

JOURNAL OF COMMISSION WORK SESSION
April 4, 2017

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

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

STAFF PRESENT: City Manager Greg Doyon and Assistant City Manager Chuck Anderson, Public Works Director Jim Rearden, Park and Recreation Interim Director Patty Rearden, Police Chief Dave Bowen, and Deputy City Clerk Darcy Dea.

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

1. CALL TO ORDER: 5:30 p.m.

2. PUBLIC COMMENT

Ron Gessaman, 1006 36th Avenue NE, referred to the March 20th Special Commission Meeting Minutes and commented that the City Manager's salary was more than the president of Russia.

Police Chief Dave Bowen thanked the Commission for its support of the 911 Center personnel and financing. Chief Bowen explained that a coin was developed specifically for the 911 Center and he presented one to each of the Commission members and to the City Manager.

Police Communication Supervisor Karen Young explained that the front of the coin indicates that the 911 Center is a combined center for the City and County. The back of the coin is more specific to dispatch. Supervisor Young further announced that next week is Telecommunicator Week.

3. UTILITY RATE REVIEW

Public Works Director Jim Rearden reviewed and discussed the attached PowerPoint slides pertaining to the City of Great Falls Storm Drain Utility.

Commissioner Burow received clarification with regard to the size of pipe that could be lined.

Commissioner Houck inquired who was installing the middle basin piping for the Upper River Road project and was informed Williams Civil Construction Company.

Manager Doyon received clarification that inlet baskets have not been used long enough to determine what the maintenance would be.

Commissioner Burow received clarification with regard to the purpose of a hydrodynamic separator.

With regard to the rates, Director Rearden reported that most of the money that people pay on a monthly basis stays within the community.

The utility service rates will be set for public hearing on May 2, 2017.

4. PARK MAINTENANCE DISTRICT

Park and Recreation Interim Director Patty Rearden reviewed and discussed the attached PowerPoint slides pertaining to the proposed park maintenance district. She introduced Park and Recreation Board members Patrick Carroll and June Sprout and Park and Recreation staff Marian Permann, Steffan Janikula, Lonnie Dalke and Todd Seymanski.

Interim Director Rearden reported that the proposed park maintenance district had been discussed for several years, and that through the master plan process a park maintenance district was recommended by Pros Consulting.

Mayor Kelly commented that the Peoples Park and Recreation Foundation is a valuable group that has helped fund projects such as: Lions Family Fun Fest, Nat Rats, Park and Recreation Master Plan, the park pavilion at West Bank Park, shade sales at Gibson Park and raising money for fireworks.

Commissioner Houck gave kudos to the Park and Recreation staff for the level of care that was given at larger sporting events. Commissioner Houck commented that there is an opportunity to utilize the master plan and make something happen.

Interim Director Rearden reported that the master plan was put together by 700 people that attended public meetings, 84 different focus groups, statistically accurate and online surveys.

With regard to the low and moderate income (LMI) citizens applying for assistance, Commissioner Houck received clarification that the taxable value of property that allows for the sliding scale would help the LMI neighborhoods and that letters would be sent out for the public to send in written protests.

Commissioner Bronson commented that special district projects are a good way to measure the community support for a project in advance. Commissioner Bronson further explained that there should be no changes to the process with the legislature this year regarding special districts.

City Attorney Sara Sexe responded that she is not aware of any bills passed that would have an impact to the process.

Interim Director Rearden pointed out that the Montana Trails Recreation and Park Association (MTRPA) is tracking legislative issues and that nothing has been reported.

Commissioner Jones reported that the Commission would review the entire package and noted that some estimates may need to be upgraded.

Commissioner Burow pointed out that the master plan directed the Commission to look at a park maintenance district and that it needs to be put together for the community to look at.

Commissioner Burow inquired if any repairs had been started at the Natatorium.

Interim Director Rearden responded that the contract was on the April 4th Commission meeting agenda for consideration of award and that there is a potential schedule to start repairs in April.

Mayor Kelly requested that the Park and Recreation staff move forward and report back to the Commission at another work session. Mayor Kelly and Commissioner Houck asked to be a part of the discussion with regard to the park maintenance district. Mayor Kelly concluded that the community needs to be given the opportunity to make a decision with regard to going forward with the park maintenance district.

5. DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Manager Doyon reported that the next work session will include updates from Neighborhood Council 7 and the Third Quarter Budget Review.

Manager Doyon asked if the Commission wanted anything added to the topic list.

Mayor Kelly received clarification that Marsy's Law would be added to the topic list after the legislature adjourns. Mayor Kelly further received clarification that a partnership update with regard to the River's Edge Trail would be added to the topic list at a later time. No one objected.

Commissioner Burow inquired the status of the proposed Ordinance changes regarding recreational vehicles parked in driveways and off-street and was informed that it will come before the Commission in the future.

