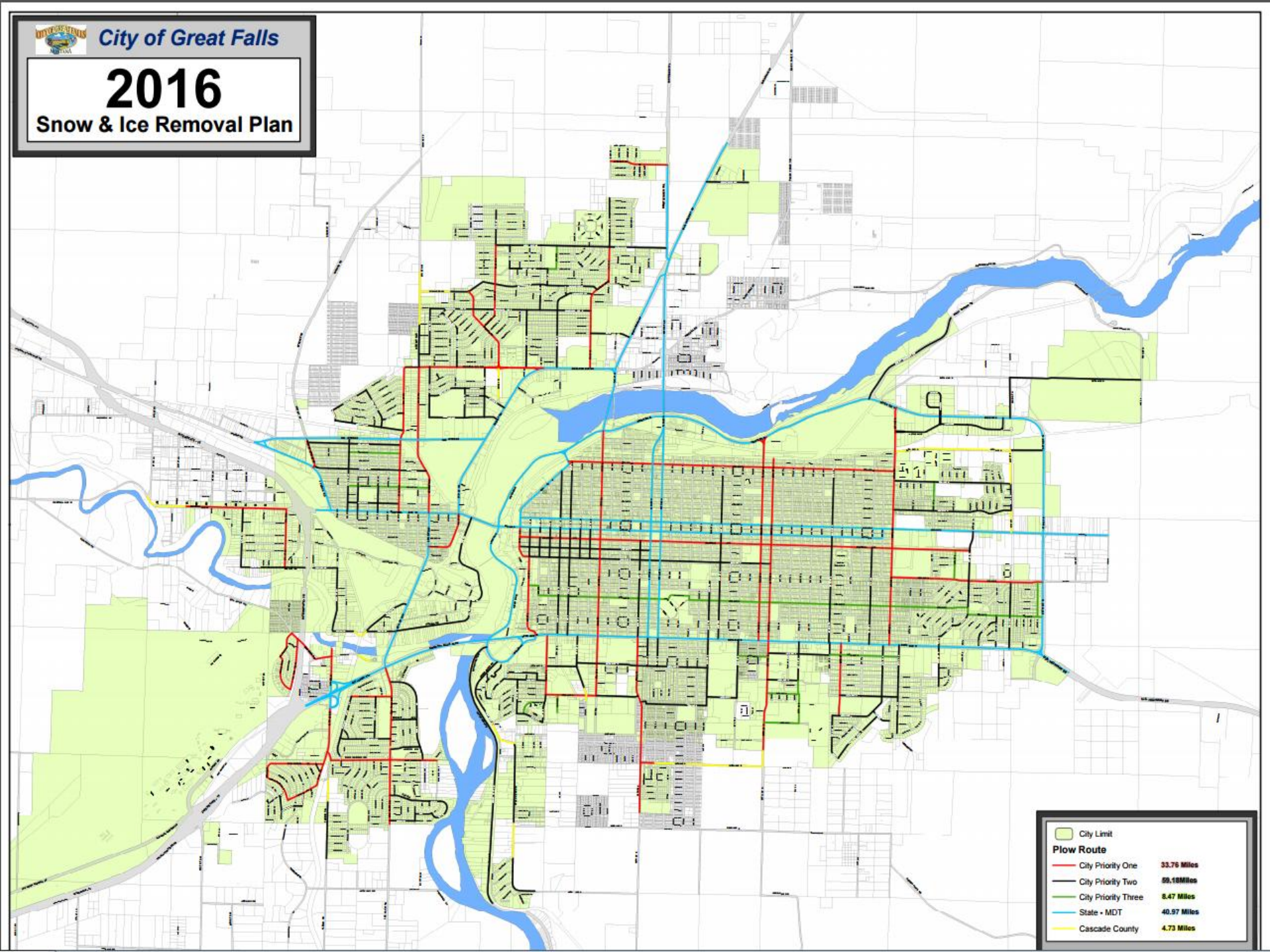
- Snow that is plowed or shoveled into streets from sidewalks and driveways compounds snow levels and makes vehicular travel difficult and dangerous.
- Every 12” of snow that falls on the road surface of an average city block is = to 50 cubic yards.
- Plowing of Residential Streets precludes access to driveways, on street parking, and curbside mail service



City of Great Falls

2016

Snow & Ice Removal Plan



City Limit

Plow Route

City Priority One	33.76 Miles
City Priority Two	59.18 Miles
City Priority Three	8.47 Miles
State - MDT	40.97 Miles
Cascade County	4.73 Miles

Snow and Ice Control

- The winter of 2016/2017 has seen 32 days of snow fall with a total of 25.8 inches in Great Falls to date.(average snow fall of 63 inches per year)
- The Street Division provided winter maintenance of City Streets beginning on the first snow fall of the year, October 6, 2016 to the most recent snow fall on January 10, 2017.



- Snow has been removed 4 times this year from Downtown and 8th Avenue No. to date. On average snow is removed 5 times per year.