ADJOURN

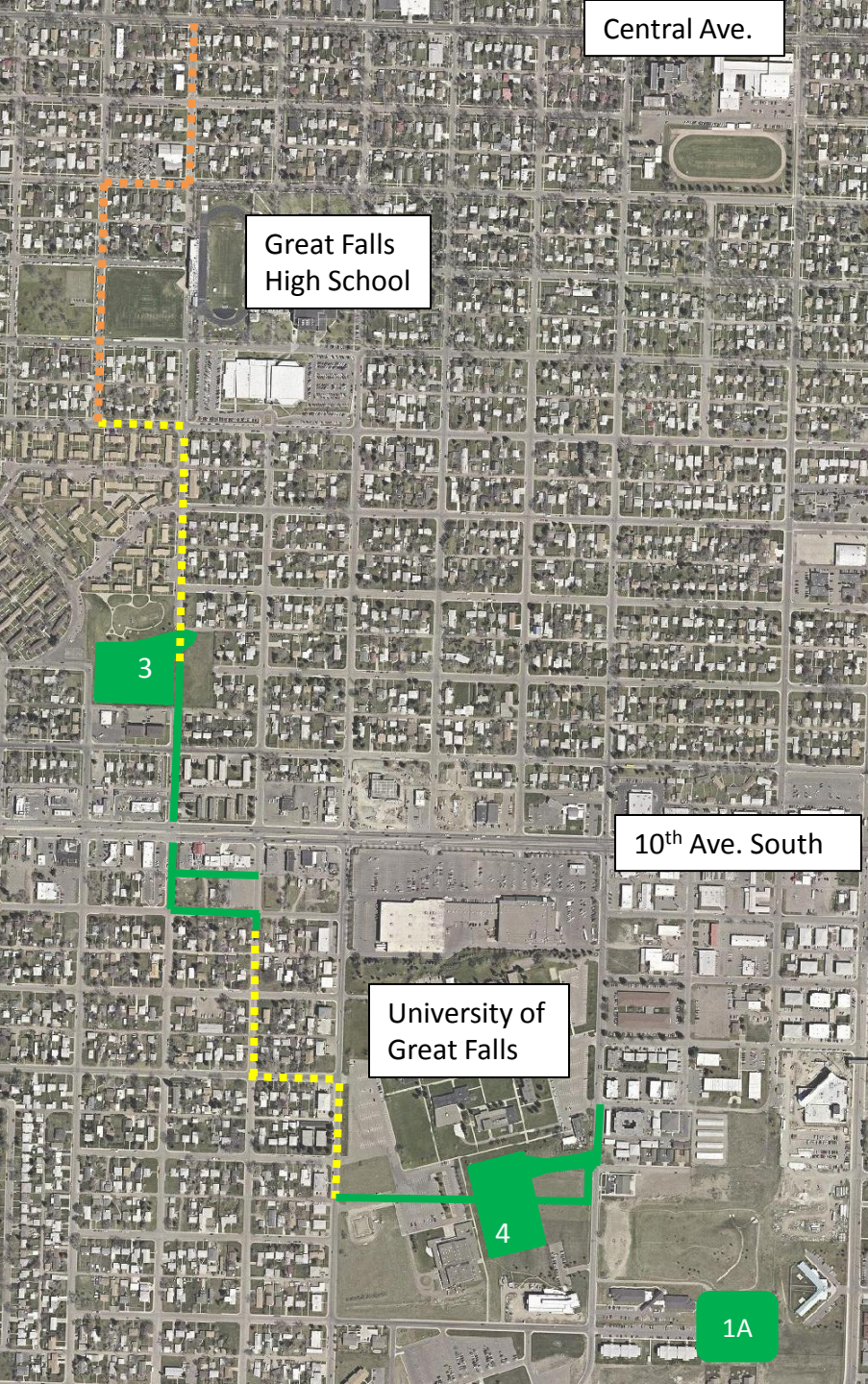
There being no further discussion, Mayor Kelly adjourned the informal work session of April 4, 2017, at 6:31 p.m.

**Continuation
City of Great Falls
2017 Utility Rate Analysis**

Presented at the April 4, 2017
City Commission Work Session

Storm Drain Utility





Central Ave.

Great Falls High School





10th Ave. South

University of Great Falls


1A

18th Street South Storm Drain Improvements


Completed Work

- Phase 1A  Sand Hills Pond Expansion
Fall of 2013 (\$325,000)
- Phase 1B  First Phase of Pipe and Inlet Improvements
Summer of 2014 (\$1,965,000)
- Phase 3  Chowen Park Pond
Fall of 2014 (\$262,000)
- Phase 4  UGF Pond
Fall of 2015/Spring 2016
(\$821,000)

Work in Progress

- Phase 2A  Second Phase of Pipe and Inlet Improvements
Fall of 2016/Spring 2017
(\$2,518,000)

Future Work

- Phase 2B  Second Phase of Pipe and Inlet Improvements
Planned Summer of 2018
(Estimated at \$3,400,000)

SAND HILLS POND EXPANSION



UGF POND

AUGUST 9, 2017 STORM



A FEW DAYS LATER



UGF POND



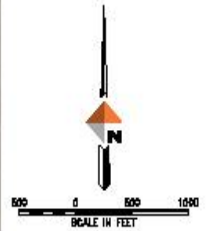
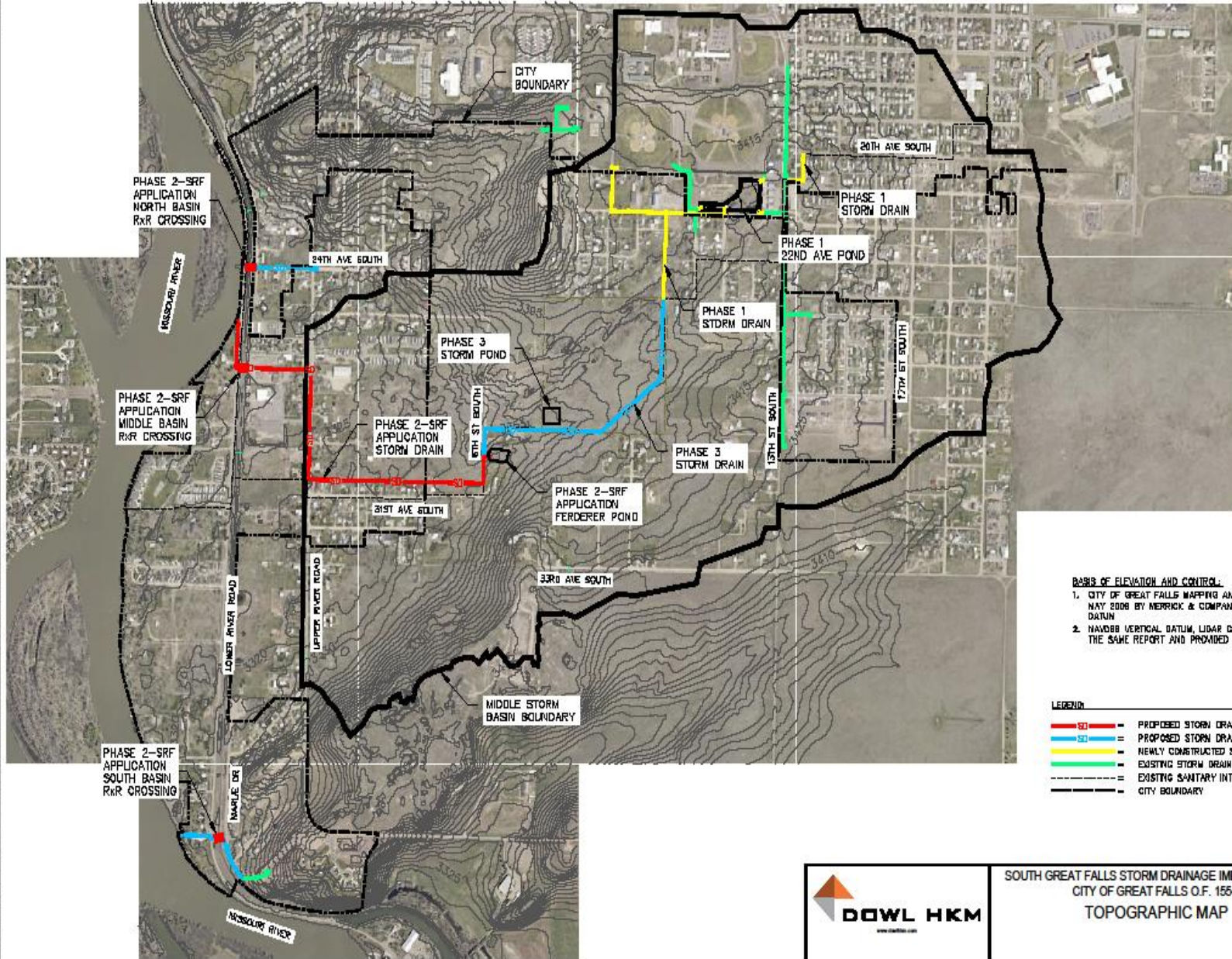
18th St. & 2nd Ave. So.



SOUTH GREAT FALLS STORM DRAIN

DOWL HKM FILE 141335-22

S:\141335\141335.dwg PLOT DATE 08/14/13 11:57 AM 1321 141335.dwg



- BASIS OF ELEVATION AND CONTROL**
1. CITY OF GREAT FALLS MAPPING AND GROUND CONTROL REPORT MAY 2008 BY MERRICK & COMPANY, HAS BS (2007) HORIZONTAL DATUM
 2. HANDDB VERTICAL DATUM, LIGNAR GENERATED CONTOURS FROM THE SAME REPORT AND PROVIDED BY THE CITY OF GREAT FALLS.

LEGEND

—	PROPOSED STORM DRAIN - PHASE 2-SRF APPLICATION
—	PROPOSED STORM DRAIN - PHASE 3
—	NEWLY CONSTRUCTED STORM DRAIN - PHASE 1
—	EXISTING STORM DRAIN
---	EXISTING SANITARY INTERCEPTOR
 	CITY BOUNDARY



SOUTH GREAT FALLS STORM DRAINAGE IMPROVEMENTS
CITY OF GREAT FALLS O.F. 1554
TOPOGRAPHIC MAP

PROJECT 432211077.01
DATE JAN 2015
BREIT
CONTOUR INTERVAL = 5 FEET

SOUTH GREAT FALLS STORM DRAIN

MIDDLE BASIN OUTFALL – TWIN 54"



SOUTH GREAT FALLS STORM DRAIN

MIDDLE BASIN OUTFALL – TWIN 54"



SOUTH
GREAT
FALLS
STORM
DRAIN



North
Basin
Railroad
Bore – 36"

SOUTH GREAT FALLS STORM DRAIN MIDDLE BASIN RAILROAD BORE - 54"



SOUTH GREAT FALLS STORM DRAIN MIDDLE BASIN PIPING INSTALL - 54"