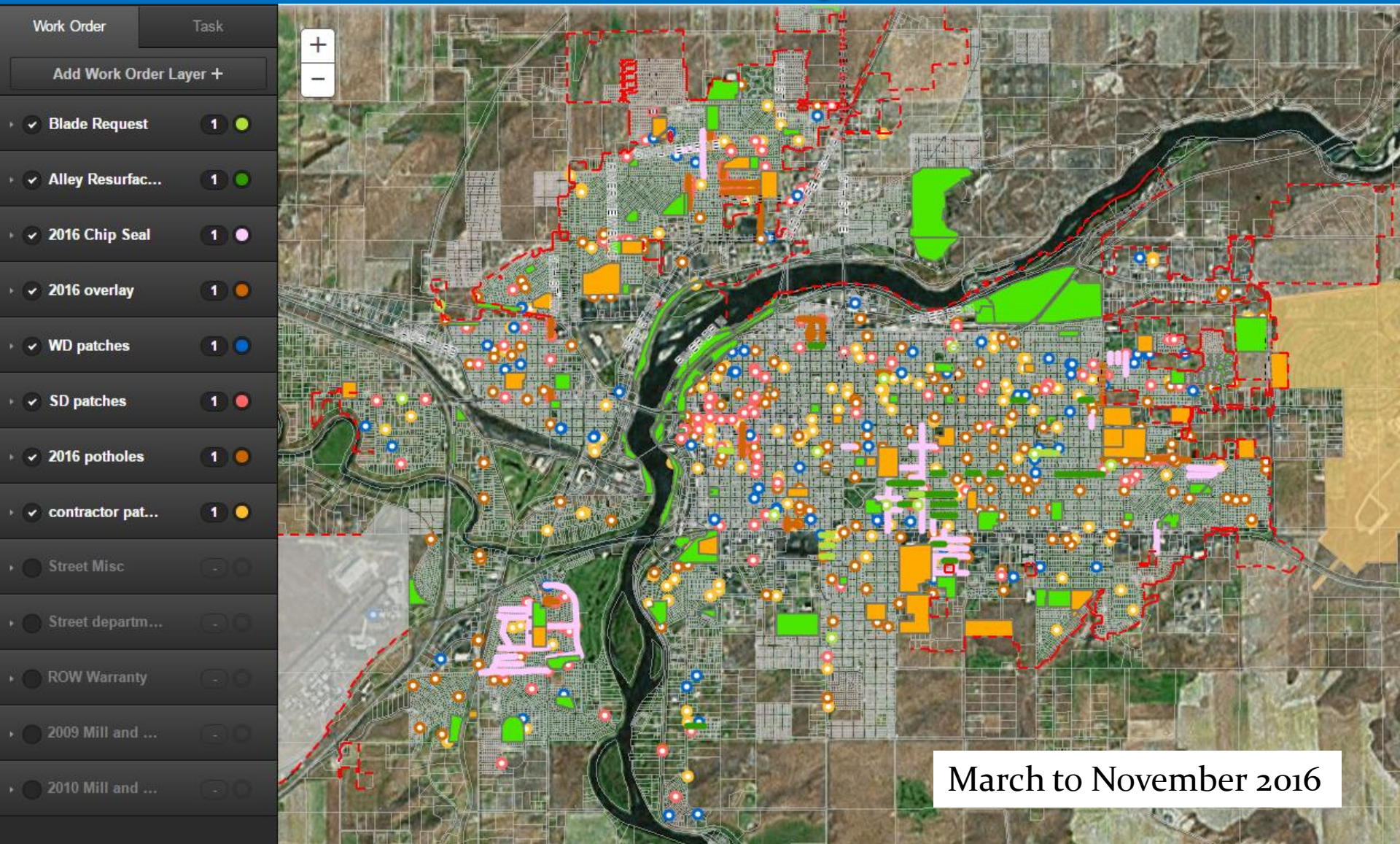
- An estimated total of 20,000 cubic yards of snow has been removed this winter to date. On average 15,000 cubic yards is removed yearly.

- Snow is also removed from streets adjacent to schools, other public buildings, and streets with low storage areas during major storm events.



2016 Maintenance Summary

723 Blocks Impacted



Cartegraph

Cartegraph



Requests

Work

Assets

Resources

Reports



Dan



ID:

Back Home > Work

Create + Reports Actions *

Work

Map Filter Search by address

Measure Select

Work Order Task

Add Work Order Layer +

2016 Mill 1

Blade Request 1

Alley Resurf... 1

2016 overlay 1

2016 Chip S... 1

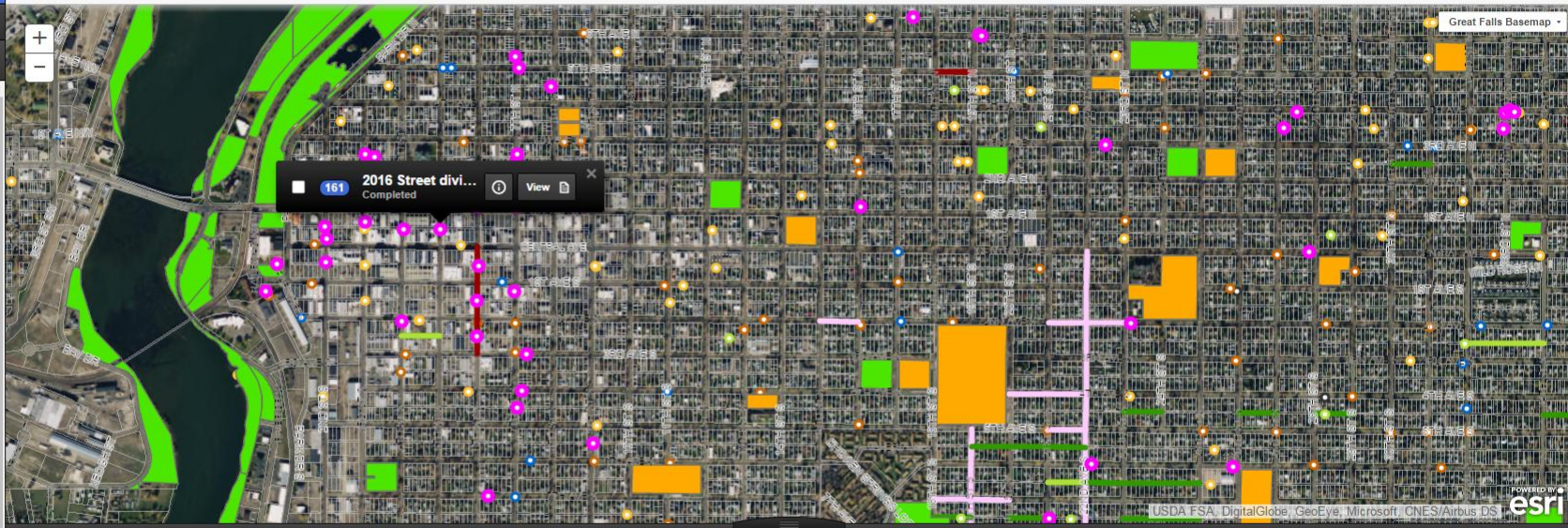
WD patches 1

SD patches 1

2016 potholes 1

contractor p... 1

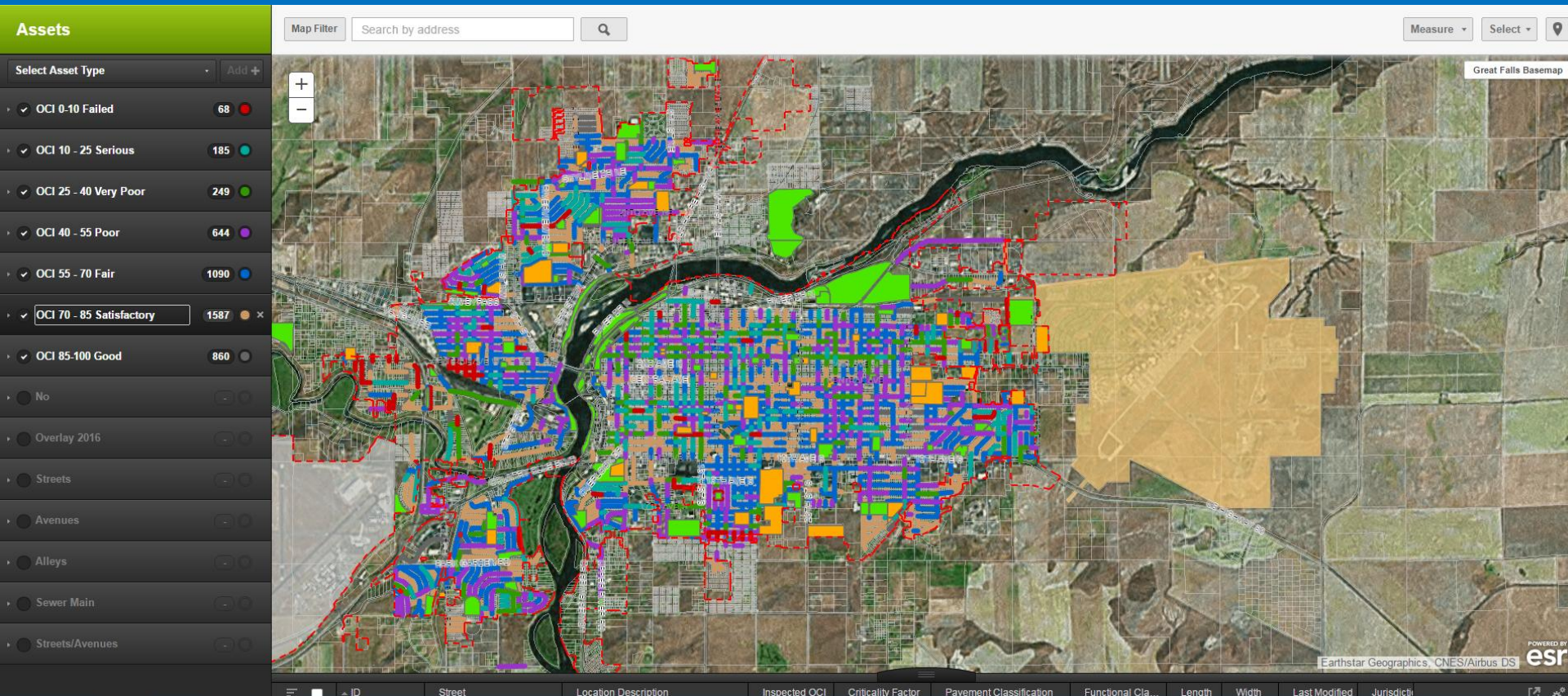
Street Misc 1



ID	Description	Owner	Full Name	Status	Tasks	Progress	Repeating
<input type="checkbox"/>	2016 Potholes		pothole repair	Completed	180	180 of 180	<input type="radio"/>
<input checked="" type="checkbox"/>	2016 Street division patches			Completed	161	161 of 161	<input checked="" type="radio"/>
<input type="checkbox"/>	2016 street Misc.		Misc. street jobs	Completed	15	15 of 15	<input type="radio"/>
<input type="checkbox"/>	2016 Utilities Patches			Completed	91	91 of 91	<input type="radio"/>

Selected 0

Overall Condition Index Ratings



Example Only

Street Sweeping



- Logged 4788 Hours of Street Sweeping in 2016
- Street sweeping done in spring to pick up sanding material and in fall for Leaf Pickup
- Arterials are swept 12 times annually
- On average 4450 hours of sweeping are done annually.
- During the summer season three Vacuum Sweepers continue these efforts.



Pothole Repair

- In excess of 50 tons of patching material was used this past year. 180 requests for pothole repair were called in by the public.
- Pothole maintenance is done throughout the year with different types of material depending on weather and surfaces.

Asphalt Reclaimer



- Future Purchase?
- Year round permanent patching material.
- No need to go back multiple times with temporary material.
- Ability to recycle material generated from other maintenances.
- No need to purchase large quantities of expensive and ineffective materials. (UPM, Coldmix etc...)
- Would replace a machine that is beyond its service life.

Gravel Street and Alley Maintenance



- 80 miles of Alleys and Streets with a gravel surface are maintained twice yearly (Spring and Fall) and also upon request.
- Gravel is mixed with Recycled Asphalt Products to be used as surface material.
- 32 blocks of Alleys were Regraveled/Resurfaced in 2016.

Asphalt Milling



•2016

- 51.19 blocks of both taper and full width asphalt milling was done within the City of Great Falls. (4.02miles)
- Production completed at a rate of 1.50 blocks per day.

•5 Year Average

- On Average the Street Division performs 49.55 blocks of milling each year. (3.92miles)
- Production is completed at a rate of 1.27 blocks per day.