420 Central Avenue - Before



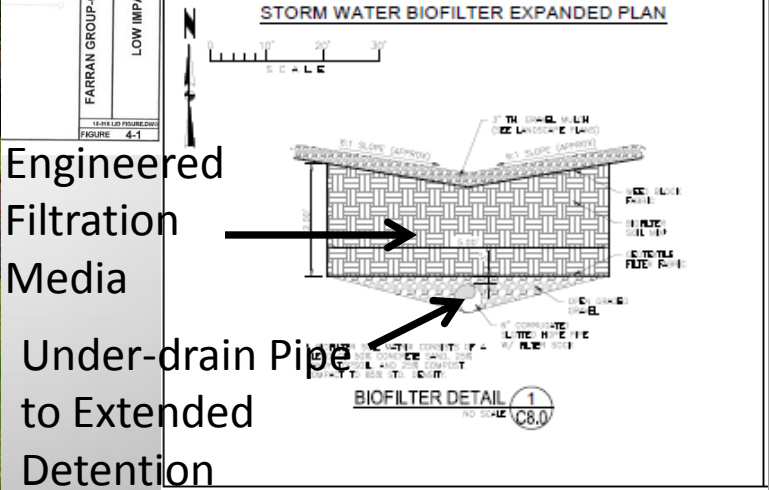
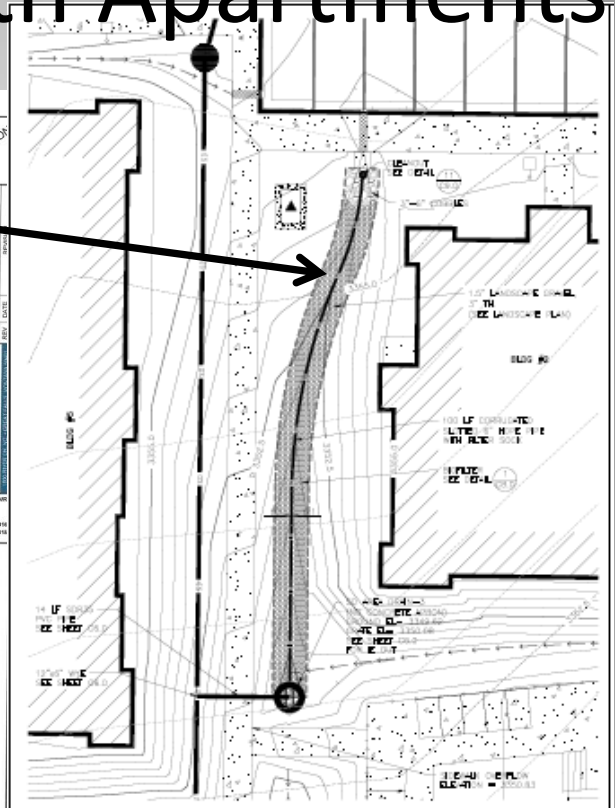
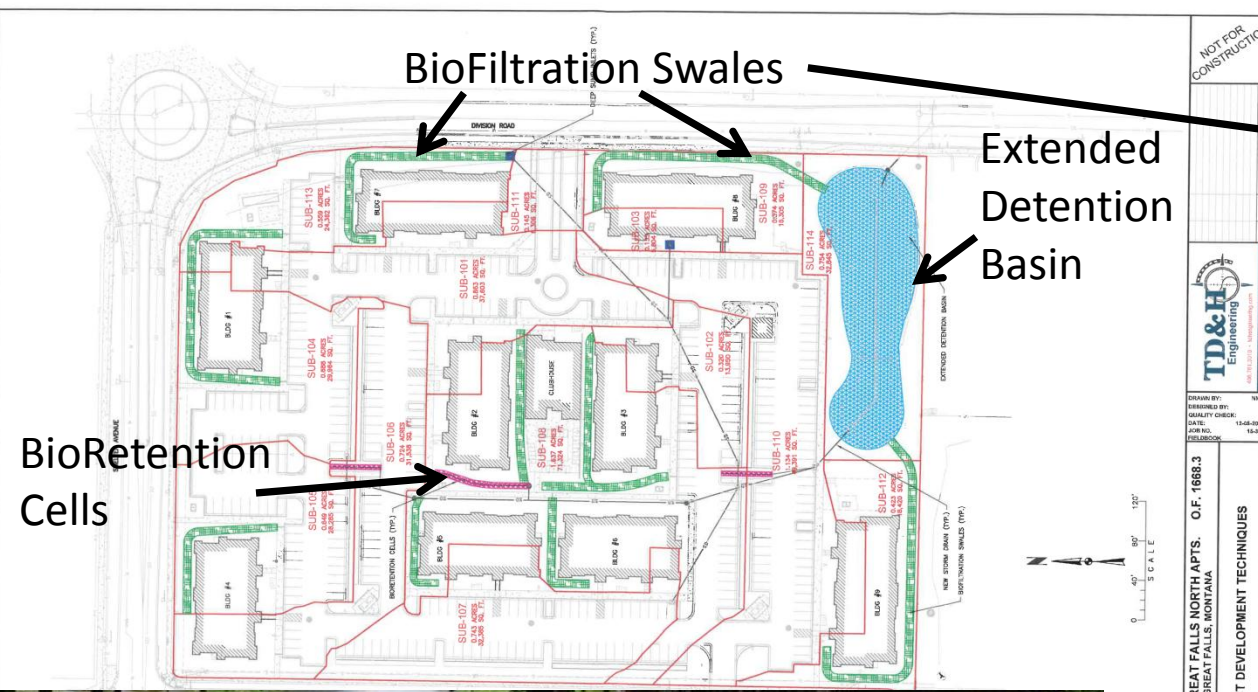
420 Central Avenue - After



CENTRAL AVENUE INLET BASKET



LID Implementation GF North Apartments



5 Year Completed Projects

- 18th Street South Basin - Sand Hills, Chowen and UGF Soccer Field Detention Ponds
- 18th Street South Basin - Storm Drain Piping Upsizing, Chowen Springs to UGF
- 9th Street South Storm Main Extension
- Central Avenue 400 Block Improvements
- Verde Park Hydrodynamic Separator
- Northwest Great Falls - 6th Street NE Detention Pond
- Northwest Great Falls - 11th Street NE Pond/Piping/Regrading
- Northwest Great Falls – Smelter Avenue Storm Main Upsizing
- South Great Falls Basin - 22nd Avenue South Detention Pond/Piping Improvements
- NE Retention Pond Pump/Outlet Piping

FUTURE CAPITAL NEEDS



Upsizing/Extensions

- 18th Street South – Complete Final Phases
- Valerian Way, Phase 2
- 3rd Street NW/NW Bypass – New Outfall
- NW Great Falls Westgate Phase
- Smith Coulee/Berkner Ponds
- Central Avenue Drainage Improvements, Phases 2 & 3
- South Great Falls Storm Drain Project, Future Phases



Phase II Permit Related Expenses

- Monitoring & Testing
- Storm Drain code re-write
- New 2017 Discharge Permit
- Increase staffing to accomplish new permit/code provisions
- Future Treatment??



North Great Falls Master Plan

- New Regional Detention Pond/Watson Coulee Drainage

City of Great Falls, Montana

Storm Drain Fund

Cash Flow Analysis as of 2/16/2017 - 5 Year Projection (10% to 5% revenue increases and 5% expense increases)

	Actuals 2015	Actuals 2016	Budgeted 2017	Projected 2018 (10% increase)	Projected 2019 (5% increase)	Projected 2020 (5% increase)	Projected 2021 (5% increase)	Projected 2022 (5% increase)
Beginning Unrestricted Cash Balance	\$ 2,771,212	\$ 1,673,737	\$ 1,774,802	\$ 900,577	\$ 1,110,709	\$ 934,413	\$ 1,141,182	\$ 684,316
Revenues								
Revenue from storm drain charges	\$ 1,993,699	\$ 2,105,173	\$ 2,128,006	\$ 2,340,807	\$ 2,457,847	\$ 2,580,739	\$ 2,709,776	\$ 2,845,265
Interest income	\$ -	\$ 15,575	\$ -	\$ 4,503	\$ 5,776	\$ 4,672	\$ 5,706	\$ 3,422
Refunds & Reimbursements	\$ -	\$ 97,061	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer In	\$ -	\$ 104,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Decrease in Acct Receivable	\$ -	\$ 51,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond proceeds	\$ -	\$ -	\$ 5,000,000	\$ 1,350,000	\$ 2,050,000	\$ -	\$ -	\$ -
Total Revenues	\$ 1,993,699	\$ 2,373,661	\$ 7,128,006	\$ 3,695,309	\$ 4,513,623	\$ 2,585,411	\$ 2,715,482	\$ 2,848,687
Expenses								
Operation and maintenance expense*	\$ 425,707	\$ 412,780	\$ 755,093	\$ 792,848	\$ 832,490	\$ 874,115	\$ 917,820	\$ 963,711
Increased (decreased) reserve requirement	\$ -	\$ -	\$ 215,000	\$ 51,300	\$ 77,900	\$ -	\$ -	\$ -
Decrease in Accounts Payable	\$ 62,217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service								
Bonds 2004 SRF	\$ 286,528	\$ 286,263	\$ 286,736	\$ 286,373	\$ 286,736	\$ 286,736	\$ 286,736	\$ 286,736
Bonds 2016 SRF \$5,000,000	\$ -	\$ -	\$ 318,488	\$ 319,214	\$ 319,214	\$ 319,214	\$ 319,214	\$ 319,214
Bonds for construction \$3,400,000	\$ -	\$ -	\$ -	\$ 135,443	\$ 248,578	\$ 248,578	\$ 248,578	\$ 248,578
Capital improvements - debt funded	\$ -	\$ -	\$ 5,000,000	\$ 1,350,000	\$ 2,050,000	\$ -	\$ -	\$ -
Capital improvements - unrestricted cash	\$ 2,316,722	\$ 1,573,553	\$ 1,426,914	\$ 550,000	\$ 875,000	\$ 650,000	\$ 1,400,000	\$ 2,150,000
Total Expenses	\$ 3,091,174	\$ 2,272,596	\$ 8,002,231	\$ 3,485,178	\$ 4,689,918	\$ 2,378,643	\$ 3,172,348	\$ 3,968,239
Annual Surplus (Deficiency)	\$ (1,097,475)	\$ 101,065	\$ (874,225)	\$ 210,132	\$ (176,295)	\$ 206,769	\$ (456,866)	\$ (1,119,553)
Ending Unrestricted Cash Balance	\$ 1,673,737	\$ 1,774,802	\$ 900,577	\$ 1,110,709	\$ 934,413	\$ 1,141,182	\$ 684,316	\$ (435,237)

*2017 increase of expenses due to 2 additional staff members.

**2017
UTILITY SERVICE RATE
SUMMARY**

AVERAGE MONTHLY UTILITY BILL

CITY OF GREAT FALLS

RESIDENTIAL

1" meter, 1250 ccf water, 650ccf sewer
7, 500 sq foot residential lot

	2015	2016	2017 (Proposed)		INCREASE
WATER	\$32.13	35.34	WATER	\$38.88	\$3.54
SEWER	\$23.57	24.28	SEWER	\$25.01	\$0.73
STORM DRAIN	\$4.70	5.17	STORM DRAIN	\$5.69	\$0.52
TOTAL	\$57.22	64.79	TOTAL	\$69.58	\$4.79

2017 CITY COMPARISON (Residential)

Monthly water and sewer costs based on:

1" meter, 1250 ccf water, 650 ccf sewer

(With 10% Increase Water & 3% Increase Sewer)

	WATER	SEWER	TOTAL	DIFF.
BOZEMAN	57.51	38.65	96.16	6.05
MISSOULA	65.64	20.29	85.93	-2.08
BUTTE	50.58	28.50	79.08	1.00
HELENA	45.18	26.03	71.21	8.53
KALISPELL	37.30	31.68	68.98	0.00
BILLINGS	40.38	28.35	68.73	0.00
GREAT FALLS	38.91	25.03	63.94	4.32

2017CITY COMPARISON (Commercial)

Monthly water and sewer costs based on:

1" meter, 1250 ccf water, 1250 ccf sewer

(With 10% Increase Water & 3% Increase Sewer)

	WATER	SEWER	TOTAL
BOZEMAN	44.76	58.60	103.36
BUTTE	50.58	43.25	93.83
MISSOULA	65.64	27.23	92.87
KALISPELL	37.30	53.13	90.43
HELENA	46.43	43.49	89.92
BILLINGS	34.01	46.95	80.96
GREAT FALLS	33.98	41.73	75.70