Asphalt Paving and Overlay



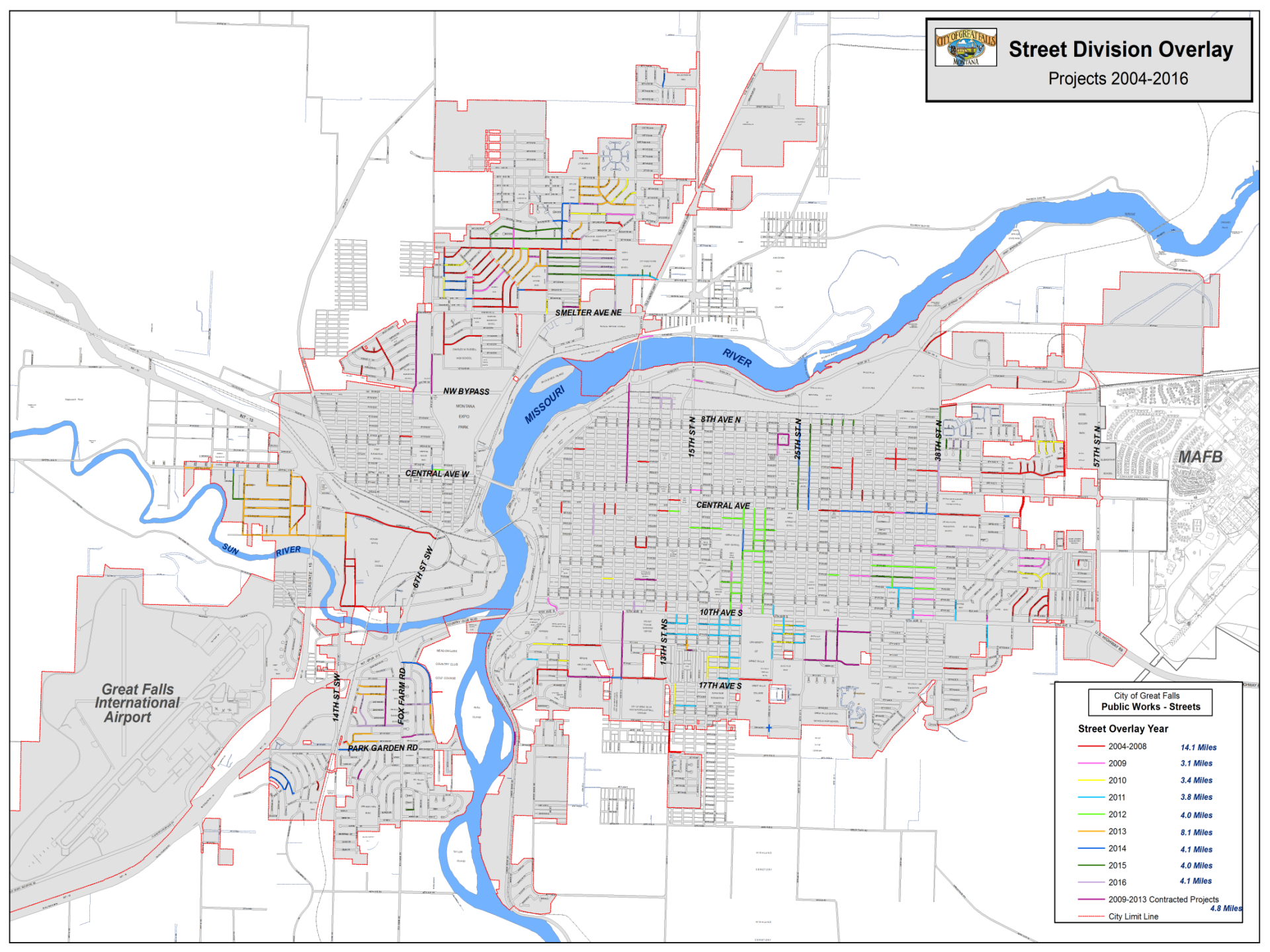
•2016

- 56.26 blocks received a two inch Asphalt overlay. (4.23 centerline miles)
 - The Street Division Overlay Projects used over 10,000 tons of asphalt. (1.48 blocks/day)
 - 5 Year Average
 - On Average the Street Division does 62 blocks of overlay projects a year. (4.8 miles). With a production rate of 1.48 blocks per day.
 - Since 2004 the Street Division has completed 47.65 miles of asphalt overlay.(Refer to map on next page)



Street Division Overlay

Projects 2004-2016



City of Great Falls Public Works - Streets	
Street Overlay Year	
2004-2008	14.1 Miles
2009	3.1 Miles
2010	3.4 Miles
2011	3.8 Miles
2012	4.0 Miles
2013	8.1 Miles
2014	4.1 Miles
2015	4.0 Miles
2016	4.1 Miles
2009-2013 Contracted Projects	4.8 Miles
City Limit Line	

2016 Asphalt Patching and Minor Reconstruction

- 397 Asphalt Patch Back's were performed this year.
- 157 In- House Projects using
- 2586 tons of asphalt.
- 240 Contractor/ Utilities Projects using 1157 tons of asphalt.



- An estimated 14,366 SY of asphalt streets were milled or excavated in 2016. The yearly average is 6,000 SY.
- These projects range from curblin mill and patch back to minor excavation of areas of distress.

2016 Chip Seal



- 103.49 blocks received a chip seal in 9 days of work. (8.13 miles)
- 2016 Daily Average of 11.4 blocks/day
- 5 Year Average of 90.12 blocks/year.

Community Enhancement Projects



Recycled Asphalt Screenings were used to improve road surfaces in the Pearson Addition.



An estimated 35,000 cubic yards of fill material was used to improve drainage and safety on shoulders of Lower River Road.



Public Works Complex Irrigation Improvements; Storm Water BMP



Fill material and Recycled Asphalt Screenings have also been used to resurface and landscape West Bank Park, Viaduct Park, and Wadsworth Park.