THE

END

Proposed Park District

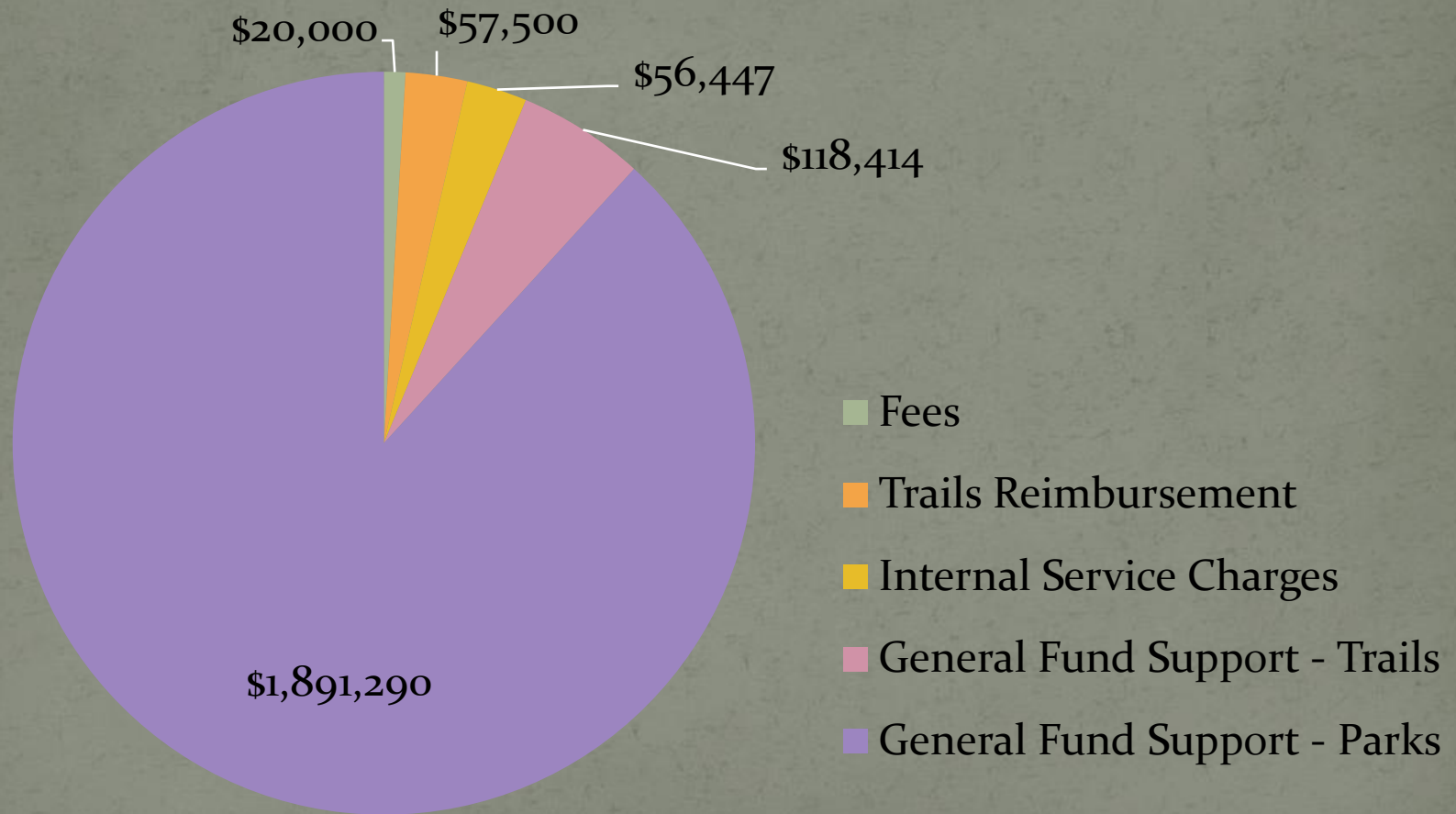
City Commission Work Session
April 4, 2017



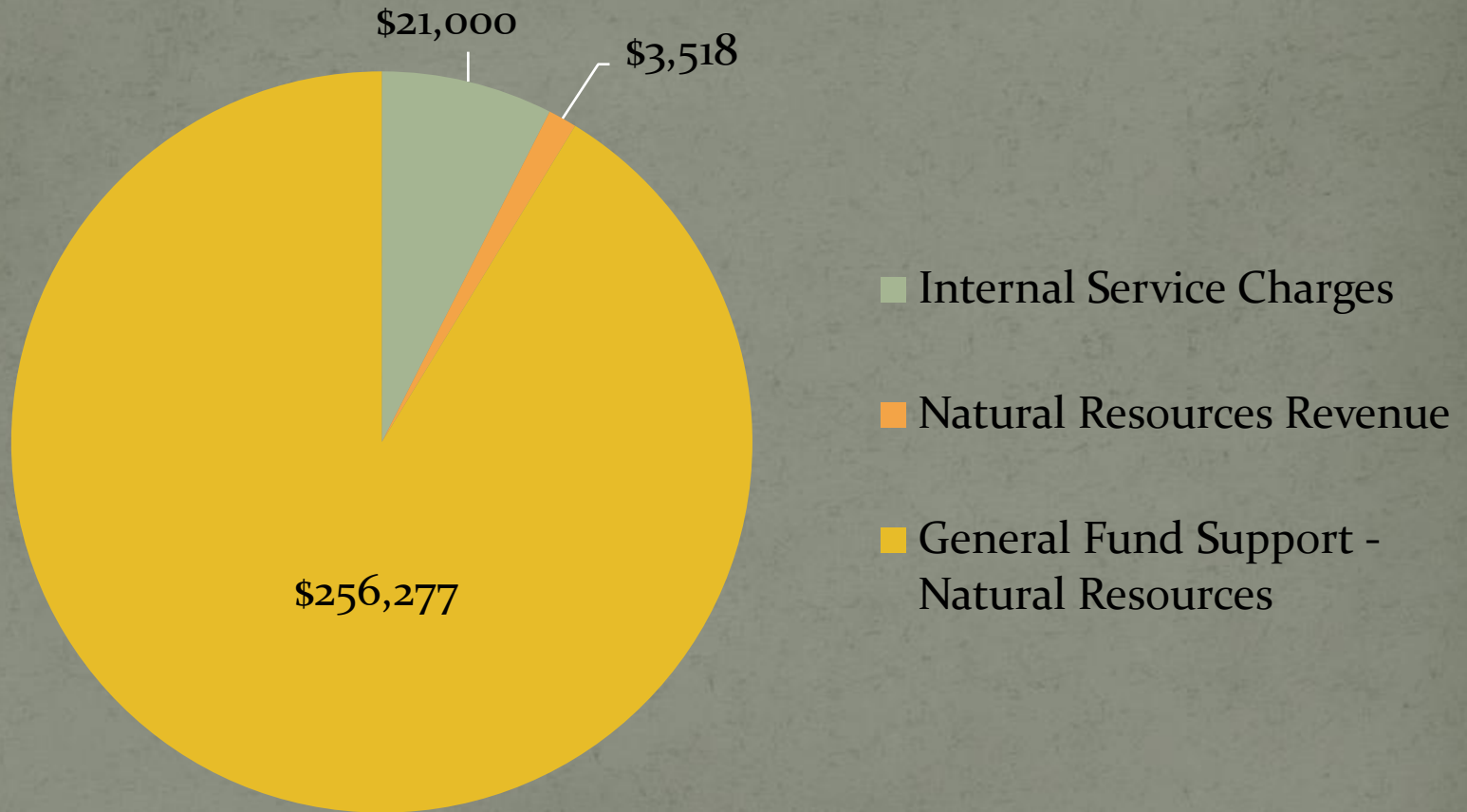
Parks and Natural Resources Inventory

- 775 acres developed land
- 140 acres of undeveloped land
- 300 acres conservation lands
- 57 developed parks
- 9 undeveloped parks
- 52 buildings/facilities
- 1 compost site
- 25 landscaped medians/islands
- 52 miles of recreational trails (21 miles paved); does not include trails within parks
- 36,000 trees (boulevards/parks/golf)

How Do We Fund Parks?



How Do We Fund Natural Resources?

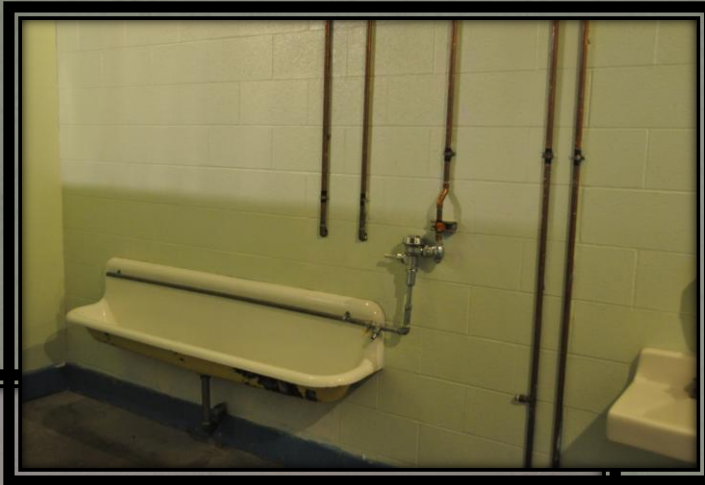


(Does not include Boulevard District)

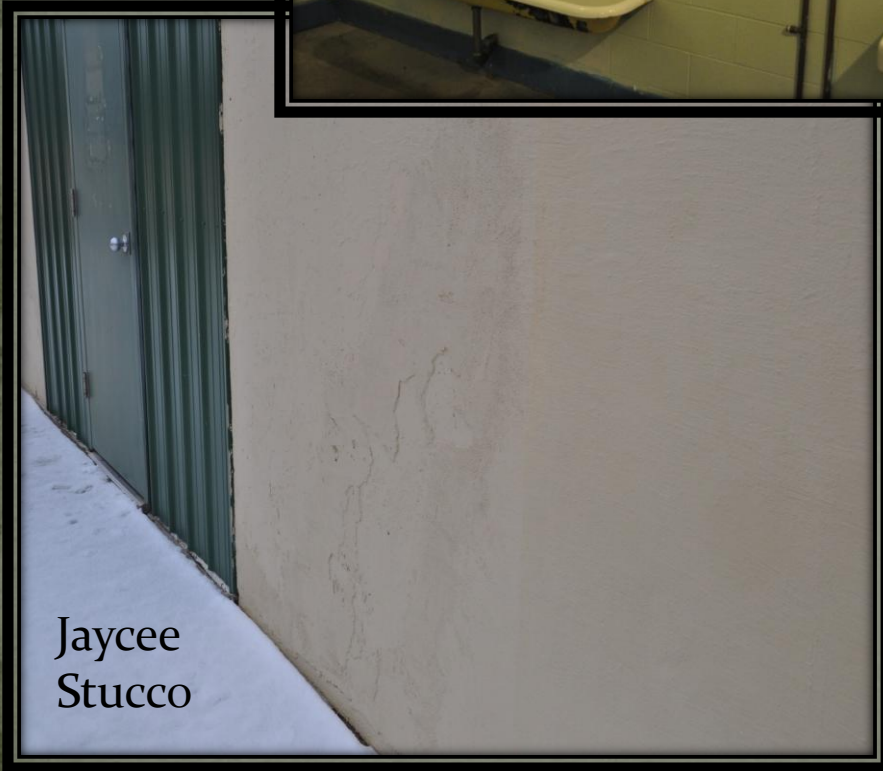
Park and Recreation

- The City's general fund cannot adequately fund parks and recreation. The Park and Recreation Master Plan identified:
 - **\$12,000,000** in deferred maintenance.
 - Does not include staffing and daily operational needs.
 - Without funding to address deferred maintenance that number will continue to grow and amenities will have to be removed or closed.
 - 1-5 years recommended
 - **\$1,150,00** for sustainable projects
 - **\$20,250,000** for visionary projects
- Current funding does not allow for adequate maintenance of facilities and parks.
- There's been no funding for capital improvements or major repairs. (CIP for FY2017 was \$438,676, \$0 was funded.)

Pools



Urinals



Jaycee
Stucco



Park Restrooms

Lions Park



Oddfellows Park



Lion's Park



Sport Courts & Trails



Jaycee Park



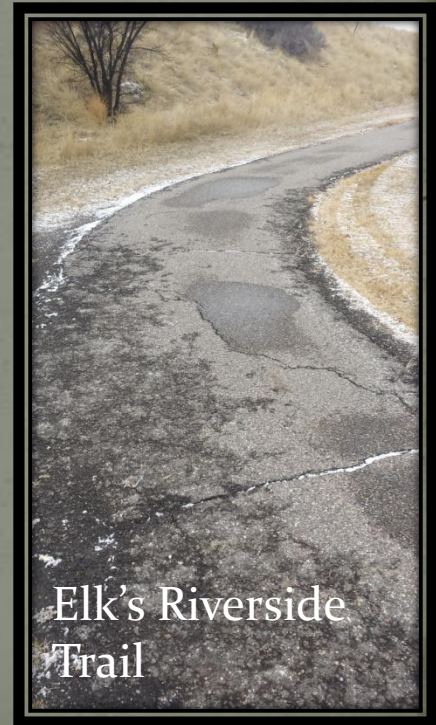
Elk's Riverside Trail



Montana Park



Sunrise Park



Elk's Riverside Trail

Parks

- The Master Plan recommends a ratio of staff per park acres maintained of 1 per 20 acres
 - 775 acres of developed parks
 - 23.5 FTE's; standard is 38.7 FTE's
- Master Plan recommended park staff additions, within 3 years
 - 8 Parks Laborers
 - Irrigation Specialist
 - Park Planner
 - Integrated Pest Management Specialist
 - Parks and Forestry Mechanic
- \$12 million in deferred maintenance (critical to maintain what we have; not funded)

Forestry

- The industry standard for trimming trees is every 4-7 years.
- Currently, we are trimming trees on an approximately 30-35 year basis.
 - Lack of inspections and pruning creates safety hazards and potential property damage.
 - Is extremely detrimental to the health of the trees/urban forest.
 - Substantially increases the cost/time to trim each individual tree.
- Recommended Forestry staff additions, within 3 years
 - Forestry foreman
 - Two arborists for general parks

Potential Options

- A city-wide special assessment district, or
- Significant increase in general fund support.
 - Note: Park district funds can be used for parks, forestry and trails for staff, operations and capital improvements. Can also be used for maintenance/improvements to recreation and aquatics facilities. Can not be used for programming.