TRAFFIC DIVISION

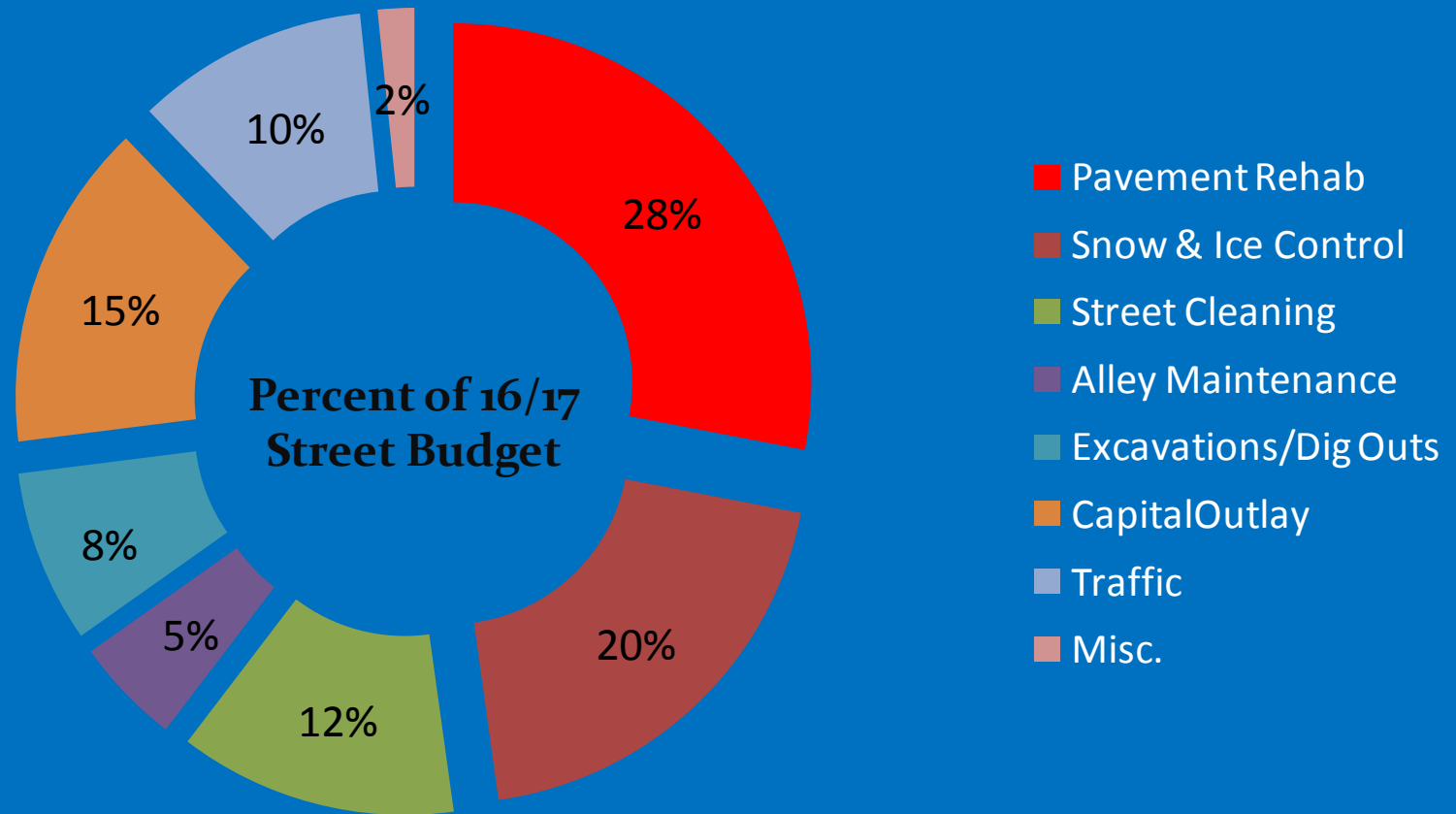
“To help facilitate the safe and efficient movement of vehicles and pedestrians throughout our city by managing these traffic related assets of the public infrastructure” – traffic signals, traffic signs, and pavement markings



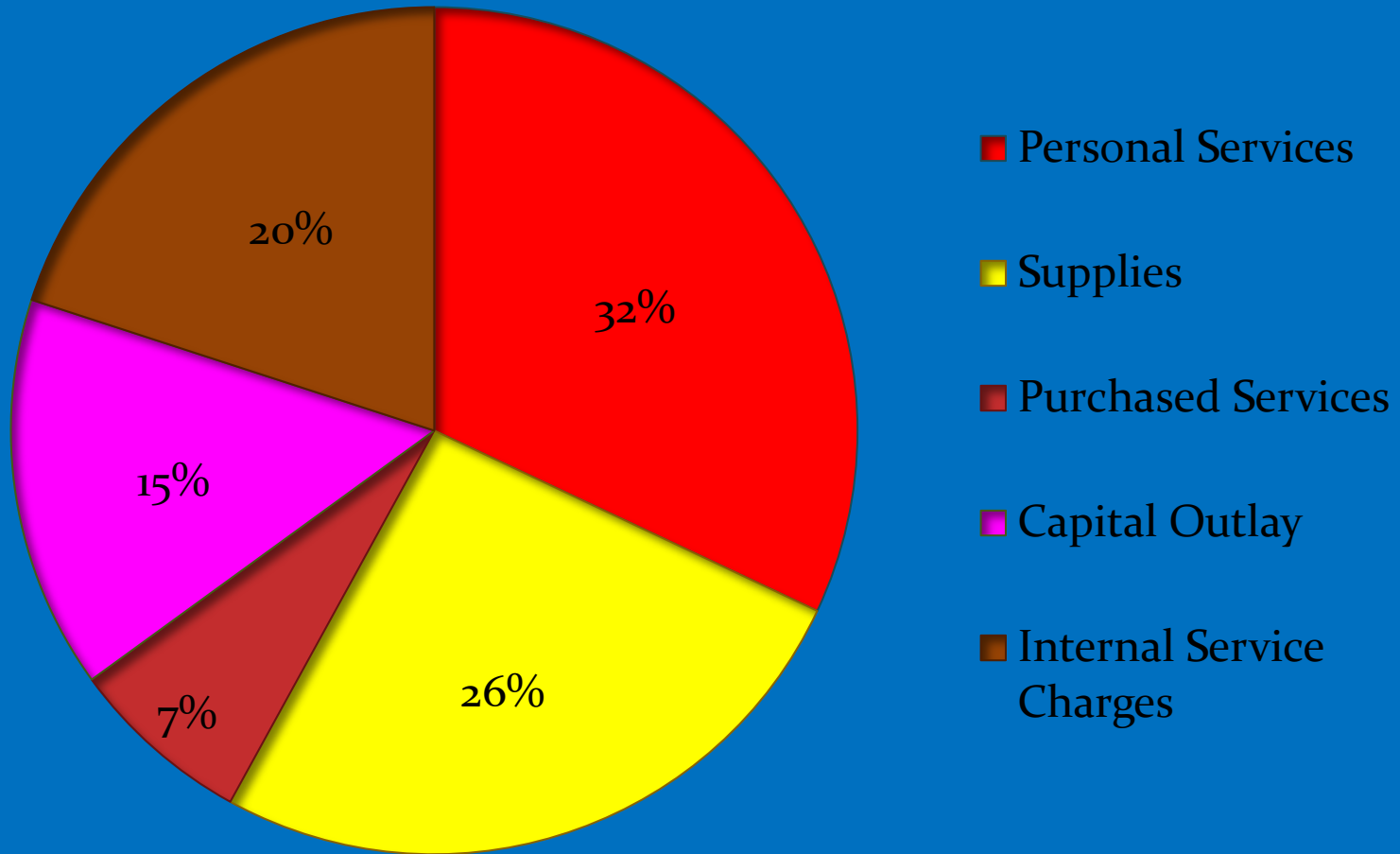
TRAFFIC DIVISION

- Services Provided:
 - Maintenance/Installation of Traffic Signals, Traffic Signs & Pavement markings
 - 13,700 Traffic signs
 - 89 Signalized intersections (LED bulb change outs)
 - 50 miles of pavement markings
 - Intersection Studies
 - Roadway Lighting
 - Speed Studies
 - Traffic Counts
 - Neighborhood Council Interaction

STREET DIVISION FUND ACTIVITIES



Street Division Operating Costs



STREET NEEDS



Total Street Miles 287

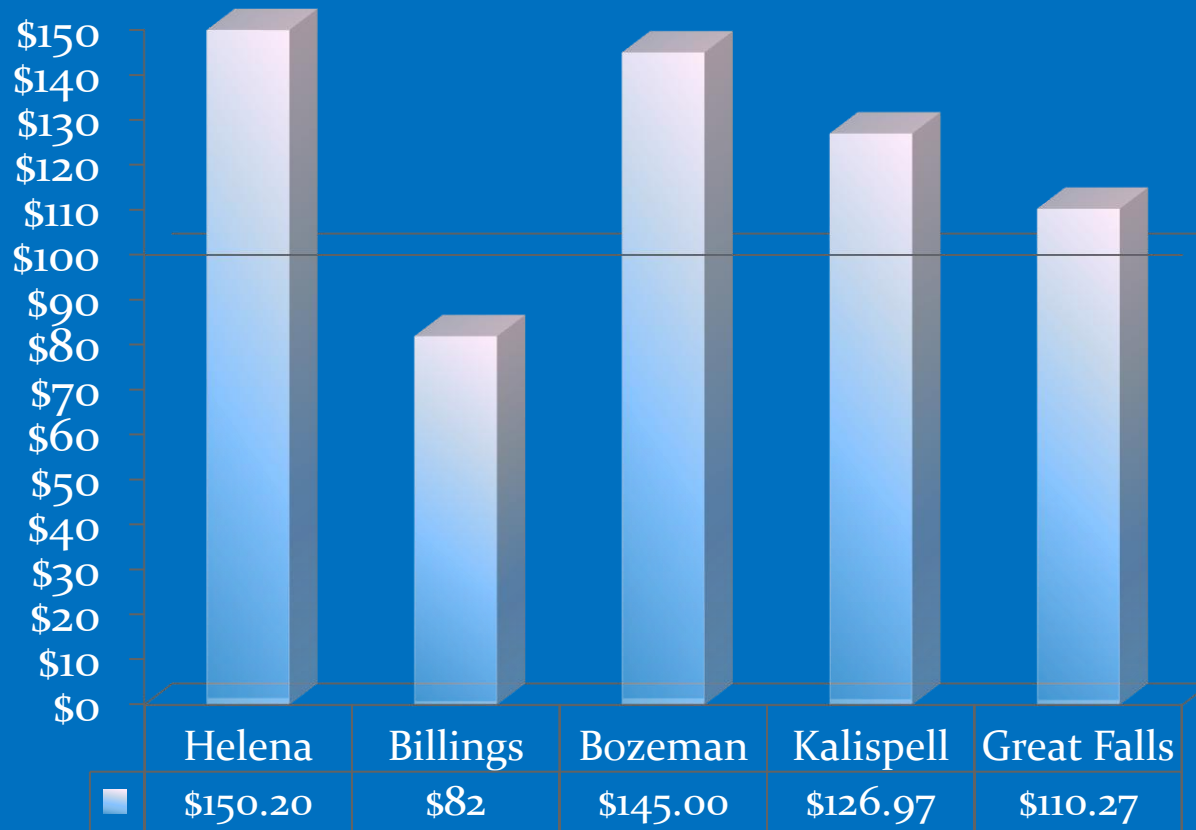
■ Number of miles to reconstruct 37

■ Number of miles to overlay 84

■ Number of miles to chip seal 72

Total Miles in need of maintenance 193 68%

STREET MAINTENANCE ASSESSMENTS



Average Residential Lot – 7500 sq. ft.

Montana City Comparison

City	Overall Budget	Road and Alley Miles Combined	Budget/Road Miles	FTE	Miles/FTE
Great Falls	\$6,145,646	387	\$16,000	21	18.4
Helena	\$4,000,000	222	\$18,000	19	11.7
Missoula	\$5,622,846	374	\$15,000	26	14.4
Bozeman	\$4,266,389	238	\$17,926	14	17.0
Butte-Silver Bow	4,9000,000	658	\$7,447	23.5	28
Kalispell	\$2,864,000	151	\$18,966	14.25	10.6

Street CIP Projects 2017

1. 36th Ave NE from 9th St NE to Bootlegger Trail - \$600,000
2. 13th St So from 28th St to 31st St So - \$250,000
3. 3rd Ave So. ADA Improvements Phase II - \$65,000
 - In-house Mill and Overlay.