Billings Park District

- 122 parcels of land, 70 developed parks
- FY2017 Assessments:
 - \$2,400,000 City-wide district
 - \$1,075,754 Individual districts
 - \$3,115,754 Total
- All funds go directly to operations, added staff and capital improvements
 - Additional staff included 3 full time positions and 6 seasonal laborers
- There was no reduction in general fund support
- All “uncontrollable costs” continue to be covered by general fund (personnel increase, utilities, ISC, fuel, equipment purchases, inflation, etc.)
- There was some public resistance to the Park District when it was created for FY13-15; but when it was renewed for FY16-18 there was very little public opposition because of the number of high profile projects that were completed in the first three years.

Special District by Assessment

- MCA Section 7-11-1001
- Provision of state law, effective July 1, 2009.
- City Commission may create a special assessment district for maintenance and improvements in parks.
- If less than 50% of the property owners protest, district may be created and property assessed.
- Assessments can be adjusted annually.

Process to Create a District

- Professional surveyor to confirm the boundaries are clearly described and mapped.
- Determine the potential assessment.
- Resolution of Intent to Create the City-wide Park District.
- Notice of Public Hearing on Intent to Create District mailed to all property owners (also published in newspaper twice).
- 60 day protest period.
- Public Hearing and vote on Resolution to Create a Special Park District.
- Timeline to meet requirements for creation of district:
 - Resolution of Intent to Create Special Park District, June 6, 2017 (due May 25)
 - Resolution to Create Special Park District, August 22, 2017

City-Wide Special District Assessments

- Two possible methods of assessment (or a combination of both)
 - Based on taxable value for \$2.2m
 - \$100,000 property \$43.28
 - Based on taxable value for \$1.3m
 - \$100,000 property \$25.98

City-Wide Special District Assessments

- Second possible method of assessment
 - Based on lot square footage (7,500 s.f.)
 - \$1.3m \$33.08
 - \$2.2 m \$55.14

Park District Projects 2018

- Year One (\$1.3m)

• Lions Park Rest Room (ADA)	\$200,000
• ECWP Bath House Improvements	\$200,000
• Small Pool Bath Houses (urinals/stucco)	\$ 21,600
• Park Equipment	\$ 80,000
• Resurface Basketball Courts	\$ 75,000
• Sports Courts Resurface/Jaycee (Pickleball/BB)	\$100,000
• ADA Sidewalks to Play Structures	\$ 40,000
• Irrigation Upgrades (manual to auto)	\$250,000
• Turf Maintenance (fertilizer/herbicide)	\$ 40,000
• Turf Maintenance, 2 seasonal laborers	\$ 40,000
• Truck w/hoist/dump box, River's Edge Trail	\$ 40,000
• Multi Sports Dugout/Backstop (match)	\$ 25,000
• Picnic Pavilion & Tables/Jaycee	\$ 64,000
• Dog Park – Montana Park	\$ 75,000
• Contingency/Operations	\$ 49,400

Park District Projects 2019

- Year Two (\$1.3m)

- Gibson Park Restroom (ADA) \$250,000
- ADA Sidewalks to Play Structures \$ 20,000
- Forestry Equipment/Tree Trimming (one time cost) \$259,000
- Forestry Staff \$171,600
- Irrigation Upgrades \$250,000
- Turf Maintenance (fertilizer/herbicide) \$ 40,000
- Turf Maintenance, 2 seasonal laborers \$ 40,000
- Multi Sports Dugouts/Backstop (Match) \$ 25,000
- Feasibility Study – Recreation/Aquatics Facility \$ 60,000
- Potential General Fund Support Reduction \$100,000
- Contingency/Operations \$ 84,400

Park District Projects 2020

- Year Three (\$1.3m)
 - Oddfellows Park Restroom (ADA) \$200,000
 - ADA Sidewalks to Play Structures \$ 20,000
 - Elk's Riverside Trails/Paths \$308,000
 - Gibson Park Pond Wall \$165,000
 - Irrigation Upgrades \$200,000
 - Turf Maintenance (fertilizer/herbicide) \$ 40,000
 - Turf Maintenance, 2 seasonal laborers \$ 40,000
 - Forestry Staff \$171,600
 - Potential General Fund Support Reduction \$100,000
 - Contingency/Operations \$ 55,400

Park District Projects 2018-2020

- Additional Items w/\$2.2m (over 3 years, \$2.7m additional)
 - Tree Replacement, \$10,000/year \$ 30,000
 - Picnic Shelters (N. Kiwanis, Meadowlark) \$128,000
 - Resurface Additional Basketball Courts \$150,000
 - Parks Full Time Laborer, \$63,000/year \$189,000
 - Replace Gibson Park Trails/Paths \$415,000
 - Grande Vista Asphalt Trail \$ 72,000
 - River's Edge Trail Improvements \$600,000
(Matching Funds, \$200,000/year)
 - On Street Trail Connectors, \$50,000/year \$150,000
 - Project Manager, \$100,000/year \$300,000
 - Potential General Fund Support Reduction, \$600,000
\$200,000/year
 - Contingency/Operations \$ 66,000

Next Steps

1. Determine level of Commission interest
2. Direct staff to put together a plan, present at a Work Session, or
3. Determine level of Commission involvement with finalizing plan (Committee/Park Board?)
 - a) Determine funding levels and priorities

*May 25 deadline to meet proposed time line.

Discussion/Questions