Future Proposed Projects

1. 6th St NW from Smelter Ave to Skyline Dr.
2. Upper River Rd.
3. Stuckey Road paving - \$85,000 (match)
4. CMAQ ADA sidewalk improvement - \$260,000 (match)
 - a. Phase 1
 - b. Phase 2

Other Funding Options

- ✓ **SID'S**
- ✓ **STREET ACCESS FEE**
- ✓ **ARTERIAL CONSTRUCTION FEE**
 - ✓ **Bozeman, Billings - \$1,000,000**
- ✓ **LOCAL OPTION SALES TAX**
- ✓ **COMMERCIAL USERS FEE**
- ✓ **LOCAL OPTION FUEL TAX**
 - ✓ **Two Cents/gallon - \$1,000,000**

Community Development Block Grant Funding Priorities & Policy



Overall Goals of CDBG Program

- Provide decent housing for Great Falls residents
- Provide suitable living environments
- Expand economic opportunities

2015-2019 Consolidated Plan Goals

The following is a listing of the priorities and the related objectives to address the priorities. All priorities were established based on high needs and none are higher than another.

- Priority: Provide public facility and infrastructure assistance including handicap accessibility and energy efficiency improvements to provide a suitable living environment.*
- Priority: Provide assistance for transitional housing with supportive services benefiting homeless or special needs persons.*
- Priority: Provide support to public service agencies operating programs that benefit low income persons.*
- Priority: Provide direct first-time homebuyer assistance for low to moderate income families.*
- Priority: Provide construction and rehabilitation assistance for very low to moderate income homeowners or property owners with very low to moderate income renters to upgrade the city housing stock to provide and sustain safe, affordable housing (12-new construction or 14-rehabilitation)*
- Priority: Provide decent affordable housing opportunities for very low and low income renters, particularly the elderly and/or disabled.*
- Priority: Provide funding to projects which will create decent paying jobs with benefits for persons from low to moderate income households.*

HUD Funding Limits for City Allocations

Public Service

15%

Activities such as child care, health care, recreation programs, public safety services, substance abuse services, services for senior citizens or homeless persons

Slum and blight

20% of total Public Facilities allocation Max.

Administration

20%

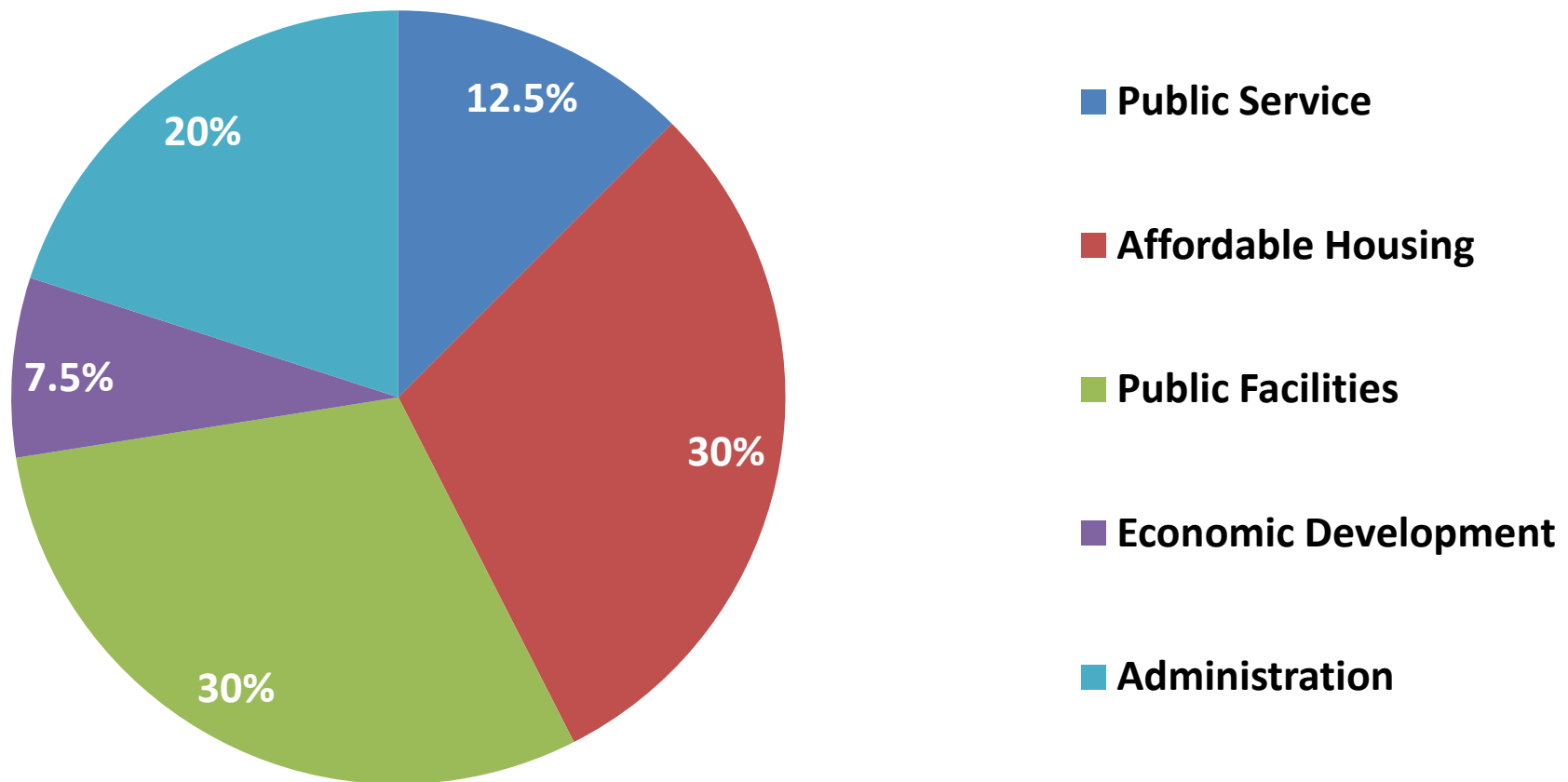
Staff Recommendations

Funding priorities will be used by the Community Development Council (CDC) as a guideline for award recommendations and the Annual Action Plan as part of the Consolidated Plan

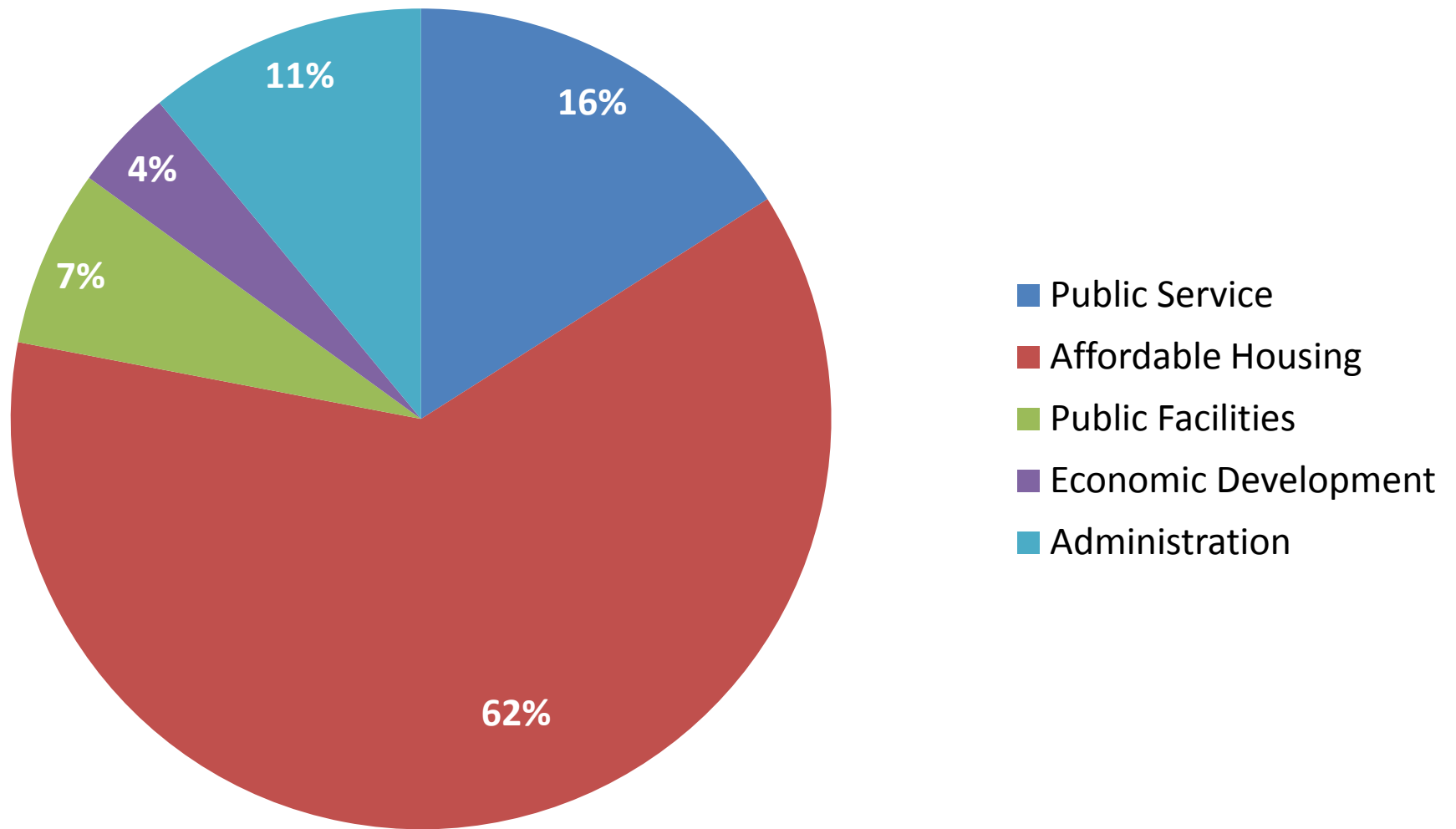
As demonstrated by the public during the CDBG Needs Public Hearing held by the City Commission on January 3, 2017, staff is recommending to maintain the same percentage funding allocations as the 2016/2017 grant year.

PCD Staff Funding Recommendations

FY 2017/2018 Funding Recommendations



CDBG Funding (Including Program Income)



City CDBG Policies for FY 2017/2018

1. City Commission will determine the allocation of all CDBG projects.
2. The City Commission will conduct a Community Needs public hearing to allow citizens (especially low/moderate income persons) and city staff the opportunity to express their opinion as to the needs of the community that should be addressed with block grant funding.
3. The City Commission will determine priorities and allocate funding percentages to priority categories following the Community Needs public hearing.
4. The Community Development Council will review, prioritize, and make funding recommendations to the City Commission for all grant applications, including public service, based on solicitation for proposals. The minimum grant request and award shall be \$10,000.
5. The City Commission will not fund proposals from agencies/departments whose last fiscal year or older CDBG funded projects will not be 75% complete by March 31st of the current year, unless a special public purpose exists for waiving the policy.

CDBG Policies Continue

6. Private non-profit agencies will not be funded for staff salaries, benefits, office consumables, and rent payments for agency office space or utility costs.
7. The City Commission will fund activities to further fair housing as a part of block grant administration.
8. Projects that leverage and/or match the CDBG funds will be given priority consideration for funding.
9. Handicap accessible projects that serve the largest number of the public will be given priority consideration for funding.

Funding Schedule

Commission Work Session to set CDBG Funding Priorities & Policy	Tuesday January 17, 2017
City Commission appoints Community Development Council (CDC) members	Tuesday January 17, 2017
Community Development Council (CDC) Orientation Meeting	Monday January 23, 2017
City Commission votes on CDBG funding priorities and policies	Tuesday February 7, 2017
CDC reviews applications and develops funding recommendations for CDBG projects.	Wednesday February 8, 2017 to Friday February 24, 2017
CDC/Staff presents funding recommendations for CDBG applications to the City Commission (Work Session)	Tuesday March 7, 2017
City Commission votes on project application funding recommendations for inclusion in 2017/2018 Annual Action Plan, sets the public hearing date.	Tuesday March 21, 2017
Proposed 2016/2017 Annual Action Plan completed and available for review.	Friday March 31, 2017
30 day comment period for proposed 2016/2017 Annual Action Plan	Friday March 31, 2017 to Sunday April 30, 2017
Public Hearing on Proposed Annual Action Plan	Tuesday April 4, 2017
Commission votes on Annual Action Plan	Tuesday April 18, 2017
ConPlan/Annual Action Plan submitted to HUD	Monday May 1, 2017

Commission Priorities

Questions/
Commission Input